



## Oak Park Unified School District

### **Policy Resource Guide** Important district policy information

#### **Contents:**

#### **OPUSD Notice of Parents' Rights and Responsibilities; OPUSD Student Technology Acceptable Use; OPUSD Student Health Services Letter**

The OPUSD policy information within this guide is your resource pertaining to the student and parent information and signatures on the Parent Connect Re-Enrollment (Parent Connect Re-Enrollment must be updated annually; completion and return of the confirmation page and the Health History form to your school is a mandated requirement for all students in order to attend an OPUSD School.

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Please direct any questions you may have regarding the contents of this companion document to your school office.



# **ANNUAL NOTIFICATION OF PARENT'S OR GUARDIAN'S RIGHTS AND RESPONSIBILITIES 2018-2019**

School districts are required to annually notify pupils, parents, and guardians of their rights and responsibilities, as well as about state and district policies. The Annual Notification contains important information that can be referenced throughout the year.

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## **KEY TO CODE AND REGULATION SECTION ABBREVIATIONS**

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<b>Abbreviation</b>	<b>Complete Title</b>
BPC	Business and Professions Code
CAC	California Administrative Code
5 CCR	Title 5, California Code of Regulations
CDC	Center for Disease Control
CDE	California Department of Education
34 CFR	Code of Federal Regulations, Title 34
40 CFR	Code of Federal Regulations, Title 40
CAHSSE	California High School Exit Exam
CHSPE	California High School Proficiency Exam
CC	Civil Code
CSU	California State University
DOC	District of Choice
DPR	Department of Pesticide Regulation
EC	California Education Code
ESEA	Elementary and Secondary Education Act
FERPA	Family Education Rights & Privacy Act 1974
HSC	Health and Safety Code
IDEA	Individuals with Disabilities Act
IPM	Integrated Pest Management
LEA	Local Education Agency
LEAP	Local Education Area Plan
NCLB	No Child Left Behind
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
WIC	Welfare and Institutions Code

# OPUSD Parents Rights and Responsibilities 2018-19

## **YOUR CHILD'S SAFETY**

### **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.

### **PESTICIDES PRODUCTS – (EC 17612)**

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 Business Services 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

### **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.

### **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.

### **REPORT OF MISSING CHILDREN - (EC 49370)**

It is now required that specified persons, including school teachers, administrators, aides, playground workers and bus drivers, report missing children to a law enforcement agency in a timely manner.

### **CHILD ABUSE AND NEGLECT REPORTING – (PC 11164 *et seq*)**

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.

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 Dr. Leslie Heilbron, Assistant Superintendent.

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:

1. To stop a disturbance threatening physical injury to people or damage to property;
2. For purposes of self-defense;
3. To obtain possession of weapons or other dangerous objects within control of a student;
4. 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.

### **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.

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.

### **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, schoolbus danger zone, and walking to and from schoolbus 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.

### **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

### **SCHOOL VISITING PROCEDURES – (EC 51101(a)(12))**

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 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)

### **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 his/her 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**

Custody disputes must be handled by the courts. The school has no legal jurisdiction to refuse a biological parent access to his/her child and/or school records. The only exception is when signed restraining orders or proper divorce papers, specifically stating visitation limitations, are on file in the school office. 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 sites in custody matters. 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.

### **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.

### **SUNSCREEN - (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**

Within a reasonable amount of time, not to exceed 14 days, after it has been determined that a student has been the victim of a violent criminal offense while on school grounds, the student's parents/guardians shall be offered an option to transfer their child to an eligible school identified by the Superintendent or designee. In making the determination that a student has been a victim of a violent criminal offense, the Superintendent or designee shall consider the specific circumstances of the incident and consult with local law enforcement as appropriate. 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.

### **DANGEROUS OBJECTS**

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.

### **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 his/her 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.

## **HEALTH**

### **CALIFORNIA HEALTHY YOUTH ACT – (EC 51930 through 51939)**

The purpose of the *California Healthy Youth Act* is (1) To provide pupils with the knowledge and skills necessary to protect their sexual and reproductive health from HIV and other sexually transmitted infections and from unintended pregnancy.

(2) To provide pupils with the knowledge and skills they need to develop healthy attitudes concerning adolescent growth and development, body image, gender, sexual orientation, relationships, marriage, and family.

(3) To promote understanding of sexuality as a normal part of human development.

(4) To ensure pupils receive integrated, comprehensive, accurate, and unbiased sexual health and HIV prevention instruction and provide educators with clear tools and guidance to accomplish that end.

(5) To provide pupils with the knowledge and skills necessary to have healthy, positive, and safe relationships and behaviors.

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. Request in writing that their child not receive comprehensive sexual health or HIV prevention education.
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. 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

### **FREE AND REDUCED PRICE MEALS - (EC 48980, 49510 et seq.)**

Free or reduced price school meals are available at school for pupils whose parents or legal guardians qualify, based on annual household income, and complete the required application form. Applications to the program may be submitted at any time during the regular school year. Application forms may be obtained at each school, or on the district web site at ([www.opusd.org](http://www.opusd.org)).

## **PUPIL MEALS – CHILD HUNGER PREVENTION AND FAIR TREATMENT ACT OF 2017 – (EC 49557.5)**

The Oak Park Unified School District has a Meal Charge Policy about how students who pay the full or reduced cost of a school meal are impacted by not having enough cash on hand or in their account to purchase a meal. The meal charge policy may be viewed at ([www.opusd.org](http://www.opusd.org))

## **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.

Beginning January 1, 2016, 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 Discovery 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 discovery 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.
- (d) A tuberculosis skin test (Mantoux) is required for all discovery kindergarten, kindergarten students, and all new students who have never attended a California school.

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

## **MEDICATION REGIMEN – (EC 49423, 49480)**

The parent or legal guardian of any pupil taking medication on a regular basis must inform the school nurse or other designated school personnel of the medication being taken, the current dosage, and the name of the supervising physician. With the consent of the parent or legal guardian, the school nurse or other designated school personnel may communicate with the physician and may counsel with the school personnel regarding the possible effects of the medication on the pupil.

### **ADMINISTRATION OF PRESCRIBED MEDICATION AT SCHOOL - (EC 49423 and 49423.1)**

Any pupil who is required to take, during the regular school day, medication prescribed by a physician or surgeon, may be assisted by the school nurse or other designated school personnel or may carry and self-administer prescription auto-injectible epinephrine or inhaled asthma medication if the school receives both a written statement of instructions from the physician detailing the method, amount and time schedules by which such medication is to be taken and a written statement from the parent or guardian requesting the school district assist the pupil with prescribed medication as set forth in the physician statement. With parent consent, the school may communicate with the physician to determine possible effects of the medication on the student's behavior and symptoms of any adverse side effects.

1. Talk to your child's doctor about making a medicine schedule so that your child does not have to take medicine while at school.
2. If your child is regularly taking medicine for an ongoing health problem, even if he or she only takes the medicine at home, give a written note to the school nurse or other designated school employee at the beginning of each school year. You must list the medicine being taken, the current amount taken, and the name of the doctor who prescribed it (EC 49480).
3. If your child must take medicine while at school, give the school a written note from you and a written note from your child's doctor or other health care provider, who is licensed to practice in California. Provide new, updated notes at the beginning of each school year and whenever there is any change in the medicine, instructions, or doctor (EC 49423).
4. As parent or guardian, you must supply the school with all medicine your child must take during the school day. You or another adult must deliver the medicine to school, except medicine your child is authorized to carry and take by him or herself.
5. All controlled medicine, like Ritalin, must be counted and recorded on a medicine log when delivered to the school. You or another adult who delivered the medicine should verify the count by signing the log.
6. Each medicine your child must be given at school must be in a separate container labeled by a pharmacist licensed in the United States. The container must list your child's name, doctor's name, name of the medicine, and instructions for when to take the medicine and how much to take.
7. Pick up all discontinued, outdated, and/or unused medicine before the end of the school year.
8. Know and follow the medicine policy of your child's school.

### **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.

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.

### **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.

### **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.*

### **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.

### **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.

### **PHYSICAL EXAMINATION – (EC 49451; 20 USC 1232H)**

EC 48980(a): At the beginning of the first semester or quarter of the regular school term, the school district shall notify the parent or guardian of a minor pupil regarding the right or responsibility of the parent or guardian under EC 49451.

20 USC 1232h: Requires notification to parents of pupils, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when any non-emergency, invasive physical examination or screening is scheduled or is expected to be scheduled that is required as a condition of attendance, administered by the school and scheduled by the school in advance, and is not necessary to protect the immediate health and safety of the pupil or other pupils. Notification to offer parents an opportunity to opt pupils out of participation in the activity. Requires school district to develop policy, in consultation with parents, regarding the administration of physical examinations or screenings that the

school may administer to a pupil. Requires notification to parents of pupils enrolled in schools served by the district of the adoption or continued use of such policies. Notification to be provided annually, at the beginning of the school year, or within a reasonable period of time after any substantive changes in the policy.

A parent or guardian may file annually with the school principal a written statement, signed by the parent or legal guardian, withholding consent to a physical examination of the pupil. However, whenever there is good reason to believe that the pupil is suffering from a recognized contagious or infectious disease, the pupil shall be sent home and shall not be permitted to return until school authorities are satisfied that the contagious or infectious disease no longer exists.

*Note: Physical examinations that schools are required to conduct include sight and hearing testing under EC 49452 and scoliosis screening under EC 49452.5. Schools may screen for type 2 diabetes mellitus under EC 49452.7. As indicated in EC 49451 and 20 USC 1232h, a parent or guardian may file a waiver of the examination requirement based on personal beliefs.*

### **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.

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

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 31<sup>st</sup> of the pupil's first school year.

### **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 his/her consent or if a minor, without the consent of the parent.

### **VISION, HEARING, SCOLIOSIS SCREENINGS - (EC 49452.5, 5CCR 5590)**

Screenings will be conducted for all students in the following grades

Vision: K, 2, 5, 8, 10

Hearing: K, 2, 5, 8, 10

Scoliosis: Girls – 7 Boys – 8

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.

### **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 he or she is evaluated by a licensed health care provider who is trained in the management of concussions and is acting within the scope of his or her practice. The athlete shall not be permitted to return to the athletic activity until he or she 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.*

### **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.

## **INSTRUCTION**

### **ADVANCED PLACEMENT EXAM FEES - (SB1689, EC 52244, 48980(k))**

The state has funds available to cover the cost of Advanced Placement examination fees for students needing financial assistance. Parents or guardians should contact a high school counselor if they are interested in specific details.

### **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.

### **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.

### **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 he or she 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 his or her 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.

### **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.

### **CALIFORNIA HIGH SCHOOL EXIT EXAM (CAHSEE) – (9EC 48980(g) and 60850 et seq.)**

The California High School Exit Exam (CAHSEE) has been suspended for any pupils completing grade 12 through the 2017-18 school years. All schools, including state special schools, are to grant a diploma of graduation from high school to any pupil who completed grade 12 in the 2003–04 school year or a subsequent school year and has met all applicable graduation requirements other than the passage of the high school exit examination.

### **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 his or her 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 he or she 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/>.

### **CAL GRANT PROGRAM (EC 69432.9)**

By January 1<sup>st</sup> of a pupil's grade 11 academic year, a school district or charter school must provide written notice to each grade 11 pupil and, for a pupil under 18 years of age, his or her parent or guardian that the pupil will be automatically deemed a Cal Grant applicant unless the pupil opts out. The deadline to opt out must not be less than 30 days from the date of the notice. Until a pupil turns 18 years of age, only a parent or guardian may opt the pupil out. Once a pupil turns 18 years of age, only the pupil may opt himself or herself out and, if prior to the conclusion of the notice period, the pupil may opt in over the prior decision of a parent or guardian to opt out. The notice must indicate when the school will first send grade point averages to the Student Aid Commission and the submission deadline of October 1.

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 he or she 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 himself or herself 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' 11<sup>th</sup> grade year.

### **COLLEGE & CAREER TECHNICAL EDUCATION (EC 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.

In order to attend a community college, you need only be a high school graduate or 18 years of age. In order to attend a CSU, you have to take specific high school courses, have the appropriate grades and test scores, and have graduated from high school. Test scores are not required if your GPA is 3.0 or above. In order to attend a UC, you must meet requirements for coursework, GPA, and test scores, or rank in the top four percent at a participating high school, or qualify by examination alone. 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:

**www.cccco.edu** – This is the official website of the California Community College system. It offers links to all of the California Community Colleges.

**www.assist.org** – This interactive site provides course transfer information for students planning to transfer from a California Community College to a CSU or UC.

**www.csumentor.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.

Students may also explore career options through career technical education. These are programs and classes offered by a school that are specifically focused on career preparation and/or preparation for work. The programs and classes are integrated with academic courses and support academic achievement. Students can learn more about career technical education by referring to the following webpage: [www.cde.ca.gov/ds/si/rp](http://www.cde.ca.gov/ds/si/rp).

You may meet with a school counselor to choose courses at your school that will meet college admission requirements or enroll in career technical education courses, or both.

### **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.*

### **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 his or her 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.

### **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.

### **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.

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

Included in this Annual Notification to parents and guardians of all pupils is an Important Dates Calendar of the schedule of minimum days and pupil-free staff development days. Parents/guardians shall be advised no later than one month prior to any scheduled minimum days or pupil-free staff development days.

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. Any additional minimum day schedules will be sent out with the back to school notice from each school site. You will be notified of any changes to this schedule at least a month in advance.

### **SPECIAL EDUCATION – (EC 56300, 56301)**

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*)

### **NOTICE OF DESTRUCTION OF SPECIAL EDUCATION 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.

### **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 [www.venturacountyselpa.com](http://www.venturacountyselpa.com).

### **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, Susan Roberts 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, he/she 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)

### **ELECTRONIC LISTENING OR RECORDING DEVICES - (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.

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

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.

## **STUDENT ATTENDANCE**

### **ATTENDANCE OPTIONS/PERMITS - (EC 48205)**

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.

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

- (1) A pupil who is a foster child who remains in his or her 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.

**Residency Based on Parent Employment** - A school district may also deem a pupil as having complied with the residency requirements for school attendance in the school district if one or both parents or legal guardians of the pupil are physically employed within the boundaries of the school district for a minimum of ten (10) hours during the school week. Residency is also established for students who live with a parent at place of employment for more than three days during the school week. Once the student is deemed to comply with the residency requirements in this manner, the student does not have to reapply each year as long as at least one parent or legal guardian continues to be physically employed within the boundaries of the school district for a minimum of 10 hours during the school week.

The Oak Park Unified School District currently provides comprehensive educational programs for school age children enrolled in kindergarten and grades 1 through 12. These programs are available on a limited basis through statutory attendance options, to students who reside outside district boundaries.

**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. Applications and procedures are available at the elementary school sites or at the District Office from Linda Gam.

**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 he/she is enrolled. 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. Student interdistrict permits are subject to local board policy and approval. Applications and procedures are available from Linda Gam, 818-735-3253.

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 be given additional consideration for the creation of an interdistrict attendance agreement.

#### **District of Choice – EC 48300 et seq**

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 his or her 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. 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](mailto:lgam@opusd.org) or at 818-735-3253.

#### **ABSENCES – (EC 48205)**

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 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 who plan vacations around traditional holiday periods, and thereby minimize student absences. Studies show that there is a direct correlation between good school attendance and student achievement; therefore,

it is important that parents/guardians reinforce the importance of good school attendance and make every effort to send their child to school on a regular basis.

If your child is absent from school, a parent must call the school as soon as possible. Students are expected to make up classroom work missed while absent.

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.

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.

- A) Notwithstanding Section 48200, a pupil shall be excused from school when the absence is:
- 1) Due to his or her illness.
  - 2) Due to quarantine under the direction of a county or city health officer.
  - 3) For the purpose of having medical, dental, optometric or chiropractic services rendered.
  - 4) For the purpose of attending the funeral services of a member of his or her immediate family, so long as the absence is not more than one (1) day if the service is conducted in California and not more than three (3) days if the service is conducted outside California.
  - 5) For the purpose of jury duty in the manner provided for by law.
  - 6) Due to the illness or medical appointment during school hours of a child of whom the pupil is the custodial parent.
  - 7) For justifiable personal reasons, including, but not limited to, an appearance in court, attendance at a funeral service, observance of a holiday or ceremony of his or her religion, attendance at religious retreats, or attendance at an employment conference, or attendance at an educational conference on the legislative or judicial process offered by a non-profit organization when the pupil's absence has been 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.
- B) A pupil absent from school under this section shall be allowed to complete all assignments and tests missed during the absence that can be reasonably provided and, upon satisfactory completion within a reasonable period of time, shall be given full credit therefor. The teacher of the class from which a pupil is absent shall determine which tests and assignments 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 (4) hours per semester.
- D) Absences pursuant to this section are deemed to be absences in computing average daily attendance and shall not generate state apportionment payments.
- E) "Immediate family," as used in this section, has the same meaning as that set forth in Section 45194, except that references therein to "employee" shall be deemed to be references to "pupil." (*EC 48205*)



No pupil may have his or her 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)

**Tardiness** - 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. Repeated tardies in excess of 30 minutes lead to the student being designated as truant.

**Tuancy Definitions** - 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, a 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** – 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 his/her 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).

**Chronic Absenteeism** – EC 60901 – A student is considered a chronic absentee when he/she 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.

### **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 his/her desire to learn.
- (c) Maintain a learning situation maximizing student self-motivation and encouraging the student in his/her own time to following his/her own interests. These interests may be conceived by him/her totally and independently or may result in whole or in part from a presentation by his/her teachers of choices of learning projects.
- (d) Maximize the opportunity for teachers, parents, and 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.

## **DISCIPLINE – CONDUCT OF PUPILS**

### **DRESS CODE - (EC 35183 and 35183.5)**

Schools may adopt and enforce a reasonable dress code policy that requires pupils to wear a school wide uniform or prohibits the wearing of “gang-related clothing” if it is determined that it is necessary for the health and safety of the school environment. Schools may allow for outdoor use, during school day, articles of sun-protective clothing such as hats.

### **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.

### **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.

### **IMITATION FIREARM - (PC 12550, 12556)**

A BB device can be considered an imitation firearm. The Penal Code makes it a criminal offense to openly display or expose any imitation firearm in a public place, including a public school.

### **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)

### **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 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 his or her 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)

Parents or guardians of students may participate and give advice in the formation of school rules and procedures and receive a written copy. They may appeal the discipline of a teacher or administrator by contacting the person's supervisor. They may request or be required to attend conferences regarding the discipline of their children. Parents or guardians may be required to attend a portion of a school day in his or her child's classroom if the student has been suspended by a teacher pursuant to Section 48910 for reasons specified in subdivision (i) (obscene act or profanity) or (k) (disrupted school activities or willful disobedience) of Section 48900. Parents or guardians may be liable for willful conduct of their children,

which results in injury or death to another pupil or to school district personnel, and may assume liability (up to \$10,000) for damage to school property caused by their child's willful misconduct. (*EC 35291, 35291.5, 48900, 48900.1, 48904, and 48910*)

### **STUDENT BEHAVIOR - (5 CCR 300)**

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.

### **SUSPENSION/EXPULSION – (EC 48900)**

#### **Grounds for Suspension and Expulsion**

A pupil shall not be suspended from school or recommended for expulsion, unless the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has committed an act as defined pursuant to any of subdivisions (a) to (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) Stolen 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 his or her own prescription products.
- (i) Committed an obscene act or engaged in habitual profanity or vulgarity.
- (j) Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell 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) Except as provided in Section 48910, a pupil enrolled in kindergarten or any of grades 1 to 3, inclusive, shall not be suspended for any of the acts enumerated in this subdivision, and this subdivision shall not constitute grounds for a pupil enrolled in kindergarten or any of grades 1 to 12, inclusive, to be recommended for expulsion. This paragraph shall become inoperative on July 1, 2018, unless a later enacted statute that becomes operative before July 1, 2018, deletes or extends that date.

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

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

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

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

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

(q) Engaged in, or attempted to engage in, hazing. 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 his or her physical or mental health.

(C) Causing a reasonable pupil to experience substantial interference with his or her academic performance.

(D) Causing a reasonable pupil to experience substantial interference with his or her ability to participate in or benefit from the services, activities, or privileges provided by a school.

(2) (A) “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 Web site, including, but not limited to:

(I) Posting to or creating a burn page. “Burn page” means an Internet Web site 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) An act of cyber sexual bullying.

(I) 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 above, 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.

(II) 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, an exceptional needs pupil, who exercises average care, skill, and judgment in conduct for a person of his or her age, or for a person of his or her age with his or her exceptional needs.

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

(1) While on school grounds.

(2) While going to or coming from school.

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

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

(t) A pupil who aids or abets, as defined in Section 31 of the Penal Code, the infliction or attempted infliction of physical injury to another person may 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 may use his or her discretion to provide alternatives to suspension or expulsion that are age appropriate and designed to address and correct the pupil's misbehavior as specified in Section 48900.5.

(w) 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.

#### **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 a danger to persons.

#### **EC 48900.7. Terroristic Threats**

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

(b) For the 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 his or her own safety or for his or her immediate family's safety, or for the protection of school district property, or the personal property of the person threatened or his or her immediate family.

#### **EC 48915. Circumstances for Recommending Expulsion**

(a) (1) Except as provided in subdivisions (c) and (e), the principal or the superintendent of schools shall recommend the expulsion of a pupil for any of the following acts committed at school or at a school activity off school grounds, unless the principal or superintendent determines that expulsion should not be recommended under the circumstances or that an alternative means of correction would address the conduct:

(A) Causing serious physical injury to another person, except in self-defense.

(B) Possession of any knife or other dangerous object of no reasonable use to the pupil.

(C) Unlawful possession of any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, except for either of the following:

(i) The first offense for the possession of not more than one avoirdupois ounce of marijuana, other than concentrated cannabis.

(ii) The possession of over-the-counter medication for use by the pupil for medical purposes or medication prescribed for the pupil by a physician.

(D) Robbery or extortion.

(E) Assault or battery, as defined in Sections 240 and 242 of the Penal Code, upon any school employee.

(2) If the principal or the superintendent of schools makes a determination as described in paragraph (1), he or she is encouraged to do so as quickly as possible to ensure that the pupil does not lose instructional time.

(b) Upon recommendation by the principal or the superintendent of schools, or by a hearing officer or administrative panel appointed pursuant to subdivision (d) of Section 48918, the governing board of a school district may order a pupil expelled upon finding that the pupil committed an act listed in paragraph

(1) of subdivision (a) or in subdivision (a), (b), (c), (d), or (e) of Section 48900. A decision to expel a pupil for any of those acts shall be based on a finding of one or both of the following:

(1) Other means of correction are not feasible or have repeatedly failed to bring about proper conduct.

(2) Due to the nature of the act, the presence of the pupil causes a continuing danger to the physical safety of the pupil or others.

(c) The principal or superintendent of schools shall immediately suspend, pursuant to Section 48911, and shall recommend expulsion of a pupil that he or she determines has committed any of the following acts at school or at a school activity off school grounds:

(1) Possessing, selling, or otherwise furnishing a firearm. This subdivision does not apply to an act of possessing a firearm if the pupil had obtained prior written permission to possess the firearm from a certificated school employee, which is concurred in by the principal or the designee of the principal. This subdivision applies to an act of possessing a firearm only if the possession is verified by an employee of a school district. The act of possessing an imitation firearm, as defined in subdivision (m) of Section 48900, is not an offense for which suspension or expulsion is mandatory pursuant to this subdivision and subdivision (d), but it is an offense for which suspension, or expulsion pursuant to subdivision (e), may be imposed.

(2) Brandishing a knife at another person.

(3) Unlawfully selling a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code.

(4) Committing or attempting to commit a sexual assault as defined in subdivision (n) of Section 48900 or committing a sexual battery as defined in subdivision (n) of Section 48900.



(5) Possession of an explosive.

(d) The governing board of a school district shall order a pupil expelled upon finding that the pupil committed an act listed in subdivision (c), and shall refer that pupil to a program of study that meets all of the following conditions:

(1) Is appropriately prepared to accommodate pupils who exhibit discipline problems.

(2) Is not provided at a comprehensive middle, junior, or senior high school, or at any elementary school.

(3) Is not housed at the schoolsite attended by the pupil at the time of suspension.

(e) Upon recommendation by the principal or the superintendent of schools, or by a hearing officer or administrative panel appointed pursuant to subdivision (d) of Section 48918, the governing board of a school district may order a pupil expelled upon finding that the pupil, at school or at a school activity off of school grounds violated subdivision (f), (g), (h), (i), (j), (k), (l), or (m) of Section 48900, or Section 48900.2, 48900.3, or 48900.4, and either of the following:

(1) That other means of correction are not feasible or have repeatedly failed to bring about proper conduct.

(2) That due to the nature of the violation, the presence of the pupil causes a continuing danger to the physical safety of the pupil or others.

(f) The governing board of a school district shall refer a pupil who has been expelled pursuant to subdivision

(b) or (e) to a program of study that meets all of the conditions specified in subdivision (d). Notwithstanding this subdivision, with respect to a pupil expelled pursuant to subdivision (e), if the county superintendent of schools certifies that an alternative program of study is not available at a site away from a comprehensive middle, junior, or senior high school, or an elementary school, and that the only option for placement is at another comprehensive middle, junior, or senior high school, or another elementary school, the pupil may be referred to a program of study that is provided at a comprehensive middle, junior, or senior high school, or at an elementary school.

(g) As used in this section, “knife” means any dirk, dagger, or other weapon with a fixed, sharpened blade fitted primarily for stabbing, a weapon with a blade fitted primarily for stabbing, a weapon with a blade longer than 3½ inches, a folding knife with a blade that locks into place, or a razor with an unguarded blade.

(h) As used in this section, the term “explosive” means “destructive device” as described in Section 921 of Title 18 of the United States Code.

### **SEXUAL HARASSMENT – (EC 231.5, 48980(g))**

The Oak Park Unified School District is committed to maintaining a learning and working environment that is free from sexual harassment. Any student who engages in sexual harassment of anyone in or from the district may be subject to disciplinary action up to and including expulsion. Any employee who permits, engages in, or fails to report sexual harassment shall be subject to disciplinary action up to and including dismissal. For a copy of the district’s sexual harassment policy or to report incidences of sexual harassment, please contact Dr. Leslie Heilbron, Assistant Superintendent of Human Resources.

### **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.

## **PRIVACY AND INFORMATION RIGHTS**

### **PUPIL RECORDS (EC 49063 and 49069, 34 CFR 99.7, 20 USC 1232g)**

A cumulative record, whether recorded by handwriting, print, tapes, film, microfilm or other means, must be maintained on the history of a pupil's development and educational progress. The District will protect the privacy of such records. Parents/guardians have the right to 1) inspect and review the pupil's educational record maintained by the school, 2) request that a school correct records which they believe to be inaccurate or misleading, and 3) have some control over the disclosure of information from educational records. School officials with legitimate educational interests may access pupil records without parental consent as long as the official needs to review the records in order to fulfill his/her professional responsibility. Upon request from officials of another school district in which a pupil seeks or intends to enroll, the District shall disclose educational records without parental consent.

Parents' request to access their pupil's educational records must be submitted in a written form to the school principal and the school will have five (5) business days from the day of receipt of the request to provide access to the records.

Any challenge to school records must be submitted in writing to the school principal. A parent challenging school records must show that the records are 1) inaccurate, 2) an unsubstantiated personal conclusion or inference, 3) a conclusion or inference outside the observer's area of competence, 4) not based on the personal observation of a named person with the time and place of the observation noted, 5) misleading, or 6) in violation of the privacy or other rights of the pupil. Parents have the right to file a complaint with the United States Department of Education concerning an alleged failure by the District to comply with the provisions of the United States Family Educational Rights and Privacy Act (FERPA) by writing to: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Ave., SW, Washington, D.C. 20202-4605.

### **DIRECTORY INFORMATION – (EC 49073)**

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.

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

#### **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.

#### **RELEASE OF INFORMATION PURSUANT TO COURT ORDER - (EC 49077)**

School officials may be required by a 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 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.

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

Parents and guardians of enrolled students have the right to be informed by school, and to participate in the education of their children as follows: to observe classrooms per District policy; within a reasonable time of their request to meet with teachers and principal of school; to volunteer their time and resources; to be notified on a timely basis if their child is absent from school without permission; to receive results of their child's achievement progress in school and on standardized tests; to request a particular school for their child and to receive a response from the district; to have a school environment for their child that is safe and supportive; to examine curriculum materials of their child's classes; to be informed of their child's progress in school and of the appropriate staff to contact should a problem arise; to access school records of their child; to receive information about academic performance standards, proficiencies, or skills their child is expected to accomplish; to be informed in advance about school rules, including disciplinary rules and procedures in accordance with EC 48980, attendance policies, dress codes, and procedures for visiting the school; to receive information about any psychological testing and to deny permission to test; to participate as a member of a parent advisory committee, school-site council, or site-based leadership team; to challenge anything in their child's record and to receive a response from school; and to be notified as early in the year as practicable if their child is identified as being at risk of retention and their right to consult with school personnel regarding any decision to promote or retain and to appeal a decision to promote or retain.

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.

## **PROMOTION AND RETENTION OF PUPILS**

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. (*EC 48070 and 48070.5*)

## **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](http://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*)

## **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*)

## **UNIFORM COMPLAINT PROCEDURES/SUPPLEMENTAL COMPLAINT PROCEDURES ABOUT PROGRAMS, FACILITIES, INSTRUCTIONAL MATERIALS, EMPLOYEES, OR PROCEDURES**

The District has established Uniform Complaint Procedures that applies to the filing, investigation and resolution of complaints regarding alleged: 1) failure to comply with federal or state law or regulation governing consolidated categorical aid programs, migrant education, vocations education, child care and developmental programs, child nutrition programs and special education programs; 2) unlawful discrimination against any protected group as identified under Education Code section 200 and 220 and Government Code section 11135, including actual or perceived sex, sexual orientation, gender, ethnic group identification, race, ancestry, national origin, religion, color or mental or physical disability, or age, or on the basis of a person's association with a person or group with one or more of these actual or perceived characteristics, in any program or activity conducted by a local agency, which is funded directly by, or that receives or benefits from any state financial assistance; 3) failure to comply with school safety planning requirements as specified in Section 7114 of Title 20 of the United State Code; 4) unlawful discrimination, harassment, 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; 5) unlawful imposition of pupil fees for participation in education activities in public schools; 6) failure to comply with the requirements established through the Local Control Funding Formula related to the Local Control Accountability Plan as described in EC 52060 through 52076 or EC 47606.5 and 47607.3. 7) noncompliance with physical education instructional minutes at specified grade levels; 8) inappropriate assignment of a pupil to courses without educational content or previously completed and received a grade sufficient for satisfying the requirements for high school graduation and admission into post-secondary education; 9) noncompliance with education provisions for pupils in foster care, who are homeless, or who are former juvenile court school students; and 10) failure to reasonably accommodate lactating pupils.

A complaint must be filed no later than six (6) months from the date the complainant first obtains knowledge of the concern. These uniform procedures require the complainant to submit a written complaint to the Superintendent who will coordinate an investigation and response within 60 calendar days of receipt of the written complaint, unless the complainant agrees in writing to extend the time line. If the District finds merit in a complaint the District shall provide a remedy to all affected pupils, parents/guardians.

A complainant may appeal the district's decision to the California Department of Education (CDE) by filing a written appeal within fifteen calendar days after receiving the District's decision. The CDE may directly intervene in the complaint without waiting for action by the district when one of the conditions listed in Section 4650 of Title 5 of the California Code of Regulations exists, including cases in which the district has not taken action within sixty calendar days of the date the complaint was filed with the district. If a district is found to have violated a state or federal law and/or regulation, and the District does not take corrective action to comply, then various civil remedies may be available. Contact the Superintendent for additional information or assistance. (*5 CCR 4622, EC 32289. and OPUSD Board Policy 1312.3*)

### **WILLIAMS COMPLAINT POLICY AND PROCEDURES**

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 may be made. Parents, students, teacher or any member of the public may submit a written complaint regarding these issues. However, it is highly encouraged that individuals express their concerns to the school principal before filing a formal complaint to allow the school to respond to these concerns.

### **NON-DISCRIMINATION**

The OPUSD 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. (*EC 200 et seq.*)

*(Title VI, Civil Rights Act of 1964; Title IX. Educational Amendment act of 1972; California Code of Regulations, Title V, Section 4900; and E.C. 40, 200, 250 and 260)*

Complaints concerning discrimination or violations of Title IX may be filed with the Non-Discrimination and Title IX Coordinator for OPUSD not later than six (6) months from the date of the alleged discrimination occurred or six (6) months from the date the complainant first obtained knowledge of the facts of the alleged discrimination.

Please contact: Dr. Leslie Heilbron, Asst. Supt.  
Title IX Coordinator  
5801 E. Conifer St.  
Oak Park, CA 91377  
(818) 735-3226

# OPUSD Student Technology Acceptable Use Agreement

## Overview of Responsible Digital Citizenship for Students

1. **Be aware of what you post online.** Social media venues including wikis, blogs, photo and video sharing sites are very public. What you contribute leaves a digital footprint for all to see. Do not post anything you wouldn't want friends, enemies, parents, teachers, or a future employer to see.
2. **Follow the school's code of conduct** when writing online. It is acceptable to disagree with someone else's opinions, however, do it in a respectful way. Make sure that criticism is constructive and not hurtful. What is inappropriate in the classroom is inappropriate online.
3. **Be safe online.** Never give out personal information, including, but not limited to, last names, phone numbers, addresses, exact birthdates, and pictures. Do not share your password with anyone besides your teachers and parents.
4. **Linking to other websites to support your thoughts and ideas** is recommended. However, be sure to read the entire article prior to linking to ensure that all information is appropriate for a school setting.
5. **Do your own work!** Do not use other people's intellectual property without their permission. It is a violation of copyright law to copy and paste other's thoughts. When paraphrasing another's idea(s) be sure to cite your source with the URL. It is good practice to hyperlink to your sources.
6. **Be aware that pictures may also be protected under copyright laws.** Verify you have permission to use the image or it is under Creative Commons attribution.
7. **How you represent yourself online is an extension of yourself.** Do not misrepresent yourself by using someone else's identity.
8. **Blog and wiki posts should be well written.** Follow writing conventions including proper grammar, capitalization, and punctuation. If you edit someone else's work be sure it is in the spirit of improving the writing.
9. If you run across **inappropriate material** that makes you feel uncomfortable, or is not respectful, **tell your teacher right away.**
10. **Abide by the full Student Technology Acceptable Use Agreement -**  
[www.opusd.org/aua](http://www.opusd.org/aua)

Adapted from <http://goo.gl/IVqvPD>

# OPUSD Student Technology Acceptable Use Agreement

Oak Park Unified School District (“OPUSD” or “District”) offers its educational community a wide range of technologies to support teaching and learning. The District is committed to promoting a respectful, secure, and responsible learning environment in all areas of the educational setting, including the digital context. This Technology Acceptable Use Agreement (“AUA”) provides students and parents (all further references to “parents” in this AUA include parents or legal guardians) with the rules, expectations, and guidance for a student’s appropriate use of District technology.

Use of District technology shall comply with all OPUSD Board policies and procedures, including, but not limited to, Board Policy 6163.4, as well as all applicable federal and state laws. California Education Code 48900 also applies to this AUA. Education Code 48900 describes a school’s jurisdiction over student activity and discipline to include:

- (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.*

District “technology” includes all tools and resources including but not limited to, **District-owned computing devices and peripherals** (e.g., computers, laptops, tablets, removable storage devices, wearable technology, interactive classroom projection systems, etc.); **District network and communication devices/services** (telephones, wired and wireless networks including WiFi access points, emergency radios, email systems, file servers, etc.); **District-managed on-line services** (such as G-Suite/Google Apps For Education, EADMS, Aequitas Q Student Information System, etc.); access to all on-line collaboration and information sources; and any and all future technological innovations.

The advent of on-line learning spaces, particularly those managed by the District (including Google’s G-Suite/Google Apps for Education), expands the concept of class time beyond the school campus. Students should consider their use of District provided on-line accounts a school-sponsored activity so that their actions and behaviors while on-line using school accounts and interacting with others falls under the purview of this AUA. This is particularly true in District 1-to-1 take-home mobile device programs.

OPUSD supports and encourages students’ First Amendment right to free speech, but a student’s communication that adversely impacts a school’s instructional environment (e.g., making others feel unsafe while on campus or in a district managed on-line collaboration tool) may not be speech protected by the Constitution-- even if it occurs off campus (See, U.S. Supreme Court ruling in *Tinker v. Des Moines Independent Community School District*). Students are cautioned to communicate responsibly while on-line at all times to ensure the school environment remains safe and welcoming to all.

Before a student is authorized to use District technology, a student and his/her parent must acknowledge that they have read, understood and signed this AUA. By using District technology students and parents agree to the following:



1. By using District technology, whether from personal or District-owned devices, students and parents grant specific consent, as defined by the California Electronic Communications Privacy Act (also known as “CalECPA” or Senate Bill 178), for the District to review and monitor all electronic communication information and electronic device information created with, stored on, or transmitted via District technology.
2. The District may monitor or access any and all student use of District technology without any further advanced notice. Students have no reasonable expectation of any right to privacy while using District technology, which, as stated above, includes any and all files and communications traveling over or stored on its network, or while using District provisioned accounts and on-line resources including email and on-line collaboration tools at any time.
3. Students must abide by all school policy and procedures as outlined in their school’s Student Handbook when using District technology. The inappropriate use of technology while on campus or through district managed accounts off campus may result in school discipline.
4. Electronic devices are only permitted for educational uses while on campus. Students who play games, text message, or attempt to access social networking websites or applications during class time without the consent, direction, and supervision of a teacher may have the privilege to use District technology suspended or revoked. Repeated violations may result in more severe discipline.
5. The District may act as an authorized agent for the creation of on-line student accounts solely for educational purposes in accordance with state and federal student information privacy laws (COPPA, FERPA, SOPIPIA, etc.). District managed student accounts may include but are not limited to, on-line accounts created to access Google G-Suit (Google Apps for Education), Apple iCloud/Classroom, Microsoft Office365, and access to other apps, programs, or on-line services and digital curriculum resources.
6. Cellular phones and personal electronic devices may be brought to campus and used only under the following specific circumstances.
  - a. **Elementary & Middle School Policy Specifics:** Cellular phones and personal electronic devices must be turned off and stowed during school hours, including non-class time (e.g., recess, nutrition, lunch).
  - b. **High School Policy Specifics:** Cellular phones and personal electronic devices may be used during non-class time (e.g., nutrition, lunch), in a manner that abides by this AUA.

Students who bring cell phones or other personal electronic devices to school do so at their own risk. Students and parents release the District from liability due to loss, damage, or theft, or loss of use of the device, even if confiscated. All personal devices brought to school by students must be kept in the **OFF position** and out of view during class time unless allowed by the classroom teacher or administrator and under their direct supervision. Students may use cell phones or other personal electronic during class time **only if** under the direct supervision and instruction of a teacher or administrator. Failure to comply may result in the immediate confiscation of the device, and the District will only return the device to a student’s parent.

7. School issued and personal cell phones or other electronic devices (especially any device with a camera or recording capability) may not be turned on or taken out of its covered carrying case/bag in a bathroom or locker room. If a student is found with a device turned on or out in the open in either of these locations the device will be confiscated immediately and may result in more severe discipline/consequences.

8. The data that students create, store and transmit using District technology is not private and is considered the property of the District. Personally owned cell phones and other electronic devices will **not** be searched unless there is a reasonable suspicion, under the circumstances, that the student is violating school rules, District policy, or the law. (*New Jersey v. T.L.O.*)
9. Any content created by students (including text, posts, comments, images or video) may be shared appropriately on-line by the District, the school, or the student's teacher. The District holds the safety of its students in the highest regard. However, the ability to share information and teach responsible digital citizenship is also vital to the educational process. This includes the use of e-mail, school learning management systems, on-line collaboration tools, classroom photo sharing services, and other social media avenues when applicable under the guidelines of the District's Best Practices of Social Media in Education document.
10. The District may use images and videos of students for marketing and community outreach including on the school and district's website and print materials. Parents may decline to allow this by completing a **Student Media Release Opt Out Form** obtained from the school office and obtaining a signature of receipt on that Form from their child's school office manager or designee. This Opt out Form must be completed annually.
11. The following activities or uses of technology are prohibited to ensure a **respectful** digital learning environment:
  - Using technology to threaten, bully, or harass others by sending, accessing, uploading, downloading, or distributing text, images, or other materials or means that are offensive, threatening, profane, obscene, or sexually suggestive or that could be construed as harassment or disparagement of others based on their race/ethnicity, national origin, sex, gender, sexual orientation, age, disability, religion or political beliefs.
  - Recording video or audio of other students or staff without their permission.
  - Searching for, accessing, or possessing lewd, sexually suggestive, graphically violent, or derogatory/demeaning images and/or media files.
  - Posing on-line as someone other than themselves.
  - Using District issued devices or network to search for and/or access repositories of illegal content, content that may cause harm to the District's network, or content that promotes, encourages, or teaches students how to commit an illegal act (e.g., bomb-making, pirating electronic media, intentionally causing harm, etc.).
  - Bypassing (or attempting to) the District's internet content filter through a web proxy, anonymizers, or other means from a District or personal computing device.
12. The following activities or uses of technology are strictly prohibited to ensure a **secure** digital learning environment:
  - Circumventing network security measures or attempting to access confidential, private, or restricted information on the District's network or district managed on-line services.
  - Sharing one's passwords or access to on-line accounts with anyone other than the student's parent or trusted adult.
  - Logging into a device or service with the account of another student or a staff member or otherwise gaining access to their files and accounts without their permission.
  - Sharing or publishing personal information on-line such as a phone number, home address, financial information, social security numbers, family issues, login credentials and passwords.

- Destroying, damaging, defacing, or rendering unusable any property (both physical property like a computer, or virtual, such as a webpage) belonging to the District or another person.
  - Altering a District device's settings in a manner to cause confusion, frustration, or loss of use to other users (changing backgrounds, homepages, dock, network configurations, account logins, etc.).
  - Using or installing viruses, malware, keyloggers, spyware, or other software/hardware that can be used to damage the District's network, harvest other users' login information and other data, or propagate unwanted messages or files.
13. The following activities or uses of technology are strictly prohibited to ensure a **responsible** digital learning environment:
- Plagiarism or other forms of academic dishonesty
  - Illegally downloading, storing, installing, or transmitting copyrighted materials without the proper license or permissions. The District explicitly forbids student use of torrenting software or services on the District network.
  - Stealing others' intellectual property including text, music, movies, and software, or using them without the appropriate citation or expressed permission in accordance with Copyright Laws and Fair Use guidelines or any other applicable laws.
  - Using or visiting social networking sites (e.g., Facebook, Instagram, Twitter, Vine, etc.) during class time for non-educational purposes during class time.
  - Use of instant messaging or chat rooms not directly related to instruction (including texting, picture messaging, audio and video messaging) during class time.
  - Publishing personal information including private events and images (e.g., weekend plans or a party/event that not everyone in the class is invited to) or using social media to share images to brag about events to purposefully make others feel left out or uncomfortable.
14. Everything students put on-line can create a permanent digital footprint that remains out of their control. Students should be mindful of the digital trail they create for themselves – it is like a tattoo which is almost impossible to erase. Apps, websites, and software that claim to delete information may still leave a permanent record accessible to others. Students should not assume their on-line presence will remain private and should conduct themselves on-line expecting that any and all data they furnish could be accessible to a wider audience such as admissions officers and potential employers in the future.
15. All OPUSD academic and behavioral policies and expectations apply to all technology use on campus while using District technology or personal devices, or any off-campus use of technology that may cause serious disruption at school. The District reserves the right to intervene when off-campus (including on-line) issues are brought to its attention that have the potential to impact school climate and safety.
16. Students whose behavior or device repair record indicates careless use or abuse of school issued devices or other District technology will be referred for appropriate disciplinary action consistent with this AUA.
17. The District can impose disciplinary action as a result of any violation of Board policy or this AUA including one or more of the following:
- An increase in the supervision of a student's use of District technology.
  - The confiscation of a device.
  - Limitation or cancellation of a student's user privileges.

- Discipline, including, but not limited to, detention, suspension and expulsion in accordance with the student behavior and discipline policies outlined in a Student's school Student Handbook or applicable law.
- Legal action in accordance with Board policy or law.
- Reimbursement of expenses.

As the District works to fulfill its mission of preparing students for higher education and an evolving workforce, it will increasingly utilize tools and resources that are housed on-line and accessed through the internet. On-line accounts are necessary for web based file storage and collaboration tools such as Google Drive, Google Classroom, Google Docs, and District administered Google email, as well as other educational web-based resources. Web and cloud-based services permit on-line distribution and hand-in of student assignments, on-line based class discussions and collaboration activities, web-based curriculum or learning resources, and in some grade levels, student email.

District provisioned student accounts will comply with state and federal student privacy requirements. In California, the Student On-line Personal Information Protection Act SOPIPA (AB1584, SB1777, and AB1442) creates privacy standards for all on-line services catering to K-12 education in California and prevents them from advertising to students, building digital profiles about them, or selling harvested student information to other parties. The District believes these restrictions provide a safe environment for students to utilize accounts that are created by the District for accessing on-line educational resources and services.

The federal Child On-line Privacy and Protection Act (COPPA) allows school districts to provide consent on a parent's behalf to create on-line accounts which may collect student information **limited to the educational context and for no other commercial purpose**. OPUSD operates under these guidelines to create and manage on-line student accounts. By law, parents may choose to opt out of this implied parental consent by obtaining the **Student On-line Account Opt-Out Form** from their child's school office, completing the form, scheduling a conference with the school principal, and signing the Opt-Out form in the presence of the principal who will sign receipt of the form after discussing reasons for and the consequences of opting out.

Parents and students should be aware that opting out of District managed on-line accounts for students can significantly impact a student's ability to participate in some class lessons and activities and may also impair students from learning state-mandated digital citizenship principals and practicing responsible digital behaviors taught in class. It might also make it more difficult for them to receive assignments, participate in on-line collaborative class projects, submit work to their teacher, or access on-line lessons, digital textbooks, and on-line tutorials. Because the District's progressive use of technology to enhance learning is part of its core values, parents recognize the importance of allowing the District to carry out its mission to promote responsible digital citizenship and safe on-line practices and behaviors for all students through creating and maintaining on-line student accounts.

As part of the District's multi-tiered digital citizenship training strategy, **students will not be allowed access to email services in grades k-2** even though the District will assign each student a Google log-in. **Students in grades 3-8 will have limited email** functionality which allows them to send and receive emails with their teacher and other students within the District, but not the "outside world" unless it is to a specific pre-approved site/destination for a particular assignment. The District will grant **students in grades 9-12 more access to send and receive e-mails with individuals and organizations outside of the District**, but all email communications must be for educational purposes and the District may monitor them.

## **Student Technology Acceptable Use Agreement Acknowledgement Page**

Parents and Students to acknowledge receipt, reading, and understanding the contents of this AUA on an annual basis. These policies are in effect whenever a student uses or accesses District technology, including but not limited to, the District network or District managed on-line accounts. Parents and Students agree to abide by the AUA as a condition for using District technology.

### **Notice of Student On-Line Account Opt-Out Form**

According to the Federal Children On-line Privacy Protection Act (COPPA), the District must allow parents to Opt Out of the District's plans to create and manage on-line student accounts used for educational purposes. Parents may obtain the **Student On-line Account Opt-Out Form** from the school office, schedule a conference with the school principal, and then complete and sign the Opt-Out form in the presence of the principal who will counter sign receipt of the form after a discussion about the reasons for and the consequences of opting out. If parents do not submit a Student On-Line Account Creation Opt-Out Form, the District shall assume implied consent to the District creating and managing on-line accounts for their child(ren) in order to provide access to educational materials, services, and on-line storage of student information.

### **Notice of Student Photo and Media Release Opt-Out Form**

In accordance with California Education Code section 49076 and Title 34 of the Code of Federal Regulations, the District considers photographs (including digital photos) to be directory information and thus may be used by the District for non-commercial purposes including digital, on-line, and traditional publications. Parents may opt-out of the use of student photos by the District by completing the **Media Release Opt-Out Form** which may be obtained from the school office and submitting the completed form to the school office annually with a counter signature.

By using District technology resources after reading this AUA, we (Parent and Student) agree to not hold the District, or any District staff, responsible for the failure of any technology protection measures or users' mistakes or negligence and agree to indemnify and hold harmless the District and District staff for any damages or costs incurred as is required by Board Policy 6163.4.



# **Oak Park Unified School District**

## **IMPORTANT INFORMATION FROM HEALTH SERVICES**

Please read before completing the emergency contact information section for each student on the Re-Enrollment screens.

### **Welcome to the 2018-2019 school year!**

1. When completing your student's emergency information, please:
  - Give complete information on where/how you can be reached if your student becomes ill or has an emergency at school. Identify emergency contacts that can pick up/care for your student if you cannot be reached or are unavailable. These contacts should be familiar to your student, agree to be listed as emergency contacts, live or work close to school and be easily reached during the typical school day.
  - Describe your student's health status, including any chronic illnesses or health concerns. Please be as detailed as possible and include any medications your child takes at home and at school. If your child has a known allergy to peanuts, bee stings, etc., please submit a recent picture of them to the school health office for easy identification and staff training. Also bring any necessary medication and signed authorization(s).
2. Your school's health office is staffed with a health technician. Health technicians are generally lay people with training in first aid and CPR. Oak Park Unified School District is staffed with one Credentialed School Nurse, Jo Ann Housman R.N. who serves as the district nurse. When you have specific concerns or your student has special health needs that need to be addressed at school, please ask your health technician to arrange a conversation or meeting with the district nurse. You can also email her at [jhousman@opusd.org](mailto:jhousman@opusd.org).
3. If your student requires medication (this includes non prescription and homeopathic medicines/drugs/herbs) during the school day, please complete the state- required physician/parent authorization form(s) available through the school health office. An adult must deliver the required authorization(s) and medication to the school office. The medication must be clearly identified in a bottle labeled by your pharmacy with specific instructions on how/when the medication should be dispensed at school. When you get your student's prescription filled, ask the pharmacy to split the prescription in a bottle labeled properly for school and another bottle labeled properly for home. We cannot accept medications brought to school in baggies, envelopes or hand-labeled containers. The pharmacy will also provide a label with your student's name if it is an over the counter classified medication/ drug.

4. Students may not carry prescription or over-the-counter medications on their person at school. The only exceptions are insulin supplies, Epinephrine auto injectors and certain inhalers. The proper parent/physician authorizations are completed and on file in the school health office. The authorization must be approved and can be revoked if the student is found to be handling the medication inappropriately.
  - Medication authorizations must be renewed every school year. If your student requires daily or “as necessary” medication at school, please contact your school health office for a medication authorization form. Please be proactive. If you anticipate your student will require an occasional mild pain reliever for headache or menstrual cramps, ointment for dry skin, antihistamine for allergies, etc., please obtain/complete a medication authorization from school and bring the occasionally-required, properly-labeled medication to the school health office. This information and the medication form can also be found on the Health Services page under Departments on the OPUSD website.
  - The school does not stock over-the-counter medications and by law, is unable to dispense any medication, prescription or over-the-counter, without a signed parent/physician medication authorization.
  - The school health technician provides first aid for possible illness and injuries. The health office is not a licensed facility and is not equipped to provide long term care to a sick child. If you work or are not home during the day, please plan ahead for your sick child requirements. The health offices can be extremely busy and provide help to both sick and well children throughout the school day. We do not want to expose sick children to well children that would spread illness. Students must be fever-free and free of any vomiting episodes for a full 24 hours before returning to school. Please also be aware that we could have students attending school during immunosuppressive treatments like chemotherapy. Because their immune systems are suppressed during and after treatment, it is particularly vital that they are not exposed to other sick or ill children at school Please keep sick children at home.
5. Every year, the district provides state mandated hearing and vision screening to students in selected grade levels. The screenings are performed and/or supervised by a credentialed nurses. Hearing screenings may be conducted by a credentialed audiometrist. If you do not want your child screened, please submit a signed note to your school’s health office at the beginning of every school year.
6. Students entering preschool, transitional kindergarten and kindergarten are required to have the state-required immunizations for school entry. Students entering seventh grade are required to show evidence of the Tdap booster. Any new student to the district and students from out-of-state must provide documentation of having received the state required immunizations. If you have questions, please contact your child’s pediatrician or the District Nurse.
7. If your child has physical limitations or a health condition that may affect their

participation in physical education classes (PE), please indicate same on the back of the enclosed emergency card. Middle and high school students must also have a modified PE form (obtained from the school health office) completed by their doctor and returned to the school health office. Please let the District Nurse know of any special health conditions.

8. 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. 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.
9. Lastly, if you anticipate your student will have an extended school absence (ten school days or more) for health or injury-related reasons, please contact the school office or your child's academic counselor or the district nurse for information about the district's Home/Hospital Instruction program. This packet can also be found on the Health Services page under Departments on the OPUSD website.

Have a great year and thank you!