



SERVING GRADES TK-12

Annual Notice of Parents/Guardians/Students' Rights and Responsibilities 2023-24

OUR MOTTO



Educating compassionate and creative global citizens.

OUR MISSION



To provide students with a strong foundation for learning which meets the challenge of the present and of the future through a balanced education which includes academic achievement, personal growth, and social responsibility.

OUR VISION



Oak Park Unified School District will be a leader in public education, inspiring an inclusive learning community to provide innovation and excellence in academics, the arts, athletics, and activities, with a focus on the whole child.



Annual Notice of Parents/Guardians/Students Rights and Responsibilities - 2023-24

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SCHOOL SITE ADMINISTRATION

Oak Park Neighborhood Preschool

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Oak View High School

Kent Cromwell, Principal, kcromwell@opusd.org

Oak Hills Elementary School

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Red Oak Elementary School

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Oak Park High School

Mat McClenahan, Principal, mmcclenahan@opusd.org
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Natalie Smith, Assistant Principal, nsmith@opusd.org

Oak Park Independent School

Kent Cromwell, Principal, kcromwell@opusd.org

- Education Code (EC) 48980 requires school districts to notify parents/guardians of their rights and responsibilities at the beginning of the academic year.
- EC 48982 requires parents/guardians to sign the notice (during annual re-enrollment in Q-parent parents/guardian acknowledge that they have been informed of their rights.)
- EC 48984 prohibits a school district from undertaking any activity covered by EC 48980 for any pupil unless the parent/guardian has been properly notified or has received separate special notification.
- EC 51100 encourages schools to promote parents/guardians understanding of, and involvement in, the education of their children.
- Under EC 48985, if 15 percent or more of the students enrolled in a school speak a single primary language other than English, all notices and reports sent to the parent/guardian of any such student must be written in English and the primary language and may be answered by the parent/guardian in either language. (OPUSD sends notices and communications in English as we do not have 15% or more students who speak a single primary language other than English)

New or amended notifications for 2023-24 are highlighted in YELLOW in this document.

Oak Park Unified School District
5801 Conifer Street, Oak Park, CA 91377
Phone: 818-735-3200 Website: www.opusd.org



Dear Parents/Guardians,

I am optimistic and eager for the engaging and meaningful journey ahead in the 2023-2024 academic year, and I look forward with great anticipation to the exciting opportunities for our students this year. At Oak Park Unified School District (OPUSD), we are unwavering in our commitment to our mission: providing a comprehensive education that prioritizes academic achievement, fosters personal growth, and instills a sense of social responsibility.

Our motto, "*Educating Compassionate and Creative Global Citizens*," isn't merely a slogan; it's the principle that informs every strategy, every initiative, and every decision we undertake. This promise drives our commitment to cultivating the minds and characters of our students, equipping them to be the changemakers of tomorrow.

In Oak Park, we are privileged to educate over 4,300 diverse, curious, and engaged students. We deeply value the dedicated support from our Board of Education, exceptional educators, active parents/guardians, and the broader OPUSD community. Together, we create a dynamic, vibrant learning environment where students are empowered to reach their full potential.

As we embark on this new academic year, there's a requirement from the California Education Code that all parents or guardians acknowledge receipt of their rights and responsibilities. You can also expect additional notifications, in compliance with legal mandates, throughout the year. Digital acknowledgment on the District's Online Student Information and Enrollment System Q-Connect fulfills this requirement that OPUSD parents/guardians have been informed of their rights. This acknowledgment does not indicate that parents/guardians have given consent for their child to participate or not participate in any particular program listed within the Annual Notification.

We place immense value on the active involvement of parents/guardians in our commitment to Educating Compassionate and Creative Global Citizens in a Climate of Care. The positive impact of parental engagement on student success cannot be overstated. Your contribution to our collective vision helps Oak Park lead the way in public education through innovative and excellent practices. Please read the information contained in this document carefully as it is important for you and your child(ren). Please review each section to familiarize yourself with Education Code 48980 pertaining to your rights, responsibilities, and important policies of OPUSD.

If there are any questions or concerns regarding this notice or any other matters, please feel free to contact your school's principal or our District's Communications Coordinator, Ragini Aggarwal, at raggarwal@opusd.org or 818-735-3206.

As we set sail on this academic journey, we pledge our commitment to creating an innovative, excellent, and student-focused learning community. Let's make this year inspiring, rewarding, and engaging for all!

Sincerely,

Dr. Jeff Davis
Superintendent
#TeamOPUSD


TABLE OF CONTENTS

SCHOOL YEAR CALENDAR – 2023-2024 - amended	9
KEY TO CODE AND REGULATION SECTION ABBREVIATIONS	10
YOUR CHILD’S SAFETY	11
CAMERA SURVEILLANCE ON SCHOOL PROPERTY – (PC 647(J))	11
CHILD ABUSE AND NEGLECT REPORTING – (PC 11164 et seq) - amended	11
CIVILITY ON SCHOOL GROUNDS – (CC 1708.9; EC 32210)	11
CUSTODY ISSUES - amended	12
DANGEROUS OBJECTS AND WEAPONS – (PC 626.10) - amended	12
DISASTER PREPAREDNESS EDUCATIONAL MATERIALS – (EC 32282.5)	12
EMERGENCY AUTHORIZATION - (5 CAC 432)	12
EMPLOYEE INTERACTIONS WITH PUPILS- (EC 44050)	12
FIREARMS: GUN-FREE SCHOOL ZONE – (PC 626.9)	13
FIREARMS SAFETY: SAFE STORAGE (EC 48986, 49390 - 49395, PC 25100) - new	13
OPEN CAMPUS/OFF-CAMPUS LUNCH – (EC 44808.5)	14
PUPIL SUICIDE PREVENTION POLICIES – (EC 215)	14
REPORT OF MISSING CHILDREN - (EC 49370)	14
SAFE PLACE TO LEARN ACT – (EC 234 AND 234.1)	14
BP 0410 Nondiscrimination in District Programs and Activities	15
BP 5131.2 Bullying	15
AR 5132.2 Bullying	15
BP 5145.3 Nondiscrimination/Harassment	15
AR 5145.3 Nondiscrimination/Harassment	15
BP 5145.7 Sexual Harassment	15
AR 5145.7 Sexual Harassment	15
AR5145.71 Title IX Sexual Harassment Complaint Procedures	15
E5145.71 Exhibit Title IX Sexual Harassment Complaint Procedures	15
SCHOOL BUS SAFETY – (EC 39831.5)	15
SCHOOL EMERGENCY INFORMATION	15
SCHOOL SAFETY PLAN - (EC 32280 et seq.)	16
SCHOOL VISITING PROCEDURES – (EC 51101(a)(12)) - amended	16
SCOOTER OR SKATEBOARD OR ROLLER BLADES –(VC 21212)	16
SEARCH OF SCHOOL LOCKERS	16
Use of Drug-Detection Dogs – Secondary Schools (Grades 6-12)	16
SEXUAL ABUSE AND HUMAN TRAFFICKING PREVENTION – (EC 51950 AND 51900.6) - amended	17
SEX OFFENDER NOTIFICATION- “MEGAN’S LAW” - (PC 290 et seq.)	17
SUNSCREEN AND SUN-PROTECTIVE CLOTHING - (EC 35183.5)	17
TOBACCO FREE CAMPUS – (BPC 22950.5; HSC 104420, 104495, 104559, PC 308)	17
VEHICLES SUBJECT TO SEARCH – (VC 21113)	18
VICTIM OF A VIOLENT CRIME – (20 USC 7912)	18
WALKING OR RIDING A BIKE TO SCHOOL - (VC 21212)	18
HEALTH AND WELLNESS	18
ACCESS TO STUDENT MENTAL HEALTH SERVICES – (EC 49428) - amended	18
ASBESTOS MANAGEMENT PLAN - (40 CFR 763.93)	20
AVAILABILITY OF INDIVIDUALIZED INSTRUCTION/PRESENCE OF PUPIL WITH TEMPORARY	
DISABILITY IN HOSPITAL - (EC §§48206.3, 48207-48208) - new	20
CALIFORNIA HEALTHY YOUTH ACT – (EC 51930 through 51939) - amended	20
Surveys – (EC 51513 And 51514)	21
Health Instruction/Conflicts With Religious Training And Beliefs (EC §51240) - new	21
CALIFORNIA UNIVERSAL MEALS – (EC 49501.5)	21
CALIFORNIA YOUTH FOOTBALL ACT – (HSC 124241)	21
CHILD HEALTH AND DISABILITIES PREVENTION PROGRAM - (H&SC §124085) - new	21
COMMUNICABLE DISEASES - (EC §48216 and 49403) - new	21

CONCUSSION AND HEAD INJURIES – (EC 49475).....	22
CONFIDENTIAL MEDICAL SERVICES - (EC 46010.1).....	22
DIABETES INFORMATION - TYPE 1 AND TYPE 2 – (EC 49452.6, 49452.7) - new.....	22
DRUG FREE CAMPUS (ALCOHOL AND DRUG USE PREVENTION EDUCATION) - new.....	22
ELECTRONIC NICOTINE DELIVERY SYSTEMS (E-CIGARETTES) – (PC 308).....	23
EMERGENCY TREATMENT FOR ANAPHYLAXIS - (EC 49414, 49414.3).....	23
ENTRANCE HEALTH SCREENING – (HSC 124085, 124100, 124105).....	23
FREE AND REDUCED PRICE MEALS - (EC 49501.5, 49510, 49564.3 et seq., 49391, 49392) - amended.....	23
HEALTH INSURANCE COVERAGE FOR ATHLETES – EC 32221.5 (GRADES 9-12).....	24
IMMUNIZATIONS - (EC 49403 and 48216, HSC 120325, 120335, 120338, 120365, 120370, 120375)	24
MEDICAL ASSISTANCE AT SCHOOL - (EC 49407).....	24
MEDICATION REGIMEN – (EC 49423, 49480).....	25
MENSTRUAL PRODUCTS – EQUITY ACT (EC 35292.6) - amended.....	25
OPIOIDS FACT SHEET FOR ATHLETES – (EC 49476) - new.....	25
ORAL HEALTH ASSESSMENT FOR GRADES K-1 – (EC 49452.8) - amended.....	26
PESTICIDES PRODUCTS – (EC 17612).....	26
PHYSICAL EXAMINATION, PARENT REFUSAL TO CONSENT – (EC 49426, 49451, and 49452) - new.....	26
PREGNANT AND PARENTING PUPILS – (EC 221.51, 222.5, 46015, 48205, AND 48980).....	26
RELEASE FOR MEDICAL CARE.....	27
STUDENT ACCIDENT & HEALTH INSURANCE - (EC 32221.5).....	27
SUDDEN CARDIAC ARREST.....	27
VISION, HEARING, SCOLIOSIS SCREENINGS - (EC 49451, 49452.5, 49455) - amended.....	28
Vision Screening - (EC §49455) - amended.....	28
Hearing Screening – (EC §49452) - amended.....	28
Scoliosis Screening Notice - (EC §§49451 and 49452.5) - amended.....	28
INSTRUCTION.....	28
ACCEPTABLE USE OF TECHNOLOGY.....	28
ADVANCED PLACEMENT EXAM FEES - (48980(k)).....	29
PARTICIPATION IN STATE ASSESSMENTS AND OPTION TO REQUEST EXEMPTION (EC 60615, 5 CCR § 852) - amended.....	29
CAL GRANT PROGRAM (EC 69432.9).....	29
CALIFORNIA HIGH SCHOOL PROFICIENCY EXAM – (EC 48412).....	29
CHILD FIND SYSTEM – (EC 56301).....	30
COLLEGE ADMISSION & CAREER TECHNICAL EDUCATION (EC 51225.3, 51229).....	30
COMPETITIVE ATHLETES SEEKING HIGHER EDUCATION ATHLETIC PROGRAMS – (EC 67455).....	31
COURSEWORK AND GRADUATION REQUIREMENTS: CHILDREN OF MILITARY FAMILIES – (EC 51225.1 AND 51225.2).....	31
CURRICULUM – AVAILABILITY OF PROSPECTUS - (EC 49063, 49091.14).....	31
DRIVER'S TRAINING – (EC 35211).....	31
EDUCATIONAL EQUITY – (EC 66251, 66260.6, 66270, AND 66270.3).....	32
EDUCATIONAL EQUITY: GOVERNMENT INSTRUCTION CONFERENCES- EC 224.....	32
EDUCATIONAL EQUITY: IMMIGRATION AND CITIZENSHIP STATUS – (EC 200, 220, AND 234.1 ADDING EC ARTICLE 5.7 TO EC 234.7).....	32
EDUCATION OF FOSTER YOUTH (CEC §§ 48204, 48853, 48853.5, 51215.1, 51225.2 et seq., 47605, 47605.6, 48432.5, 48911, 48911.1, 48915.5, and 48918.1) - amended.....	32
EDUCATION OF HOMELESS YOUTH: 42 USC 11432; EC 48551, 48852.5, 48853, 48857, 51225.1, 51225.2 - amended.....	33
EDUCATION OF HOMELESS YOUTH: RIGHT TO APPLY FOR FINANCIAL AID – (EC 69432.7, 69519, 69731, 69956, 70032, 78220, AND 88931).....	33
ELECTRONIC LISTENING OR RECORDING DEVICE – (EC 51512).....	34
ELECTRONIC SIGNALING DEVICES – (EC 48901.5).....	34
ENGLISH LANGUAGE LEARNER – (EC 313.2).....	34
ENROLLMENT AGREEMENT – CCR 1002.7.....	34
EVERY STUDENT SUCCEEDS ACT (20 USC 6301 et seq.) - new.....	34
Information Regarding Professional Qualifications of Teachers, Paraprofessionals, and Aides:.....	35

Information Regarding Individual Student Reports on Statewide Assessments - new	35
Limited English Proficient Students - new	35
EXTENDED SCHOOL YEAR – MIGRANT EDUCATION – EC 41601.6 - new	35
FAFSA/CADAA COMPLETION REQUIREMENT AND OPT-OUT FORM – (EC 51225.7)	35
FEDERAL STUDENT AID – (EC 51225.8) - amended	36
FOSTER YOUTH EXEMPTION FROM LOCAL GRADUATION REQUIREMENTS – (EC 48853, 49069, AND 51225.2)	36
HARM OR DESTRUCTION OF ANIMALS - (EC 32255 et seq.)	36
HOMEWORK ASSIGNMENTS FOR SUSPENDED STUDENTS – (EC 48913.5)	36
ILLEGAL RECORDING OF CONFIDENTIAL COMMUNICATION - (PC 632, EC 51512) - new	37
INDEPENDENT STUDY- (EC 51744, 51745, 51745.5, 51746, and 56026) - amended	37
INFORMATION REGARDING INDIVIDUAL STUDENT REPORTS ON STATEWIDE ASSESSMENTS - (20 USC §6301 et seq.)	37
INSTRUCTION FOR PUPILS WITH TEMPORARY DISABILITIES - (EC 48206.3, 48207 AND 48208)	37
INVESTING FOR FUTURE EDUCATION - (EC §48980(d))	38
JUVENILE COURT SCHOOL PUPILS: GRADUATION REQUIREMENTS AND CONTINUED EDUCATION OPTIONS – (EC 48645.3 AND 48645.7)	38
LIMITED ENGLISH PROFICIENT STUDENTS - (20 USC §6301 et seq.)	39
MIGRANT AND NEWLY ARRIVED IMMIGRANT PUPILS: GRADUATION REQUIREMENTS AND CONTINUED EDUCATION OPTIONS– (EC 51225.1 AND 51225.1)	39
MINIMUM AGE OF ADMISSION TO KINDERGARTEN - (EC §48000)- amended	39
NON-MANDATORY PROGRAMS FOR PARENTAL/PUPIL PARTICIPATION (EC 49091.18) - new	39
PROPERTY DAMAGE – (EC 48904)	39
PROTECTION AND ADVOCACY AGENCY – (W&IC 4900; 4902; 4903) - new	39
PUPIL ATTENDANCE: SCHOOL START TIMES – (EC 46148) - new	40
PUPIL FEES – (EC 49010-49013)	40
RELIGIOUS BELIEFS - (EC 51240)	40
RELIGIOUS OBSERVANCES	40
RETROACTIVE GRANT OF HIGH SCHOOL DIPLOMAS: DEPARTED/DEPORTED PUPILS – (EC 51430)	40
SCHEDULE OF MINIMUM DAYS AND PUPIL-FREE STAFF DEVELOPMENT DAYS - (EC 48980(c)) - amended	41
SCHOOL ACCREDITATION - (EC §35178.4)	41
SECTION 504 – (29 USC 794, 34 CFR 104.32)	41
SEX EQUITY IN CAREER PLANNING - (EC §221.5(d))	41
SPECIAL EDUCATION – (EC 56300, 56301) - amended	41
SPECIAL EDUCATION COMPLAINTS (5 CCR 3080) - new	42
SPECIAL EDUCATION: DESTRUCTION OF RECORDS – (34 C.F.R. § 300.624)	42
SPECIAL EDUCATION: DUE PROCESS HEARINGS – (EC 56502) - new	42
SPECIAL EDUCATION: INSPECTION OF RECORDS – (EC 56043) - new	42
SPECIAL EDUCATION – USE OF ASSISTIVE TECHNOLOGY – (EC 56040.3)	43
WITHHOLDING OF GRADES	43
STUDENT ATTENDANCE	43
AVOIDING ABSENCES, WRITTEN EXCUSES, TRUANCY – (EC 46014, 48205, and 48260.5)	43
Excused Absences – (EC 46014, 48205, 48225.5, 48260) - amended	43
GRADE REDUCTION/LOSS OF ACADEMIC CREDIT – (EC 48205 (b), 48980 (j))	45
Tardiness - (EC 48260 (a))	45
Truancy Definitions - (EC 48260, 48262, and 48263.6)	45
Arrest of Truants/School Attendance Review Boards – (EC 48263 and 48264)	45
Truant Consequences - (EC 48263, 48267, 48268, and 48269)	45
Chronic Absenteeism – (EC 60901)	45
ABSENCES FOR RELIGIOUS INSTRUCTION - (EC 46014, 48980)	46
ATTENDANCE OPTIONS/PERMITS - (EC 48205)	46
Compulsory Education	46
Residency	46
District of Choice – (EC 48300 and 48507)	46

Employment in Lieu of Residency - Residency Based on Parent Employment – (EC 48204).....	47
Intradistrict Open Enrollment	47
Interdistrict Attendance – (EC 46600 et seq., 48980(h))	47
EDUCATIONAL EQUITY REGARDLESS OF IMMIGRATION STATUS, CITIZENSHIP, OR RELIGION – (EC 234.7).....	48
ENROLLMENT RESIDENCY INVESTIGATIONS - (EC 48204.20).....	48
NOTICE OF ALTERNATIVE SCHOOLS (EC 58501).....	49
STUDENT DISCIPLINE – CONDUCT OF PUPILS.....	49
DRESS CODE - (EC 211.1, 35183 and 35183.5) - amended.....	49
HAZING - (EC 32051, 48900(q))	50
IMITATION FIREARM - (PC 12550, 12556) - amended.....	50
LASER POINTERS - (PC 417.27)	50
MANDATORY EXPULSION VIOLATIONS – (EC 48915)	50
NON-DISCRIMINATION STATEMENT– (EC 221.8) - amended.....	50
NOTIFICATION TO LAW ENFORCEMENT PERSONNEL AND OTHERS - (EC 44014).....	51
SAFE PLACE TO LEARN ACT (EC 234 and 234.1)	51
SCHOOL RULES - (EC 35291, 35291.5, 35291.7, 48980)	51
SCHOOL SAFETY: BULLYING – (EC 234.4 AND 32283.5) - amended.....	52
SEXUAL CYBERBULLYING – (EC 234.2).....	52
SEXUAL HARASSMENT – (EC 231.5, 48980(g)) - amended.....	52
STUDENT BEHAVIOR AND CONDUCT - (5 CCR 300) AND EC 51100).....	53
Duties of Pupils – (Title 5 California Code of Regulations 300).....	53
Jurisdiction – (EC 44807).....	53
SUSPENSION/EXPULSION – (EC 48900).....	53
Grounds for Suspension and Expulsion – (EC 48900)	53
Sexual Harassment – (EC48900.2)	56
Hate Violence – (EC 48900.3).....	56
Harassment, Threats or Intimidation – (EC 48900.4).....	57
Limitations on Imposing Suspension – (EC 48900.5).....	57
Terroristic Threats – (EC 48900.7)	57
PRIVACY & INFORMATION RIGHTS OF PARENTS & STUDENTS AND IMPORTANT CA	
EDUCATION CODES	57
ACCESS BY MILITARY RECRUITERS - (20 USC 7908).....	57
BROWN ACT: REQUIRED NOTICES AND AGENDAS FOR OPEN PUBLIC MEETINGS – (GC 54954.2, 54956, 54956.5, 54954.2, GC 54954.5, GC 54957.1, 54957.7, AND GC 54954.2(B))	58
DIRECTORY INFORMATION – (EC 49073) - amended.....	58
DISRUPTION IN PUBLIC SCHOOL OR BOARD MEETING – (EC 32210 and GC 54957.95) - amended.....	59
LOCAL CONTROL AND ACCOUNTABILITY PLAN - (EC §§52059.5-52077)	59
MEDICAL RECORD SHARING – (HSC 120440)	60
NOTICE OF COMPLIANCE (EC 32289) - new.....	60
PARENT ENGAGEMENT- SCHOOL ACCOUNTABILITY – (EC 11500, 11501, 11502, 11503)	60
PARENT PARTICIPATION IN SCHOOL MEETINGS AND CONFERENCES: (LC 230.8).....	60
PROMOTION AND RETENTION OF PUPILS - (EC 48070 and 48070.5)	61
PUPIL RECORDS (EC 49063 ET SEQ., 49069.7, 34 CFR 99.30, 34 CFR 99.34, 20 USC 1232g)	61
PUPIL RECORDS: SOCIAL MEDIA - (EC 49073.6) - new.....	61
RELEASE OF A PUPIL TO A PEACE OFFICER - (EC 48906)	62
RELEASE OF STUDENT RECORDS PURSUANT TO COURT ORDER/SUBPOENA - (EC 49076 and 49077) - amended.....	62
RELEASE OF STUDENT RECORDS TO SCHOOL OFFICIALS AND EMPLOYEES OF THE DISTRICT (EC 49076 and 49064) - new.....	62
RIGHTS OF PARENTS AND GUARDIANS TO INFORMATION & PARTICIPATION - (EC 51100-02)	62
SCHOOL ACCOUNTABILITY REPORT CARD (SARC).....	63
SOCIAL SECURITY NUMBERS – (EC 49076.7)	63
THE BOY SCOUTS OF AMERICA EQUAL ACCESS ACT (34 CFR 108.6) - new.....	63



TITLE IX – (EC 221.61).....	63
UNIFORM COMPLAINT POLICY AND PROCEDURE – (5 CCR 4600 ET SEQ.).....	64
UPDATING NAME AND/OR GENDER OF FORMER STUDENTS – (EC 49062.5).....	66
WILLIAMS COMPLAINT POLICY AND PROCEDURES – (EC 35186).....	66
APPENDIX.....	67
IMPORTANT COMPLAINT POLICIES AND PROCEDURES.....	67
POLICIES RELATED SEXUAL HARASSMENT, NONDISCRIMINATION AND SUICIDE PREVENTION.....	67

SCHOOL YEAR CALENDAR – 2023-2024 - amended

OAK PARK UNIFIED SCHOOL DISTRICT

JULY 2023- JUNE 2024 - STUDENT/TEACHER CALENDAR

Board Approved May 16, 2023

JULY 2023							JANUARY 2024						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
						1		1	2	3	4	5	6
2	3	4	5	6	7	8	7	8	9	10	11	12	13
9	10	11	12	13	14	15	14	15	16	17	18	19	20
16	17	18	19	20	21	22	21	22	23	24	25	26	27
23	24	25	26	27	28	29	28	29	30	31			
30	31												
4 - Independence Day							1-5 Winter Break/School Holiday						
							8 Sec Prep Day - Secondary students out of school, Elementary in school						
							9 First day of Sem 2						
							15 - MLK Day/School Holiday						
							17 days/Elem, 16 days/Sec (Instruction Days)						

AUGUST 2023							FEBRUARY 2024						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
		1	2	3	4	5					1	2	3
6	7	8	9	10	11	12	4	5	6	7	8	9	10
13	14	15	16	17	18	19	11	12	13	14	15	16	17
20	21	22	23	24	25	26	18	19	20	21	22	23	24
27	28	29	30	31			25	26	27	28	29		
3, 4 TK-12 Opt Buy back							22- Trimester 2 ends						
7 Teacher Prep Day							19 - Presidents Day/School Holiday						
8 First School Day							20 Instruction Days						
18 Instruction Days													

SEPTEMBER 2023							MARCH 2024						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
					1	2						1	2
3	4	5	6	7	8	9	3	4	5	6	7	8	9
10	11	12	13	14	15	16	10	11	12	13	14	15	16
17	18	19	20	21	22	23	17	18	19	20	21	22	23
24	25	26	27	28	29	30	24	25	26	27	28	29	30
							31						
4- Labor Day/School Holiday							4-8 Elem Spring Conferences/Min Days (Schools pick 4 days to hold conferences)						
15 - School Holiday							25-29 Spring Break//School Holidays						
25 - Yom Kippur/School Holiday							16 Instruction Days						
18 Instruction Days													

OCTOBER 2023							APRIL 2024						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5	6	7		1	2	3	4	5	6
8	9	10	11	12	13	14	7	8	9	10	11	12	13
15	16	17	18	19	20	21	14	15	16	17	18	19	20
22	23	24	25	26	27	28	21	22	23	24	25	26	27
29	30	31					28	29	30				
23 Elem Teacher Prep Day/Sec in school							22 - Opt TK-12 Buy back day/School Holiday						
30-31 Elem Conference Min Days							21 Instruction Days						
21 days Elem/22 days Sec (Instruction Days)													

NOVEMBER 2023							MAY 2024						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
			1	2	3	4				1	2	3	4
5	6	7	8	9	10	11	5	6	7	8	9	10	11
12	13	14	15	16	17	18	12	13	14	15	16	17	18
19	20	21	22	23	24	25	19	20	21	22	23	24	25
26	27	28	29	30			26	27	28	29	30	31	
1-3,6-7 Elem Conference Min Days (11/3 Trm 1 ends)							24 Last day of School						
10 - Veterans Day/School Holiday							27 - Memorial Day						
20-23 Thanksgiving Break/School Holidays							18 Instruction Days						
24 -Thanksgiving/School Holiday													

KEY TO CODE AND REGULATION SECTION ABBREVIATIONS

ABBREVIATION	COMPLETE TITLE
BP	OPUSD Board Policy
AR	OPUSD Administrative Regulation
E	OPUSD Exhibit
5 CCR	Title 5, California Code of Regulations
34 CFR	Code of Federal Regulations, Title 34
40 CFR	Code of Federal Regulations, Title 40
BPC	Business and Professions Code
CAC	California Administrative Code
CC	Civil Code
CDC	Center for Disease Control
CDE	California Department of Education
CHSPE	California High School Proficiency Exam
CSU	California State University
DOC	District of Choice
DPR	Department of Pesticide Regulation
EC	California Education Code
FERPA	Family Education Rights & Privacy Act 1974
GC	Government Code
HSC	California Health and Safety Code
IDEA	Individuals with Disabilities Education Act
IPM	Integrated Pest Management
LC	Labor Code
OPUSD	Oak Park Unified School District
PC	Penal Code
PL	Public Law
SARB	School Attendance Review Board
SARC	School Accountability Report Card
UC	University of California
USC	United States Code
VC	Vehicle Code
IWC	Welfare and Institutions Code

YOUR CHILD'S SAFETY

CAMERA SURVEILLANCE ON SCHOOL PROPERTY – (PC 647(J))

For the safety of our students, staff and visitors, the School District employs camera surveillance equipment for security purposes. This equipment may or may not be monitored at any time.

Surveillance cameras will generally be utilized only in public areas where there is no “reasonable expectation of privacy.” Public areas may include school buses; building entrances; hallways; parking lots; front offices where students, employees, and parents come and go; gymnasiums during public activities; cafeterias; and supply rooms. However, it is not possible for surveillance cameras to cover all public areas of District buildings or all District activities.

District surveillance cameras will not be installed in “private” areas such as restrooms, locker rooms, changing areas, private offices (unless consent by the office owner is given), or classrooms.

CHILD ABUSE AND NEGLECT REPORTING – (PC 11164 et seq) - amended

The Oak Park Unified School District committed to protecting all students in its care. All employees of the District are considered mandated reporters, required by law to report cases of child abuse and neglect whenever there is reasonable suspicion abuse or neglect has occurred. District employees may not investigate to confirm a suspicion. The fact that a child is homeless, or an unaccompanied minor is not, in and of itself, a sufficient basis for reporting child abuse or neglect.

All complaints must be filed through a formal report, over the telephone, in person, or in writing, with an appropriate local law enforcement agency (*i.e.*, Police or Sheriff's Department, County Probation Department, or County Welfare Department/County Child Protective Services). Both the name of the person filing the complaint and the report itself are confidential and cannot be disclosed except to authorized agencies.

Parents and guardians of students also have a right to file a complaint against a school employee or other person that they suspect has engaged in abuse of a child at a school site. Complaints may be filed with the local law enforcement agency; you may also notify the District of an incident by contacting Mr. Brad Benioff, Director of Student Support and School Safety.

Child abuse does not include an injury caused by any force that is reasonable and necessary for a person employed by or engaged in a school:

To stop a disturbance threatening physical injury to people or damage to property;

1. For purposes of self-defense;
2. To obtain possession of weapons or other dangerous objects within control of a student;
3. To exercise the degree of control reasonably necessary to maintain order, protect property, protect the health and safety of pupils, and maintain proper and appropriate conditions conducive to learning.

CIVILITY ON SCHOOL GROUNDS – (CC 1708.9; EC 32210)

Any person who willfully disturbs any public school or any public school meeting is guilty of a misdemeanor, and shall be punished by a fine of not more than five hundred dollars (\$500). It is unlawful for any person, except a parent/guardian acting toward their minor child, to intentionally or to attempt to injure, intimidate, interfere by force, threat of force, physical obstruction, or nonviolent physical obstruction with any person attempting to enter or exit any public or private school grounds.

CUSTODY ISSUES - amended

Schools are not a forum to settle custody disputes and the school has no legal jurisdiction to refuse a biological parent access to their child and the child's school records unless a signed restraining order or proper divorce papers specifically setting forth limitations are on file at the school office. Custody disputes must be handled by the courts. Any student release situation which leaves the student's welfare in question will be handled at the discretion of the site administrator or designee. Should any such situation become a disruption to the school, law enforcement will be contacted, and an officer requested to intervene. Parents are asked to make every attempt not to involve school staff in custody matters. District staff are not recommended or required to provide letters of recommendation in support of a parent or guardian in case of custody disputes.

The school will make every attempt to reach the custodial parent when a parent or any other person not listed on the emergency card attempts to pick up a child.

DANGEROUS OBJECTS AND WEAPONS – (PC 626.10) - amended

California Penal Code § 626.10 PC makes it a crime to bring dangerous weapons onto school grounds. Often, students like to bring objects, such as a collector's item, to school to show their friends. Examples of these objects include, but are not limited to, laser pointers, mini baseball bats, martial arts weapons (e.g., nunchaku, throwing stars), or any other sharp, pointy objects. Students should refrain from bringing objects that have the potential to inflict serious bodily injury to others. Illegal and dangerous objects including but not limited to, guns, knives, controlled substances, drug paraphernalia, and other dangerous objects will be turned over to the appropriate law enforcement authorities.

DISASTER PREPAREDNESS EDUCATIONAL MATERIALS – (EC 32282.5)

Natural and human-caused disasters affect everyone which is why it is important to be prepared at home, at school, at work, and in the community. Parents and guardians are encouraged to review the safety educational materials provided on the California Department of Education Web page at: <https://www.cde.ca.gov/ls/ep/>

The materials are available in multiple languages and can be used to help families prepare for different types of emergencies and crisis.

EMERGENCY AUTHORIZATION - (5 CAC 432)

Emergency Authorization - Each year the district is required to verify the name, address and phone number of the parent and the residence of the pupil. Further, the district requires that an **Emergency Authorization Form** be completed in writing annually by the parent or guardian providing information regarding medical treatment in the event of an emergency. The **Emergency Authorization Form** must be completed to finalize registration and shall be kept on file at the school. If for any reason the information submitted for the **Emergency Authorization Form** changes (i.e. phone numbers) during the course of the school year, please notify the school immediately of the change.

EMPLOYEE INTERACTIONS WITH PUPILS- (EC 44050)

The Governing Board desires to provide a positive school environment that protects the safety and well-being of district students. The Board expects all adults with whom students may interact at school or in school-related activities, including employees, independent contractors, and volunteers, to maintain the highest professional and ethical standards in their interactions with students both within and outside the educational setting. Such adults shall not engage in unlawful or inappropriate interactions with students and shall avoid boundary-blurring behaviors that undermine trust in the adult-student relationship and lead to the appearance of impropriety. Employee conduct should enhance the integrity of the district, advance the goals of the district's educational programs, and contribute to a positive school climate. This information is also outlined in the following Board Policies:

- [BP 4119.21 Professional Standards](#)
- [BP 4119.24 Maintaining Appropriate Adult-Student Interactions](#)

FIREARMS: GUN-FREE SCHOOL ZONE – (PC 626.9)

Pursuant to Penal Code 626.9 (the Gun Free School Zone Act), the possession of a firearm on school grounds or within 1,000 feet of a school is prohibited, except by a person who meets one of the exceptions specified in law (e.g., is a law enforcement or honorably retired peace officer, a member of the military force engaged in the performance of their duties, a security guard, or a participant in an existing shooting range at a school or in a school-sanctioned shooting sport or activity).

Penal Code 626.9 eliminates the authority of the Superintendent or designee to provide written permission for a person who holds a valid CCW license to possess a firearm on school grounds.

FIREARMS SAFETY: SAFE STORAGE (EC 48986, 49390 - 49395, PC 25100) - new

This is a reminder that firearms are to be safely stored away from children and teens. The accidental shooting of children and youth is the third leading cause of death following accidents and suicide. California public schools are mandated to remind families to keep their home safe from such potential dangers. The law states that school officials are required to report homicidal threats or perceived threats, as defined, to law enforcement who must conduct an immediate investigation and threat assessment, as defined.

Around our country and the world, there have been many tragic incidents related to gun violence and accidental shootings. There have been many news reports of children bringing firearms to school. In many instances, the firearms were obtained due to improper gun storage at home. **These incidents can easily be prevented by storing firearms in a safe and secure manner, including keeping them locked up when not in use and storing them separately from ammunition.**

To help those who own firearms understand their legal responsibilities, this letter spells out California law regarding the storage of firearms. There are similar laws across the United States. Please take some time to review this important information and if you own a firearm, to evaluate your own personal practices to assure that you and your family are in compliance with California law: Criminal Storage of a Firearm, California Penal Code section 25100(A)

This State of California statute makes it a crime to store a loaded firearm on any premises under your control, where that person knows or reasonably should know a child is likely to gain access to the firearm; and the child causes a death or great bodily injury, carries the firearm to a public place, such as school or school-sponsored event. *See California Penal Code sections 25100 through 25125 and 25200 through 25220*

California also makes it a crime if a firearm is stored on any premises under your control, where that person knows or reasonably knows that a child is likely to gain access to it without permission, unless reasonable action is taken to secure the firearm against access by the child, even where a minor **never** actually accesses the firearm. *See California Penal Code section 25100(c)*

In addition to potential fines and terms of imprisonment, as of January 1, 2020, a gun owner found criminally liable under these California laws faces prohibitions from possessing, controlling, owning, receiving, or purchasing a firearm for 10 years. *See California Civil Code Section 29805.*

Finally, a parent or guardian may also be civilly liable for damages resulting from the discharge of a firearm by that person's child or ward. *See* California Civil Code Section 1714.3. *See* California Civil Code Section 1714.3.

Remember that the easiest way to comply with the law and keep our communities safe is to keep firearms in a locked container or secured with a locking device that renders the firearm inoperable. Information about gun safety and the safe storage of firearms can be found at <https://oag.ca.gov/firearms/tips>.

OPEN CAMPUS/OFF-CAMPUS LUNCH – (EC 44808.5)

The governing board of the Oak Park Unified School District, pursuant to Education Code 44808.5, has decided to permit the students enrolled as seniors at Oak Park High School to leave the school grounds during the lunch period. Neither the school district nor any officer or employee thereof shall be liable for the conduct nor has safety of any pupil during such time as the pupil left the school grounds pursuant to this section.

PUPIL SUICIDE PREVENTION POLICIES – (EC 215)

Student suicide rates are of concern to all members of the school community. One child, ages 12 and older, dies by suicide every five days in California. Local Districts are required by California law to provide suicide prevention education, according to age-appropriate and sensitive local policies, for grades 7 to 12. Education Code 215 mandates that the Governing Board of any district serving students in grades 7-12 adopt a policy on student suicide prevention, intervention, and postvention (i.e., intervention conducted after a suicide) with specified components. AB 1767 (Ch. 694, Statutes of 2019) amended Education Code 215 to mandate policy on suicide prevention, intervention, and postvention for students in grades K-6 beginning in the 2020-21 school year. Legislators have determined that training in mental health and coordination around improved services is extended to our elementary students. A shared goal by all staff educators is to keep a safe place to learn, free from harm to any of our students. OPUSD Suicide prevention policies are posted on the District's website under policies and are linked below:

- [BP 5141.52 Suicide Prevention](#)
- [AR 5141.52 Suicide Prevention](#)

REPORT OF MISSING CHILDREN - (EC 49370)

It is now required that specified persons, including school teachers, school administrators, school aides, school playground workers, and school bus drivers, report missing children to a law enforcement agency in a timely manner, in order to provide those children a necessary level of protection when they are at serious risk.

SAFE PLACE TO LEARN ACT – (EC 234 AND 234.1)

The Oak Park Unified School District is committed to maintaining a learning environment that is free from discrimination, harassment, violence, intimidation, and bullying based on actual or perceived characteristics set forth in Section 422.55 of the Penal Code and EC 220, and disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or association with a person or group with one or more of these actual or perceived characteristics. All school personnel who witness an act of discrimination, harassment, intimidation, or bullying must take immediate steps to intervene when safe to do so. Any student who engages in acts of discrimination, harassment, violence, intimidation, or bullying related to school activity or school attendance occurring within a school of the school district may be subject to disciplinary action up to and including expulsion.

To report an incidence and/or to receive a copy of the district's antidiscrimination, antiharassment, anti-intimidation, and antibullying policies, please visit our website at www.opusd.org or you can view them at the links below:

[BP 0410 Nondiscrimination in District Programs and Activities](#)
[BP 5131.2 Bullying](#)
[AR 5132.2 Bullying](#)
[BP 5145.3 Nondiscrimination/Harassment](#)
[AR 5145.3 Nondiscrimination/Harassment](#)
[BP 5145.7 Sexual Harassment](#)
[AR 5145.7 Sexual Harassment](#)
[AR5145.71 Title IX Sexual Harassment Complaint Procedures](#)
[E5145.71 Exhibit Title IX Sexual Harassment Complaint Procedures](#)

SCHOOL BUS SAFETY – (EC 39831.5)

All pupils in pre-kindergarten, kindergarten, and grades 1 to 6, shall receive written information on school bus safety (*i.e.*, a list of school bus stops near each pupil's home, general rules of conduct at school bus loading zones, red light crossing instructions, school bus danger zone, and walking to and from school bus stops). Prior to departure on a school activity trip, all pupils riding on a school bus or school activity bus shall receive safety instruction that includes, but is not limited to, location of emergency exits, and location and use of emergency equipment. Instruction also may include responsibilities of passengers seated next to an emergency exit.

SCHOOL EMERGENCY INFORMATION

The safety of students and staff is our first priority. Our school safety plans include drills and training in the Incident Command System (ICS) used by emergency responders. We conduct drills every month, and we update our plans twice each year. To see the plan for your child's school, check with the school office staff.

In the event of an emergency...

1. School staff enacts the school safety plan. Securing the students is the first order of business.
2. District administrators maintain frequent communication with school staff, police and/or other local authorities.
3. When the situation stabilizes, staff can begin parent notifications. If it becomes necessary to change the student release or arrival time, parents/guardians would be notified in one or more of the following ways:
4. Every year during annual registration, you should update your student's emergency contact information.

The information below is intended to provide you with safety tips for parents in order to assist us with keeping our students safe. To receive up-to-date information, please follow our social media accounts. Additionally, please visit our district's website to view timely and the most up-to-date information.

- Make sure your student's emergency contact information is up-to-date and comprehensive.
- Make sure the list of adults listed on the emergency contact information to pick up your child is up-to-date and that those adults know to always carry their ID with them.
- Make sure the school has information about any special needs your child may have.
- Check established communication channels regularly: email, phone, social media, website.
- Encourage your students to take drills seriously, to listen carefully, and follow directions.
- During emergencies, families are urged to avoid coming to the school until after notification that it is safe to do so. When regular dismissal times or procedures are altered due to an emergency, schools will have a student sign-out process in place for the safety of all concerned.

For more details, please ask the school principal about the school's emergency procedures or contact the district office at 818-735-3200.

SCHOOL SAFETY PLAN - (EC 32280 et seq.)

Each Oak Park Unified School District school has a Comprehensive School Safety Plan, which includes a comprehensive disaster preparedness plan and emergency procedures. Copies are available to read at each school office. Fire and emergency drills are held periodically at each school.

SCHOOL VISITING PROCEDURES – (EC 51101(a)(12)) - amended

To ensure minimum interruption of the instructional program, the district has established procedures that facilitate visits during regular school days. Visits during school hours must be arranged with the teacher and principal or designee for classroom visits or with the principal or designee for school visits. If a conference is desired, an appointment should be set with the teacher during non-instructional time. To ensure the safety of students and staff and avoid potential disruptions, all visitors shall register immediately upon entering any school building or grounds when school is in session.

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

Parents and guardians of students enrolled in public schools have the right and should have the opportunity, as mutually supportive and respectful partners in the education of their children, to be informed in advance about school rules, including procedures for visiting the school.

No one, other than those designated on the emergency card, will be permitted to take your child from school. All school visitors are required to check in at the school office as soon as they arrive. Parents/Guardians must report to the office before going to a classroom. Parents who have a complaint are to request an appointment with the staff member and/or the principal. No disruption of school activities or verbal/physical assaults will be tolerated by visitors on campus. (EC32211, 44810, 44811)

Administration has the authority to direct non-students to leave campus. (PC 626.6)

PC 627.6: Requires schools to post at every entrance a notice setting forth the visitor registration requirements, hours during which registration is required, the registration location, the route to take to that location, and the penalties for violation of registration requirements.

SCOOTER OR SKATEBOARD OR ROLLER BLADES –(VC 21212)

No person under 18 years of age may operate a bicycle, non-motorized scooter, skateboard or wear in-line or roller skates, nor ride as a passenger upon a bicycle, non-motorized scooter, or skateboard upon a street, bikeway, or any other public bicycle path or trail unless that person is wearing a properly fitted and fastened bicycle helmet that meets specified standards.

SEARCH OF SCHOOL LOCKERS

School lockers remain the property of the Oak Park Unified School District even when assigned to students. The lockers are subject to search whenever the District finds a need to do so. The use of the school locker for other than school-related purposes is prohibited. Improper use of school lockers will result in suspension and/or expulsion.

Use of Drug-Detection Dogs – Secondary Schools (Grades 6-12)

In an effort to keep the schools free of drugs, the district may use specially trained nonaggressive dogs to sniff out and alert staff to the presence of substances prohibited by law or Board policy. The dogs may

sniff the air around lockers, desks, or vehicles on district property or at district-sponsored events. Dogs shall not sniff within the close proximity of students or other persons and may not sniff any personal items on those persons without their consent.

SEXUAL ABUSE AND HUMAN TRAFFICKING PREVENTION – (EC 51950 AND 51900.6) - amended

Parents/guardians will be notified of any instruction which includes topics related to sexual abuse, sexual assault awareness prevention, or human trafficking prevention education. Parents may submit a written request to excuse their child from participation in these classes. OPUSD plans to provide comprehensive sexual health education and/or HIV prevention education during the 2023-2024 school year. The instruction shall include, among other things, information about sexual harassment, sexual abuse, and human trafficking. Information on human trafficking shall include both of the following:

- Information on the prevalence, nature, and strategies to reduce the risk of human trafficking, techniques to set healthy boundaries, and how to safely seek assistance; and
- Information on how social media and mobile device applications are used for human trafficking.

In accordance with California Education Code section 49381, OPUSD is providing parents of students in grades 6-12 the following information on human trafficking prevention resources:

- [20 Ways You Can Help Fight Human Trafficking](#), United States Department of State
- [How to Help Stop Child Trafficking](#), UNICEF USA
- [Safety Planning Information \(includes internet searching, social media, traveling and other security measures\)](#), National Human Trafficking Hotline
- [National Strategy to Combat Human Trafficking](#), United States Department of Justice
- [End Human Trafficking](#), United Way Worldwide

SEX OFFENDER NOTIFICATION- “MEGAN’S LAW” - (PC 290 et seq.)

Information about registered sex offenders in California can be found on the California Department of Justice’s website, <http://meganslaw.ca.gov/>. The website also provides information on how to protect yourself and your family, facts about sex offenders, [frequently asked questions](#), and sex offender requirements in California. Parents who access this information and have additional questions should contact their local law enforcement agency.

SUNSCREEN AND SUN-PROTECTIVE CLOTHING - (EC 35183.5)

Nutrition/lunch breaks and PE are usually held outdoors. Protect your student from the long term damaging effects of the sun by applying sunscreen to their face and exposed body parts each morning before school. The use of sunscreen by students, during school day, without a physician’s note or prescription is permitted. Send your student to school with a hat/cap to wear when outdoors (no hat/caps inside the classroom) and a water-filled, sport top water bottle. Encourage your student to learn their teachers’ policies about water bottles in the classroom, to drink water frequently throughout the day and to bring their water bottle to PE. Please label (with permanent marker) your student’s name on any sunscreen, hat/cap or water bottle brought to school.

TOBACCO FREE CAMPUS – (BPC 22950.5; HSC 104420, 104495, 104559, PC 308)

BPC 22950.5: Defines “smoking” and “tobacco product.”

HSC 104420: Requires all school districts, charter schools, and county offices of education that receive Tobacco Use Prevention Education (TUPE) funding to adopt and enforce a tobacco-free campus policy no later than July 1 of each fiscal year. Information about the policy and enforcement procedures shall be communicated clearly to school personnel, parents, pupils, and the larger community. Information about smoking cessation support programs shall be made available and encouraged for pupils and staff.

HSC 104495: Prohibits smoking a cigarette, cigar, or other tobacco-related product and disposal of cigarette butts, cigar butts, or any other tobacco-related waste within 25 feet of any playground or tot lot sandbox area. It also prohibits the use of a tobacco product within 250 feet of a youth sports event. The prohibitions do not apply to private property or a public sidewalk located within 25 feet of a playground or a tot lot sandbox area.

HSC 104559: Without regard to whether a school district, charter school, and county office of education receives TUPE funding, the use of tobacco and nicotine products, including, but not limited to, smokeless tobacco, snuff, chew, clove cigarettes, and other nicotine delivery devices, such as electronic cigarettes, is prohibited.

The use of tobacco and nicotine products is prohibited on school or district grounds, buildings, and vehicles, and within 250 feet of a youth sports event. Tobacco product includes, but is not limited to, cigarettes, cigars, little cigars, chewing tobacco, pipe tobacco, snuff, or an electronic device (e.g., electronic cigarette, cigar, pipe, or hookah) that delivers nicotine or other vaporized liquids.

VEHICLES SUBJECT TO SEARCH – (VC 21113)

Vehicle Code 21113 authorizes schools to search all vehicles on school property without cause so long as warnings that such searches may take place are posted and visible.

VICTIM OF A VIOLENT CRIME – (20 USC 7912)

A pupil who becomes a victim of a violent crime while in or on the school grounds must be offered the opportunity to transfer to a safe public school within the school district, including a public charter school, within ten calendar days. If there is not another school within the area served by the district, the district is encouraged, but not required, to explore other appropriate options such as an agreement with a neighboring school district to accept pupils through an interdistrict transfer. Primary examples of violent criminal offenses in the Penal Code include attempted murder, battery with serious bodily injury, assault with a deadly weapon, rape, sexual battery, robbery, extortion, and hate crimes. For more information, please contact the school principal.

WALKING OR RIDING A BIKE TO SCHOOL - (VC 21212)

Parents of children who walk or ride their bicycles to school are asked to go over a safe route to school with their children. Walkers may not take shortcuts through private property. All children are expected to display good behavior on the way to and from school.

Students who are permitted to ride bicycles to school and their parents are encouraged to observe California law as follows:

- Wearing a properly fitted and fastened bicycle helmet that meets national standards (California Vehicle Code, section 21212)
- Keeping at least one hands on the handlebars (CVC 21205)
- One person per bicycle, unless it is equipped with a mounted child bike seat or a tandem bicycle (CVC 21204)
- Ride in the same direction as traffic (CVC 21650.1)

HEALTH AND WELLNESS

ACCESS TO STUDENT MENTAL HEALTH SERVICES – (EC 49428) - amended

OPUSD schools shall notify pupils and parents/guardians of pupils no less than twice during the school

year on how to initiate access to available pupil mental health services on campus or in the community, or both.

To notify parents/guardians, a school shall use at least two of the following methods:

- Distribute the information in a letter (electronic)
- Include the information in the annual parent notification
- Post the information on the school's Internet Website or page

To notify pupils, a school shall use at least two of the following methods:

- Distribute the information in a document or school publication
- Include the information in pupil orientation materials or in a pupil handbook at the beginning of the year
- Post the information on the school's Internet website or page

If a school decides to notify parents/guardians through distributing the information in a letter and posting the information on the school's Internet Website or page, then it need not also include the information in the annual parent notification.

In order to initiate access to available pupil mental health services, you may contact your child's school counselor at the phone number for the school site. Our school district will notify parents at least twice per year. This is one time through our Annual Notifications, we will also notify you again a second time each school year, by the Parent Square notification.

Education Code 49428.5 requires that on or before the start of the 2023-2024 school year, each school site in a school district, county office of education, and charter school serving pupils in any of grades 6 to 12, create a poster that identifies approaches and shares resources regarding pupil mental health. The poster must display at a minimum the following:

- Identification of common behaviors of those struggling with mental health or who are in a mental health crisis, including, but not limited to, anxiety, depression, eating disorders, emotional dysregulation, bipolar episodes, and schizophrenic episodes.
- A list of, and contact information for, school site-specific resources, including, but not limited to, counselors, wellness centers, and peer counselors.
- A list of, and contact information for, community resources, including, but not limited to, suicide prevention, substance abuse, child crisis, nonpolice mental health hotlines, public behavioral health services, and community mental health centers.
- A list of positive coping strategies to use when dealing with mental health, including, but not limited to, meditation, mindfulness, yoga, breathing exercises, grounding skills, journaling, acceptance, and seeking therapy.
- A list of negative coping strategies to avoid, including, but not limited to, substance abuse or self-medication, violence, abuse, self-harm, compulsivity, dissociation, catastrophizing, and isolating.

The language in the poster must be age appropriate and culturally relevant. It must be prominently and conspicuously displayed in appropriate public areas that are accessible to, and commonly frequented by, pupils at each school site. In accordance with AB 748 schools serving grades 6-12 must create and display posters that notify students of the mental health resources available to them. These posters are posted at our middle and high schools in the required location as per the requirement of AB 748 and on our website - <https://www.oakparkusd.org/Page/11099>.

ASBESTOS MANAGEMENT PLAN - (40 CFR 763.93)

The Oak Park Unified School District maintains and annually updates its management plan for asbestos-containing materials in school buildings. For a copy of the asbestos management plan, please contact the Business Services Department.

AVAILABILITY OF INDIVIDUALIZED INSTRUCTION/PRESENCE OF PUPIL WITH TEMPORARY DISABILITY IN HOSPITAL - (EC §§48206.3, 48207-48208) - new

Individualized instruction is available to students with temporary disabilities whose disability makes attendance in the regular day classes or alternative education program in which the student is enrolled impossible or inadvisable. Parents of students hospitalized or with a temporary disability shall notify the school district(s) where the student attends, resides and/or where the student receives care if an individualized instruction program is desired.

CALIFORNIA HEALTHY YOUTH ACT – (EC 51930 through 51939) - amended

Requires the school district at the beginning of each school year, or at the time of the student's enrollment, if different, to notify the parent or guardian of each pupil about instruction in comprehensive sexual health education and HIV prevention education and research on pupil health behaviors and risks planned for the coming year. If arrangements for this instruction are made after the beginning of the school year, notice shall be made by mail or another commonly used method of notification, no fewer than 14 days before the instruction is delivered. Provides that a parent or guardian has the right to excuse their child from participation in all or part of comprehensive sexual health education, HIV prevention education, and assessments related to that education through a passive consent ("opt out") process. The curriculum has been expanded to include information on human trafficking and how social media, mobile devices, and websites are used to groom and promote sexual activities as a warning to students in grades 7 to 12.

The Oak Park Unified School District will provide instruction in comprehensive sexual health education, HIV prevention education, and/or will conduct assessments on pupil health behaviors and risks in the coming school year. Comprehensive sexual health education and HIV prevention education shall be offered to all students in grades 7-12, including at least once in junior high or middle school and at least once in high school. (Education Code 51934)

Parents or guardians may:

1. Inspect the written and audiovisual educational material used in the comprehensive sexual health and HIV prevention education.
2. That parent/guardians have a right to "opt-out" their child from all or part of comprehensive sexual health or HIV prevention education, and assessments (tests, questionnaires, or surveys) related to that education, on condition that they submit their request in writing to the Principal of their student's school. Assessments are inclusive to grades 7-12.
3. Request a copy of Education Codes 51930 and 51939.
4. Be informed whether the comprehensive sexual health or HIV prevention education will be taught by district personnel or outside consultants.
5. Receive notice by mail or another commonly used method of notification no fewer than 14 days before the instruction is delivered if arrangements for the instruction are made after the beginning of the school year.
6. When the district chooses to use outside consultants or to hold an assembly with guest speakers to teach comprehensive sexual health or HIV prevention education, to be informed of:
 - a. The date of the instruction
 - b. The name of the organization or affiliation of each guest speaker

Surveys – (EC 51513 And 51514)

Anonymous, voluntary and confidential research and evaluation tools to measure student's health behaviors and risks, including tests, questionnaires, and surveys containing age-appropriate questions about the student's attitudes and practices relating to sex, family life, morality, and religion may be administered to students if the parent is notified in writing that 1) this test, questionnaire, or survey is to be administered, 2) the student's parent is given the opportunity to review the test, questionnaire, or survey, and 3) the parent consents in writing. Questions pertaining to the sexual orientation and gender identity of a student shall not be removed from a survey that already includes them.

Note: EC 51938(b) allows for passive consent when measuring students' health behaviors and risks, including attitudes and practices relating to sex, for students in grades 7 to 12.

Health Instruction/Conflicts With Religious Training And Beliefs (EC §51240) - new

Upon written request of a parent, students shall be excused from part of any school instruction in health if it conflicts with the religious training and beliefs of a parent.

CALIFORNIA UNIVERSAL MEALS – (EC 49501.5)

Commencing in SY 2022–23, Education Code (EC) 49501.5 requires public school districts, county offices of education, and charter schools serving students in grades TK–12 to provide two meals free of charge (breakfast and lunch) during each school day to students requesting a meal, regardless of their free or reduced-price meal eligibility.

CALIFORNIA YOUTH FOOTBALL ACT – (HSC 124241)

Under state law, students who participate in football games in grades 6-12 must have a licensed medical professional present during the game, whether playing at a home game or away at another school. This does not include Physical Education classes or intramural football games outside of extra-curricular athletics offered at the middle or high school.

CHILD HEALTH AND DISABILITIES PREVENTION PROGRAM - (H&SC §124085) - new

Physical examinations are required as a prerequisite for enrollment in the first grade. Free health screening may be available through the local health department. Failure to comply with this requirement or sign an appropriate waiver may result in exclusion of your child from school for up to five days.

COMMUNICABLE DISEASES - (EC §48216 and 49403) - new

The district is authorized to administer immunizing agents to pupils whose parents have consented in writing to the administration of such immunizing agent. The district is required to exclude pupils who have not been properly immunized pursuant to Health and Safety Code 120325 and 120335. The district must notify parents that they have two weeks to supply evidence either that the pupil has been properly immunized or is exempted from the requirement. All students entering kindergarten, advancing from sixth to seventh grade in the district, or prior to his or her first admission to the district, will be required to comply with the immunization requirements of Health and Safety Code section 120335, unless the student provides the district with a valid exemption from a licensed physician. No new personal belief exemptions will be accepted. Students with personal-belief exemptions on file with the district as of January 1, 2016, shall be allowed to continue enrollment until entering the next grade span in the district. Grade spans are defined as birth through preschool, K-6, including transitional kindergarten, and 7-12. Students qualified for an individualized education program may access special education and related services as required by his or her individualized educational program.

CONCUSSION AND HEAD INJURIES – (EC 49475)

A concussion is a type of brain injury and all brain injuries are serious. A concussion can be caused by a bump, blow, or jolt to the head, or by a blow to another part of the body with the force transmitted to the head. It can range from mild to severe and can disrupt the way the brain normally works. Even though most concussions are mild, **all concussions are potentially serious and may result in complications including prolonged brain damage and death if not recognized and managed properly.** In other words, even a “ding” or a bump on the head can be serious. You can’t see a concussion and most sports concussions occur without loss of consciousness.

Any athlete who is suspected of sustaining a concussion or head injury in an athletic activity shall be immediately removed from the athletic activity for the remainder of the day, and shall not be permitted to return to the athletic activity until the athlete is evaluated by a licensed health care provider who is trained in the management of concussions and is acting within the scope of their practice. The athlete shall not be permitted to return to the athletic activity until the athlete receives written clearance to return to the athletic activity from that licensed health care provider. If the licensed health care provider determines the athlete has a concussion or head injury, the athlete shall also complete a graduated return-to-play protocol of no less than 7 days in duration under the supervision of a licensed health care provider.

CONFIDENTIAL MEDICAL SERVICES - (EC 46010.1)

School authorities may excuse students in grades 7-12 from the school for the purpose of obtaining confidential medical services without the consent of the pupil’s parent or guardian.

DIABETES INFORMATION - TYPE 1 AND TYPE 2 – (EC 49452.6, 49452.7) - new

- [Type 1 Diabetes Information](#)
- [Type 2 Diabetes Information](#)

On and after January 1, 2023, the governing board of a school district shall make the Type 1 Diabetes informational materials accessible to the parent/guardian of a pupil when the pupil is first enrolled in elementary school, or with the annual notifications provided pursuant to Section 48980. Information provided to parents/guardians pursuant to this section may include, but shall not be limited to, all of the following:

- (1) A description of Type 1 Diabetes.
- (2) A description of the risk factors and warning signs associated with Type 1 Diabetes.
- (3) A recommendation regarding those pupils displaying warning signs associated with Type 1 Diabetes that the parents/guardians of those pupils should immediately consult with the pupil’s primary care provider to determine if immediate screening for Type 1 Diabetes is appropriate.
- (4) A description of the screening process for Type 1 Diabetes and the implications of test results.
- (5) A recommendation that, following a Type 1 diagnosis, parents/guardians should consult with the pupil’s primary care provider to develop an appropriate treatment plan, which may include consultation with and examination by a specialty care provider, including, but not limited to, a properly qualified endocrinologist.

DRUG FREE CAMPUS (ALCOHOL AND DRUG USE PREVENTION EDUCATION) - new

Possession, use or sale of narcotics, alcohol, or other controlled substances is prohibited and strictly enforced at all school activities. If students are found in possession of alcohol or drugs school may forward records to local law enforcement, and district sanctions will result from violations.

Naloxone hydrochloride or another opioid antagonist will be maintained at secondary schools and the district office for emergency medical aid to any person suffering, or reasonably believed to be suffering, from an opioid overdose.

ELECTRONIC NICOTINE DELIVERY SYSTEMS (E-CIGARETTES) – (PC 308)

The Oak Park Unified School District prohibits the use of electronic nicotine delivery systems (ENDS) such as e-cigarettes, hookah pens, cigarillos, and other vapor-emitting devices, with or without nicotine content, that mimic the use of tobacco products on all district property and in district vehicles at all times. ENDS are often made to look like cigarettes, cigars and pipes, but can also be made to look like everyday items such as pens, asthma inhalers and beverage containers. These devices are not limited to vaporizing nicotine; they can be used to vaporize other drugs such as marijuana, cocaine, and heroin.

Students using, in possession or, or offering, arranging or negotiating to sell ENDS can be subject to disciplinary action, particularly because ENDS are considered drug paraphernalia, as defined by 11014.5 of the Health and Safety Code. Section 308 of the Penal Code also states that every person under 18 years of age who purchases, receives, or possesses any tobacco, cigarette, or cigarette papers, or any other preparation of tobacco, or any other instrument or paraphernalia that is designed for the smoking of tobacco, tobacco products, or any controlled substance shall, upon conviction, be punished by a fine of seventy-five dollars (\$75) or 30 hours of community service work.

EMERGENCY TREATMENT FOR ANAPHYLAXIS - (EC 49414, 49414.3)

Anaphylaxis is a severe and potentially life-threatening allergic reaction that can occur after encountering an allergic trigger, such as food, medicine, an insect bite, latex or exercise. Symptoms include narrowing of the airways, rashes or hives, nausea or vomiting, a weak pulse and dizziness. It is estimated that approximately 25% of the anaphylactic reactions occur during school hours to students who had not previously been diagnosed with a food or other allergy. Without immediate administration of epinephrine followed by calling emergency medical services, death can occur. Being able to recognize and treat it quickly can save lives. The Superintendent or designee shall make available epinephrine auto-injectors at each school for providing emergency medical aid to any person suffering, or reasonably believed to be suffering, from an anaphylactic reaction.

ENTRANCE HEALTH SCREENING – (HSC 124085, 124100, 124105)

State law requires that the parent or legal guardian of each pupil provide the school within 90 days after entrance to first grade documentary proof that the pupil has received a health screening examination by a doctor within the prior 18 months. Pupils may be excluded up to 5 days from school for failing to comply or not providing a waiver. Free health screening is available for eligible students through the Child Health Disabilities Prevention Program.

FREE AND REDUCED PRICE MEALS - (EC 49501.5, 49510, 49564.3 et seq., 49391, 49392) - amended

All OPUSD schools offer healthy meals every school day because children need healthy meals to learn. California Education Code 49501.5 requires public school districts serving students in grades TK-12 to provide two meals free of charge (breakfast and lunch) during each school day to students requesting a meal, regardless of their free or reduced-price meal eligibility. School districts will still require eligible parents to submit an application in order to remain in compliance for accounting purposes only. Free or reduced-price meal applications are available online and at school for pupils whose parents or legal guardians qualify, based on annual household income. Pupils participating in the program will not be identified, and the information on the application will be kept confidential. Applications may be submitted at any time during school hours. Application forms are available at each school's office and online on the district's student nutrition webpage. For more information about free and reduced-price meals or the application, please contact: Katherine Adams, Director of Food and Nutrition, at: kadams@opUSD.org.

HEALTH INSURANCE COVERAGE FOR ATHLETES – EC 32221.5 (GRADES 9-12)

Under state law, school districts are required to ensure that all members of school athletic teams have accidental injury insurance that covers medical and hospital expenses. This insurance requirement can be met by the school district offering insurance or other health benefits that cover medical and hospital expenses. Low- or no-cost insurance for students may be available through Healthy Families Program, Medi-Cal, or other insurance programs for those who qualify. Parents/guardians may call (800) 880-5305 for information or an application.

IMMUNIZATIONS - (EC 49403 and 48216, HSC 120325, 120335, 120338, 120365, 120370, 120375)

Students must be immunized against certain communicable diseases. Students are prohibited from attending school unless immunization requirements are met for age and grade. The school district shall cooperate with local health officials in measures necessary for the prevention and control of communicable diseases in school age children. The district may use any funds, property, or personnel and may permit any person licensed as a physician or registered nurse to administer an immunizing agent to any student whose parents have consented in writing.

Parents of students in any school, will no longer be allowed to submit a personal beliefs exemption to a currently required vaccine. A personal beliefs exemption on file at school prior to January 1, 2016 will continue to be valid until the student enters the next grade span at kindergarten (including transitional kindergarten) or 7th grade.

Students are not required to have immunizations if they attend a home-based private school or an independent study program and do not receive classroom-based instruction. However, parents must continue to provide immunizations records for these students to their schools. The immunization requirements do not prohibit students from accessing special education and related services required by their individualized education programs.

A student not fully immunized may be temporarily excluded from a school or other institution when that child has been exposed to a specified disease and whose documentary proof of immunization status does not show proof of immunization against one of the communicable diseases described above.

State law requires the following immunizations before a child may attend school:

- (a) All new students, in Transition Kindergarten through grade 12, to the OPUSD must provide proof of polio, diphtheria, pertussis, tetanus, measles, mumps, and rubella and varicella (chicken pox) immunizations.
- (b) All transition kindergarten, kindergarten, and first grade students new to the district must also provide proof of vaccination against hepatitis B.
- (c) All seventh-grade students must also provide proof of a hepatitis B series and a second measles-containing vaccine, and a pertussis booster vaccine.

Free or low-cost immunizations for children are available from the Department of Public Health.

Information about a medical exemption or personal beliefs exemption from immunizations for your student is available at CAIR ME. For more information on medical exemptions, please visit the following website: <https://cair.cdph.ca.gov/exemptions/home>.

MEDICAL ASSISTANCE AT SCHOOL - (EC 49407)

The emergency card will be used to contact parents in the event of a medical emergency. It is important to note on the emergency card any specific directions regarding medical treatment and/or emergency care.

The school will act in the absence of the parent to ensure appropriate medical treatment is provided even if the parent cannot be reached. This means the school may provide, or make available, medical or hospital services, or both, for injuries to students while at or on the way to or from any school activity.

It is important to know that the school district, school district employee, school principal, physician, or hospital treating the pupil cannot be held liable for the reasonable treatment of a child when the child is ill or injured during regular school hours, and requires reasonable medical treatment, and the parent or guardian cannot be reached, unless the parent or guardian has previously filed with the school district a written objection to any medical treatment other than first aid.

MEDICATION REGIMEN – (EC 49423, 49480)

The parent/guardian of any student taking medication on a regular basis must inform the school health technician or school office manager of the medication being taken, the current dosage, and the name of the supervising physician. With the consent of the parent/guardian, the district nurse may communicate with the physician and may counsel with school personnel regarding the possible effects of the medication on the student's physical, intellectual, and social behavior, as well as possible behavioral signs and symptoms of adverse side effects, omission or overdose.

Any student who is required to take, during the regular school-day, medication prescribed by a physician/surgeon may be assisted by the school nurse or other designated school personnel if the school receives both a written statement of instructions from the physician/surgeon detailing the method, amount and time schedules by which such medication is to be taken and a written statement from the parent/guardian requesting the school nurse/designated school personnel to assist the student with the prescribed medication as set forth in the statement of the physician/surgeon. Student may carry and self-administer auto-injectable epinephrine or inhaled asthma medication if the school receives both a written statement of instructions from the physician/surgeon or physician assistant detailing the method, amount and time schedules by which such medication is to be taken, and confirming that the student is able to self-administer auto-injectable epinephrine or inhaled asthma medication, and a written statement from the parent/guardian requesting that the student self-administer the medication, releasing the OPUSD and school personnel from civil liability if the self-administering student suffers from adverse reaction as a result of self-administering medication. All requests are to be approved by the district nurse prior to use.

California Department of Education provides a sample checklist that parents and guardians can use when children need medication at school. The checklist can be found at:

<http://www.cde.ca.gov/ls/he/hn/medassist.asp>

MENSTRUAL PRODUCTS – EQUITY ACT (EC 35292.6) - amended

On or before the start of the 2022–23 school year, a public school, including a school operated by a school district, county office of education, or charter school, maintaining any combination of classes from grades 6 to 12, inclusive, shall stock the school's restrooms at all times with an adequate supply of menstrual products, available and accessible, free of cost, in all women's restrooms and all-gender restrooms, and in at least one men's restroom. The notices and menstrual product dispensers are posted in all girls' restrooms and all-gender restrooms and in at least one boys' restroom in schools, maintaining any combination of classes from grades 6 to 12 at OPUSD. The requirement under this act and the notice are also available on our website - <https://www.oakparkusd.org/Page/11099>.

OPIOIDS FACT SHEET FOR ATHLETES – (EC 49476) - new

Pursuant to the athletic programs offered by OPUSD (apart from athletic activity during the regular school day or as part of a physical education course), OPUSD shall annually give the Opioid Factsheet for Patients, published by the Centers for Disease Control and Prevention, to each athlete, which is accessible at: <https://www.cdc.gov/opioids/index.html>. The athlete, and if the athlete is 17 years of age or younger, the

athlete's parent/guardian shall sign the document acknowledging receipt of the factsheet and return it to the school before the athlete initiates practice or competition. This section does not apply to an athlete engaging in an athletic activity during the regular school day or as part of a physical education course required pursuant to subdivision (d) of Section 51220.

The Board authorizes the Superintendent or designee to make available naloxone hydrochloride or another opioid antagonist for emergency medical aid to any person suffering, or reasonably believed to be suffering, from an opioid overdose.

ORAL HEALTH ASSESSMENT FOR GRADES K-1 – (EC 49452.8) - amended

Record of a dental assessment done by a dental professional is required for all kindergarteners and first graders attending public school for the first time. Dental assessments must be completed in the 12 months prior to entry or by May 31st of the pupil's first school year. Additional information regarding the importance of oral health may also be found online at: <https://www.cde.ca.gov/ls/he/hn/oralhealth.asp>.

PESTICIDES PRODUCTS – (EC 17612)

OPUSD has developed an integrated pest management (IPM) plan to provide a safe and low-risk approach to manage pest problems while protecting the environment, people, and property. To obtain a copy of all pesticide products and expected use at the school facility during the year, and to receive notification of individual pesticide applications at the school at least 72 hours before the application, please contact the Maintenance and Operations Department. The notice will identify the active ingredient(s) in each pesticide product, the intended date of application an Internet address on pesticide use and reduction, and the Internet address where the school site integrated pest management plan may be found if the school site has posted the plan.

Interested persons can register to receive notification of individual pesticide application at the school site. The IPM Coordinator shall notify such registered persons of individual pesticide applications at least 72 hours prior to the application. The notice shall include the product name, the active ingredient(s) in the product, and the intended date of application.

The IPM Coordinator shall post a warning sign at each area of the school site where pesticides will be applied that shall be visible to all persons entering the treated area. The sign shall be posted at least 24 hours prior to the application and until 72 hours after the application. The warning sign shall display the following information:

1. The term "Warning/Pesticide Treated Area"
2. The product name, manufacturer's name, and the EPA's product registration number
3. Intended areas and dates of application
4. Reason for the pesticide application

PHYSICAL EXAMINATION, PARENT REFUSAL TO CONSENT – (EC 49426, 49451, and 49452) - new

A student may participate in physical examinations by the school nurse or other appropriately trained individuals. This may include, but is not limited to, assessments/examinations of the student's vision, hearing, dental, blood pressure, temperature, and health and development or the presence of infectious agents. Parents/guardians may state in writing to the site administrator that they do not consent to physical examinations or assessments. This notification must be renewed annually. A student may be sent home if, for good reason, the student is believed to be suffering from a recognized contagious or infectious disease.

PREGNANT AND PARENTING PUPILS – (EC 221.51, 222.5, 46015, 48205, AND 48980)

The governing board of the Oak Park Unified School District will treat both the pregnant teen mother and the teen father with the same accommodations, regardless of sex. The teen parents may not be excluded

from any class or extracurricular activities, solely on the basis of pregnancy, childbirth, false pregnancy, termination of pregnancy, or post-partum recovery. Physical and emotional ability to continue may only be determined by physician or nurse practitioner. Pregnant or parenting pupils may not be required to participate in pregnant minor programs or alternative programs, with the exception of personal choice.

Parental rights will be an option available in annual notifications or at semester term periods, welcome packets, orientation, online or in print, or in independent study packets as provided to all regular students from school districts or charter schools.

Parental leave for eight weeks for preparation of birth of infant, post-partum for mental and physical health needs of the teen parents and to bond with infants, or any additional medically approved time to protect the infant or parents is allowed. Any additional time due if deemed medically necessary, as prescribed by physician or nurse practitioner. The pregnant and parenting teens are not required to take all or part of the leave to which they are entitled. Leave will be approved by the district or charter school supervisor of attendance, as excused absence, with a unique code similar to independent study. However, no work is required during the leave. Upon return, the parenting teens are entitled to return to the school courses that were in enrolled before taking leave. Make up plans and re-enrollment will be worked out with the school counselor or administrator to achieve an opportunity to fully participate in all activities, as before leave. If needed, parenting teen may enroll for a fifth year of instruction if on course for graduation requirements.

If parenting teens were enrolled in an alternative school setting, a return to that environment is to be available as needed to achieve graduation. A pupil shall not incur any academic penalties due to using these available accommodations.

An illness for sick child does not require a doctor note for the custodial parenting teens; the mother or father will be excused by the attendance supervisor.

RELEASE FOR MEDICAL CARE

Students being released for health care and emergency reasons must be checked out of the school through the school office by the parent/guardian or their designee.

STUDENT ACCIDENT & HEALTH INSURANCE - (EC 32221.5)

Under state law, school districts are required to ensure that all members of school athletic teams have accidental injury insurance that covers medical and hospital expenses.

Some pupils may qualify to enroll in no-cost or low-cost local, state, or federally sponsored health insurance programs. Information about these programs may be obtained by contacting Healthy Family Program, Medi-Cal, for a no- or low-cost local, state or federally sponsored health insurance program.

This insurance requirement can be met by the school district offering insurance or other health benefits that cover medical and hospital expenses. The district will provide information and parents may elect to purchase accident insurance available to students involved in school-related activities. Information on this accident insurance is available at your school. No pupil shall be required to purchase such insurance without the student's consent or if a minor, without the consent of the parent.

SUDDEN CARDIAC ARREST

Sudden cardiac arrest (SCA) is when the heart stops beating, suddenly and unexpectedly. When this happens, blood stops flowing to the brain and other vital organs. SCA is not a heart attack. A heart attack is caused by a blockage that stops the flow of blood to the heart. SCA is a malfunction in the heart's electrical system, causing the victim to collapse. The malfunction is caused by a congenital or genetic defect in the heart's structure. It is fatal in 92 percent of cases if not properly treated within minutes.

A student who passes out or faints while participating in or immediately following an athletic activity, or who is known to have passed out or fainted while participating in or immediately following an athletic activity, must be removed from participation at that time by the athletic director, coach, athletic trainer, or authorized person. A student who is removed from play after displaying signs and symptoms associated with sudden cardiac arrest may not be permitted to return to participate in an athletic activity until the student is evaluated and cleared to return to participate in writing by a physician and surgeon, or a nurse practitioner or physician assistant practicing in accordance with standardized procedures or protocols developed by the supervising physician and surgeon and the nurse practitioner or physician assistant, as applicable.

VISION, HEARING, SCOLIOSIS SCREENINGS - (EC 49451, 49452.5, 49455) - amended

Parents who do not wish for the credentialed school nurses to screen their child for vision, hearing, or scoliosis must provide in writing a note of exclusion to the site school nurse. Parents who opt out of screenings may provide the site school nurse with a medical summary from their primary care physician. (California Education Code 49451)

Vision Screening - (EC §49455) - amended

The district is required to appraise each student's vision during kindergarten, upon initial enrollment, and in grades 2, 5, and 8. Appraisal in the year immediately following a student's first enrollment in grades 4 or 7 shall not be required. The appraisal shall include tests for visual acuity, near vision, and color vision; however, color vision shall be appraised once and only on male students. The evaluation may be waived upon presentation of a certificate from a physician, surgeon, physician's assistant, or optometrist setting out the results of a determination of the student's vision, including visual acuity and color vision. This appraisal is not required if a parent files a written objection based on a religious belief with the principal.

Hearing Screening – (EC §49452) - amended

The grades screened annually for hearing are Kinder, 2nd, 5th, 8th, and 10th.

Scoliosis Screening Notice - (EC §§49451 and 49452.5) - amended

In addition to the physical examinations required pursuant to Sections 100275, 124035 and 124090 of the Health and Safety Code, the district may provide for the screening of every female student in grade 7 and every male student in grade 8 for the condition known as scoliosis.

Also:

- 1) Students lacking current screening records;
- 2) Students being assessed for special education;
- 3) Referrals

Parents of students who do not pass any of these screenings will be notified in writing. Students may be exempted from screenings by written parental request.

INSTRUCTION

ACCEPTABLE USE OF TECHNOLOGY

One of the adopted goals of the OPUSD is to assist in advancing the use of technology to enhance student learning. Access to OPUSD technology is a privilege, not a right, and students enrolled in District programs or activities must follow District guidelines and procedures regarding acceptable use of technology. All OPUSD students and their parents/guardians shall sign the Acceptable Use of Technology Agreement prior to using District technological resources. OPUSD provides access for students to the Internet as an

educational tool. The OPUSD shall make a diligent effort to filter the inappropriate or harmful matter accessible through the Internet, and students shall also take responsibility not to initiate access to inappropriate or harmful matter while using District technology. Violation of this policy may result in disciplinary action and the loss of the privilege to use the technology and/or civil or criminal liability.

ADVANCED PLACEMENT EXAM FEES - (48980(k))

Eligible high school students may receive financial assistance to cover the costs of the advanced placement examination fees. Please contact your school principal or counselor for information.

PARTICIPATION IN STATE ASSESSMENTS AND OPTION TO REQUEST EXEMPTION (EC 60615, 5 CCR § 852) - amended

The California Assessment of Student Performance and Progress (“CAASPP”) System includes Smarter Balanced Summative assessments in English Language Arts and Math in grades three through eight and eleven and California Alternate Assessments (“CAA”) in English Language Arts and Math in grades three through eight and eleven for students with significant cognitive disabilities. The California Science Test (“CAST”) for science is required for all students in grades five, eight and once in high school unless the student’s IEP indicates administration of the CAA. Each year, a parent may submit a written request to excuse his or her child from any or all parts of the CAASPP assessments for that school year. If the parent submits the exemption request after testing begins, any test(s) completed before the request is submitted will be scored; the results will be included in the pupil’s records and reported to the parent. School district employees will not solicit or encourage any exemption request on behalf of a pupil or group of pupils.

CAL GRANT PROGRAM (EC 69432.9)

A Cal Grant is money for college that does not have to be paid back. To qualify, a student must meet the eligibility and financial requirements as well as any minimum grade point average (GPA) requirements. Cal Grants can be used at any University of California, California State University or California Community College. Some independent and career colleges or technical schools in California also take Cal Grants.

In order to assist students, apply for financial aid, all students in grade 12 are automatically considered a Cal Grant applicant and each grade 12 student’s GPA will be submitted by the October 1 deadline to the California Student Aid Commission (CASC) electronically by a school or school district official. A student, or the parent or guardian of a student under 18 years of age, may complete a form to indicate that the student does not wish for the school to electronically send CASC the student’s GPA. Until a student turns 18 years of age, only the parent or guardian may opt out the student. Once a student turns 18 years of age, only the student may opt themselves out, and can opt in if the parent or guardian had previously decided to opt out the student. Notification regarding CASC and the opportunity to opt out of being automatically deemed a Cal Grant applicant will be provided to all students and their parents or guardians by January 1 of the students’ 11th grade year. The March 2 application deadline may be extended up to 30 calendar days when requested by students impacted by natural disaster, state of emergency, labor action, or any other commission approval of “qualifying event”.

CALIFORNIA HIGH SCHOOL PROFICIENCY EXAM – (EC 48412)

Requires the principal of a school maintaining grades 11 and 12 to distribute an announcement explaining the California High School Proficiency Examination provided under EC 48412. Notification to be made in time sufficient to enable interested pupils to meet examination registration requirements for fall test of that year.

The California High School Proficiency Exam (CHSPE) is a voluntary test that assesses proficiency in basic reading, writing, and mathematics skills taught in public schools. Eligible pupils who pass the CHSPE are awarded a Certificate of Proficiency by the State

Board of Education. A pupil who receives a Certificate of Proficiency may, with verified approval from the parent or legal guardian, leave high school early. The Certificate of Proficiency is equivalent to a high school diploma; however, it is not equivalent to completing all course work required for regular graduation from high school. Pupils planning to continue their studies in a college or university should contact the admissions office of the institution to find out if the Certificate of Proficiency will meet admission requirements.

A pupil is eligible to take the CHSPE only if the student meets one of the following requirements on the test date: 1) is at least 16 years old; 2) has been enrolled in the tenth grade for one academic year or longer; or 3) will complete one academic year of enrollment in the tenth grade at the end of the semester during which the CHSPE regular administration will be conducted. A fee for each examination application shall not be charged to a homeless or foster youth under the age of 25. For more information, including administration dates and registration deadlines, visit the following website: <http://www.chspe.net/>.

CHILD FIND SYSTEM – (EC 56301)

The District is required to actively and systematically seek out, identify, locate and evaluate all children with disabilities, including those attending private schools, who are in need of special education and related services. A request for an initial evaluation to determine whether a student is a child with a disability in need of special education and related services can be made by either the parent or school. A student shall be referred for special education instruction and services only after the resources of the general education program have been considered, and where appropriate, utilized. Parents may obtain additional information (including procedural safeguards) regarding special education assessment requests by contacting Pupil Services, Oak Park Unified School District, or contacting the Ventura County Special Education Local Plan Area at <https://www.vcselpa.org/>.

COLLEGE ADMISSION & CAREER TECHNICAL EDUCATION (EC 51225.3, 51229)

The State of California offers community colleges, California State Universities (CSU), and Universities of California (UC) for students who wish to continue their education after high school.

Information pertaining to college admission requirements, information about University of California and California State University websites, information about technical information and the availability of school counselors to help students in choosing appropriate high school courses can be found on the counseling website of each high school.

OPHS does allow a career technical education course to satisfy the visual/performing arts or world language graduation requirement, more information about high school graduation requirements and how each requirement satisfies or does not satisfy the subject matter requirements for admission to the California State University and the University of California, as well as a complete list of career technical education courses offered by OPUSD that satisfy the subject matter requirements for admission to the California State University and the University of California can be found online at each high school's website or by speaking with your student's counselor.

To attend a community college, you need only a high school diploma or equivalent, or be over the age of 18. To attend a CSU, you have to take specific high school courses, have the appropriate grades and SAT/ACT test scores, and have graduated from high school. Test scores are not required if your GPA is 3.0 or above, and you applied to a campus or enrollment category that is not impacted. To attend a UC, you must meet requirements for coursework, GPA, and test scores. If you are a California student who has not been admitted to UC campus to which you have applied, you will be offered a spot at another campus if

space is available and you rank in the top 9 percent of California high school students or of your graduating class at a participating high school. You may also transfer to a CSU or UC after attending a community college. For more information on college admission requirements, please refer to the following webpages:

<https://www.cccco.edu/> – This is the official website of the California Community College system. It offers links to all the California Community Colleges.

<https://www2.calstate.edu> – This extensive online site offers assistance to students and their families on the CSU system, including the ability to apply online, and links to all CSU campuses.

www.universityofcalifornia.edu – This massive website offers information regarding admissions, online application, and links to all UC campuses.

www.assist.org – This online student-transfer information system shows how course credits earned at one public California college or university can be applied when transferred to another.

COMPETITIVE ATHLETES SEEKING HIGHER EDUCATION ATHLETIC PROGRAMS – (EC 67455)

Under state law, students who witness or are the victim of any wrongdoing condoned by the higher education athletic organization, have a right to make a report, file, or otherwise assist the reporting of any violation of student athlete rights involving the program, participants, or staff. This right to make such reports is guaranteed by the “Student Athlete Bill of Rights” and may not result in retribution or removal of any benefits if the report has been made in good faith and truthfulness.

COURSEWORK AND GRADUATION REQUIREMENTS: CHILDREN OF MILITARY FAMILIES – (EC 51225.1 AND 51225.2)

Within 30 days of enrollment, the school district shall notify children of military families if they are qualified to be exempted from local graduation coursework requirements that go above and beyond state graduation requirements. The school district make a finding that the pupil is reasonably able to complete the school district’s graduation requirements in time to graduate from high school by the end of the pupil’s fourth year of high school or is reasonably able to complete the school districts graduation requirements with in the pupils fifth year of high school. The coursework completed while attending another school is to be issued full or partial credit. *“Pupil who is a child of a military family” means a pupil who meets the definition of “children of military families” under Section 49701.*

If you are a military family, your child may qualify to be exempted from local graduation coursework requirements that are beyond the California state requirements. Please make an appointment with the school counselor to review your child’s options for graduation. All coursework that was completed at another school outside of the Oak Park Unified School District will be issued full or partial credit. You may reach the counselor by contacting the High School.

CURRICULUM – AVAILABILITY OF PROSPECTUS - (EC 49063, 49091.14)

Each school must annually compile a prospectus of the curriculum to include titles, descriptions and instructional goals for every course offered by the school. Please contact the school principal for a copy of the prospectus.

DRIVER’S TRAINING – (EC 35211)

Parents and guardians of students who take the district offered driver’s training course behind the wheel must obtain mandated liability insurance coverage due to potential civil liability.

EDUCATIONAL EQUITY – (EC 66251, 66260.6, 66270, AND 66270.3)

The Equity in Higher Education Act, states that all persons, regardless of their disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or any other specified characteristic such as hairstyles, equal rights and opportunities and adds this opportunity to apply for financial aid for higher education to also be equitable, and an application may not be denied of a student based on their immigration status. This does not guarantee any final eligibility, but simply an ability to apply for financial aid just like any other student, without discrimination.

EDUCATIONAL EQUITY: GOVERNMENT INSTRUCTION CONFERENCES- EC 224

The Sex Equity in Education Act exempts any discrimination based on male or female identity for pupils who seek to participate in state or national conferences, therefore, furthering California's goal of providing an equal educational opportunity to all students by prohibiting the use of public resources when a program discriminates based on gender.

EDUCATIONAL EQUITY: IMMIGRATION AND CITIZENSHIP STATUS – (EC 200, 220, AND 234.1 ADDING EC ARTICLE 5.7 TO EC 234.7)

All persons in public schools, regardless of their Immigration status, disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or any other specified characteristic, are to be afforded equal rights and opportunities in the schools, and are not to be discriminated against on the basis of these specific characteristics in any program or activity conducted by the school that receives or benefits from state financial assistance or enrolls students who receive state financial aid. School officials are prohibited from collecting information or documents regarding citizenship or immigration status of students or their family members. Schools are to adopt a policy that prohibits the collection of this information and adopt a process for receiving and investigating complaints of discrimination, harassment, intimidation, and bullying based on those actual or perceived specified characteristics. The superintendent of a school district or county office of education and principal of a charter school are to report to the governing board of local educational agency in a timely manner any requests for information or access to the school site by an officer or employee or a law enforcement agency for the purpose of enforcing the immigration laws in a manner that ensures the confidentiality and privacy of any potentially identifying information. Schools are encouraged, when an employee is aware that a student's parent or guardian is not available to care for the student, to work with parents or guardians to update the emergency contact information and not to contact Child Protective Services to arrange for the student's care unless the school is able to arrange for care through the use of emergency contact information or instructions provided by the student's parent or guardian. Governing boards or schools are to provide information to parents and guardians as appropriate, regarding their children's right to a free public education, regardless of immigration status or religious beliefs. Schools and school districts will adopt by July 1, 2018 model policies created by the California Attorney General, limiting immigration enforcement at public schools ensuring that public schools remain safe and accessible regardless of immigration status. Regardless of immigration status, students who are enrolled in community college bridge programs may use their individual tax identification number, if a student does not have a social security number, in order to fully participate in an internship offered through concurrent enrollment pathway courses. Residency status does not stop opportunities offered to all students on their pathway toward graduation with appropriate courses and internships available to all students eligible.

EDUCATION OF FOSTER YOUTH (CEC §§ 48204, 48853, 48853.5, 51215.1, 51225.2 et seq., 47605, 47605.6, 48432.5, 48911, 48911.1, 48915.5, and 48918.1) - amended

AB 1055 (Ramos) definition of a foster child includes a dependent child of the court of an Indian tribe, consortium or tribes, or tribal organization is afforded the same guarantee of rights as the foster children identified through the county court systems.

The district educational liaison is required to ensure pupils in foster care receive stable school placements which are in the best interests of the child, placement in least restrictive educational programs, access to academic resources, services, and extracurricular and enrichment activities available to all pupils, full and partial credits for coursework taken, and meaningful opportunities to meet state pupil academic achievement standards. Unless there is a local child welfare agency agreement, or the school district will assume part or all of the transportation costs. Please contact your school Principal for more information.

In addition to parental notification requirements for an involuntary transfer to a continuation school, suspension, or expulsion, to the foster child's attorney and social worker, and, for the child's tribal social worker, if applicable, and county social worker. The attorney and social worker have the same rights as parents during these processes, such as requests for meetings and the ability to inspect all documents.

EDUCATION OF HOMELESS YOUTH: 42 USC 11432; EC 48551, 48852.5, 48853, 48857, 51225.1, 51225.2 - amended

McKinney-Vento is a Federal Law protecting the access to a public education when a student experiences changes to their living situation that results in homelessness.

According to the McKinney-Vento Assistance Act, you are homeless if you live:

- In a shelter (family, domestic violence, or youth shelter or transitional living program)
- In a motel, hotel or weekly rate housing
- In shared housing with more than one family because of economic hardship or loss
- In an abandoned building, in a car, at a campground, or on the street
- In substandard housing (without electricity, water or heat)
- With friends or family because you are a runaway or an unaccompanied youth

The district homeless liaison is required to ensure parents of homeless pupils are informed of educational and related opportunities available to their children and are provided with meaningful opportunities to participate in the education of their children. Unaccompanied youth, such as teen parents not living with their parent/guardian or students that have run away or have been pushed out of their homes, have access to these same rights.

Liaison contact information: Brad Benioff, Director of Student Support and School Safety, 818-735-3200 or via email bbenioff@opusd.org.

EDUCATION OF HOMELESS YOUTH: RIGHT TO APPLY FOR FINANCIAL AID – (EC 69432.7, 69519, 69731, 69956, 70032, 78220, AND 88931)

OPUSD has appointed a liaison(s) for homeless children responsible for ensuring the dissemination of public notice of the educational rights of students in homeless situations.

Liaison contact information: Brad Benioff, Director of Student Support and School Safety, 818-735-3200 or via email bbenioff@opusd.org.

- Circumstances for eligibility include: In a shelter, motel, vehicle, or campground, in a hotel/motel-not paid for by any type of insurance, on the street, in an abandoned building, trailer, campsite, or other inadequate accommodations, doubled-up with friends or relatives because affordable housing cannot be found - and that doubled-up situation puts the family or students sleeping in some type of temporary situation/location.

- Right to immediate enrollment in school of origin or school where currently residing without proof of residency, immunization records or tuberculosis skin-test results, schools records, or legal guardianship papers;
- Right to education and other services including to participate fully in all school activities and programs for which child is eligible, to qualify automatically for school meal programs, to receive transportation services, and to contact liaison to resolve disputes that arise during enrollment;
- That no homeless youth shall be required to attend a separate school for homeless children or youth; and
- That homeless youth shall not be stigmatized by school personnel

ELECTRONIC LISTENING OR RECORDING DEVICE – (EC 51512)

The use by any person, including a pupil, of any electronic listening or recording device in any classroom without the prior consent of the teacher and the principal is prohibited as it disrupts and impairs the teaching process and discipline in the schools. Any person, other than the pupil, willfully in violation shall be guilty of a misdemeanor. Any pupil in violation shall be subject to appropriate disciplinary action.

ELECTRONIC SIGNALING DEVICES – (EC 48901.5)

The use by any person, including a pupil, of any electronic signaling device in any classroom without the prior consent of the teacher and the principal is prohibited as it disrupts and impairs the teaching process and discipline in the schools. The only allowable use would be acceptable if it is determined by a licensed physician that the pupil must use for the health and safety of a pupil. Any pupil in violation shall be subject to appropriate disciplinary action.

Smartphone use may be prohibited by districts schools while a student is at a school site and under supervision and control of staff. There are health and special education limits or usage that may differ from the general student population but must be in writing and kept on file in student records for confidential record keeping and reasons.

ENGLISH LANGUAGE LEARNER – (EC 313.2)

Parents are to be notified by schools that in addition to the child's English proficiency status, for which they are notified using the English Language Proficiency for Assessments for California (ELPAC), and they are to be notified that their child is a “Long-term English Learner” or is an “English learner at-risk of becoming a Long-term English Learner”.

Note: Schools are required to send an alternative notice to comply with this requirement according to assessment results.

ENROLLMENT AGREEMENT – CCR 1002.7

LEAs may have an arbitration agreement signed by parents holding the school not accountable to individual lawsuits. However, the child may disaffirm that agreement when it comes to any act of sexual assault or battery of that child. The minor may disaffirm these provisions. As a result, arbitration agreements covering these claims may not be enforceable. The fact that a provision in an enrollment agreement has been disaffirmed by the minor pursuant to this section does not affect the validity or enforceability of any other provision of the enrollment agreement. LEA legal counsel will need to evaluate their existing arbitration agreements and consider revising them to comply with AB 272 in cases that involve sexual assault or sexual battery.

EVERY STUDENT SUCCEEDS ACT (20 USC 6301 et seq.) - new

Under ESSA, parents have the following rights:

Information Regarding Professional Qualifications of Teachers, Paraprofessionals, and Aides:

In compliance with the requirements of the Every Students Succeeds Act (ESSA), parents may request the following information:

Whether the student's teacher

- has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
- is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived; and
- is teaching in the field of discipline of the certification of the teacher.
- if their child has been assigned to or has been taught for 4 or more consecutive weeks by a teacher who does not meet applicable certification or licensure requirements at the grade level and subject area in which the teacher has been assigned.

Whether the child is provided services by paraprofessionals and, if so, their qualifications.

If you wish to request information concerning your child's teacher's and/ or paraprofessional's qualifications, please contact your school Principal.

Information Regarding Individual Student Reports on Statewide Assessments - new

Upon request, parents have a right to information regarding any State or local policy mandating pupil assessments and the level of achievement of their student on every State and districtwide academic assessment administered to the student.

Limited English Proficient Students - new

The Act requires prior notice be given to parents of English learners regarding limited English proficiency programs, including the reasons for the identification of the student as an English learner, the need of placement in a language instruction educational program, the student's level of English proficiency, how such level was assessed, the methods of instruction used in the programs available, how the recommended program will meet the student's needs, program performance, parent options to remove a student from a program and/or to decline initial enrollment, and expected rate of transition into classrooms not tailored for English learners.

The information provided above is available upon request from your child's school or the district office. Additional notices that may be required under the Every Student Succeeds Act shall be sent separately.

EXTENDED SCHOOL YEAR – MIGRANT EDUCATION – EC 41601.6 - new

Students who are identified as a "migrant child" in grades TK-6 may be allowed to enroll in two public schools during summer, winter, or other intersessions – both the school in which they last attended and the next intended school to be entered upon the migration with parents from one agricultural work site to another.

FAFSA/CADAA COMPLETION REQUIREMENT AND OPT-OUT FORM – (EC 51225.7)

Local Educational Agencies (LEAs) are required to confirm that high school seniors complete a Free Application for Federal Student Aid (FAFSA) or California Dream Act Application (CADAA). Students may alternatively complete an opt-out form, which shall be collected and retained by the high school. These requirements apply beginning with the 2022-23 school year for the 2023-2024 FAFSA/CADAA application cycle that starts on October 1, 2022.

FEDERAL STUDENT AID – (EC 51225.8) - amended

Under state law, school districts are to ensure that students prior to entering 12th grade are entitled to information on how to properly complete and submit the Free Application for Federal Student Aid (FAFSA) or the California Dream Act Application at least once. This information should be available in a timely manner as financial aid is awarded in order of submission according to deadlines, on a first-come, first served basis. All family and student personal information will be protected according to state and federal privacy laws and regulations. Information is disseminated to all student in High School counseling sessions in groups at the beginning of 12th grade. The March 2 application deadline may be extended up to 30 calendar days when requested by students impacted by natural disaster, state of emergency, labor action, or any other commission approval of “qualifying event”. Student lists will be matched to FAFSA applications for the purpose of ensuring that either the FAFSA is completed or an opt out form is completed to maintain the students’ ability to graduate.

Additional information and guidance on the completion of the FAFSA can be found at <https://studentaid.gov/h/apply-for-aid/fafsa>. The California Dream Act application and information is available at the following website: <https://dream.csac.ca.gov>. A paper copy of the FAFSA or the California Dream Act application will be made available to a pupil or parent/guardian upon request. For more information on this process, please contact your high school counselor.

FOSTER YOUTH EXEMPTION FROM LOCAL GRADUATION REQUIREMENTS – (EC 48853, 49069, AND 51225.2)

Foster and homeless youth are allowed educational rights, such as: immediate enrollment, remaining in school of origin, enrollment in local comprehensive school, partial credits, graduation with state minimum requirements with possible fifth year/exemption from local graduation requirements, and access to academic resources, services and extracurricular activities. A local educational agency must provide a remedy to the affected pupil following the Uniform Complaint Procedures, including information regarding exemption from local graduation requirements, if educational rights are not 26 allowed at the public high school. Please contact your school Principal for more information.

HARM OR DESTRUCTION OF ANIMALS - (EC 32255 et seq.)

Any pupil with a moral objection to dissecting or otherwise harming or destroying an animal, or any part thereof, must inform their teacher of the objection. Objections must be substantiated by a note from the pupil’s parent or guardian.

A pupil who chooses to refrain from participation in an education project involving the harmful or destructive use of an animal may receive an alternative education project, if the teacher believes that an adequate alternative education project is possible. The teacher may work with the pupil to develop and agree upon an alternative education project so that the pupil may obtain the knowledge, information, or experience required by the course of study in question.

HOMEWORK ASSIGNMENTS FOR SUSPENDED STUDENTS – (EC 48913.5)

When a parent/guardian of a student who has been suspended for two or more school days requests homework that the student would otherwise have been assigned, the student's teacher shall provide such homework. If a homework assignment is requested and is turned in to the teacher by the student either upon the student's return from suspension or within the timeframe originally prescribed by the teacher, whichever is later, and is not graded before the end of the academic term, the homework assignment shall not be included in the calculation of the student's overall grade in the class.

The teacher of any class from which a student is suspended may require the student to complete any assignments and tests missed during the suspension.

ILLEGAL RECORDING OF CONFIDENTIAL COMMUNICATION - (PC 632, EC 51512) – new

It is unlawful to intentionally eavesdrop or record the confidential communication between two or more parties without the consent of all parties to the confidential communication. The eavesdropping or recording of a confidential communication includes by means of any electronic amplifying or recording device whether the communication is carried on among the parties in the presence of one another or by means of a telegraph, telephone, or other device, except a radio. Such an act is punishable by a fine not exceeding two thousand five hundred dollars (\$2,500), or imprisonment in the county jail not exceeding one year, or in the state prison, or by both that fine and imprisonment. Additionally, pursuant to Education Code section 51512, the use by any person, including a student, of any electronic listening or recording device in any classroom without prior consent of the teacher and the principal is prohibited. Any person, other than the student, willfully in violation shall be guilty of a misdemeanor. Any pupil in violation is subject to OPUSD's disciplinary procedures.

INDEPENDENT STUDY- (EC 51744, 51745, 51745.5, 51746, and 56026) - amended

Independent Study (IS) is by choice and may not be mandated. A district that chooses to offer IS must have policies for independent study courses or curriculum equivalent time to complete work expectations equal to what is offered in person. In addition, the short-term (less than 15 school days) and long-term (15 or more school days) will require the IS engagement defined per the policies adopted by the governing board. Persons who sign the IS agreement, deadline to sign within 10 days of short-term IS or in advance of long-term IS must be updated including the equitable access to students with disabilities based upon individual student needs. For more information on how Oak Park Independent School offers IS options, please contact Kent Cromwell, Principal of Oak Park Independent School at kcromwell@opusd.org.

INFORMATION REGARDING INDIVIDUAL STUDENT REPORTS ON STATEWIDE ASSESSMENTS - (20 USC §6301 et seq.)

Upon request, parents have a right to information regarding any State or local policy mandating pupil assessments and the level of achievement of their student on every State and districtwide academic assessment administered to the student.

INSTRUCTION FOR PUPILS WITH TEMPORARY DISABILITIES - (EC 48206.3, 48207 AND 48208)

A pupil with a temporary disability which makes attendance in the regular day classes or the alternative educational program in which the pupil is enrolled impossible or inadvisable may receive individualized instruction provided in the pupil's home for one hour a day. Please contact Director Pupil Services, Marcus Konatz at mkonantz@opusd.org for further information.

A pupil with a temporary disability, who is in a hospital or other residential health facility, excluding a state hospital, may be deemed to have complied with the residency requirements for school attendance in the school district in which the hospital is located.

It is the responsibility of the parent or guardian to notify the school district in which the hospital or other residential health facility is located of the presence of a pupil with a temporary disability. Upon receipt of the notification, the district will within five working days determine whether the pupil will be able to receive individualized instruction pursuant to EC 48206.3 and, if so, provide the instruction within five working days or less.

Home/Hospital Instruction is typically not necessary for students who may be absent for only one to two weeks. Instruction for these students can be handled at the site level through either short-term independent study or regular classroom teacher support with assignments and flexible timelines. If a student is

determined to require Home/Hospital instruction, the student will receive one clock hour of individualized instruction for each day that instruction is offered by the district in the regular education program. The maximum number of hours that can be offered to a student in one week is dependent upon the number of school days in that week. Please contact your school principal for further information. (EC 48206.3)

A pupil with a temporary disability may remain enrolled in the district of residence or charter school and may attend regular classes when not confined to the hospital setting, the total days of instruction may not exceed the maximum of five days with both school settings and attendance may not be duplicated. If necessary, the district of residence may provide instruction in the home for the days not receiving instruction in the hospital setting, depending upon the temporary doctor orders. The supervisor of attendance shall ensure that absences from the regular school program are excused until the pupil is able to return to the regular school program.

An honorary high school diploma which is clearly distinguishable from the regular diploma of graduation may be awarded to a pupil who is terminally ill, from the resident governing school board, a county office of education or a charter school.

INVESTING FOR FUTURE EDUCATION - (EC §48980(d))

Parents are advised of the importance of investing for higher education for their children and of considering appropriate investment options, including, but not limited to, United States savings bonds.

JUVENILE COURT SCHOOL PUPILS: GRADUATION REQUIREMENTS AND CONTINUED EDUCATION OPTIONS – (EC 48645.3 AND 48645.7)

Requires the county office of education, when a pupil completes the state minimum coursework requirements and becomes eligible for a diploma, to notify the pupil, the educational rights holders, the pupil's social worker or probation officer all of the following: The pupil's right to a diploma issued by the school district of residence if the student completed the graduation requirements while being detained. The school district of residence shall issue to the pupil a diploma from the school the pupil last attended before detention or in the alternative, the county superintendent of schools may issue the diploma. How taking coursework and other requirements adopted by the governing board of the county office of education or continuing education upon release from the juvenile detention facility will affect the pupil's ability to gain admission to a postsecondary educational institution. Information about transfer opportunities available through the California Community Colleges. The pupil's or the education rights holder's, as applicable, option to allow the pupil to defer or decline the diploma and take additional coursework. If the county office of education fails to provide timely notice, the pupil shall be eligible for the diploma once notified, even if that notification occurs after termination of the court's jurisdiction over the pupil. In addition the statewide minimum course work, if a county office of education determines that the pupil could benefit from the coursework and other requirements adopted by the governing board of the county office of education, the county office of education shall do both of the following: Inform the pupil of the option to take coursework and other requirements adopted by the governing board of the county office of education. Permit the pupil, upon agreement with the pupil, if the pupil is 18 years of age or older, or, if the pupil is under 18 years of age, upon agreement with the person holding the right to make educational decisions for the pupil, to take coursework or other requirements adopted by the governing board of the county office of education, and to defer the granting of the diploma until the pupil is released from the juvenile detention facility. *The County Office of Education will notify the educational rights holder, or pupil if they are over 18, upon the release from a juvenile detention facility:* The option to decline the issuance of the diploma for the purpose of enrolling the pupil in a school operated by a local educational agency or charter school to take additional coursework. Advise the pupil, if the pupil is 18 years of age or older, or, if the pupil is under 18 years of age, the person holding the right to make educational decisions for the pupil, to consider, when deciding whether to elect to decline the diploma, whether the pupil is highly likely to do all of the following: *Enroll in a school operated by a local educational agency or charter school. Benefit from continued instruction.*

Graduate from high school. If a juvenile court school pupil who is entitled to receive a diploma by completing the state minimum coursework requirements is not granted a diploma or if the pupil or the education rights holder, as applicable, has previously deferred or declined a diploma after completing the state minimum requirements, a county office of education shall grant a diploma if it is requested by the education rights holder or the pupil if they are over the age of 18. If a juvenile court school pupil is entitled to a diploma by completing the state minimum coursework requirements, a county office of education shall not revoke that eligibility. If a former juvenile court school pupil is entitled to a diploma by completing the state minimum coursework that right shall continue to apply after the termination of the court's jurisdiction over the pupil.

LIMITED ENGLISH PROFICIENT STUDENTS - (20 USC §6301 et seq.)

The Every Student Succeeds Act requires prior notice be given to parents of English learners regarding limited English proficiency programs, including the reasons for the identification of the student as an English learner, the need of placement in a language instruction educational program, the student's level of English proficiency, how such level was assessed, the methods of instruction used in the programs available, how the recommended program will meet the student's needs, program performance, parent options to remove a student from a program and/or to decline initial enrollment, and expected rate of transition into classrooms not tailored for English learners.

The information provided above is available upon request from your child's school or the district office. Additional notices that may be required under the Every Student Succeeds Act shall be sent separately.

MIGRANT AND NEWLY ARRIVED IMMIGRANT PUPILS: GRADUATION REQUIREMENTS AND CONTINUED EDUCATION OPTIONS– (EC 51225.1 AND 51225.1)

Oak Park Unified School District shall review the status of migrant and newly arrived immigrant pupils for possible exemptions from local graduation requirements and coursework, as well offer options regarding a 5th year of high school if they meet the criteria established for foster, homeless, former juvenile court school students and children of military families.

MINIMUM AGE OF ADMISSION TO KINDERGARTEN - (EC §48000)- amended

A child shall be eligible for enrollment in kindergarten at the beginning of the school year or at a later time in the same year, if the child has their fifth birthday, respectively, on or before September 1. For the 2023-24 school year and beyond, Transitional Kindergarten will be offered to students who turn four on or before September 1. Students who turn 5 on or before September 1 will attend Kindergarten.

NON-MANDATORY PROGRAMS FOR PARENTAL/PUPIL PARTICIPATION (EC 49091.18) - new

Schools may not require a student or student's family to submit to or participate in any assessment, analysis, evaluation, or monitoring of the quality or character of student home life, parental screening or testing, nonacademic home-based counseling program, parent training, or prescribed family educational service plan.

PROPERTY DAMAGE – (EC 48904)

Parents or guardians may be held financially liable if their child willfully damages school property or fails to return school property loaned to the child. The school may further withhold the grades, diploma, and transcript of the pupil until restitution is paid.

PROTECTION AND ADVOCACY AGENCY – (W&IC 4900; 4902; 4903) - new

Implements protection and advocacy agency access to investigate and advocate for the rights of persons with developmental and mental health disabilities. Following a complaint or report of alleged abuse and a

finding of probable cause, the agency is entitled to investigate and must be provided reasonable access to the facility.

This includes the opportunity to interview any individual with a disability, employee, or other person with knowledge of the alleged abuse. The agency is entitled to monitor a facility's, program's, or service providers compliance with the rights and safety of individuals with disabilities. The school district is required to provide the agency with the name and contact information for the parent/guardian of a student and the agency has authority to access, inspect, and copy the student's records.

PUPIL ATTENDANCE: SCHOOL START TIMES – (EC 46148) - new

Commencing July 1, 2022, the school day for middle and high schools will begin no earlier than 8:00 a.m. and 8:30 a.m., respectively.

PUPIL FEES – (EC 49010-49013)

Your Child has the Right to a Free Public Education

All children in the United States have a Constitutional right to equal access to free public education, regardless of immigration status and regardless of the immigration status of the students' parents or guardians.

In California:

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

Pupil fee complaints shall be filed no later than one year from the date the alleged violation occurred. Complainants are advised that civil law remedies may be available under state or federal discrimination, harassment, intimidation or bullying laws, if applicable, and of the appeal pursuant to EC § 262.3. OPUSD's complaint procedures are available on the district website at www.opusd.org.

RELIGIOUS BELIEFS - (EC 51240)

Whenever any part of the instruction of health, family life education, or sex education conflicts with the religious training and beliefs or personal moral convictions of the parents/guardians of any student, the student shall be excused from such training upon written request of the parent or guardian.

RELIGIOUS OBSERVANCES

Parents should inform their student's principal or teacher if the student requires or would benefit from accommodation in relation to cultural events, religious celebrations/observances (including fasting), or other situations which could be impacted by or may impact the school day.

RETROACTIVE GRANT OF HIGH SCHOOL DIPLOMAS: DEPARTED/DEPORTED PUPILS – (EC 51430)

The governing board of the Oak Park Unified School District may award a diploma to any student who may have been deported outside the US, if in good standing after completing the second year of high school. Any transfer credits from outside the US will be considered as completion through online or foreign classes.

SCHEDULE OF MINIMUM DAYS AND PUPIL-FREE STAFF DEVELOPMENT DAYS **- (EC 48980(c)) - amended**

The Governing Board [adopted calendar for 2023-2024](http://www.opusd.org) available on the District's website (www.opusd.org) and at each school site, outlines the instructional days for students, including scheduled minimum days at the elementary level for parent conferences. Any pupil free Staff Development days for teachers will be provided outside of those instructional days. While changes to the calendar are not anticipated, parents/guardians will be notified as early as possible but no later than one month prior to the scheduled change.

In addition, as in past years, elementary (K-5) and secondary (6-12) have two planning days with no students present during the year. These days were carefully scheduled to align for better planning and coordination. This year's schedule will provide 180 instructional in-class days for each student.

SCHOOL ACCREDITATION - (EC §35178.4)

Districts are required to notify each parent of a pupil in a school that has lost its accreditation status and the potential consequences of the school's loss of status, in writing or by posting the information on the school district's or school's Internet Website, or by any combination of these methods.

SECTION 504 – (29 USC 794, 34 CFR 104.32)

Section 504 of the federal Rehabilitation Act of 1973, and the Americans with Disabilities Act (42 USC 12101 et seq.) prohibit discrimination on the basis of disability. Section 504 requires school districts to identify and evaluate children with disabilities in order to provide them a free, appropriate public education. Individuals with a physical or mental impairment that substantially limits one or more major life activities, including seeing, hearing, walking, breathing, working, performing manual tasks, learning, eating, sleeping, standing, lifting, bending, reading, concentrating, thinking, speaking, are eligible to receive services and aids designed to meet their needs as adequately as the needs of nondisabled students are met. If a student has a disability that limits their ability to attend or function at school, a written accommodation plan may be documented under Section 504. Students have the right to be educated in the least restrictive environment. You may contact your student's counselor, who is responsible for screening, evaluating, and implementing Section 504.

SEX EQUITY IN CAREER PLANNING - (EC §221.5(d))

Parents shall be notified in advance of career counseling and course selection commencing with course selection in Grade 7, to promote sex equity and allow parents to participate in counseling sessions and decisions.

SPECIAL EDUCATION – (EC 56300, 56301) - amended

State and federal law requires that a free appropriate public education (FAPE) in the least restrictive environment be offered to qualified pupils with disabilities ages 3 through 21 years. Special education services are available to meet the needs of students who have been identified as having one or more disabilities. Each district, special education local plan area, or county office shall establish written policies and procedures for a continuous child-find system and shall actively and systematically seek out all individuals with exceptional needs, ages 0 through 21 years. Parents have the right to initiate a written referral for assessment to determine whether their child is eligible and requires special education services. Contact the OPUSD Director of Pupil Services for specific information about services for special education students. (*Individuals With Disabilities Education Act [IDEA]*)

As part of the assessment plan for special education evaluation, upon completion of the assessment, it is required that parents are notified that an individualized education program team meeting will be held. The purpose of the meeting will be to discuss the assessment, the educational recommendations, and the reasons

for the recommendations. Parents are entitled to a copy of the assessment report and the documentation of determination of eligibility. (EC 56329)

Whenever an assessment for the development or revision of the individualized education program is to be conducted, the parent of the pupil shall be given, in writing, a 15-day notice. A copy of the notice of parents' rights shall be attached to the assessment plan. The proposed assessment plan given to parents shall be in the primary language of the parent or other mode of communication used by the parent, unless to do so is clearly not feasible. (EC 56321)

Parents have the right to electronically record the proceedings of individualized education program meetings. (EC 56321.5)

Beginning at least one year before special education pupils reach the age of 18, they are to be informed of their rights that will transfer to them upon reaching the age of 18. A statement of this nature shall be included in the individualized education program. (EC 56345(a)(8))

Section 504 of the Rehabilitation Act of 1973 requires districts to provide education and accommodations for students with identified disabilities even if they do not qualify for special education. Federal law also requires that a free and appropriate education in the least restrictive environment be offered to qualified handicapped students. (*Individuals With Disabilities Education Act [IDEA]*, 29 USC 794, 34 CFR 104.32, 104.36)

SPECIAL EDUCATION COMPLAINTS (5 CCR 3080) - new

State regulations require the district to establish procedures to deal with complaints regarding special education. If you believe that the district is in violation of federal or state law governing the identification or placement of a special education student, or similar issues, you may file a written complaint with the district. State regulations require the district to forward your complaint to the State Superintendent of Public Instruction. Procedures are available from your school principal.

SPECIAL EDUCATION: DESTRUCTION OF RECORDS – (34 C.F.R. § 300.624)

Notice is hereby given that Oak Park Unified School District may destroy personally identifiable special education records three (3) years after the student's graduation. The District will maintain full and complete records for current students for six (6) years. After the sixth year, only IEPs and assessment reports will be maintained. For questions regarding this Notice, please contact Pupil Services, Oak Park Unified School District, located at 5801 Conifer Street, Oak Park CA 91377, or call 818-735-3208.

SPECIAL EDUCATION: DUE PROCESS HEARINGS – (EC 56502) - new

The State Superintendent is required to develop a model form to assist parents and guardians in filing requests for due process. Please visit <https://www.dgs.ca.gov/OAH/Case-Types/Special-Education/Services/Page-Content/Special-Education-Services-List-Folder/Requesting-a-SE-Hearing> for the model form for parents/guardians who wish to initiate due process hearings relating to special education rights.

SPECIAL EDUCATION: INSPECTION OF RECORDS – (EC 56043) - new

Parents/guardians have a right to inspect and review all of their child's education records without unnecessary delay, including prior to a meeting about a child's IEP or before a due process hearing. The school district must provide access to records and copies, if requested, within five (5) business days after the request has been made orally or in writing.

SPECIAL EDUCATION – USE OF ASSISTIVE TECHNOLOGY – (EC 56040.3)

Requires districts to allow home and community use of assistive technology devices by students who have assistive technology devices as part of their IEP FAPE offer. Students may continue to use while at distributing school and for up to a maximum of two months or until a replacement or comparable device is obtained in new setting. Not every IEP will have an AT device as part of the IEP team offering, but if it is there, it must remain in possession so that the student does not have a lapse in educational access to such device.

WITHHOLDING OF GRADES

Any school district whose property has been cut, defaced, or otherwise injured, or whose loaned property has not yet been returned, may withhold grades, diplomas, and transcripts from the pupil or parent. The district must notify the parent in writing of the student's alleged misconduct. (EC 48904)

Any school district to which a pupil subject to the preceding statute has transferred to shall also withhold grades, diplomas, or transcripts upon receiving notice from the former district. (EC 48904.3)

STUDENT ATTENDANCE

AVOIDING ABSENCES, WRITTEN EXCUSES, TRUANCY – (EC 46014, 48205, and 48260.5)

OPUSD urges parents to make sure their children attend school regularly and to schedule medical and other appointments after school or during school holidays. The district also asks that travel or other absences be avoided during the time school is in session. The higher the district's daily attendance rate, the more a student will learn and the greater the amount of funding that the district will receive from the state for classroom instruction and academic programs. The school calendar is designed to minimize problems for families which plan vacations around traditional holiday periods, and thereby minimize student absences.

Following an absence, a student is required to bring a written excuse from home when returning to school. Illnesses, and doctor and dental appointments are considered excused absences. Absences without a written excuse are recorded as unexcused.

Excused Absences – (EC 46014, 48205, 48225.5, 48260) - amended

Pupils, with the written consent of their parents or guardians, may be excused from school in order to participate in religious exercises or to receive moral or religious instruction.

No pupil shall have their grade reduced or lose academic credit for any excused absence or absences, if missed assignments and tests that can reasonably be provided are satisfactorily completed within a reasonable period of time.

- (a) Notwithstanding Section 48200, a pupil shall be excused from school when the absence is:
 - (1) Due to the student's illness including an absence for the benefit of the pupil's mental or behavioral health.
 - (2) Due to quarantine under the direction of a county or city health officer.
 - (3) For the purpose of having medical, dental, optometric, or chiropractic services rendered.
 - (4) For the purpose of attending the funeral services of a member of the student's immediate family, so long as the absence is not more than one day if the service is conducted in California and not more than three days if the service is conducted outside California.
 - (5) For the purpose of jury duty in the manner provided for by law.

- (6) Due to the illness or medical appointment during school hours of a child of whom the pupil is the custodial parent.
- (7) For justifiable personal reasons, including, but not limited to, an appearance in court, attendance at a funeral service, observance of a holiday or ceremony of the student's religion, attendance at religious retreats, attendance at an employment conference, or attendance at an educational conference on the legislative or judicial process offered by a nonprofit organization when the pupil's absence is requested in writing by the parent or guardian and approved by the principal or a designated representative pursuant to uniform standards established by the governing board.
- (8) For the purpose of serving as a member of a precinct board for an election pursuant to Section 12302 of the Elections Code.
- (9) For the purpose of spending time with a member of the pupil's immediate family, who is an active duty member of the uniformed services, as defined in EC 49701, and has been called to duty for, is on leave from, or has immediately returned from, deployment to a combat zone or combat support position. Absences granted pursuant to this paragraph shall be granted for a period of time to be determined at the discretion of the superintendent of the school district.
- (10) For the purpose of attending the pupil's naturalization ceremony to become a United States Citizen.
- (11) For the purpose of participating in a cultural ceremony or event.
- (12) For the purpose of participating in religious exercises or to receive moral and religious instruction at the student's place of worship or other suitable place away from school
- (13) For the purpose of work in the entertainment or allied industry. For this purpose, student absence shall be excused for a maximum of up to five absences per school year.
- (14) For the purpose of participation with a nonprofit performing arts organization in a performance for a public school audience. A student may be excused for up to five such absences per school year provided that the student's parent/guardian provides a written explanation of such absence to the school.
- (15) (A) For the purpose of a middle school or high school pupil engaging in a civic or political event, as provided in subparagraph (B), provided that the pupil notifies the school ahead of the absence.
(B) (i) A middle school or high school pupil who is absent pursuant to subparagraph (A) is required to be excused for only one school day-long absence per school year.
(ii) A middle school or high school pupil who is absent pursuant to subparagraph (A) may be permitted additional excused absences in the discretion of a school administrator, as described in subdivision (c) of Section 48260.
- (16) Authorized at the discretion of a school administrator, as described in subdivision (c) of Section 48260.
- (b) A pupil absent from school under this section shall be allowed to complete all assignments and tests missed during the absence that can be reasonably provided and, upon satisfactory completion within a reasonable period of time, shall be given full credit therefore. The teacher of the class from which a pupil is absent shall determine which tests and assignments shall be reasonably equivalent to, but not necessarily identical to, the tests and assignments that the pupil missed during the absence.
- (c) For purposes of this section, attendance at religious retreats shall not exceed four hours per semester.
- (d) Absences pursuant to this section are deemed to be absences in computing average daily attendance and shall not generate state apportionment payments.
- (e) For purposes of this section, the following definitions apply:
 - (1) "Cultural" means relating to the habits, practices, beliefs, and traditions of a certain group of people.

(2) "Immediate family," as used in this section, means the parent or guardian, brother or sister, grandparent, or any other relative living in the household of the pupil.

No pupil may have their grade reduced or lose academic credit for any absence or absences excused pursuant to Education Code 48205 when missed assignments and tests that can reasonably be provided are satisfactorily completed within a reasonable period of time. *(EC 48980[j])*

If any minor is a habitual truant, or is irregular in school attendance, the pupil may be referred to an attendance supervisor, a School Attendance Review Board (SARB) or the District Attorney's Office. *(EC 48260 and 48263)*

In grades 7 to 12, school authorities may excuse any pupil from school for the purpose of obtaining confidential medical services without the consent of the pupil's parent or guardian. *(EC 46010.1)*

For pupils declared a ward of the court pursuant to Welfare and Institutions Code 602, school staff is required to report to the pupil's probation officer school attendance and/or behavior violations within ten (10) days of the reported violation. *(EC 48267)*

GRADE REDUCTION/LOSS OF ACADEMIC CREDIT – (EC 48205 (b), 48980 (j))

No pupil may have their grade reduced or lose academic credit for any absence or absences excused pursuant to Section 48205 when missed assignments and tests that can reasonably be provided are satisfactorily completed within a reasonable period of time.

Tardiness - (EC 48260 (a))

Children should be encouraged to be prompt as part of developing good habits. They are expected to be at school on time. If a child is late, the child should bring an excuse from home to the school office. A student will be classified as truant if they are tardy or absent for more than a 30-minute period during the school day without a valid excuse on three occasions in one school year.

Truancy Definitions - (EC 48260, 48262, and 48263.6)

A student is considered truant after three absences or three tardies of more than 30 minutes each time or any combination thereof and the absences or tardies are unexcused. After a student has been reported as a truant three or more times in a school year and the district has made a conscientious effort to meet with the family, the student is considered a habitual truant. A student who is absent from school without a valid excuse for 10% or more of the schooldays in one school year, from the date of enrollment to the current date, is considered a chronic truant. Unexcused absences are all absences that do not fall within EC 48205.

Arrest of Truants/School Attendance Review Boards – (EC 48263 and 48264)

The school attendance supervisor, administrator or designee, a peace officer, or probation officer may arrest or assume temporary custody during school hours, of any minor who is found away from home and who is absent from school without valid excuse within the county, city or school district. A student who is a habitual truant may be referred to a School Attendance and Review Board (SARB).

Truant Consequences - (EC 48263, 48267, 48268, and 48269)

WIC 236, 601, 601.3, 653.5, 654, and 651.5 Any student who is identified as "Truant" may be assigned as a ward of the court, if the available community resources do not resolve the students' continued problem of truancy, by a Probation Officer or Deputy District Attorney.

Chronic Absenteeism – (EC 60901)

A student is considered a chronic absentee when the student is absent on 10% or more of the school days in one school year, from the date of enrollment to the current date. Chronic absenteeism includes all

absences – excused and unexcused – and is an important measure because excessive absences negatively impact academic achievement and student engagement.

ABSENCES FOR RELIGIOUS INSTRUCTION - (EC 46014, 48980)

A parent may request their child be excused from school for the purpose of receiving instruction or participating in religious services. However, the pupil must attend school for the minimum day and may be excused on no more than four (4) days per school month.

ATTENDANCE OPTIONS/PERMITS - (EC 48205)

Compulsory Education

A minor between the ages of 6 and 18 years is subject to compulsory education and, unless exempted, must enroll in school in the school district in which the residence of either the parent or legal guardian is located. If a parent is seeking a change in a public district outside of the resident district, then an interdistrict permit is required. Exceptions are for charter school, home school or other private school enrollments, and other online charter school options.

Residency

A pupil may alternatively comply with the residency requirements for school attendance in a school district, if the pupil is any of the following:

- (1) A pupil who is a foster child who remains in their school of origin
- (2) Placed in a foster home or licensed children's institution within the boundaries of the school district pursuant to a commitment of placement under the Welfare and Institutions Code
- (3) An emancipated pupil who resides within the boundaries of the school district.
- (4) A pupil who lives in the home of a caregiving adult that is located within the boundaries of the school district
- (5) A pupil residing in a state hospital located within the boundaries of the school district.
- (6) A pupil whose parent is transferred or is pending transfer to a military installation within the state while on active military duty pursuant to an official military order. Students in military and migrant families may remain in their school of origin and shall have waived residency restrictions due to the frequency of movement of their families. Connect with Brad Benioff, Director of Student Support and School Safety at bbenioff@opusd.org for more information on the protections afforded these students per California laws.

District of Choice – (EC 48300 and 48507)

Oak Park Unified School District has chosen to become a district of choice, that is, a district that accepts transfer students from outside the district under the terms of a resolution adopted by the local governing board. A school board that elects to operate the school district as a district of choice must determine the number of transfers it is willing to accept and shall accept all pupils who apply to transfer until the school district is at maximum capacity. The school district of choice shall make sure that students are selected through an unbiased and random process that does not take into consideration the student's academic or athletic performance, physical condition, proficiency in English, family income, ethnicity, primary language, literacy, special needs, or any of the individual characteristics listed in Section 200. The parent of a pupil requesting to transfer must submit an application to the school district of choice before January 1 of the school year preceding the school year for which the student wishes to transfer. The parent shall be notified in writing by February 15 if the student was provisionally accepted, rejected, or placed on a waiting list for the next school year. A modified application process is available for children of relocated military personnel. A pupil attending a school in a district of choice complies with the residency requirements for school attendance. (EC 48300 et seq.) For additional information regarding applications and procedures, please contact Linda Gam lgam@opusd.org or at 818-735-3253.

Employment in Lieu of Residency - Residency Based on Parent Employment – (EC 48204)

Some school districts may choose to accept employment in lieu of residency. A school district allows a student to have complied with the residency requirements for school attendance in the district if at least one parent/guardian of the pupil is physically employed within the boundaries of that district for a minimum of ten hours during the school week. Once admitted to residency, the pupil's transfer may be revoked only if the parent ceases to be employed within the boundaries of the district. As a resident, the student does not have to re-apply for the transfer to be valid (formerly referred to as Allen Bill).

Intradistrict Open Enrollment

Residents of the school district may apply to other schools that serve the same grade levels within the district on a space available basis. Information on each school within the District is provided on the District website. Requests for admission will be based on a random, unbiased selection process and space available at school sites. No pupil who currently resides in the attendance area of a school can be displaced by pupils transferring from outside the attendance area.

Students who are a victim of bullying shall be allowed an intradistrict permit to transfer if space is available at the same grade level. If there is no "intra-district" space to attend, the student may seek an "inter-district" permit to another district without any delay in release from the home district, but it does not guarantee entrance to an outside district. The process to enter another school district will be according to the desired district's transfer policies. "Bullying" means any severe or pervasive physical or verbal communication made in writing or by means of an electronic act directed toward one or more pupils that results in placing a reasonable person in fear of harm of self or property. It may cause a substantially detrimental effect on physical or mental health, interfere with academic performance or the ability to participate in or benefit from the services, activities, or privileges provided by a school, and may be done in person or online. Bullying may be exhibited in the creation or transmission of bullying online, on or off the school site, by telephone or other device in a message, text, sound, video, or image in a post on a social network internet website or burn page that creates a credible impersonation of another student knowingly and without consent for the purpose of bullying. Sharing or forwarding messages contributes to the act of bullying.

Applications and procedures are available at the elementary school sites or at the District Office from Linda Gam at Lgam@opusd.org.

Interdistrict Attendance – (EC 46600 et seq., 48980(h))

The parent or legal guardian of a pupil may seek release from the school district of residence to attend a school in any other school district. School districts may enter into agreements for the interdistrict transfer of one or more pupils for a period of up to five years. The agreement must specify the terms and conditions for granting or denying transfers and may contain standards of reapplication and specify the terms and conditions under which a permit may be revoked. Unless otherwise specified in the agreement, a pupil will not have to reapply for an interdistrict transfer, and the school board of the district of enrollment must allow the pupil to continue to attend the school in which the student is enrolled. A student who has completed grade 10 by June 30, may enroll within the district of enrollment through grades 11 and 12 without any revocation from the desired district, and must be treated the same as any other resident student.

Regardless of whether an agreement exists or a permit is issued, the school district of residence cannot prohibit the transfer of a pupil who is a child of an active military duty parent to a school district of proposed enrollment if that district approves the application for transfer. Nor may a district prohibit an interdistrict permit release when no intradistrict permit options are available to a victim of bullying. "Bullying" means any severe or pervasive physical or verbal communication made in writing or by means of an electronic act directed toward one or more pupils that results in placing a reasonable person in fear of harm of self or property. It may cause a substantially detrimental effect on physical or mental health, interfere with

academic performance or the ability to participate in or benefit from the services, activities, or privileges provided by a school, and may be done in person or online. Bullying may be exhibited in the creation or transmission of bullying online, on or off the school site, by telephone or other device in a message, text, sound, video, or image in a post on a social network internet website or burn page that creates a credible impersonation of another student knowingly and without consent for the purpose of bullying. Sharing or forwarding messages contributes to the act of bullying.

A student who is appealing a decision for an interdistrict permit approval through the County Office of Education may be eligible for provisional admission to the desired district in grades TK through 12, while continuing through the process of appeal, if space is made available by the desired district, not to exceed two months.

A pupil who has been determined by personnel of either the school district of residence or the district of proposed enrollment to have been the victim of an act of bullying, as defined in EC 48900(r), shall, at the request of the parent or legal guardian, be given priority for interdistrict attendance under any existing agreement or, in the absence of an agreement, be given additional consideration for the creation of an interdistrict attendance agreement.

Each school district shall post their interdistrict policy agreements and local district caps on their district and/or school websites. Reasons for approval and denial of interdistrict transfer requests must be updated on the district website according to board policies. The County appeals process will be offered with the final denial in writing by the school district. The County appeal process may take up to a maximum of two months. If you have any questions about the interdistrict process, please contact Linda Gam lgam@opusd.org or at 818-735-3253.

EDUCATIONAL EQUITY REGARDLESS OF IMMIGRATION STATUS, CITIZENSHIP, OR RELIGION – (EC 234.7)

Children have a right to a free public education, regardless of immigration status, citizenship status, or religious beliefs. When enrolling a child, schools must accept a variety of documents from the student's parent to demonstrate proof of child's age or residency. No information about citizenship/immigration status or Social Security number is required to enroll in school. Parents have the option to provide a school with emergency contact information, including the information of secondary contacts, to identify a trusted adult guardian who can care for a minor student in the event the parent is detained or deported. Parents have the option to complete a Caregiver's Authorization Affidavit or a Petition for Appointment of Temporary Guardian of the Person, which may enable a trusted adult the authority to make educational and medical decisions for a minor student. Students have the right to report a hate crime or file a complaint to the school district if they are discriminated against, harassed, intimidated, or bullied on the basis of actual or perceived nationality, ethnicity, or immigration status. The district will not release information to third parties for immigration-enforcement purposes, except as required by law or court order. The California Attorney General's website provides "know your rights" resources for immigrant students and family members online at <https://oag.ca.gov/immigrant/rights>.

ENROLLMENT RESIDENCY INVESTIGATIONS - (EC 48204.20)

If a school district elects to undertake an investigation relative to evidence of residency the governing board is required to adopt a policy to identify circumstances in which the district may initiate an investigation and describe the investigatory methods that may be used, including whether the school district will employ an outside investigator. Photography and video recording of pupils who are being investigated is prohibited. The district must also provide an appeal process, as specified, and adopt the policy at a public meeting of the school board.

The school district will request that the parent or legal guardian provide reasonable evidence that a pupil meets the residency requirements for school attendance. If an employee of the school district reasonably believes that the parent or legal guardian has provided false or unreliable evidence of residency, the district may make reasonable efforts to determine that the pupil actually meets residency requirements. The Oak Park Unified School District has adopted a board policy BP 5111.1 regarding the process it follows for conducting investigations to determine whether a pupil meets the residency requirements. A copy of the board policy can be obtained by visiting the district website.

NOTICE OF ALTERNATIVE SCHOOLS (EC 58501)

California state law authorizes all school districts to provide for alternative schools. Education Code 48500 defines alternative school as a school or separate class group within a school, which is operated in a manner designed to:

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

In the event any parent, pupil or teacher is interested in further information concerning alternative schools, the county superintendent of schools, the administrative office of OPUSD, 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.

STUDENT DISCIPLINE – CONDUCT OF PUPILS

DRESS CODE - (EC 211.1, 35183 and 35183.5) - amended

The Governing Board believes that appropriate dress and grooming contribute to a productive learning environment. The Board expects students to wear clothing that is suitable for the school activities in which they participate. Students shall not wear clothing that presents a health or safety hazard or causes a substantial disruption to the educational program.

The primary responsibility for a student's attire resides with the student and the student's parents/guardians. There is an expectation that all students will dress in a way that is appropriate for the day or any school-sponsored event.

Schools may allow for outdoor use, during school day, articles of sun-protective clothing such as hats. Students shall not be prohibited from dressing in a manner consistent with their gender identity or gender expression or with their religious or cultural observance. In addition, the dress code shall not discriminate against students based on hair texture and protective hairstyles, including, but not limited to, braids, locks, and twists. Please refer to OPUSD's Dress Code policy [BP 5132](#) for details.

HAZING - (EC 32051, 48900(q))

No student, or other person in attendance at any public or private educational institution, shall conspire to engage in hazing. Violation of the EC 32051 is a misdemeanor.

IMITATION FIREARM - (PC 12550, 12556) - amended

The Penal Code makes it a criminal offense to openly display or expose any imitation firearm in a public place, including a public school. "Imitation firearm" means any BB device, toy gun, replica of a firearm, or other device that is so substantially similar in coloration and overall appearance to an existing firearm as to lead a reasonable person to perceive that the device is a firearm.

LASER POINTERS - (PC 417.27)

It is a crime for any student to possess a laser pointer on any elementary or secondary school premise, unless the possession is for a valid instructional or other school-related purpose.

MANDATORY EXPULSION VIOLATIONS – (EC 48915)

Schools shall immediately suspend and recommend expulsion for students that commit any of the following acts at school or at a school activity off school grounds:

1. Possessing, selling, or otherwise furnishing a firearm.
2. Brandishing a knife at another person.
3. Unlawfully selling a controlled substance.
4. Committing or attempting to commit a sexual assault.
5. Possession of an explosive.

The school board shall order the student expelled upon finding that the student committed the act.

NON-DISCRIMINATION STATEMENT– (EC 221.8) - amended

The Oak Park Unified School District is committed to providing a safe school environment where all individuals in education are afforded equal access and opportunities. The District's academic and other educational support programs, services and activities shall be free from discrimination, harassment, intimidation, and bullying of any individual based on the person's actual race, color, ancestry, national 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. Specifically, state law prohibits discrimination on the basis of gender in enrollment, counseling, and the availability of physical education, athletic activities, and sports. Transgender students shall be permitted to participate in gender-segregated school programs and activities (e.g., athletic teams, sports competitions, and field trips) and to use facilities consistent with their gender identity. The District assures that lack of English language skills will not be a barrier to admission or participation in District programs. Complaints of unlawful discrimination, harassment, intimidation, or bullying are investigated through the Uniform Complaint Process. Such complaints must be filed no later than six months after knowledge of the alleged discrimination was first obtained. For a complaint form or additional information, contact

- Title VI of the Civil Rights Act of 1964 prohibits discrimination on the basis of race, color, and national origin.
- Title IX prohibits discrimination on the basis of sex.
- The Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973 prohibit discrimination on the basis of disability.
- Pursuant to EC 212.1, "race" is inclusive of traits historically associated with race, including, but not limited to, protective hairstyles and textures. "Protective hairstyles" is defined to include (but not limited to) styles such as braids, locks, and twists.

- The Age Discrimination Act prohibits discrimination in programs or activities receiving federal and/or state financial assistance. (42 USC § 6101 et seq.)

NOTIFICATION TO LAW ENFORCEMENT PERSONNEL AND OTHERS - (EC 44014)

School officials are required to inform law enforcement personnel of an attack, assault, or menace of any employee by a pupil. An employee of a school district whose person or property is injured or damaged by the willful misconduct of a pupil who attends school in that district may request that legal action be taken against either the pupil who caused the injury or damage, or the pupil's parent or guardian. (EC 48905) The principal or designee must report to appropriate law enforcement violations of PC 626.9, or 626.10 (assault with deadly weapon, possession of firearm, knife, explosive, or other dangerous object). Notification to law enforcement is also required within one day of suspension for violations of EC 48900(c) or (d) (controlled substance violations) and EC 48902.

School staff are required to report to a probation officer within ten (10) days a school attendance violation or disorderly conduct by a student declared to be a ward of the court pursuant to Welfare and Institutions Code (WIC) Section 602. (EC 48267)

A school district shall inform the teacher of each pupil who has engaged in, or is reasonably suspected to have engaged in, any of the acts described in any of the subdivisions, except subdivision (h) (Possessed or used tobacco, or any products containing tobacco), of Education Code Section 48900 (Grounds for suspension or expulsion) or in Section 48900.2 (Sexual Harassment, Section 48900.3 (Hate Violence, Section 48900.4 (Harassment, Threats, Intimidation, or Section 48900.7 (Terroristic Threats Against School Officials, School Property or Both). (EC 49079)

A school district to which a pupil is transferring to is required to request from the district of last enrollment any records of acts committed that resulted in suspension or expulsion. Upon receipt of this information, the district shall inform the pupil's teacher(s) of the suspension(s) or expulsion(s) including the acts committed. The pupil's teacher(s) shall receive this information in confidence for the limited purpose for which it was provided and shall not be further disseminated. (EC 58201)

SAFE PLACE TO LEARN ACT (EC 234 and 234.1)

The Oak Park Unified School District is committed to maintaining a learning environment that is free from discrimination, harassment, violence, intimidation, and bullying based on actual or perceived characteristics set forth in Section 422.55 of the Penal Code and EC 220, and disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or association with a person or group with one or more of these actual or perceived characteristics. All school personnel who witness an act of discrimination, harassment, intimidation, or bullying must take immediate steps to intervene when safe to do so. Any student who engages in acts of discrimination, harassment, violence, intimidation, or bullying related to school activity or school attendance occurring within a school of the school district may be subject to disciplinary action up to and including expulsion. To report an incidence and/or to receive a copy of the district's anti-discrimination, anti-harassment, anti-intimidation, and anti-bullying policies, please contact please contact your school principal.

SCHOOL RULES - (EC 35291, 35291.5, 35291.7, 48980)

School rules establish a standard of conduct, which promote a safe, orderly, and positive school environment. Representative school committees have developed school rules and procedures regarding student discipline. This information is communicated to students and parents/guardians annually via the student/parent handbooks and to new enrollees upon admission.

Students must obey all school and classroom rules while at school, school activities, and on their way to and from school and school activities. Every teacher shall hold students to a strict account for their conduct

on the way to and from school, on the playgrounds, or during breaks. A teacher may suspend any pupil from the teacher's class, for any of the acts listed in section 48900, for the day of suspension and the day following. A teacher, vice principal, principal, or any other certificated employee of a school district shall not be subject to criminal prosecution or criminal penalties for the exercise, during the performance of their duties, of the same degree of physical control over a pupil that a parent would be legally permitted to use. (EC 44807, 48900, 48910, 5 CCR 300)

SCHOOL SAFETY: BULLYING – (EC 234.4 AND 32283.5) - amended

The Oak Park Unified School District is committed to the prohibition of discrimination, harassment, intimidation, and bullying including cyberbullying on social media. Annual training will be provided to all staff who work with students, to prevent bullying and cyberbullying. You may find a list of education web pages describing the staff training at: <https://www.cde.ca.gov/ls/ss/se/bullyres.asp>. If you or your child should experience any bullying on campus, at school events, or on the way to or from school, please contact your child's counselor who is available to assist you in identifying and stopping this behavior. The Oak Park Unified School District has adopted policies and regulations to prevent Bullying on campus. [Board Policy 5131.2 Bullying](#) is available by click on the link or by visiting the District's website under Policies. For [Administrative Regulation 5131.2 Bullying](#) visit our website under policies or click on the link.

SEXUAL CYBERBULLYING – (EC 234.2)

OPUSD may suspend or expel students who engage in cyber sexual bullying consistent with OPUSD's disciplinary procedures described above. The California Department of Education has developed information regarding cyber sexual bullying available at <http://www.cde.ca.gov/ls/ss/se/bullyingprev.asp>

SEXUAL HARASSMENT – (EC 231.5, 48980(g)) - amended

It is the policy of the Oak Park Unified School District and the Board of Education to maintain learning and working environment which is free from sexual harassment. Sexual harassment is a form of sex discrimination under Title IX of the Education Amendments of the Civil Rights Act of 1972 and is prohibited by both Federal and State law. Therefore, the Oak Park Unified School District Board of Education prohibits sexual harassment in all schools and facilities within the organization. OPUSD regards sexual harassment as improper, immoral, illegal, and such actions will not be tolerated. This policy is implemented to inform students, staff and parents about what sexual harassment is and the procedures which will be followed by OPUSD upon receipt of sexual harassment allegations.

The OPUSD sexual harassment policy is intended as a preventive measure to protect against sexual harassment before it occurs. The term "sexual harassment" is intended to mean sexual harassment in the broadest meaning of that term in current popular as well as legal usage. Sexual harassment is deliberate and/or repeated sexual or sex-based behavior that is not welcome and is not requested.

Districts are also required to display the policy in a prominent location and include it in an orientation for employees and students. These policies shall include information as to where to obtain specific procedures for reporting charges of sexual harassment and available remedies.

The California Education Code specifies that a pupil may be suspended from school or recommended for expulsion if the superintendent or principal of the school in which the pupil is enrolled determines that the pupil has committed sexual harassment. The OPUSD's educational programs may suspend and/or refer pupils back to their local school district. This policy shall not apply to pupils enrolled in kindergarten and grades one to three.

- a. For purposes of this policy, the conduct must be considered by a reasonable person of the same gender as the victim to be sufficiently severe or pervasive as to create an intimidating, hostile, or offensive

- educational environment or to have a negative impact upon the individual's academic performance.
- b. Teachers and other school personnel shall discuss this policy with students in age-appropriate ways and will assure students that they need not endure any form of sexual harassment.
 - c. Any student who feels that they have been the victim of sexual harassment by an employee, student or volunteer of OPUSD as defined in this policy and administrative regulations shall immediately report the matter to any school official of the school of attendance. The person receiving the complaint shall immediately report the matter to a school administrator, and an investigation into the complaint will begin.
 - d. Any staff member who has knowledge of conduct of OPUSD employees, volunteers, students, or other individuals of the school community which may constitute sexual harassment, is expected to report immediately such conduct to an administrator of the school at which the student is in attendance.
 - e. Each complaint of sexual harassment shall be promptly investigated in a way that respects the privacy of all parties concerned. All complaints will be taken seriously, and confidentiality will be maintained as appropriate. There shall be no retaliation in any form against any complainant or participant in the complaint process.
 - f. All employees and pupils shall be notified of this Board Policy on a regular basis.
 - g. To promote an environment free of sexual harassment, the school administrator or designee shall provide staff training and ensure student notification.

In accordance with AB 543 schools serving grades 9-12 must create and display posters that notify students of the school's sexual harassment policy. These posters are posted at our high schools in the required location as per the requirement of AB 543 and on our website - <https://www.oakparkusd.org/Page/11099>.

For a copy of the district's sexual harassment policy click on this link [BP 5145.7](#) and click on this link for [Administrative Regulation 5145.7](#) or visit our website www.opusd.org or to report incidences of sexual harassment please contact:

Mr. Stew McGugan, Assistant Superintendent, Human Resources
Title IX Coordinator
5801 Conifer St.
Oak Park, CA 91377
(818) 735-3226
smcgugan@opusd.org

STUDENT BEHAVIOR AND CONDUCT - (5 CCR 300) AND EC 51100)

Students 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.

Duties of Pupils – (Title 5 California Code of Regulations 300)

Pupils must 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.

Jurisdiction – (EC 44807)

Teaching staff shall hold pupils to strict account for their conduct on the way to and from school, on the playgrounds, or during recess.

SUSPENSION/EXPULSION – (EC 48900)

Grounds for Suspension and Expulsion – (EC 48900)

A pupil shall not be suspended from school or recommended for expulsion, unless the superintendent

of the school district 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 (r), inclusive:

- (a) (1) Caused, attempted to cause, or threatened to cause physical injury to another person. (2) Willfully used force or violence upon the person of another, except in self-defense.
- (b) Possessed, sold, or otherwise furnished a firearm, knife, explosive, or other dangerous object, unless, in the case of possession of an object of this type, the pupil had obtained written permission to possess the item from a certificated school employee, which is concurred in by the principal or the designee of the principal.
- (c) Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of, a 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 a 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 a 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) Stole or attempted to steal school property or private property.
- (h) Possessed or used tobacco, or 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 the use or possession by a pupil of the pupil's 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 drug paraphernalia, as defined in Section 11014.5 of the Health and Safety Code.
- (k) (1) 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.
(2) No student in grades K-8 may be suspended for disruption or willful defiance, except by a teacher pursuant to Education Code 48910.
(3) Except as provided in Section 48910, commencing July 1, 2020, a pupil enrolled in kindergarten or any of grades 1 to 5, inclusive, shall not be suspended for any of the acts specified in paragraph (1), and those acts shall not constitute grounds for a pupil enrolled in kindergarten or any of grades 1 to 12, inclusive, to be recommended for expulsion.
(4) Except as provided in Section 48910, commencing July 1, 2020, a pupil enrolled in any of grades 6 to 8, inclusive, shall not be suspended for any of the acts specified in paragraph (1). This paragraph is inoperative on July 1, 2025.
(5) Any student in grades 9-12 may be suspended, but not expelled, for disrupting school activities or otherwise willfully defying the valid authority of supervisors, teachers, administrators, other 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, 287, 288, or 289 of, or former Section 288a 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 purposes 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. For purposes of this subdivision, “hazing” means a method of initiation or preinitiation into a pupil organization or body, whether or not the organization or body is officially recognized by an educational institution, that is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to a former, current, or prospective pupil. For purposes of this subdivision, “hazing” does not include athletic events or school- sanctioned events.
- (r) Engaged in an act of bullying. For purposes of this subdivision, the following terms have the following meanings:
 - (1) “Bullying” means any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, and including one or more acts committed by a pupil or group of pupils as defined in Section 48900.2, 48900.3, or 48900.4, directed toward one or more pupils that has or can be reasonably predicted to have the effect of one or more of the following:
 - (A) Placing a reasonable pupil or pupils in fear of harm to that pupil’s or those pupils’ person or property.
 - (B) Causing a reasonable pupil to experience a substantially detrimental effect on the pupil’s physical or mental health.
 - (C) Causing a reasonable pupil to experience substantial interference with the pupil’s academic performance.
 - (D) Causing a reasonable pupil to experience substantial interference with the pupil’s ability to participate in or benefit from the services, activities, or privileges provided by a school.
 - (2) “Electronic act” means the creation or transmission originated on or off the school site, by means of an electronic device, including, but not limited to, a telephone, wireless telephone, or other wireless communication device, computer, or pager, of a communication, including, but not limited to, any of the following:
 - (i) A message, text, sound, video, or image.
 - (ii) A post on a social network internet website, including, but not limited to:
 - (I) Posting to or creating a burn page. “Burn page” means an internet website created for the purpose of having one or more of the effects listed in paragraph (1).
 - (II) Creating a credible impersonation of another actual pupil for the purpose of having one or more of the effects listed in paragraph (1). “Credible impersonation” means to knowingly and without consent impersonate a pupil for the purpose of bullying the pupil and such that another pupil would reasonably believe, or has reasonably believed, that the pupil was or is the pupil who was impersonated.
 - (III) Creating a false profile for the purpose of having one or more of the effects listed in paragraph (1). “False profile” means a profile of a fictitious pupil or a profile using the likeness or attributes of an actual pupil other than the pupil who created the false profile.
 - (iii) (I) An act of cyber sexual bullying. (II) For purposes of this clause, “cyber sexual bullying” means the dissemination of, or the solicitation or incitement to disseminate, a photograph or other visual recording by a pupil to another pupil or to school personnel by means of an electronic act that has or can be reasonably predicted to have one or more of the effects described in subparagraphs (A) to (D), inclusive, of paragraph (1). A photograph or other visual recording, as described in this subclause, shall include the depiction of a nude, semi-nude, or sexually explicit photograph or other visual recording of a minor where the minor is identifiable from the photograph, visual recording, or other electronic act. (III) For purposes of this clause, “cyber sexual bullying” does not include a depiction, portrayal, or image that has any serious literary, artistic, educational, political, or scientific value or that involves athletic events or school-

sanctioned activities.

(B) Notwithstanding paragraph (1) and subparagraph (A), an electronic act shall not constitute pervasive conduct solely on the basis that it has been transmitted on the internet or is currently posted on the internet.

(3) “Reasonable pupil” means a pupil, including, but not limited to, a pupil with exceptional needs, who exercises average care, skill, and judgment in conduct for a person of that age, or for a person of that age with the pupil’s exceptional needs.

- (s) A pupil shall not be suspended or expelled for any of the acts enumerated in this section unless the act is related to a school activity or school attendance occurring within a school under the jurisdiction of the superintendent of the school district 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 a school activity or school attendance that occur at any time, including, but not limited to, any of the following:
 - (1) While on school grounds.
 - (2) While going to or coming from school.
 - (3) During the lunch period whether on or off the campus.
 - (4) During, or while going to or coming from, a school-sponsored activity.
- (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 be subject to 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) For a pupil subject to discipline under this section, a superintendent of the school district or principal is encouraged to provide alternatives to suspension or expulsion, using a research-based framework with strategies that improve behavioral and academic outcomes, that are age appropriate and designed to address and correct the pupil’s specific misbehavior as specified in Section 48900.5.
- (w) (1) It is the intent of the Legislature that alternatives to suspension or expulsion be imposed against a pupil who is truant, tardy, or otherwise absent from school activities.
(2) It is further the intent of the Legislature that the Multi-Tiered System of Supports, which includes restorative justice practices, trauma-informed practices, social and emotional learning, and schoolwide positive behavior interventions and support, may be used to help pupils gain critical social and emotional skills, receive support to help transform trauma-related responses, understand the impact of their actions, and develop meaningful methods for repairing harm to the school community.

Sexual Harassment – (EC48900.2)

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 purposes 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.

Hate Violence – (EC 48900.3)

In addition to the reasons set forth in Sections 48900 and 48900.2, a pupil in any 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 233.

Harassment, Threats or Intimidation – (EC 48900.4)

In addition to the grounds specified in Sections 48900 and 48900.2, a pupil enrolled in any 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 intentionally engaged in harassment, threats, or intimidation, directed against school district personnel or pupils, that is sufficiently severe or pervasive to have the actual and reasonably expected effect of materially disrupting classwork, creating substantial disorder, and invading the rights of either school personnel or pupils by creating an intimidating or hostile educational environment.

Limitations on Imposing Suspension – (EC 48900.5)

Suspension, including supervised suspension as described in Section 48911.1, shall be imposed only when other means of correction fail to bring about proper conduct. A school district may document the other means of correction used and place that documentation in the pupil's record, which may be accessed pursuant to Section 49069. However, a pupil, including an individual with exceptional needs, as defined in Section 56026, may be suspended, subject to Section 1415 of Title 20 of the United States Code, for any of the reasons enumerated in Section 48900 upon a first offense, if the principal or superintendent of schools determines that the pupil violated subdivision (a), (b), (c), (d), or (e) of Section 48900 or that the pupil's presence causes

Terroristic Threats – (EC 48900.7)

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 purposes of this section, "terroristic threat" 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 damage in excess of one thousand dollars (\$1,000), with the specific intent that the statement is to be taken as a threat, even if there is no intent of actually carrying it out, 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 be in sustained fear for their own safety or for their immediate family's safety, or for the protection of school district property, or the personal property of the person threatened or their immediate family.

**PRIVACY & INFORMATION RIGHTS OF PARENTS & STUDENTS AND
IMPORTANT CA EDUCATION CODES**

ACCESS BY MILITARY RECRUITERS - (20 USC 7908)

Federal law requires school districts to provide military recruiters the same access to secondary school pupils as is provided to post-secondary educational institutions or to prospective employers. Parents may request that the district not release their pupil's name, address and telephone number without prior consent. As a result, OPUSD will provide a form to parents of high school age students that will be required to be returned to the school if directory information is not to be released to the military.

BROWN ACT: REQUIRED NOTICES AND AGENDAS FOR OPEN PUBLIC MEETINGS – (GC 54954.2, 54956, 54956.5, 54954.2, GC 54954.5, GC 54957.1, 54957.7, AND GC 54954.2(B))

Regular Meetings: Agenda in 20 words or less, posted within 72 hours of meeting.

Special Meetings: **Twenty-four hour notice must be provided** to members of legislative body and media outlets including brief general description of matters to be considered or discussed.

Emergency Meetings: **One-hour notice** in case of work stoppage or crippling activity, except in the case of a dire emergency.

Closed Session Agendas: All items to be considered in closed session **must be described in the notice or agenda for the meeting**. The body must orally announce the subject matter of the closed session. If final action is taken in closed session, the body generally must report the action at the conclusion of the closed session.

Agenda Exception: Special procedures permit a body to proceed without an agenda in the case of emergency circumstances, or where a need for immediate action came to the attention of the body after posting of the agenda.

DIRECTORY INFORMATION – (EC 49073) - amended

The primary purpose of directory information is to allow the Oak Park Unified School District to include this type of information from your child's education records in certain school publications. Directory information includes names, addresses and telephone listings, information that is generally not considered harmful or an invasion of privacy if released.

The Family Educational Rights and Privacy Act (FERPA) and Education Code 49073 permits the Oak Park Unified School District to disclose appropriately designated "directory information" without written consent, unless you have advised the District that you do not want your student's directory information disclosed without your prior written consent.

The district also makes student directory information available in accordance with state and federal laws. This means that each student's name, birth date, address, telephone number, email address, major course of study, participation in officially recognized school activities, dates of attendance, degrees, honors, and awards received, and most recent previous public or private school attendance may be released in accordance with board policy. In addition, height and weight of athletes may be made available. Appropriate directory information may be provided to any agency or person except private, profit-making organizations (other than employers, potential employers or the news media). Directory information does not include citizenship status, immigration status, place of birth, or any other information indicating national origin (except where the district receives consent as required under state law). Names and addresses of seniors or terminating students may be given to public or private schools and colleges. Parents and eligible students will be notified prior to the destruction of any special education records. You have the right to inspect a survey or other instrument to be administered or distributed to your child that either collects personal information for marketing or sale or requests information about beliefs and practices and any instructional material to be used as part of your child's educational curriculum. Please contact your child's school if you wish to inspect such a survey or other instrument.

Upon written request from the parent of a student age 17 or younger, the district will withhold directory information about the student. If the student is 18 or older or enrolled in an institution of postsecondary

instruction and makes a written request, the student's request to deny access to directory information will be honored. Requests must be submitted within 30 calendar days of the receipt of this notification.

Directory information regarding pupil identified as a homeless child or youth shall not be released unless a parent/guardian, or eligible pupil, has provided written consent that directory information may be released.

DISRUPTION IN PUBLIC SCHOOL OR BOARD MEETING – (EC 32210 and GC 54957.95) - amended

Any person who willfully disturbs any public school or public school meeting is guilty of a misdemeanor and shall be punished by a fine of not more than five hundred dollars (\$500). The Board president shall not permit actual disruption of Board meetings. Actual disruption by an individual or group or any conduct or statements that threaten the safety of any person(s) at the meeting shall be grounds for the president to terminate the privilege of addressing the Board and remove the individual from the meeting.

The Board President or designee may remove an individual for actually disrupting the meeting. Prior to removal, the individual shall be warned that their behavior is disrupting the meeting and that failure to cease the disruptive behavior may result in removal. If, after being warned, the individual does not promptly cease the disruptive behavior, the Board president, or designee, may then remove the individual from the meeting.

When an individual's behavior constitutes the use of force or a true threat of force, the individual shall be removed from a Board meeting without a warning.

Disrupting means engaging in behavior during a Board meeting that actually disrupts, disturbs, impedes, or renders infeasible the orderly conduct of the meeting and includes, but is not limited to, a failure to comply with reasonable and lawful regulations adopted by a legislative body pursuant to Section 54954.3 or any other law, or engaging in behavior that constitutes use of force or a true threat of force.

True threat of force means a threat that has sufficient indicia of intent and seriousness, that a reasonable observer would perceive it to be an actual threat to use force by the person making the threat.

LOCAL CONTROL AND ACCOUNTABILITY PLAN - (EC §§52059.5-52077)

The district is required to adopt a three-year Local Control and Accountability Plan (LCAP) and to update the LCAP on or before July 1 of each subsequent year. The LCAP is required to identify annual goals, specific actions geared toward implementing those goals, and must measure progress for student subgroups across multiple performance indicators based on eight priorities set by the State. The priorities must be aligned to the district's spending plan. The LCAP must be approved before the annual district budget can be adopted. Once the budget and LCAP are adopted at the local level, the plan will be reviewed by the county superintendent to ensure alignment of projected spending toward goals and services. The following are the State priorities:

1. Providing all students access to fully credentialed teachers, instructional materials that align with state standards, and safe facilities;
2. Implementation of and student access to state academic content and performance standards;
3. Parent involvement and participation and family engagement;
4. Improving student achievement and outcomes along multiple measures;
5. Supporting student engagement;
6. Highlighting school climate and connectedness;
7. Ensuring all students have access to a broad course of study;
8. Measuring other important student outcomes related to required areas of study;
9. Coordinating instruction for expelled students; and
10. Coordinating services for foster children.

The Board of Education is required to establish a parent advisory committee (PAC) and English learner parent advisory committee (ELPAC) to provide advice to the Board of Education and the superintendent regarding the LCAP. (ELPACs are required if enrollment in the school district includes at least 15% English learners and the district enrolls at least 50 pupils who are English learners. Districts are not required to establish a new ELPAC if an English learner parent committee has already been established).

Each district is required to consult with its teachers, principals, administrators, other school personnel, local bargaining units, parents, its special education local plan area administrator(s), and pupils in developing the LCAP. As part of this consultation process, districts must present their proposed plans to the PAC and ELPAC. The advisory committees can review and comment on the proposed plan. Districts must respond in writing to the comments of the PAC and ELPAC. Districts are also required to notify members of the public that they may submit written comments regarding the specific actions and expenditures proposed in the LCAP.

Districts must hold at least two public hearings to discuss and adopt (or update) their LCAPs. The district must first hold at least one hearing to solicit recommendations and comments from the public regarding expenditures proposed in the plan, and then adopt (or officially update) the LCAP at a subsequent hearing. Districts are required to post prominently on the homepage of the school district's website the LCAP approved by the Board of Education and any updates, revisions or addenda to the LCAP as well as post or link to the LCAP submitted by any charter school authorized by the district and establish policies for filing a complaint of noncompliance under EC §52075 using the Uniform Complaint Procedures. Information regarding the requirements for a Local Control and Accountability Plan and the complaint process shall be provided to pupils, parents, and employees on an annual basis.

MEDICAL RECORD SHARING – (HSC 120440)

Medical information may be shared with local health departments and the State Department of Public Health. Any information shared shall be treated as confidential medical information. The student or parent or guardian has the right to examine any immunization-related information shared in this manner and to correct any errors in it; and the student or parent or guardian may refuse to allow this information to be shared in the manner described, or to receive immunization reminder notifications at any time, or both.

NOTICE OF COMPLIANCE (EC 32289) - new

A complaint of noncompliance with the school safety planning requirements may be filed with the State Department of Education under the Uniform Complaint Procedures (5 CCR 4600 et seq.)

PARENT ENGAGEMENT- SCHOOL ACCOUNTABILITY – (EC 11500, 11501, 11502, 11503)

To participate in the district offerings of parent education and to provide parental input to the local training programs for parents, please contact the following district representative for more information on how you may contribute Tammy Herzog, Assistant Superintendent of Educational Services.

PARENT PARTICIPATION IN SCHOOL MEETINGS AND CONFERENCES: (LC 230.8)

If the parent's employer has 25 or more employees, the parent must be allowed to attend school meetings and events for your children, up to a maximum of 40 hours each year without discrimination or fear of job loss. Purposes to attend child-related activities include: enrollment in grades 1-12, to address child care or school emergency, behavior or discipline problem that requires immediate parent attention, sudden school closure, or natural disaster. (Parent" means a parent, guardian, stepparent, foster parent, or grandparent of, or a person who stands in.) If an employer discharges, threatens to discharge, demotes, suspends or

otherwise discriminates against the parent, the employee may be entitled to reinstatement and reimbursement for lost income or benefits.

PROMOTION AND RETENTION OF PUPILS - (EC 48070 and 48070.5)

The governing board of each school district shall approve a policy regarding the promotion and retention of pupils. The policy shall provide for parent notification when a pupil is identified as being at risk of retention. This notice shall be provided as early in the school year as practicable. The policy shall provide a pupil's parent or guardian the opportunity to consult with the teacher or teachers responsible for the decision to promote or retain the pupil. The policy shall also provide a process whereby the decision of the teacher to retain or promote a pupil may be appealed.

PUPIL RECORDS (EC 49063 ET SEQ., 49069.7, 34 CFR 99.30, 34 CFR 99.34, 20 USC 1232g)

Federal and state laws concerning student records grant certain rights of privacy and right of access to students and to their parents. Full access to all personally identifiable written records maintained by the school district must be granted to: (1) Parents of students 17 and younger; (2) Parents of students age 18 and older if the student is a dependent for tax purposes and the records are needed for a legitimate educational purpose; (3) Students age 18 and older, or students who are enrolled in an institution of postsecondary instruction (called "eligible students"); (4) Pupils age 14 and over who are identified as both homeless and an unaccompanied youth; (5) Individuals who have completed and signed a Caregiver's Authorization Affidavit.

Parents, or an eligible student, may review individual records by making a request to the principal. Districts must respond to a pupil record request by providing access no later than five business days following the date of the request. The principal will see that explanation and interpretations are provided if requested. Information that is alleged to be inaccurate or inappropriate may be removed upon request. In addition, parents or eligible students may receive a copy of any information in the records at reasonable cost per page. District policies and procedures relating to: location of, and types of records; kinds of information retained; availability of certificated personnel to interpret records if requested; persons responsible for records; directory information; access by other persons; review and challenge of records are available through the principal at each school. When a student moves to a new district, records will be forwarded upon the request of the new school district within ten school days. At the time of transfer, the parent or eligible student may review, receive a copy (at a reasonable fee), and/or challenge the records.

If you believe the district is not in compliance with federal regulations regarding privacy, you may file a complaint with the United States Department of Education (20 USC §1232g) concerning an alleged failure by the District to comply with the provisions of the United States Family Educational Rights and Privacy Act (FERPA) by writing to: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Ave., SW, Washington, D.C. 20202-4605.

You have the right to inspect all instructional materials which will be used in connection with any survey, analysis, or evaluation as part of any applicable program.

PUPIL RECORDS: SOCIAL MEDIA - (EC 49073.6) – new

The District will notify students and parents/guardians if the District chooses to implement data gathering programs that collect personal information from social media and maintain that information in students' records.

RELEASE OF A PUPIL TO A PEACE OFFICER - (EC 48906)

School officials are required to take immediate steps to notify parents when a child is taken into custody by a peace officer except when the child is taken into custody as a victim of child abuse. In such cases, law enforcement would assume all notification responsibilities.

School officials are to assure that, during the process of investigation and apprehension, the safety and welfare of all students and personnel is of extreme importance and should be preserved at all times.

RELEASE OF STUDENT RECORDS PURSUANT TO COURT ORDER/SUBPOENA - (EC 49076 and 49077) - amended

School officials may be required by a subpoena or court order to provide information concerning a pupil. However, in a recent United States Court decision a Protective Order was issued that prevents any party from disclosing confidential information acquired in the course of a lawsuit, including student records, to anyone other than the parties, their attorneys and consultants and the Court. A reasonable effort must be made by school officials to notify the parent and the pupil in advance.

RELEASE OF STUDENT RECORDS TO SCHOOL OFFICIALS AND EMPLOYEES OF THE DISTRICT (EC 49076 and 49064) - new

Districts may release educational records, without obtaining prior written parental consent, to any school official or employee, which would include accountants, consultants, contractors, or other service providers, who have a legitimate educational interest in the educational record.

RIGHTS OF PARENTS AND GUARDIANS TO INFORMATION & PARTICIPATION - (EC 51100-02)

The parents and guardians of pupils enrolled in public schools have the right and should have the opportunity, as mutually supportive and respectful partners in the education of their children within the public schools, to be informed by the school, and to participate in the education of their children, as follows:

1. To observe classrooms per District policy.
2. Within a reasonable time of their request, to meet with their child's teacher(s) and the principal.
3. To volunteer their time and resources for the improvement of school facilities and school programs under the supervision of district employees.
4. To be notified on a timely basis if their child is absent from school without permission.
5. To receive the results of their child's performance on standardized tests and statewide tests and information on the performance of their child's school on standardized statewide tests.
6. To request a particular school for their child and to receive a response from the district.
7. To have a school environment for their child that is safe and supportive.
8. To examine curriculum materials of their child's class(es).
9. To be informed of their child's progress in school and of the appropriate school personnel whom they should contact if problems arise with their child.
10. To access school records of their child.
11. To receive information about academic performance standards, proficiencies, or skills their child is expected to accomplish.
12. To be informed in advance about school rules, including disciplinary rules and procedures, attendance policies, dress codes, and procedures for visiting the school.
13. To receive information about any psychological testing the school does involving their child and to deny permission to give the test.
14. To participate as a member of a parent advisory committee, school-site council, or site-based leadership team.
15. To question anything in their child's record that the parent feels is inaccurate or misleading or is an invasion of privacy and to receive a response from the school.

16. To be notified, as early in the school year as practicable, if their child is identified as being at risk of retention and of their right to consult with school personnel responsible for a decision to promote or retain their child and to appeal a decision to retain or promote their child.

This section does not authorize a school to inform a parent or guardian, or to permit participation by a parent or guardian in the education of a child if it conflicts with a valid restraining order, protective order, or order of custody or visitation issued by a court.

SCHOOL ACCOUNTABILITY REPORT CARD (SARC)

Each school is required annually to issue a School Accountability Report Card (SARC) which provides information regarding several school conditions by which parents can make meaningful comparisons between public schools. This information is available upon request at your child's school or can also be accessed at www.opusd.org.

Each school shall report on the status of its school safety plan, including a description of its key elements; Academic Performance Index; Physical Fitness Performance Test results; revised estimated expenditures per pupil and types of services funded (e.g. personnel salaries); schools identified by governing board as having insufficient textbooks or instructional materials including percentage of pupils lacking sufficient standards-aligned textbooks or instructional materials by subject area; and career technical education data measures. The District must include misassignments of teachers, number of vacant teacher positions, availability of sufficient textbooks and other instructional materials and needed maintenance to ensure good repair of facilities (*EC 33126 amended by SB 1108, Ch. 22, AB 1609, Ch. 354, and SB 687, Ch. 358, Statutes of 2005*). This information shall be updated annually. (*EC 35256, 35258, 32286, 52056, 33126*)

SOCIAL SECURITY NUMBERS – (EC 49076.7)

Prohibits collection or solicitation of social security numbers or last four digits to protect pupils from identity theft, unless otherwise required to do so by state or federal law.

THE BOY SCOUTS OF AMERICA EQUAL ACCESS ACT (34 CFR 108.6) - new

The Boy Scouts of America Equal Access Act requires public schools to provide equal access to the use of school property to the Boy Scouts and other designated youth groups.

TITLE IX – (EC 221.61)

Title IX of the Education Amendments of 1972 is one of several federal and state anti-discrimination laws that ensure equality in educational programs and activities that receive federal funding. Specifically, Title IX protects male and female pupils and employees, as well as transgender pupils and pupils who do not conform to sex stereotypes, against discrimination based on sex, including sexual harassment. California law also prohibits discrimination based on gender, gender expression, gender identity, and sexual orientation. Under Title IX, pupils may not be discriminated against based on their parental, family, or marital status, and pregnant and parenting pupils may not be excluded from participating in any educational program, including extracurricular activities, for which they qualify. Board Policy and Administrative Regulation on Sexual Harassment Complaint Procedures related to Title IX are linked below:

- [AR5145.71 Title IX Sexual Harassment Complaint Procedures](#)
- [E5145.71 Exhibit Title IX Sexual Harassment Complaint Procedures](#)

For more information about Title IX, or how to file a complaint of noncompliance with Title IX, contact:

Stew McGugan, Assistant Superintendent, Human Resources
Title IX Coordinator
5801 Conifer St.

Oak Park, CA 91377
(818) 735-3226
smcgugan@opusd.org

UNIFORM COMPLAINT POLICY AND PROCEDURE – (5 CCR 4600 ET SEQ.)

The Governing Board recognizes that the district has the primary responsibility to ensure compliance with applicable state and federal laws and regulations governing educational programs. The Board encourages early resolution of complaints whenever possible. To resolve complaints which may require a more formal process, the Board adopts the uniform system of complaint processes specified in 5 CCR 4600-4670 and the accompanying administrative regulation. Complaints Subject to UCP

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

1. Accommodations for pregnant and parenting students (Education Code 46015)
2. Adult education programs (Education Code 8500-8538, 52334.7, 5250052617)
3. After School Education and Safety programs (Education Code 8482-8484.65)
4. Agricultural career technical education (Education Code 52460-52462)
5. Career technical and technical education and career technical and technical training programs (Education Code 52300-52462)
6. Child care and development programs (Education Code 8200-8498)
7. Compensatory education (Education Code 54400)
8. Consolidated categorical aid programs (Education Code 33315; 34 CFR 299.10-299.12)
9. Course periods without educational content, when students in grades 9-12 are assigned to such courses more than one week in any semester or in a course the student has previously satisfactorily completed, unless specified conditions are met (Education Code 51228.1-51228.3)
10. Discrimination, harassment, intimidation, or bullying in district programs and activities, including in those programs or activities funded directly by or that receive or benefit from any state financial assistance, based on the person's actual or perceived characteristics of race or ethnicity, color, ancestry, nationality, national origin, immigration status, ethnic group identification, age, religion, marital status, pregnancy, parental status, physical or mental disability, medical condition, sex, sexual orientation, gender, gender identity, gender expression, or genetic information, or any other characteristic identified in Education Code 200 or 220, Government Code 11135, or Penal Code 422.55, or based on the person's association with a person or group with one or more of these actual or perceived characteristics (5 CCR 4610)
11. Educational and graduation requirements for students in foster care, homeless students, students from military families, students formerly in a juvenile court school, migrant students, and immigrant students participating in a newcomer program (Education Code 48645.7, 48853, 48853.5, 49069.5, 51225.1, 51225.2)
12. Every Student Succeeds Act (Education Code 52059; 20 USC 6301 et seq.)
13. Local control and accountability plan (Education Code 52075)
14. Migrant education (Education Code 54440-54445)
15. Physical education instructional minutes (Education Code 51210, 51222, 51223)
16. Student fees (Education Code 49010-49013)
17. Reasonable accommodations to a lactating student (Education Code 222)
18. Regional occupational centers and programs (Education Code 52300-52334.7)
19. School plans for student achievement as required for the consolidated application for specified federal and/or state categorical funding (Education Code 64001)
20. School safety plans (Education Code 32280-32289)
21. School site councils as required for the consolidated application for specified federal and/or state categorical funding (Education Code 65000)

22. State preschool program (Education Code 8235-8239.1)
23. State preschool health and safety issues in license-exempt programs (Education Code 8235.5)
24. 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.
25. Any other state or federal educational program the Superintendent of Public Instruction or designee deems appropriate. The Board recognizes that alternative dispute resolution (ADR) can, depending on the nature of the allegations, offer a process for resolving a complaint in a manner that is acceptable to all parties. An ADR process such as mediation may be offered to resolve complaints that involve more than one student and no adult. However, mediation shall not be offered or used to resolve any complaint involving sexual assault or where there is a reasonable risk that a party to the mediation would feel compelled to participate. The Superintendent or designee shall ensure that the use of ADR is consistent with state and federal laws and regulations.

The district shall protect all complainants from retaliation. In investigating complaints, the confidentiality of the parties involved shall be protected as required by law. As appropriate for any complaint, alleging retaliation or unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), the Superintendent or designee shall keep confidential the identity of the complainant and/or the subject of the complaint if he/she is different from the complainant, as long as the integrity of the complaint process is maintained.

When an allegation that is not subject to the UCP is included in a UCP complaint, the district shall refer the non-UCP allegation to the appropriate staff or agency and shall investigate and, if appropriate, resolve the UCP-related allegation(s) through the district's UCP.

The Superintendent or designee shall provide training to district staff to ensure awareness and knowledge of current law and related requirements, including the steps and timelines specified in this policy and the accompanying administrative regulation.

The Superintendent or designee shall maintain a records of each complaint and subsequent related actions, including steps taken during the investigation and all information required for compliance with 5 CCR 4631 and 4633. Non-UCP Complaints

The following complaints shall not be subject to the district's UCP but shall be investigated and resolved by the specified agency or through an alternative process:

1. Any complaint alleging child abuse or neglect shall be referred to the County Department of Social Services, the County Protective Services Division, and/or the appropriate law enforcement agency. (5 CCR 4611).
2. Any complaint alleging health and safety violations by a child development program shall, for licensed facilities, be referred to Department of Social Services. (5 CCR 4611)
3. Any complaint alleging employment discrimination or harassment shall be investigated and resolved by the district in accordance with the procedures specified in AR 4030 – Nondiscrimination in Employment, including the right to file the complaint with the California Department of Fair Employment and Housing.
4. Any complaint alleging a violation of a state or federal law or regulation related to special education, a settlement agreement related to the provision of a free appropriate public education, or a due process hearing order shall be submitted to the California Department of Education (CDE) in accordance with AR 6159.1 – Procedural Safeguards and Complaints for Special Education. (5 CCR 3200-3205)
5. Any complaint alleging noncompliance of the district's food service program with laws regarding meal counting and claiming, reimbursable meals, eligibility of children or adults, or use of cafeteria

funds and allowable expenses shall be filed with or referred to CDE in accordance with BP 3555 – Nutrition Program Compliance (5 CCR 15580-15584)

6. Any allegation of discrimination based on race, color, national origin, sex, age, or disability in the district's food service program shall be filed with or referred to the US Department of Agriculture in accordance with BP 3555 – Nutrition Program Compliance (5 CCR 15582)
7. Any complaint related to sufficiency of textbooks or instructional materials, emergency or urgent facilities conditions that pose a threat to the health or safety of students or staff, or teacher vacancies and misassignments in accordance with AR 1312.4 – Williams Uniform Complaint Procedures. (Education Code 35186)

OPUSD has adopted Policy and Administrative Regulation on Uniform Complaint Procedures and they are available on the District website and linked here: [Uniform Complaint Procedures](#)

Contact Mr. Stew McGugan, Assistant Superintendent of Human Resources, if you would like more information on how to file a complaint with the school or district, prior to appealing to the CDE.

UPDATING NAME AND/OR GENDER OF FORMER STUDENTS – (EC 49062.5)

When a former student submits a state-issued driver's license, birth certificate, passport, social security card, court order, or other government-issued documentation demonstrating that the former student's legal name and/or gender has changed, the district shall update the former student's records to include the updated legal name and/or gender. Upon request by the former student, the district shall reissue any documents conferred upon the former student, including, but not limited to, a transcript, a high school diploma, a high school equivalency certificate, or other similar documents. (Education Code 49062.5) If the former student's name or gender is changed and the requested records are reissued, a new document shall be added to the former student's file that includes all of the following information: (Education Code 49062.5)

1. The date of the request
2. The date the requested records were reissued to the former student
3. A list of the records that were requested by and reissued to the former student
4. The type of documentation, if any, provided by the former student to demonstrate a legal change to the student's name and/or gender
5. The name of the employee who completed the request
6. The current and former names and/or genders of the student.

Any former student who submits a request to change the legal name and/or gender on the student's records but is unable to provide any government-issued documentation demonstrating the legal name or gender change, may request a name or gender change through the process described in Education Code 49070 and AR 5125.3 - Challenging Student Records. (Education Code 49062.5)

WILLIAMS COMPLAINT POLICY AND PROCEDURES – (EC 35186)

Every school must provide sufficient textbooks and instructional materials. Every student, including English learners, must have textbooks or instructional materials, or both, to use at home or after school. School facilities must be clean, safe, and maintained in good repair. There should be no teacher vacancies or misassignments. If a school is found to have deficiencies in these areas, and the school does not take corrective action, then a complaint form may be obtained at the school office. Parents, students, teachers or any member of the public may submit a complaint regarding these issues. However, it is highly encouraged that individuals express their concerns to the school principal before completing the complaint forms to allow the school to respond to these concerns. Notice of the complaint process and the location at which to obtain a complaint form is posted in all classrooms. OPUSD has adopted Administrative Regulation on Williams Uniform Complaint Procedures. The Notice to Parents/Complaint Form and Administrative Regulation are available on the District website and linked below:

- [Williams Complaint Procedures, Notice and Form](#)

APPENDIX

IMPORTANT COMPLAINT POLICIES AND PROCEDURES

Oak Park Unified School District's Complaint Procedures are available on the district website at <https://www.oakparkusd.org/domain/1354>

POLICIES RELATED SEXUAL HARASSMENT, NONDISCRIMINATION AND SUICIDE PREVENTION

Oak Park Unified School District Board of Education has adopted policies on Sexual Harassment/Non Discrimination and Suicide Prevention. These policies are posted on the district website at <https://www.oakparkusd.org/domain/1517>