



2020-2021 Parent/Guardian Guide Annual Notice of Rights and Responsibilities

School districts in California are required to annually notify students, parents, and guardians of their rights and responsibilities. This is the annual notice to parents/guardians of students enrolled in Oak Park Unified School District (hereinafter referred to as OPUSD). This notice, which is required by Educational Code 48980, provides important information about federal laws and state education codes, as well as information relating to rights and responsibilities of parents or guardians of children. Education Code 48982 requires the parent/guardian to acknowledge receipt of this notice. An acknowledgment by the parent or guardian that they have been informed of their rights does not necessarily indicate that consent to participate in any particular program or activity has been given or withheld. The abbreviation of “EC” that is found after the title of most sections refers to the California Education Code (EC).

Please review this information carefully as it applies directly to you and your child’s participation in our educational programs. If you have any questions, or if you would like to review specific documents mentioned in the notice, please contact your school administrator.



2020-2021 Parent/Guardian Guide Annual Notice of Rights and Responsibilities

GOVERNING BOARD

Barbara Laifman, President
Allen Rosen, Vice President
Drew Hazelton, Clerk
Derek Ross, Member
Denise Helfstein, Member

SUPERINTENDENT

Dr. Tony Knight

ADMINISTRATIVE CABINET

Adam Rauch, Assistant Superintendent of Business Services
Stew McGugan, Assistant Superintendent of Human Resources
Susan Roberts, Director of Pupil Services
Dr. Jay Greenlinger, Director of Curriculum and Instruction
Enoch Kwok, Director of Technology
Brendan Callahan, Director of Bond Programs, Sustainability, Maintenance and Operations
Sara Ahl, Director of Extended Care Programs

Oak Hills Elementary School

Erik Warren, Principal

Brookside Elementary School

Erin Vranesh, Principal

Red Oak Elementary School

Stacy LaFrenz, Principal

Medea Creek Middle School

Brad Benioff

Oak Park High School

Kevin Buchanan, Principal

Oak View High School

Kent Cromwell, Principal

Oak Park Independent School

Kent Cromwell, Principal

Oak Park Unified School District

5801 Conifer Street
Oak Park, CA 91377

818-735-3200

www.opusd.org

Table of Contents

KEY TO CODE AND REGULATION SECTION ABBREVIATIONS	6
YOUR CHILD’S SAFETY	7
ASBESTOS MANAGEMENT PLAN - (40 CFR 763.93).....	7
CAMERA SURVEILLANCE ON SCHOOL PROPERTY – (PC 647(J)).....	7
CHILD ABUSE AND NEGLECT REPORTING – (PC 11164 <i>et seq.</i>).....	7
CIVILITY ON SCHOOL GROUNDS – (CC 1708.9; EC 32210)	7
CONTROLLED SUBSTANCES – OPIOIDS – (EC 49476).....	8
CUSTODY ISSUES	8
DANGEROUS OBJECTS.....	8
DISASTER PREPAREDNESS EDUCATIONAL MATERIALS – (EC 32282.5).....	8
EMERGENCY AUTHORIZATION - (5 CAC 432).....	8
FIREARMS: GUN-FREE SCHOOL ZONE – (PC 626.9)	8
OPEN CAMPUS/OFF-CAMPUS LUNCH – (EC 44808.5).....	9
PESTICIDES PRODUCTS – (EC 17612)	9
REPORT OF MISSING CHILDREN - (EC 49370).....	9
SAFE PLACE TO LEARN ACT – (EC 234 AND 234.1).....	9
SCHOOL BUS SAFETY – (EC 39831.5).....	10
SCHOOL SAFETY PLAN - (EC 32280 <i>et seq.</i>)	10
SCHOOL VISITING PROCEDURES – (EC 51101(a)(12))	10
SCOOTER OR SKATEBOARD OR ROLLER BLADES –(VC 21212).....	10
SEARCH OF SCHOOL LOCKERS.....	10
Use of Drug-Detection Dogs.....	10
SEX OFFENDER NOTIFICATION- “MEGAN’S LAW” - (PC 290 <i>et seq.</i>).....	11
SUICIDE PREVENTION POLICIES – (EC 215)	11
SUNSCREEN AND SUN-PROTECTIVE CLOTHING - (EC 35183.5)	11
TOBACCO FREE CAMPUS – (BPC 22950.5; HSC 104420, 104495, 104559, PC 308)	11
VEHICLES SUBJECT TO SEARCH – (VC 21113).....	12
VICTIM OF A VIOLENT CRIME – (20 USC 7912).....	12
WALKING OR RIDING A BIKE TO SCHOOL - (VC 21212)	12
HEALTH	12
ADMINISTRATION OF PRESCRIBED MEDICATION AT SCHOOL - (EC 49423 and 49423.1).....	12
CALIFORNIA HEALTHY YOUTH ACT – (EC 51930 through 51939)	13
Surveys – (EC 51513 And 51514).....	14
CONCUSSION AND HEAD INJURIES – (EC 49475).....	14
CONFIDENTIAL MEDICAL SERVICES - (EC 46010.1).....	14
ELECTRONIC NICOTINE DELIVERY SYSTEMS (E-CIGARETTES) – (PC 308)	14
EMERGENCY TREATMENT FOR ANAPHYLAXIS - (EC 49414, 49414.3)	15
ENTRANCE HEALTH SCREENING – (HSC 124085, 124100, 124105)	15
FREE AND REDUCED PRICE MEALS - (EC 48980, 49510 <i>et seq.</i>).....	15
IMMUNIZATIONS - (EC 49403 and 48216, HSC 120325, 120335, 120338, 120365, 120370, 120375) ...	15
MEDICAL ASSISTANCE AT SCHOOL - (EC 49407).....	16
MEDICATION REGIMEN – (EC 49423, 49480)	16
ORAL HEALTH ASSESSMENT FOR GRADES K-1 – (EC 49452.8).....	17
PHYSICAL EXAMINATION – (EC 49451; 20 USC 1232H).....	17
PREGNANT AND PARENTING PUPILS – (EC 221.51, 222.5, 46015, 48205, AND 48980)	17
PUPIL MEALS – CHILD HUNGER PREVENTION AND FAIR TREATMENT ACT OF 2017 – (EC 49557.5)...	18
RELEASE FOR MEDICAL CARE.....	18
STUDENT ACCIDENT & HEALTH INSURANCE - (EC 32221.5).....	18
SUDDEN CARDIAC ARREST	18
VISION, HEARING, SCOLIOSIS SCREENINGS - (EC 49452.5, 5CCR 5590)	19

INSTRUCTION.....	19
ACCEPTABLE USE OF TECHNOLOGY.....	19
ADVANCED PLACEMENT EXAM FEES - (48980(k)).....	19
CAL GRANT PROGRAM (EC 69432.9).....	19
CALIFORNIA HIGH SCHOOL PROFICIENCY EXAM - (EC 48412).....	20
CHILD FIND SYSTEM - (EC 56301).....	20
COLLEGE & CAREER TECHNICAL EDUCATION (EC 51229).....	21
COMPETITIVE ATHLETES SEEKING HIGHER EDUCATION ATHLETIC PROGRAMS - (EC 67455).....	21
COURSEWORK AND GRADUATION REQUIREMENTS: CHILDREN OF MILITARY FAMILIES - (EC 51225.1 AND 51225.2).....	21
CURRICULUM - AVAILABILITY OF PROSPECTUS - (EC 49063, 49091.14).....	22
EDUCATIONAL EQUITY - (EC 66251, 66260.6, 66270, AND 66270.3).....	22
EDUCATIONAL EQUITY: IMMIGRATION AND CITIZENSHIP STATUS - (EC 200, 220, AND 234.1 ADDING EC ARTICLE 5.7 TO EC 234.7).....	22
ELECTRONIC LISTENING OR RECORDING DEVICE - (EC 51512).....	23
ELECTRONIC SIGNALING DEVICES - (EC 48901.5).....	23
ENGLISH LANGUAGE LEARNER - (EC 313.2).....	23
FEDERAL STUDENT AID - (EC 51225.8).....	23
FOSTER YOUTH EDUCATIONAL PLACEMENT - (EC 48850 ET SEQ.).....	23
FOSTER YOUTH EXEMPTION FROM LOCAL GRADUATION REQUIREMENTS - (EC 48853, 49069, AND 51225.2).....	23
HARM OR DESTRUCTION OF ANIMALS - (EC 32255 et seq.).....	24
INSTRUCTION FOR PUPILS WITH TEMPORARY DISABILITIES - (EC 48206.3, 48207 AND 48208).....	24
JUVENILE COURT SCHOOL PUPILS: GRADUATION REQUIREMENTS AND CONTINUED EDUCATION OPTIONS - (EC 48645.3 AND 48645.7).....	25
MIGRANT AND NEWLY ARRIVED IMMIGRANT PUPILS: GRADUATION REQUIREMENTS AND CONTINUED EDUCATION OPTIONS- (EC 51225.1 AND 51225.1).....	25
MENTAL HEALTH - (EC 49428).....	26
NOTICE OF DESTRUCTION OF SPECIAL EDUCATION RECORDS - (34 C.F.R. § 300.624).....	26
PROPERTY DAMAGE - (EC 48904).....	26
PUPIL FEES - (EC 49010-49013).....	26
RELIGIOUS BELIEFS - (EC 51240).....	26
RETROACTIVE GRANT OF HIGH SCHOOL DIPLOMAS: DEPARTED/DEPORTED PUPILS - (EC 51430).....	27
SCHEDULE OF MINIMUM DAYS AND PUPIL-FREE STAFF DEVELOPMENT DAYS - (EC 48980(c)).....	27
SECTION 504 - (29 USC 794, 34 CFR 104.32).....	27
SPECIAL EDUCATION - (EC 56300, 56301).....	27
SPECIAL EDUCATION - USE OF ASSISTIVE TECHNOLOGY - (EC 56040.3).....	28
WITHHOLDING OF GRADES.....	28
STUDENT ATTENDANCE	28
ABSENCES - (EC 46014, 48205, and 48260.5).....	28
Excused Absences - (EC 46014, 48205).....	29
Tardiness.....	30
Truancy Definitions.....	30
Arrest of Truants/School Attendance Review Boards.....	30
Chronic Absenteeism - (EC 60901).....	30
ABSENCES FOR RELIGIOUS INSTRUCTION - (EC 46014, 48980).....	30
ATTENDANCE OPTIONS/PERMITS - (EC 48205).....	30
Allen Bill District - Residency Based on Parent Employment - (EC 48204).....	31
Intradistrict Open Enrollment.....	31
Interdistrict Attendance - (EC 46600 et seq., 48980(h)).....	31
District of Choice - EC 48300 et seq.....	32
EDUCATIONAL EQUITY: IMMIGRATION STATUS - (EC 66251, 66260.6, 66270, AND 66270.3).....	33
ENROLLMENT RESIDENCY INVESTIGATIONS - (EC 48204.20).....	33
NOTICE OF ALTERNATIVE SCHOOLS (EC 58501).....	33

DISCIPLINE – CONDUCT OF PUPILS.....	34
DRESS CODE - (EC 35183 and 35183.5).....	34
HAZING - (EC 32051, 48900(q).....	34
IMITATION FIREARM - (PC 12550, 12556).....	34
LASER POINTERS - (PC 417.27).....	34
NON-DISCRIMINATION – (EC 200 et seq.).....	34
NOTIFICATION TO LAW ENFORCEMENT PERSONNEL AND OTHERS - (EC 44014).....	34
SAFE PLACE TO LEARN ACT (EC 234 and 234.1).....	35
SCHOOL RULES - (EC 35291, 35291.5, 35291.7, 48980).....	35
SCHOOL SAFETY: BULLYING – (EC 234.4 AND 32283.5).....	36
SEXUAL HARASSMENT – (EC 231.5, 48980(g)).....	36
STUDENT BEHAVIOR AND CONDUCT - (5 CCR 300) AND EC 51100).....	37
Duties of Pupils – (Title 5 California Code of Regulations 300).....	37
Jurisdiction – (EC 44807).....	37
TITLE IX – (EC 221.61).....	37
PRIVACY & INFORMATION RIGHTS AND IMPORTANT CA EDUCATION CODES.....	37
ACCESS BY MILITARY RECRUITERS - (20 USC 7908).....	38
BROWN ACT: REQUIRED NOTICES AND AGENDAS FOR OPEN PUBLIC MEETINGS – (GC 54954.2, 54956, 54956.5, 54954.2, GC 54954.5, GC 54957.1, 54957.7, AND GC 54954.2(B)).....	38
DIRECTORY INFORMATION – (EC 49073).....	38
MANDATORY EXPULSION VIOLATIONS – (EC 48915).....	38
PARENT ENGAGEMENT- SCHOOL ACCOUNTABILITY – (EC 11500, 11501, 11502, 11503).....	39
PARENT PARTICIPATION IN SCHOOL MEETINGS AND CONFERENCES: (LC 230.8).....	39
PROMOTION AND RETENTION OF PUPILS.....	39
PUPIL RECORDS (EC 49063 AND 49069, 34 CFR 99.7, 20 USC 1232g).....	39
RELEASE OF A PUPIL TO A PEACE OFFICER - (EC 48906).....	40
RELEASE OF INFORMATION PURSUANT TO COURT ORDER - (EC 49077).....	40
RIGHTS OF PARENTS AND GUARDIANS TO INFORMATION & PARTICIPATION - (EC 51100-02).....	40
SCHOOL ACCOUNTABILITY REPORT CARD (SARC).....	41
SOCIAL SECURITY NUMBERS – (EC 49076.7).....	41
SUSPENSION/EXPULSION – (EC 48900).....	41
Grounds for Suspension and Expulsion – (EC 48900).....	41
Sexual Harassment – (EC48900.2).....	44
Hate Violence – (EC 48900.3).....	44
Harassment, Threats or Intimidation – (EC 48900.4).....	44
Limitations on Imposing Suspension – (EC 48900.5).....	45
Terroristic Threats – (EC 48900.7).....	45
UNIFORM COMPLAINT POLICY AND PROCEDURE – (5 CCR 4600 ET SEQ.).....	45
WILLIAMS COMPLAINT POLICY AND PROCEDURES – (EC 35186).....	46
APPENDIX.....	46
IMPORTANT COMPLAINT POLICIES AND PROCEDURES.....	46
POLICIES RELATED SEXUAL HARASSMENT, NONDISCRIMINATION AND SUICIDE PREVENTION.....	46

KEY TO CODE AND REGULATION SECTION ABBREVIATIONS

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

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.

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

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

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

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

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

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.

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.

CONTROLLED SUBSTANCES – OPIOIDS – (EC 49476)

School authorities must provide facts regarding the risks and side effects of opioid use each school year to athletes. Parents and student athletes must sign acknowledgement of receipt of the document annually.

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.

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.

DISASTER PREPAREDNESS EDUCATIONAL MATERIALS – (EC 32282.5)

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

<http://www.cde.ca.gov/ls/ss/cp/pupilsafetyeducmat.asp>.

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

EMERGENCY AUTHORIZATION - (5 CAC 432)

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

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.

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

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

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

REPORT OF MISSING CHILDREN - (EC 49370)

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

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

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

antibullying policies, please contact the Superintendent's Office at 818-735-3206 or visit our website at www.opusd.org

SCHOOL BUS SAFETY – (EC 39831.5)

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

SCHOOL SAFETY PLAN - (EC 32280 et seq.)

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

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

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)

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

SCOOTER OR SKATEBOARD OR ROLLER BLADES –(VC 21212)

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

SEARCH OF SCHOOL LOCKERS

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

Use of Drug-Detection Dogs

In an effort to keep the schools free of drugs, the district may use specially trained nonaggressive dogs to sniff out and alert staff to the presence of substances prohibited by law or Board policy. The dogs may sniff the air around lockers, desks, or vehicles on district property or at district-sponsored events. Dogs

shall not sniff within the close proximity of students or other persons and may not sniff any personal items on those persons without their consent.

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.

SUICIDE PREVENTION POLICIES – (EC 215)

Student suicide rates are of concern to all members of the school community. One child, ages 12 and older, dies by suicide every five days in California. Local Districts were required by California law to provide suicide prevention education, according to age-appropriate and sensitive local policies, for grades 7 to 12. Legislators have determined that training in mental health and coordination around improved services is extended to our elementary students. A shared goal by all staff educators is to keep a safe place to learn, free from harm to any of our students. OPUSD Suicide prevention policies are posted on our website at www.opusd.org

SUNSCREEN AND SUN-PROTECTIVE CLOTHING - (EC 35183.5)

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

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

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

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

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

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

The use of tobacco and nicotine products is prohibited on school or district grounds, buildings, and vehicles, and within 250 feet of a youth sports event. Tobacco product includes, but is not limited to, cigarettes, cigars, little cigars, chewing tobacco, pipe tobacco, snuff, or an

electronic device (e.g., electronic cigarette, cigar, pipe, or hookah) that delivers nicotine or other vaporized liquids.

VEHICLES SUBJECT TO SEARCH – (VC 21113)

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

VICTIM OF A VIOLENT CRIME – (20 USC 7912)

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

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

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

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

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

HEALTH

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.

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. That parent/guardians have a right to "opt-out" their child from all or part of comprehensive sexual health or HIV prevention education, and assessments (tests, questionnaires, or surveys) related to that education, on condition that they submit their request in writing to the Principal of their student's school. Assessments are inclusive to grades 7-12.
3. Request a copy of Education Codes 51930 and 51939.
4. Be informed whether the comprehensive sexual health or HIV prevention education will be taught by district personnel or outside consultants.
5. Receive notice by mail or another commonly used method of notification no fewer than 14 days before the instruction is delivered if arrangements for the instruction are made after the beginning of the school year.

6. When the district chooses to use outside consultants or to hold an assembly with guest speakers to teach comprehensive sexual health or HIV prevention education, to be informed of:
 - a. The date of the instruction
 - b. The name of the organization or affiliation of each guest speaker

Surveys – (EC 51513 And 51514)

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

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

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.

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.

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 a marijuana, cocaine, and heroin.

Students using, in possession or, or offering, arranging or negotiating to sell ENDS can be subject to disciplinary action, particularly because ENDS are considered drug paraphernalia, as defined by 11014.5

of the Health and Safety Code. Section 308 of the Penal Code also states that every person under 18 years of age who purchases, receives, or possesses any tobacco, cigarette, or cigarette papers, or any other preparation of tobacco, or any other instrument or paraphernalia that is designed for the smoking of tobacco, tobacco products, or any controlled substance shall, upon conviction, be punished by a fine of seventy-five dollars (\$75) or 30 hours of community service work.

EMERGENCY TREATMENT FOR ANAPHYLAXIS - (EC 49414, 49414.3)

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

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.

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

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

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

The school offers healthy meals every school day because children need healthy meals to learn. Free or reduced-price lunches are available at school for pupils whose parents or legal guardians qualify, based on annual household income, and complete the required application form. Pupils participating in the program will not be identified, and the information on the application will be kept confidential. 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 <https://www.oakparkusd.org/Page/6499>.

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.

MEDICAL ASSISTANCE AT SCHOOL - (EC 49407)

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

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

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

MEDICATION REGIMEN – (EC 49423, 49480)

The parent or legal guardian of any pupil taking medication on a regular basis must inform the school nurse or school health technician 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 may communicate with the physician and may counsel with the school personnel regarding the possible effects of the medication on the pupil.

Any pupil who is required to take, during the regular school day, medication prescribed by a physician may be assisted by the school nurse or other designated school personnel if the school district 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 requesting the school nurse to assist the pupil with prescribed medication as set forth in the physician statement. Student may carry and self-administer auto-injectable epinephrine or inhaled asthma medication if the school district 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 that the student self-administer. All requests are to be approved by school nurse prior to use.

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

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

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 31st of the pupil's first school year.

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.

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

The governing board of the Oak Park Unified School District will treat both the pregnant teen mother and the teen father with the same accommodations, regardless of sex. The teen parents may not be excluded from any class or extracurricular activities, solely on the basis of pregnancy, childbirth, false pregnancy, termination of pregnancy, or post-partum recovery. Physical and emotional ability to continue may only be determined by physician or nurse practitioner. Pregnant or parenting pupils may not be required to participate in pregnant minor programs or alternative programs, with the exception of personal choice.

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

Parental leave for eight weeks for preparation of birth of infant, post-partum for mental and physical health needs of the teen parents and to bond with infants, or any additional medically approved time to protect the

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

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

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

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. An offering of a meal should be made so that no child is left hungry, nor feel shamed for the unpaid lunch bill, which is wholly a parent or guardian responsibility. The same treatment, same food choices, and not an alternative menu item, but a regular meal is to be offered to the child. The meal charge policy may be viewed at (www.opusd.org) or for a copy of the policy, please contact Carole Ly, Director of Student Nutrition at cly@opusd.org.

RELEASE FOR MEDICAL CARE

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

STUDENT ACCIDENT & HEALTH INSURANCE - (EC 32221.5)

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

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

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

SUDDEN CARDIAC ARREST

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

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

VISION, HEARING, SCOLIOSIS SCREENINGS - (EC 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.

INSTRUCTION

ACCEPTABLE USE OF TECHNOLOGY

One of the adopted goals of the OPUSD is to assist in advancing the use of technology to enhance student learning. Access to OPUSD technology is a privilege, not a right, and students enrolled in District programs or activities must follow District guidelines and procedures regarding acceptable use of technology. All OPUSD students and their parents/guardians shall sign the Acceptable Use of Technology Agreement prior to using District technological resources. OPUSD provides access for students to the Internet as an educational tool. The OPUSD shall make a diligent effort to filter the inappropriate or harmful matter accessible through the Internet, and students shall also take responsibility not to initiate access to inappropriate or harmful matter while using District technology. Violation of this policy may result in disciplinary action and the loss of the privilege to use the technology and/or civil or criminal liability.

ADVANCED PLACEMENT EXAM FEES - (48980(k))

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

CAL GRANT PROGRAM (EC 69432.9)

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

In order to assist students, apply for financial aid, all students in grade 12 are automatically considered a Cal Grant applicant and each grade 12 student's GPA will be submitted by the October 1 deadline to the California Student Aid Commission (CASC) electronically by a school or school district official. A student, or the parent or guardian of a student under 18 years of age, may complete a form to indicate that 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' 11th grade year. The March 2 application deadline may be extended up to 30 calendar days when requested by students impacted by natural disaster, state of emergency, labor action, or any other commission approval of "qualifying event".

CALIFORNIA HIGH SCHOOL PROFICIENCY EXAM – (EC 48412)

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

The California High School Proficiency Exam (CHSPE) is a voluntary test that assesses proficiency in basic reading, writing, and mathematics skills taught in public schools. Eligible pupils who pass the CHSPE are awarded a Certificate of Proficiency by the State Board of Education. A pupil who receives a Certificate of Proficiency may, with verified approval from the parent or legal guardian, leave high school early. The Certificate of Proficiency is equivalent to a high school diploma; however, it is not equivalent to completing all course work required for regular graduation from high school. Pupils planning to continue 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/>.

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.

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.

To attend a community college, you need only a high school diploma or equivalent, or be over the age of 18. To attend a CSU, you have to take specific high school courses, have the appropriate grades and SAT/ACT test scores, and have graduated from high school. Test scores are not required if your GPA is 3.0 or above, and you applied to a campus or enrollment category that is not impacted. To attend a UC, you must meet requirements for coursework, GPA, and test scores. If you are a California student who has not been admitted to UC campus to which you have applied, you will be offered a spot at another campus if space is available and you rank in the top 9 percent of California high school students or of your graduating class at a participating high school. You may also transfer to a CSU or UC after attending a community college. For more information on college admission requirements, please refer to the following webpages:

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

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

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

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

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. 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.

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

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

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

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

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

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

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

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

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

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

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

ELECTRONIC LISTENING OR RECORDING DEVICE – (EC 51512)

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

ELECTRONIC SIGNALING DEVICES – (EC 48901.5)

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

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

ENGLISH LANGUAGE LEARNER – (EC 313.2)

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

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

FEDERAL STUDENT AID – (EC 51225.8)

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

FOSTER YOUTH EDUCATIONAL PLACEMENT – (EC 48850 ET SEQ.)

The Oak Park Unified School District will ensure pupils in foster care receive stable school placements which are in the best interests of the child, placement in least restrictive educational programs, access to academic resources, services, and extracurricular and enrichment activities available to all pupils, full and partial credits for coursework taken, and meaningful opportunity to meet state pupil academic achievement standards. Please contact your school Principal for more information.

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

Foster and homeless youth are allowed educational rights, such as: immediate enrollment, remaining

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

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

Any pupil with a moral objection to dissecting or otherwise harming or destroying an animal, or any part thereof, must inform 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.

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)

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

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

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.

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

Oak Park Unified School District shall review the status of migrant and newly arrived immigrant pupils for possible exemptions from local graduation requirements and coursework, as well offer options

regarding a 5th year of high school if they meet the criteria established for foster, homeless, former juvenile court school students and children of military families.

MENTAL HEALTH – (EC 49428)

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

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.

PROPERTY DAMAGE – (EC 48904)

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

PUPIL FEES – (EC 49010-49013)

Your Child has the Right to a Free Public Education

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

In California:

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

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

RELIGIOUS BELIEFS - (EC 51240)

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

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

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

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

The Governing Board adopted calendar for 2020-21, available on the District’s website (www.opusd.org) and at each school and district site, outlines the instructional days for students, including scheduled minimum days at the elementary level in October for parent conferences. Any pupil free Staff Development days for teachers will be provided outside of those instructional days. While changes to the calendar are not anticipated, parents/guardians will be notified as early as possible but no later than one month prior to the scheduled change.

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

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

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

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*)

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

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

WITHHOLDING OF GRADES

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

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

STUDENT ATTENDANCE

ABSENCES – (EC 46014, 48205, and 48260.5)

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

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

Excused Absences – (EC 46014, 48205)

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

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

- (a) Notwithstanding Section 48200, a pupil shall be excused from school when the absence is:
 - (1) Due to 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 day if the service is conducted in California and not more than three days if the service is conducted outside California.
 - (5) For the purpose of jury duty in the manner provided for by law.
 - (6) Due to the illness or medical appointment during school hours of a child of whom the pupil is the custodial parent.
 - (7) For justifiable personal reasons, including, but not limited to, an appearance in court, attendance at a funeral service, observance of a holiday or ceremony of his or her religion, attendance at religious retreats, attendance at an employment conference, or attendance at an educational conference on the legislative or judicial process offered by a nonprofit organization when the pupil's absence is requested in writing by the parent or guardian and approved by the principal or a designated representative pursuant to uniform standards established by the governing board.
 - (8) For the purpose of serving as a member of a precinct board for an election pursuant to Section 12302 of the Elections Code.
 - (9) For the purpose of spending time with a member of the pupil's immediate family, who is an active duty member of the uniformed services, as defined in EC 49701, and has been called to duty for, is on leave from, or has immediately returned from, deployment to a combat zone or combat support position. Absences granted pursuant to this paragraph shall be granted for a period of time to be determined at the discretion of the superintendent of the school district.
 - (10) For the purpose of attending the pupil's naturalization ceremony to become a United States Citizen.
- (b) A pupil absent from school under this section shall be allowed to complete all assignments and tests missed during the absence that can be reasonably provided and, upon satisfactory completion within a reasonable period of time, shall be given full credit therefore. The teacher of the class from which a pupil is absent shall determine which tests and assignments shall be reasonably equivalent to, but not necessarily identical to, the tests and assignments that the pupil missed during the absence.
- (c) For purposes of this section, attendance at religious retreats shall not exceed four hours per semester.
- (d) Absences pursuant to this section are deemed to be absences in computing average daily attendance and shall not generate state apportionment payments.
- (e) "Immediate family," as used in this section, means the parent or guardian, brother or sister, grandparent, or any other relative living in the household of the pupil.

No pupil may have 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. A student will be classified as truant if they are tardy or absent for more than a 30 minute period during the school day without a valid excuse on three occasions in one school year.

Truancy Definitions

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.

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.

Allen Bill District - Residency Based on Parent Employment – (EC 48204)

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

Intradistrict Open Enrollment

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

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

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

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. A student who has completed grade 10 by June 30, may enroll within the district of enrollment through grades 11

and 12 without any revocation from the desired district, and must be treated the same as any other resident student.

Regardless of whether an agreement exists or a permit is issued, the school district of residence cannot prohibit the transfer of a pupil who is a child of an active military duty parent to a school district of proposed enrollment if that district approves the application for transfer. Nor may a district prohibit an interdistrict permit release when no intradistrict permit options are available to a victim of bullying. “Bullying” means any severe or pervasive physical or verbal communication made in writing or by means of an electronic act directed toward one or more pupils that results in placing a reasonable person in fear of harm of self or property. It may cause a substantially detrimental effect on physical or mental health, interfere with academic performance or the ability to participate in or benefit from the services, activities, or privileges provided by a school, and may be done in person or online. Bullying may be exhibited in the creation or transmission of bullying online, on or off the school site, by telephone or other device in a message, text, sound, video, or image in a post on a social network internet website or burn page that creates a credible impersonation of another student knowingly and without consent for the purpose of bullying. Sharing or forwarding messages contributes to the act of bullying.

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

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

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

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 for the next school year. A modified application process is available for children of relocated military personnel. A pupil attending a school in a district of choice complies with the residency requirements for school attendance. (EC 48300 et seq.) For additional information regarding applications and procedures, please contact Linda Gam lgam@opusd.org or at 818-735-3253.

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

Adds “immigration status” to the list of protected groups of individuals to ensure that discrimination does not occur.

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

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.

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.

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.

NON-DISCRIMINATION – (EC 200 et seq.)

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

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

School officials are required to inform law enforcement personnel of an attack, assault, or menace of any employee by a pupil. An employee of a school district whose person or property is injured or damaged by the willful misconduct of a pupil who attends school in that district may request that legal action be taken against either the pupil who caused the injury or damage, or the pupil’s parent or guardian. (EC 48905)

The principal or designee must report to appropriate law enforcement violations of PC 626.9, or 626.10 (assault with deadly weapon, possession of firearm, knife, explosive, or other dangerous object).

Notification to law enforcement is also required within one day of suspension for violations of EC 48900(c) or (d) (controlled substance violations) and EC 48902.

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

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

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

SAFE PLACE TO LEARN ACT (EC 234 and 234.1)

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

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

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

Students must obey all school and classroom rules while at school, school activities, and on their way to and from school and school activities. Every teacher shall hold students to a strict account for their conduct on the way to and from school, on the playgrounds, or during breaks. A teacher may suspend any pupil from the teacher's class, for any of the acts listed in section 48900, for the day of suspension and the day following. A teacher, vice principal, principal, or any other certificated employee of a school district shall not be subject to criminal prosecution or criminal penalties for the exercise, during the performance of 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)

SCHOOL SAFETY: BULLYING – (EC 234.4 AND 32283.5)

The Oak Park Unified School District is committed to the prohibition of discrimination, harassment, intimidation, and bullying. Annual training will be provided to all staff who work with students, to prevent bullying and cyberbullying. You may find a list of education web pages describing the staff training at: <https://www.cde.ca.gov/ls/ss/se/bullyres.asp>. If you or your child should experience any bullying on campus, at school events, or on the way to or from school, please contact your child's counselor who is available to assist you in identifying and stopping this behavior.

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

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

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

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

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

- g. To promote an environment free of sexual harassment, the school administrator or designee shall provide staff training and ensure student notification.

For a copy of the district's sexual harassment policy or to report incidences of sexual harassment, please visit our website www.opusd.org or to report incidences of sexual harassment please contact:

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

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

Students are required to conform to school regulations, obey all directions, be diligent in study and respectful to teachers and others in authority, and refrain from the use of profane and vulgar language.

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

Pupils shall conform to school regulations, obey all directions, be diligent in study and respectful to teachers and others in authority, and refrain from the use of profane and vulgar language.

Jurisdiction – (EC 44807)

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

TITLE IX – (EC 221.61)

Title IX of the Education Amendments of 1972 is one of several federal and state anti-discrimination laws that ensure equality in educational programs and activities that receive federal funding. Specifically, Title IX protects male and female pupils and employees, as well as transgender pupils and pupils who do not conform to sex stereotypes, against discrimination based on sex, including sexual harassment. California law also prohibits discrimination based on gender, gender expression, gender identity, and sexual orientation. Under Title IX, pupils may not be discriminated against based on their parental, family, or marital status, and pregnant and parenting pupils may not be excluded from participating in any educational program, including extracurricular activities, for which they qualify. For more information about Title IX, or how to file a complaint of noncompliance with Title IX, contact:

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

**PRIVACY & INFORMATION RIGHTS AND IMPORTANT CA
EDUCATION CODES**

ACCESS BY MILITARY RECRUITERS - (20 USC 7908)

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

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

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

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

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

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

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

DIRECTORY INFORMATION – (EC 49073)

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.

MANDATORY EXPULSION VIOLATIONS – (EC 48915)

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

1. Possessing, selling, or otherwise furnishing a firearm.
2. Brandishing a knife at another person.
3. Unlawfully selling a controlled substance.

4. Committing or attempting to commit a sexual assault.
5. Possession of an explosive.

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

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

To participate in the district offerings of parent education and to provide parental input to the local training programs for parents, please contact the following district representative for more information on how you may contribute Dr. Jay Greenlinger, Director of Curriculum and Instruction.

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

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

PROMOTION AND RETENTION OF PUPILS

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*)

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.

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

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

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

RELEASE OF 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.

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

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

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

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

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

SCHOOL ACCOUNTABILITY REPORT CARD (SARC)

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

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

SOCIAL SECURITY NUMBERS – (EC 49076.7)

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

SUSPENSION/EXPULSION – (EC 48900)

Grounds for Suspension and Expulsion – (EC 48900)

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

- (a) (1) Caused, attempted to cause, or threatened to cause physical injury to another person. (2) Willfully used force or violence upon the person of another, except in self-defense.
- (b) Possessed, sold, or otherwise furnished a firearm, knife, explosive, or other dangerous object, unless, in the case of possession of an object of this type, the pupil had obtained written permission to possess the item from a certificated school employee, which is concurred in by the principal or the designee of the principal.
- (c) Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of, a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind.
- (d) Unlawfully offered, arranged, or negotiated to sell a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind, and either sold, delivered, or otherwise furnished to a person another liquid, substance, or material and represented the liquid, substance, or material

- as a controlled substance, alcoholic beverage, or intoxicant.
- (e) Committed or attempted to commit robbery or extortion.
 - (f) Caused or attempted to cause damage to school property or private property.
 - (g) Stole or attempted to steal school property or private property.
 - (h) Possessed or used tobacco, or products containing tobacco or nicotine products, including, but not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel. However, this section does not prohibit the use or possession by a pupil of the pupil's own prescription products.
 - (i) Committed an obscene act or engaged in habitual profanity or vulgarity.
 - (j) Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell drug paraphernalia, as defined in Section 11014.5 of the Health and Safety Code.
 - (k) (1) Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties.
 - (2) 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 paragraph (1), and those acts shall not constitute grounds for a pupil enrolled in kindergarten or any of grades 1 to 12, inclusive, to be recommended for expulsion. This paragraph is inoperative on July 1, 2020.
 - (3) Except as provided in Section 48910, commencing July 1, 2020, a pupil enrolled in kindergarten or any of grades 1 to 5, inclusive, shall not be suspended for any of the acts specified in paragraph (1), and those acts shall not constitute grounds for a pupil enrolled in kindergarten or any of grades 1 to 12, inclusive, to be recommended for expulsion.
 - (4) Except as provided in Section 48910, commencing July 1, 2020, a pupil enrolled in any of grades 6 to 8, inclusive, shall not be suspended for any of the acts specified in paragraph (1). This paragraph is inoperative on July 1, 2025.
 - (l) Knowingly received stolen school property or private property.
 - (m) Possessed an imitation firearm. As used in this section, "imitation firearm" means a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.
 - (n) Committed or attempted to commit a sexual assault as defined in Section 261, 266c, 286, 287, 288, or 289 of, or former Section 288a of, the Penal Code or committed a sexual battery as defined in Section 243.4 of the Penal Code.
 - (o) Harassed, threatened, or intimidated a pupil who is a complaining witness or a witness in a school disciplinary proceeding for purposes of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both.
 - (p) Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
 - (q) Engaged in, or attempted to engage in, hazing. For purposes of this subdivision, "hazing" means a method of initiation or preinitiation into a pupil organization or body, whether or not the organization or body is officially recognized by an educational institution, that is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to a former, current, or prospective pupil. For purposes of this subdivision, "hazing" does not include athletic events or school-sanctioned events.
 - (r) Engaged in an act of bullying. For purposes of this subdivision, the following terms have the following meanings:
 - (1) "Bullying" means any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, and including one or more acts committed by a pupil or group of pupils as defined in Section 48900.2, 48900.3,

- or 48900.4, directed toward one or more pupils that has or can be reasonably predicted to have the effect of one or more of the following:
- (A) Placing a reasonable pupil or pupils in fear of harm to that pupil's or those pupils' person or property.
 - (B) Causing a reasonable pupil to experience a substantially detrimental effect on the pupil's physical or mental health.
 - (C) Causing a reasonable pupil to experience substantial interference with the pupil's academic performance.
 - (D) Causing a reasonable pupil to experience substantial interference with the pupil's ability to participate in or benefit from the services, activities, or privileges provided by a school.
- (2) "Electronic act" means the creation or transmission originated on or off the school site, by means of an electronic device, including, but not limited to, a telephone, wireless telephone, or other wireless communication device, computer, or pager, of a communication, including, but not limited to, any of the following:
- (i) A message, text, sound, video, or image.
 - (ii) A post on a social network internet website, including, but not limited to:
 - (I) Posting to or creating a burn page. "Burn page" means an internet website created for the purpose of having one or more of the effects listed in paragraph (1).
 - (II) Creating a credible impersonation of another actual pupil for the purpose of having one or more of the effects listed in paragraph (1). "Credible impersonation" means to knowingly and without consent impersonate a pupil for the purpose of bullying the pupil and such that another pupil would reasonably believe, or has reasonably believed, that the pupil was or is the pupil who was impersonated.
 - (III) Creating a false profile for the purpose of having one or more of the effects listed in paragraph (1). "False profile" means a profile of a fictitious pupil or a profile using the likeness or attributes of an actual pupil other than the pupil who created the false profile.
 - (iii) (I) An act of cyber sexual bullying. (II) For purposes of this clause, "cyber sexual bullying" means the dissemination of, or the solicitation or incitement to disseminate, a photograph or other visual recording by a pupil to another pupil or to school personnel by means of an electronic act that has or can be reasonably predicted to have one or more of the effects described in subparagraphs (A) to (D), inclusive, of paragraph (1). A photograph or other visual recording, as described in this subclause, shall include the depiction of a nude, semi-nude, or sexually explicit photograph or other visual recording of a minor where the minor is identifiable from the photograph, visual recording, or other electronic act. (III) For purposes of this clause, "cyber sexual bullying" does not include a depiction, portrayal, or image that has any serious literary, artistic, educational, political, or scientific value or that involves athletic events or school-sanctioned activities.
- (B) Notwithstanding paragraph (1) and subparagraph (A), an electronic act shall not constitute pervasive conduct solely on the basis that it has been transmitted on the internet or is currently posted on the internet.
- (3) "Reasonable pupil" means a pupil, including, but not limited to, a pupil with exceptional needs, who exercises average care, skill, and judgment in conduct for a person of that age, or for a person of that age with the pupil's exceptional needs.
- (s) A pupil shall not be suspended or expelled for any of the acts enumerated in this section unless the act is related to a school activity or school attendance occurring within a school under the jurisdiction of the superintendent of the school district or principal or occurring within any other school district. A pupil may be suspended or expelled for acts that are enumerated in this section and related to a school activity or school attendance that occur at any time, including, but not limited to, any of the following:
- (1) While on school grounds.

- (2) While going to or coming from school.
- (3) During the lunch period whether on or off the campus.
- (4) During, or while going to or coming from, a school-sponsored activity.
- (t) A pupil who aids or abets, as defined in Section 31 of the Penal Code, the infliction or attempted infliction of physical injury to another person may be subject to suspension, but not expulsion, pursuant to this section, except that a pupil who has been adjudged by a juvenile court to have committed, as an aider and abettor, a crime of physical violence in which the victim suffered great bodily injury or serious bodily injury shall be subject to discipline pursuant to subdivision (a).
- (u) As used in this section, “school property” includes, but is not limited to, electronic files and databases.
- (v) For a pupil subject to discipline under this section, a superintendent of the school district or principal is encouraged to provide alternatives to suspension or expulsion, using a research-based framework with strategies that improve behavioral and academic outcomes, that are age appropriate and designed to address and correct the pupil’s specific misbehavior as specified in Section 48900.5.
- (w)(1) It is the intent of the Legislature that alternatives to suspension or expulsion be imposed against a pupil who is truant, tardy, or otherwise absent from school activities.
- (2) It is further the intent of the Legislature that the Multi-Tiered System of Supports, which includes restorative justice practices, trauma-informed practices, social and emotional learning, and schoolwide positive behavior interventions and support, may be used to help pupils gain critical social and emotional skills, receive support to help transform trauma-related responses, understand the impact of their actions, and develop meaningful methods for repairing harm to the school community.

Sexual Harassment – (EC48900.2)

In addition to the reasons specified in Section 48900, a pupil may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has committed sexual harassment as defined in Section 212.5.

For the purposes of this chapter, the conduct described in Section 212.5 must be considered by a reasonable person of the same gender as the victim to be sufficiently severe or pervasive to have a negative impact upon the individual's academic performance or to create an intimidating, hostile, or offensive educational environment. This section shall not apply to pupils enrolled in kindergarten and grades 1 to 3, inclusive.

Hate Violence – (EC 48900.3)

In addition to the reasons set forth in Sections 48900 and 48900.2, a pupil in any of grades 4 to 12, inclusive, may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has caused, attempted to cause, threatened to cause, or participated in an act of, hate violence, as defined in subdivision (e) of Section 233.

Harassment, Threats or Intimidation – (EC 48900.4)

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

Limitations on Imposing Suspension – (EC 48900.5)

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

Terroristic Threats – (EC 48900.7)

In addition to the reasons specified in Sections 48900, 48900.2, 48900.3, and 48900.4, a pupil may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has made terroristic threats against school officials or school property, or both. (b) For the purposes of this section, "terroristic threat" shall include any statement, whether written or oral, by a person who willfully threatens to commit a crime which will result in death, great bodily injury to another person, or property damage in excess of one thousand dollars (\$1,000), with the specific intent that the statement is to be taken as a threat, even if there is no intent of actually carrying it out, which, on its face and under the circumstances in which it is made, is so unequivocal, unconditional, immediate, and specific as to convey to the person threatened, a gravity of purpose and an immediate prospect of execution of the threat, and thereby causes that person reasonably to be in sustained fear for 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.

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

The Uniform Complaint Procedures (UCP) complaint is a written and signed statement by a complainant alleging a violation of federal or state laws or regulations, which may include an allegation of unlawful discrimination, harassment, intimidation, bullying or charging pupil fees for participation in an educational activity or non-compliance. The person who receives the complaint shall respond to the parent in writing within 60 days. The parent may appeal to CDE within 15 days if not in agreement with the final report.

The Uniform Complaint Procedures apply to the filing, investigation and resolution of complaints regarding alleged:

- 1) Failure to comply with federal or state law or regulations governing adult education, consolidated categorical aid programs, migrant education, vocational 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 (EC) sections 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 States 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 educational activities in public schools
- 6) Failure to comply with the requirements established through the Local Control Funding Formula related to the Local Control and Accountability Plan as described in EC sections 52060 through 52076 or sections 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
- 10) Failure to reasonably accommodate lactating pupils.

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

WILLIAMS COMPLAINT POLICY AND PROCEDURES – (EC 35186)

Every school must provide sufficient textbooks and instructional materials. Every student, including English learners, must have textbooks or instructional materials, or both, to use at home or after school. School facilities must be clean, safe, and maintained in good repair. There should be no teacher vacancies or misassignments. If a school is found to have deficiencies in these areas, and the school does not take corrective action, then a complaint form may be obtained at the school office. Parents, students, teachers or any member of the public may submit a complaint regarding these issues. However, it is highly encouraged that individuals express their concerns to the school principal before completing the complaint forms to allow the school to respond to these concerns.

APPENDIX

IMPORTANT COMPLAINT POLICIES AND PROCEDURES

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

POLICIES RELATED SEXUAL HARASSMENT, NONDISCRIMINATION AND SUICIDE PREVENTION

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