

# 2020 - 2021 PARENT PUPIL RIGHTS AND RESPONSIBILITIES HANDBOOK



1601 EAST CHESTNUT AVE. • SANTA ANA, CA 92701  
714.558.5501 • [WWW.SAUSD.US](http://WWW.SAUSD.US)



# **SANTA ANA UNIFIED SCHOOL DISTRICT**



## **Parent – Pupil Rights and Responsibilities Handbook 2020-2021**

### **SANTA ANA UNIFIED SCHOOL DISTRICT**

1601 East Chestnut Avenue Santa Ana, California 92701

(714) 558-5501 FAX (714) 558-5610

<http://www.sausd.us>





# SANTA ANA UNIFIED SCHOOL DISTRICT

## BOARD OF EDUCATION

1601 East Chestnut Avenue  
Santa Ana, California 92701  
714-558-5501  
714-558-5610 (FAX)

## Board Members

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Vice President

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Deputy Superintendent  
Administrative Services

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Assistant Superintendent  
Human Resources

Bianca Barquin  
Assistant Superintendent  
K-12 Teaching and Learning

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Special Education/SELPA

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Assistant Superintendent  
K-12 School Performance and Culture

Manoj Roychowdhury  
Assistant Superintendent  
Business Services

Orin Williams  
Assistant Superintendent  
Facilities & Governmental Relations

Anastasia Smith  
Chief of School Police

DEAR PARENT/GUARDIAN:

Welcome to the 2020-2021 school year in the Santa Ana Unified School District. It is a pleasure to serve as your Superintendent. Under the direction and guidance of our Board of Education, I work closely with teachers, administrators, and staff to ensure that our students are receiving the best education possible to achieve at high levels. In order to be successful in this area, I rely heavily on the partnerships and support of our parents and guardians.

Understanding your family's rights and responsibilities is critical in this process. This handbook covers some of the most important rights and responsibilities and will serve as a guide to you throughout the school year. To verify that you have received this handbook, we thank you for acknowledging receipt (as required by Education Code section 48982). Your acknowledgment indicates that you have received the notice and have been informed of your rights, but it does not indicate that you have consented to participate in or to be withheld from any particular program.

I anticipate a rewarding and successful 2020-21 school year!

Sincerely,

A handwritten signature in black ink, appearing to read "Jerry Almendarez".

Jerry Almendarez  
Superintendent

California Education Code section 48980 requires that, at the beginning of the first semester or quarter of the regular school term, the governing board of each school district must notify parents/guardians of their rights or responsibilities under certain provisions of the Education Code. Other provisions of California and United States law also require notification of parents/guardians.

California and United States law requires certain other notices in the event that specific circumstances should arise, affecting your child's education and attendance at school. If any such circumstances should arise, the Santa Ana Unified School District will provide notice as required by law.



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### KEY TO LEGAL REFERENCES WITHIN THIS HANDBOOK

<u>Abbreviation</u>	<u>Complete Title</u>
AB	Assembly Bill
AR	Administrative Regulations-Santa Ana Unified School District
B&PC	Business and Professions Code
BP	Board Policy-Santa Ana Unified School District
CC	Civil Code
CCR	California Code of Regulations
CFR	Code of Federal Regulations
CPC	California Penal Code
EC	Education Code
ESSA	Every Student Succeeds Act
H&SC	Health & Safety Code
IDEA	Individuals with Disability Education Act
LC	Labor Code
NCLB	No Child Left Behind
PC	Penal Code
PL	Public Law
UCP	Uniform Complaint Procedures
USC	United States Code
W&IC	Welfare & Institutions Code
§	Section





# Santa Ana Unified School District

1601 East Chestnut Avenue, Santa Ana, CA 92701-6322  
(714) 558-5501

Jerry Almandarez  
Superintendent of Schools

## 2020-2021 DIRECTORY

### ELEMENTARY SCHOOLS (Number in parenthesis for in-District use only)

Main Line	Extension	School Name	Grades	Administration	Fax Line	Address, Zip Code
967-3100	43100	<b>Adams (50)</b>	<b>K-5</b>	Sara Shorey	967-3199	2130 S. Raitt St, 92704
480-4300	54300	<b>Advanced Learning Academy (105)</b>	<b>3-6</b>	Kim Garcia, Ed.D.	480-4399	335 E. Walnut St, 92701
564-2000	42000	<b>Carver (95)</b>	<b>K-3</b>	Kim Ahvari	564-2099	1401 W. Santa Ana Blvd, 92703
564-2200	42200	<b>Davis (45)</b>	<b>K-5</b>	Robert Anguiano	564-2299	1405 French St, 92701
480-8100	58100	<b>Diamond (51)</b>	<b>K-5</b>	Denise Bertrand, Ed.D.	480-8199	1450 S. Center St, 92704
479-6900	46900	<b>Edison (52)</b>	<b>K-5</b>	Gina M. Zyburt, PhD.	479-6999	2063 Orange Ave, 92707
431-1500	61500	<b>Esqueda (44)</b>	<b>K-8</b>	Kevin Tonai   Marjorie Cardenas   Samuel Perla	431-1599	2240 S. Main St, 92707
564-2900	42900	<b>Franklin (62)</b>	<b>K-5</b>	Emma Connoy   Pedro Reyes	564-2999	210 W. Cubbon St, 92701
972-4300	44300	<b>Fremont (54)</b>	<b>K-5</b>	Mary Troup	972-4399	1930 W. Tenth St, 92703
972-5300	45300	<b>Garfield (94)</b>	<b>K-5</b>	Kerri Braun	972-5399	850 Brown St, 92701
558-3400	43400	<b>Greenville Fundamental (70)</b>	<b>K-5</b>	Felisa Gear   Sarah Nead-Rendon   Rosendo Reyes Herrera	431-3299	3600 S. Raitt St, 92704
479-4200	44200	<b>Harvey (55)</b>	<b>K-5</b>	Robert McDonald	479-4299	1635 S. Center St, 92704
953-3800	63800	<b>Heninger (93)</b>	<b>K-8</b>	William Skelly   Silvia Martinez   Josie Castillo	953-3899	417 W. Walnut St, 92701
568-9600	49600	<b>Heroes (96)</b>	<b>K-5</b>	Rebecca Churnside   Elisa Morris	568-9699	1111 Civic Center Dr, 92703
564-2100	42100	<b>Hoover (56)</b>	<b>K-5</b>	Armando Gutierrez	564-2199	408 E. Santa Clara Ave, 92706
569-3500	43500	<b>Jackson (57)</b>	<b>K-5</b>	Norris Perez	569-3599	1143 S. Nakoma Dr, 92704
285-3700	43700	<b>Jefferson (58)</b>	<b>K-5</b>	Maricela Roque	285-3799	1522 W. Adams St, 92704
972-5700	45700	<b>Kennedy (92)</b>	<b>K-5</b>	Steven Kotsubo	972-5799	1300 E. McFadden Ave, 92705
972-6000	46000	<b>King (98)</b>	<b>K-5</b>	Adolfo Herrera	972-6099	1001 S. Graham Ln, 92703
972-6200	46200	<b>Lincoln (59)</b>	<b>K-5</b>	Edna Velado   Deanne Katayama	972-6299	425 S. Sullivan St, 92704
972-6300	46300	<b>Lowell (60)</b>	<b>K-5</b>	Miriam Gonzalez-Perez	972-6399	700 S. Flower St, 92703
972-6400	46400	<b>Madison (61)</b>	<b>K-6</b>	Lisa Gonzales-Solomon   Theresa Davis*   Magaly Ponce	972-6499	1124 E. Hobart St, 92707
480-8000	58000	<b>Martin (63)</b>	<b>K-5</b>	Peter Richardson	480-8099	939 W. Wilshire Ave, 92707
569-9700	49700	<b>Monroe (64)</b>	<b>K-5</b>	Dr. Fernando Duran	569-9799	417 E. Central Ave, 92707
564-8500	48500	<b>Monte Vista (65)</b>	<b>K-5</b>	Meg Greene	564-8599	2116 Monta Vista Ave, 92704
972-6700	46700	<b>Muir Fundamental (66)</b>	<b>K-5</b>	Laura Martin	972-6799	1951 N. Mabury St, 92705
972-7500	47500	<b>Pio Pico (43)</b>	<b>K-5</b>	Lupe Gomez, Ed.D.	972-7599	931 W. Highland St, 92703
480-2200	52200	<b>Romero-Cruz Academy (109)</b>	<b>K-8</b>	Diana Torres   Meg Lloyd   Evelin Medina   Maria Conferti	480-2215	2701 W. Fifth St, 92703
564-1200	41200	<b>Roosevelt (67)</b>	<b>K-5</b>	Jaime Ramirez	564-1299	501 S. Halladay St, 92701
564-8400	48400	<b>Santiago (68)</b>	<b>K-8</b>	Jimmy Bruhl   Myrna Acosta   Moises De La Mora	564-8499	2212 N. Baker St, 92706
433-6500	46500	<b>Sepulveda (69)</b>	<b>K-5</b>	Ana Gonzalez	433-6599	1801 S. Poplar St, 92704
550-1400	41400	<b>Taft (73)/Taft/D.H.H. (73)</b>	<b>K-6</b>	Scott Barlow Ed.D.   Heather Princiotta	550-1499	500 W. Keller Ave, 92707
430-5800	45800	<b>Thorpe Fundamental (42)</b>	<b>K-5</b>	Karen Knecht   Cynthia Esteban   Alisa Tincup	430-5899	2450 W. Alton Ave, 92704
647-2800	42800	<b>Walker (97)</b>	<b>K-5</b>	Mariana Garate	647-2899	811 E. Bishop St, 92701
445-5100	45100	<b>Washington (71)</b>	<b>K-5</b>	Jackie Ochoa   Emily Vazirian	445-5199	910 W. Anahurst Pl, 92707
564-8100	48100	<b>Wilson (72)</b>	<b>K-5</b>	Erica Graves	564-8199	1317 N. Baker St, 92706
285-4600	44600	<b>Mitchell Child Development Ctr. (77)</b>	<b>0-4</b>	Mark Bello	285-4699	3001 W. Harvard St, 92704

### INTERMEDIATE SCHOOLS

480-4350	54350	<b>Advanced Learning Academy (105)</b>	Kim Garcia, Ed. D.	480-4399	1325 E. 4 <sup>th</sup> St, 92701
480-4100	64100	<b>Carr (83)</b>	José Luis Pedroza   Griselda Maldonado   Andy Tang   Carlos Castro	957-8766	2120 W. Edinger Ave, 92704
567-3300	53300	<b>Lathrop (80)</b>	Cesar Flores   April Baxter   Brent Nagele	567-3389	1111 S. Broadway St, 92707
568-7700	57700	<b>MacArthur Fundamental (79)</b>	Katie Mitchell-Berger   Steve Bayouk   Ray Gonzales	568-7799	600 W. Alton Ave, 92707
479-4000	54000	<b>McFadden (85)</b>	Ignacio Muñoz   Jeanette Andrews   Patrick Healy	479-4099	2701 S. Raitt St, 92704
972-7800	47800	<b>Mendez Fundamental (101)</b>	Gabriel Moreno   Mary Carey   Michael Lee, Ed.D.	972-7899	2000 N. Bristol St, 92706
567-3500	63500	<b>Sierra Preparatory Academy (78)</b>	Ryan Ramirez   Amy Holt   Roberto Padron	567-3591	2021 N. Grand Ave, 92705
558-5100	55100	<b>Villa Fundamental (88)</b>	Anissa Sequeida, Ed.D.   Emil Ahangarzadeh, Ed.D.   Alfredo Torres	558-5199	1441 E. Chestnut Ave, 92701
480-4800	54800	<b>Willard (84)</b>	Bertha Benavides   Aaron Downing   Errin Robinson	480-4899	1342 N. Ross St, 92706

### HIGH SCHOOLS

568-7000	67000	<b>Century (90)</b>	Jonathan Swanson, Ed.D.   Jesus Nunez   Scott Michael	568-7099	1401 S. Grand Ave, 92705
430-5700	65700	<b>Chavez (91)</b>	Trucker Clark   Ray Donahue	430-5799	2128 S. Cypress Ave, 92707
480-4350	54350	<b>Advanced Learning Academy</b>	Kim Garcia, Ed. D.	480-4395	1325 E. 4 <sup>th</sup> St, 92701
433-6600	66600	<b>Godinez Fundamental (100)</b>	Jesse Church   Leonor Delaguala   Jevon Davis   Felipe Zamudio	433-6731	3002 Centennial Rd, 92704
648-2900	72900	<b>Lorin Grisct Academy (76)</b>	Michael Parra   Kelly Katz	648-2996	1915 W. McFadden Ave, 92704
953-3900	53900	<b>Middle College (103)</b>	Damon Voight	953-3999	1530 W. 17 <sup>th</sup> St, 92706
569-6300	66300	<b>Saddleback (86)</b>	Ed Bustamante   Dana Kassaei   Gerardo Correa	569-6399	2802 S. Flower St, 92707
567-4900	64900	<b>Santa Ana (81)</b>	Jeff Bishop   Oralía Cordova   Elizabeth Enloel Jennifer Huyen   Anuar Shalash   Melodie McDonald	567-4999	520 W. Walnut St, 92701
240-5000	65000	<b>Segerstrom (116)</b>	David Casper   Jamie Bates   Nata Shin   Scott Werner	241-5099	2301 W. MacArthur Blvd, 92704
241-6410	68000	<b>Valley (82)</b>	Hector Galicia, Ed.D.   Jeffrey Rozema   Ivori Tennelle   Ngoc Tran	241-6599	1801 S. Greenville St, 92704
431-1800	61800	<b>REACH Academy (117)</b>	Chad Greendale	431-1800	1512 W. Santa Ana Blvd, 92703



## ATTENDANCE

Absence from school, regardless of the reason, limits your child's educational opportunities and can negatively affect his/her grades, academic achievement, promotion, graduation, self-esteem, and future employment. Moreover, you should know that SAUSD no longer receives state funding for students who have excused absences. If your child is well and can attend school, please encourage regular attendance. Please schedule doctor and dentist's appointments outside of the instructional day. If you know in advance that your child will be, absent for **(5) or more consecutive days**, please contact the office of your school no fewer than three (3) days prior to the planned absence. We can provide an opportunity for your child to receive assignments and credit for work completed through an **Extended Vacation Study Agreement**.

**EXCUSED ABSENCES (EC §48205, §46010, §46014, §48980):** Your child may be excused from school when the absence is for medical or justifiable personal reasons. Your child will be allowed to complete all assignments and tests missed during such an excused absence. **EC §48205** states:

- (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.
- (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, has the same meaning as that set forth in **EC §45194**, except that references therein to "employee" shall be deemed to be references to "pupil."

**DEFINITION OF A TRUANT (EC §48260):** Any pupil subject to compulsory full-time education or to compulsory continuation education, who is absent from school without valid excuse three full days in one school year or 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 or a combination thereof, shall be classified as a truant and shall be reported to the attendance supervisor or to the superintendent of the school district.

**PENALTIES AGAINST PARENTS OR GUARDIANS (EC §48260.5, §48293):** A parent/guardian or other person having control or charge of any pupil who fails to attend school may be guilty of an infraction and subject to prosecution as well as a fine up to \$1000.

**CHRONIC TRUANT (EC §48263.6):** Defines chronic truant as a pupil subject to compulsory education (i.e., between the ages of 6 and 18 years) who is absent from school without a valid excuse for 10% or more of the school days in one school year from the time of enrollment to the current date.

**PARENT OR GUARDIAN OF CHRONIC TRUANT (PC §270.1):** A parent/guardian of a chronic truant may be found guilty of a misdemeanor punishable by a fine not exceeding \$2000 or by imprisonment in a county jail not exceeding one year, or both, for failure to reasonably supervise and encourage school attendance.

**GRADE REDUCTION/LOSS OF ACADEMIC CREDIT (EC §48205, §48980):** Your child may not have his/her grade reduced or lose academic credit for any absence or absences excused under Education Code section 48205, when missed assignments and tests that can reasonably be provided are satisfactorily completed within a reasonable period of time.

**ABSENCES FOR RELIGIOUS PURPOSES (EC §46014, §48980):** With your written consent, your child may be excused from school in order to participate in religious exercises or to receive moral and religious instruction at your child's place of worship or at other suitable place or places away from school property designated by the religious group. Your child may not be excused from school for this purpose on more than four days per school month.

**EXCUSE TO OBTAIN CONFIDENTIAL MEDICAL SERVICES (EC §46010.1):** Pupils in grades 7 to 12 may be excused from school for the purpose of obtaining confidential medical services, without the consent of the pupil's parent/guardian.



## CALENDAR [EC §48980(C)]

The District is required to advise all parents/guardians of the schedule of modified days, minimum days and student-free staff development days. A list of modified days, minimum days and student-free staff development days are available at your school site and on the **District website calendar section**. If any additional modified, minimum or student-free staff development days are scheduled, the District will notify you as early as possible, but no later than one month before the scheduled modified, minimum or student-free day.

## CHILD ABUSE REPORTING (PC §11166)

Staff of the Santa Ana Unified School District is required by law to report cases of known or suspected child abuse and neglect whenever staff has a reasonable suspicion the child has been the victim of child abuse or neglect. Reasonable suspicion does not require certainty that child abuse or neglect has occurred, nor does it require a specific medical indication of child abuse or neglect. Staff may not investigate to confirm the suspicion. Both the staff name and the report itself are confidential and cannot be disclosed except to authorized agencies.

## TITLE I SCHOOLS

**TITLE I SCHOOLS(20 USC §6318 and EC §11503):** Each year, the superintendent/designee shall identify specific objectives of the District's parent involvement program for schools that receive Title I funding. He/she shall ensure parents/guardians are consulted and participate in the planning, design, implementation, and evaluation of the parent involvement program.

The superintendent/designee shall ensure that the District's parent involvement strategies are jointly developed with and agreed upon by parents/guardians of pupils participating in Title I programs. Those strategies shall establish expectations for parent involvement and describe how the District will carry out each activity listed in **20 USC §6318**.

The superintendent/designee shall consult with parents/guardians of participating pupils in the planning and implementation of parent involvement programs, activities, and regulations. He/she also shall involve parents/guardians of participating pupils in decisions regarding how the District's Title I funds will be allotted for parent involvement activities.

The superintendent/designee shall ensure that each school receiving Title I funds, develops a school-level parent involvement policy in accordance with **20 USC §6318**.

**NON-TITLE I SCHOOLS (EC §11504):** The Superintendent/designee shall develop and implement strategies applicable to each school that does not receive federal Title I funds to encourage the involvement and support of parents/guardians in the education of their children, including, but not limited to, strategies describing how the District and schools will address the purposes and goals described in **EC §11502**.

## COMPLAINTS

**UNIFORM COMPLAINT PROCEDURES (UCP) (BP 1312.3, 5 CCR §4620):** The Board of Education recognizes that the District is primarily responsible for compliance with applicable state and federal laws and regulations governing educational programs [**5 CCR §4620**].

The District shall investigate complaints alleging failure to comply with applicable state and federal laws and regulations and/or alleging discrimination, and seek to resolve those complaints in accordance with the procedures set out in Sections 4600-4687 of the Title 5 Regulations and in accordance with the policies and procedures of the governing board. The Board encourages early, informal resolution of complaints at the site level whenever possible.

The District shall use the uniform complaint procedures to resolve any complaints alleging unlawful discrimination, harassment, intimidation, or bullying against any protected group as identified under **Education Code §200 and §220 and Government Code §11135**, including those with actual or perceived characteristics such as age, sex, sexual orientation, gender, gender identity gender expression, genetic information, ethnic group identification, race or ethnicity, ancestry, nationality, national origin, religion, color, mental or physical disability, or on the basis of a person's association with a person or group with one or more of these actual or perceived characteristics, or any other characteristic that is contained in the definition of hate crimes set forth in Section 422.55 of the Penal Code, including immigration status, in any district or school program, or school activity or any program or activity conducted by the district, which is funded directly by, or that receives or benefits from state and/or federal financial assistance. School personnel shall take immediate steps to intervene when it is safe to do so and when any school employee witnesses an act of discrimination, harassment, intimidation, or bullying. Uniform complaint procedures shall also be used to address any complaints alleging the district's failure to comply with state and/or federal laws in adult education programs, consolidated categorical aid programs, migrant education, career technical and technical education and training programs, child care and development programs, child nutrition programs, Special Education programs, unauthorized charging of pupil fees for participation in educational activities, failure to comply with the Local Control and Accountability Plan, and the development and adoption of the school safety plan. Uniform complaint procedures shall also be used when addressing complaints alleging failure to comply with state and/or federal laws in state consolidated categorical aid programs, federal consolidated categorical aid programs and Special Education programs [**PC §422.55, EC §200, EC §220, 5 CCR §4610**].

Specifically, programs under the scope of the UCP include:

- Adult Education
- After School Education and Safety
- Agricultural Vocational Education
- American Indian Education Centers and Early Childhood Education Program Assessments
- Career Technical Education
- Child Care and Development (including State Preschool)
- Child Nutrition
- Discrimination, harassment, intimidation, bullying, student lactation accommodations, and Lesbian, Gay, Bisexual, Transgender, and Questioning (LGBTQ) resources
- Foster and Homeless Students



- Local Control Funding Formula (LCFF) and Local Control and Accountability Plans (LCAP)
- Every Student Succeeds Act [ESSA] (2016) programs (Titles I-VII), including improving academic achievement, compensatory education, English learner programs, and migrant education
- Physical Education: Instructional Minutes
- Pupil Instruction: Course Periods without Educational Content or Previously Completed Courses
- Regional Occupational Centers and Programs
- Special Education
- Tobacco-Use Prevention Education
- Unlawful Pupil Fees

Uniform complaint procedures shall also be used when addressing complaints alleging failure to provide textbooks and instructional materials, teacher vacancies or mis-assignments, or facilities that pose an emergency or urgent threat to the health or safety of pupils or staff, as required by the Williams Settlement.

The Board acknowledges and respects pupil and employee rights to privacy. Discrimination complaints shall be investigated in a manner that protects the confidentiality of the parties and the integrity of the process. This includes keeping the identity of the complainant confidential except to the extent necessary to carry out the investigation or proceedings, as determined by the superintendent or designee on a case-by-case basis[5 CCR §4621].

The Board prohibits retaliation in any form for the participation in complaint procedures, including but not limited to the filing of a complaint or the reporting of instances of discrimination. Such participation shall not in any way affect the status, grades or work assignments of the complainant [5 CCR §4621].

**SAUSD UNIFORM COMPLAINT PROCEDURES (5 CCR §4622, BP 1312.3):** The District has adopted policies and procedures for the filing, investigation, and resolution of complaints regarding alleged violations of federal or state law or regulations governing educational programs, including allegations of unlawful discrimination. A copy of the District's Uniform Complaint Procedures is available from the District office.

The Santa Ana Unified School District has primary responsibility for ensuring that it complies with state and federal laws and regulations governing educational programs. Parents are advised that they may file a formal complaint regarding alleged acts of discrimination or failure to comply with state or federal laws in Adult Education, English Learner Programs, Consolidated Programs, Migrant education, Indian Education, Career/Technical Education and Civil Rights, Childcare and Development Programs, Child Nutrition Programs, and Special Education Programs which will be investigated and/or mediated, and reviewed. A complaint may also be filed for noncompliance with the school safety planning requirements of Title IV of the "Every Student Succeeds Act" [ESSA]. The complainant will have the opportunity to provide relevant information. A written report will be given to the complainant within 60 days of receipt of a complaint. Complaints alleging discrimination must be filed within six months from the alleged occurrence or when knowledge was first obtained. Complainants may also pursue civil law remedies, such as mediation centers, public/private interest attorneys, injunctions, and/or restraining orders.

Complaint forms are available at all school site offices and must be submitted to the Associate Superintendent of Human Resources Office, 1601 E. Chestnut Avenue, Santa Ana, CA 92701 (714) 558-5531. Copies of the local educational agency complaint procedures are available free of charge. If dissatisfied with the district's resolution of a complaint, the complainant has the right to appeal to the California Department of Education within 15 days after the District's report is issued.

## COUNSELING

**COUNSELING:** Your child has the right to meet with a school counselor for help in choosing courses that will meet college admission requirements, or enrolling in career technical education courses, or both. Please call the school's counseling department if you wish to schedule a meeting with a school counselor.

**SEX EQUITY IN CAREER COUNSELING AND COURSE SELECTION (EC §221.5):** You have the right to participate in counseling sessions and decisions concerning career counseling and course selection, commencing with course selection for grade 7.

## CUSTODY CONCERNS

The courts must handle custody disputes. The school has no legal jurisdiction to refuse a biological parent access to their child and/or school records absent a court order stating otherwise. The school is required to comply with valid restraining orders or custody orders specifically stating visitation limitations. These court orders must be on file in the school office. Any student release situation that 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 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.

## EMPLOYEE CODE OF CONDUCT

The Governing Board expects District employees to maintain the highest ethical standards, exhibit professional behavior, follow District policies and regulations, abide by State and federal laws, and exercise good judgment when interacting with students and other members of the school community. Employee conduct should enhance the integrity of the District, advance the goals of the District's educational programs, and contribute to a positive school climate.



## Who is **ELIGIBLE** for **TRANSITIONAL KINDER** **OR KINDERGARTEN** for the **2020-2021 School Year?**



Your child is <b>ELIGIBLE</b> for:	If birthdate is <b>ON</b> or <b>BETWEEN</b> :
<b>TRANSITIONAL KINDER (TK)</b> →	<b>September 2<sup>nd</sup>, 2015 and December 2<sup>nd</sup>, 2015</b>
<b>KINDERGARTEN (K)</b> →	<b>September 2<sup>nd</sup>, 2014 and September 1<sup>st</sup>, 2015</b>

Children born on or after December 3<sup>rd</sup>, 2015 are not eligible for Transitional Kindergarten.

### **REGISTER YOUR CHILD NOW!**

For questions or registration information, visit or contact your local SAUSD School.

**AGE-ELIGIBLE CHILDREN (EC §48000[a]):** Districts must admit children at the beginning of the school year (or whenever they move into a district) if they will be five years of age on or before September 1 for the 2020-21 school year and each school year thereafter.

**STATUTORY ATTENDANCE OPTIONS (EC §48980):** The District is required to advise each parent/guardian of all existing statutory attendance options and local attendance options available in the District. These are options for attending schools other than the school designated for the local attendance area in which the parent/guardian resides. The options include intra-district transfer, inter-district transfer, transfer based on parental employment, and district of enrollment pursuant to the Open Enrollment Act, as specified.

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

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

**Intra-district Transfer (BP 5116.1):** The law (EC §35160.5[b][1]) requires the school board of each district to establish a policy that allows parents/guardians to choose the schools their children will attend, regardless of where the parents/guardians live in the district. The law limits choice within a school district as follows:

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



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

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

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

1. **Inter-district Transfer (BP 5117):** The law (**EC §46600 through §46607**) allows two or more school boards to enter into an agreement, for a term of up to five years, for the transfer of one or more pupils between districts. The agreement must specify the terms and conditions for granting or denying transfers. The district in which the parent/guardian lives may issue an individual permit under the terms of the agreement, or district policy, for transfer and for the applicable period of time. The permit is valid upon endorsement by the district of proposed attendance. The law on inter-district transfers also provides for the following:

- A district of proposed enrollment may provisionally admit, for not more than two months, a pupil who resides in another school district, pending a decision by the two school districts, or by the county board.
- Districts must notify parents in writing of their final decision within 30 calendar days from the date the permit request was received.
- If either district denies a transfer request, a parent/guardian may appeal that decision to the County Board of Education within 30 calendar days from the date of the final denial.
- No district is required to provide transportation to a pupil who transfers into the district.
- The permit is to be renewed annually.
- CIF eligibility may be impacted by such a transfer.
- This process applies to students in Transitional Kindergarten as well as K – 12.

2. **Parental Employment Transfer (Handled Through Inter-district Transfer Request):** The law (**EC §48204(b)**) provides that a school district may deem a pupil as having complied with the residency requirements for school attendance if one or both parents/guardians of a pupil are employed within the boundaries of the district. A school district is not required to accept a pupil requesting a transfer on this basis, but a pupil may not be rejected on the basis of race, ethnicity, sex, parental income, academic achievement, or any other "arbitrary" consideration. Other provisions of the **EC §48204(b)** include:

- Either the district in which the parent/guardian lives or the district in which the parent/guardian works may prohibit the transfer if it is determined that there would be a negative impact on the district's court-ordered or voluntary desegregation plan.
- The district in which the parent/guardian works may reject a transfer if it determines that the additional cost of educating the pupil would be more than the amount of government funds the district would receive for educating the pupil.
- There are set limits (based on total enrollment) on the net number of pupils that may transfer out of a district in any school year, unless the sending district approves a greater number of transfers.
- There is no required appeal process for a transfer that is denied. However, the district that declines to admit a pupil is encouraged to identify and communicate in writing to the parent/guardian the specific reasons for denying the transfer.
- Parents employed within the boundaries of the Santa Ana Unified School District may apply for inter-district transfers pursuant to the school district's Inter-district Attendance Agreements policy.
- Please note that the Santa Ana Unified School District does not grant parental employment transfers pursuant to Education Code section 48204.
- Exception of Fundamental Schools: Parents/Guardians and/or employees must follow district lottery procedures for registration.

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

4. **Intradistrict and Interdistrict Transfers:** The parent/guardian of a pupil enrolled in the district may submit an application for the pupil to attend other schools in accordance with the following:

- The application may request enrollment of the pupil in a specific school or program within the school district.
- A pupil may enroll in a school in the school district of enrollment in the school year immediately following the approval of the transfer application.
- A school district of enrollment shall establish a period of time to provide priority enrollment for pupils residing in the school district prior to accepting transfer applications.



- The school district of residence in which the pupil resides or a school district of enrollment to which a pupil has applied to attend may prohibit the transfer of the pupil or limit the number of pupils who transfer if the governing board of the district determines that the transfer would negatively impact a court-ordered or voluntary desegregation plan, the racial and ethnic balance of the district.
- A resident pupil who is enrolled in one of the district's schools shall not be required to submit an application in order to remain enrolled.
- Pupils applying for a transfer shall be assigned priority for approval as follows:
  - a. First priority for the siblings of children who already attend the desired school.
  - b. If the number of pupils who request a particular school exceeds the number of spaces available at that school, a lottery shall be conducted until all available spaces are filled.
- Initial applications for transfer to a school within a school district of enrollment shall not be approved if the transfer would require displacement from the desired school of any other pupil who resides within the attendance area of that school or is currently enrolled in that school.
- A pupil approved for a transfer to a school district of enrollment shall be deemed to have fulfilled the residency requirements for school attendance.
- Exception of Fundamental Schools: Parents/Guardians and/or employees must follow district lottery procedures for registration.

## FOSTER, HOMELESS AND MILITARY YOUTH

### **AB 490 FOSTER YOUTH LIAISON:**

Foster Youth have certain rights under California and United States law. District provides additional support and services for foster youth. For information concerning these rights, please contact the District's Liaison for Foster Youth at (714) 433-3433. A caregiver who has direct responsibility for the care of a foster pupil may access pupil records.

### **HOMELESS LIAISON:**

Homeless pupils have certain rights under California and United States law. For information concerning these rights, please contact the District's liaison for McKinney-Vento, or homeless children and youth at (714) 433-3474. **Please complete and turn in to your site administrator the questionnaire at the end of the English side of the book.**

Pupils whose parents departed California against their will are considered to meet the residency requirements where parents resided prior to departing.

### **MILITARY YOUTH:**

Children of parents serving in the military are permitted to remain at their current school regardless of residency for the duration of a child's status as a child of a military family.

## GRADUATION CEREMONIES, REQUIREMENTS AND HIGHER EDUCATION INFORMATION (EC§51229,§48980)

**GRADUATION CEREMONIES(EC §35183.1):** Pupils may wear traditional tribal regalia or recognized objects of religious significance as an adornment at school graduation ceremonies.

**CAASPP STATE EXAMS (5 CCR §852):** During the spring, students in grades 3-8 and 11 will take the annual state exams. Parents may annually submit to the school a written request to excuse their child from any or all parts of the CAASPP.

**CAREER TECHNICAL EDUCATION:**The SAUSD Career Technical Education programs include a broad range of CTE courses for both career pathways and career academies. Career pathways are defined as a multi-year sequence of two or three courses that integrate core academic knowledge with technical and occupational knowledge to provide students with a pathway to postsecondary education and careers. SAUSD Career Technical Education includes business and marketing, technology education, California Partnership Academies and Regional Occupational Programs, among other educational programs. Courses that satisfy the subject matter requirements for admission to UC/CSU include: Art of Animation, Art of Graphic Design, Art of Digital Photography; Business Economics and Finance; Principles of Biomedical Science; Introduction to Engineering Design; Marketing & Society; Sports Medicine; and others. Many CTE programs of study involve work-based learning where students apply content and academic knowledge to a skills-learning experience in a workplace setting, all within the context of the Common Core State Standards.

**CAREER TECHNICAL EDUCATION WEBSITE:**Parents/Guardians and pupils can learn more about career technical education at the following California Department of Education website: [www.cde.ca.gov/ci/ct/](http://www.cde.ca.gov/ci/ct/)

**SCHOOL ACCOUNTABILITY REPORT CARD (EC §35256, §32286):** The District Board of Education annually issues a School Accountability Report Card (SARC) for each school in the District. You may obtain a copy of the SARC from the Principal's office. The SARC includes, but is not limited to, assessment of school conditions specified in **California Education Code section §33126**. The SARC also includes an annual report on the status of the safety plan for your child's school, including a description of its key elements.

**COLLEGE INFORMATIONAL WEBSITES:**The following UC, CSU, and Community College websites help pupils and their families learn about college admission requirements, and also list high school courses that have been certified for undergraduate admission:

UC: <http://admission.universityofcalifornia.edu/freshman/requirements/index.html>

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

Transfers from Community College to UC/CSU: [www.assist.org](http://www.assist.org)



**GRADUATION REQUIREMENTS (EC §51225.3):** Requirements for graduation and alternative modes for completing the prescribed course of study are set forth in **BP/AR 6146.1 and 6146.11**, both of which are available online: <http://www.sausd.usa/domain/3975>. Certain exceptions exist from the prescribed course of study for pupils who are children of military families, or homeless, or have been incarcerated, or in foster care, or identified as migratory children, or newly arrived immigrant children. Parents/Guardians and pupils are encouraged to speak with the school counselor to learn if the pupil qualifies for such an exemption.

Comparison of High School Graduation Requirements			
High School Subject Area	UC Requirements for Freshman Admissions	CSU Requirements for Freshman Admissions	SAUSD Requirements* for High School Graduation (*BP 6146.1 [a])
English ("b" Requirement)	Four years of approved courses	Four years of approved courses	Four years of approved courses
Mathematics ("c" Requirement)	Three years, including: Algebra 1, Geometry, and Algebra 2. (Four years recommended.)  Math courses taken in 7th and/or 8th grade that are equivalent to math courses offered in high school may be used to fulfill part of this requirement.	Three years, including: Algebra 1, Geometry and Algebra 2.  Math courses taken in 7th and/or 8th grade that are equivalent to math courses offered in high school may be used to fulfill part of this requirement.	Three years, including: Algebra 1 and Geometry.  Math courses taken in 7th and/or 8th grade that are equivalent to math courses offered in high school may be used to fulfill part of this requirement.
Social Studies/ Science ("a" Requirement)	Two years of History/Social Science, including: 1) One year of U.S. history or one-half year of U.S. history and one-half year of civics or American government 2) One year of World History, Cultures, and Geography.	Two years, including: 1) One year of U.S. History or U.S. History and Government; and 2) one year of other approved Social Science.	Three years, including: 1)World History Culture, and Geography (10 credits); 2) US History and Geography (10 credits); 3) Principles of American Democracy (5 credits); and 4) Principles of Economics (5 credits)
Lab Science ("d" Requirement)	Two years with lab required, chosen from Biology, Chemistry, and Physics.  Three years recommended.	Two years, including: One year of biological and one year of Physical Science with lab.	Two years including: One course of Biology/Life Science and one course of Physical Science. (Laboratory Science is not required.)
Language Other Than English ("e" Requirement)	Two years (or the equivalent of the second year high school course) in same language required.  Three years recommended.	Two years (or the equivalent of the second year high school course) in same language required.	Two years in the same language. Courses in languages other than English taken in 7th and 8th grades may be used to fulfill part of the requirement.
Visual and Performing Arts ("f" Requirement)	One year of Visual and Performing Arts chosen from the following: Dance, Drama/Theater, Music, or Visual Art.	One year of Visual and Performing Arts chosen from the following: Dance, Drama/Theater, Music, or Visual Art.	One year in year-long sequence in a single area (Dance, Drama/Theater, Music, or Visual Art), requiring the first semester as a prerequisite.
Physical Education	Not Applicable	Not Applicable	Two years, maximum of 40 credits applied to graduation.
College Prep Electives ("g" Requirement)	One year	One year	All required courses add up to 170 credits. To reach the SAUSD requirement of <u>220</u> credits to graduate, <u>50 elective credits are needed</u> .



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

**PHYSICAL EXAMS (EC §49458):** Authorizes a physician, surgeon, or physician assistant to perform physical exams required for participation in interscholastic athletic programs.

**REFUSAL TO CONSENT TO PHYSICAL EXAMINATION (EC §49451, §48980):** You may file an annual written statement with the Principal of your child's school, stating that you will not consent to a physical examination of your child. However, whenever there is good reason to believe that the child is suffering from a recognized contagious or infectious disease, the child shall be sent home and shall not be permitted to return until school authorities are satisfied that any contagious or infectious disease does not exist.

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

**SCREENING (SCOLIOSIS)(EC §49452.5):** Every female pupil in grade 7 and every male pupil in grade 8 shall be screened for the condition known as scoliosis (spinal curvature). Parents may submit a written statement refusing to consent to their child's screening. No person performing this screening may make recommendation for treatment to any entity in which that person has a financial interest.

**SCREENING (VISION) (EC §49455):** Every pupil in Kindergarten or upon first enrolling in a California school will have their vision screened and again in second, fifth, and eighth grades or upon referral by a School Nurse or teacher. Screening may be waived, if parents choose, upon submission of a written statement by a physician, surgeon, physician assistant, or optometrist setting out the results of a determination of the child's vision including visual acuity and color vision.

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

**ADMINISTRATION OF IMMUNIZING AGENTS / IMMUNIZATION / VACCINATIONS / CONTROL OF COMMUNICABLE DISEASES (EC §48980, §49403, §48926, H&SC §120365, §120370):** California law requires that pupils be immunized against certain diseases before they can be admitted to school. Under a law known as SB 277, beginning January 1, 2016, exemptions based on personal beliefs, including religious beliefs, will no longer be an option for the vaccines that are currently required for entry into childcare or school in California. Most families will not be affected by the new law because their children have received all required vaccinations. Personal beliefs exemptions on file for a child already attending childcare or school will remain valid until the child reaches the next immunization checkpoint at kindergarten (including transitional kindergarten) or 7th grade. Per SB 276 and SB 714, beginning Jan 1, 2021, physicians will be required to submit their medical exemptions for immunizations electronically directly into the California Immunization Registry (CAIR) utilizing a standard form. The physician or parents may provide a copy of the medical exemption form directly to the school, but the information will also be available in the CAIR registry. Students with current medical exemptions will not need to submit new exemptions until the student reaches a new grade span (Kindergarten or 7th grade).

For more information about immunization laws, please visit [www.shotsforschool.org](http://www.shotsforschool.org). Pupils with incomplete immunizations, or on waiver for immunizations, may be temporarily excluded from school. Free immunization clinics are held throughout the community and are available daily at the Orange County Health Care Agency Children's Clinic, 1725 West 17th Street, Santa Ana. The District Board of Education may use any funds, property, and personnel of the District, and may permit any person licensed as a physician and surgeon, registered nurse or other healthcare practitioners acting under the direction of a supervising physician and surgeon, to administer an immunizing agent to any pupil whose parents have consented in writing to the administration of such an agent.

**IMMUNIZATION REQUIREMENT (H&SC §120335):** A second dose of the Varicella vaccine is required for entry into Kindergarten, advancement to 7<sup>th</sup> grade, and for all pupils entering SAUSD for the first time. All students must be vaccinated against pertussis prior to entering 7th grade.

**ADMINISTRATION OF PRESCRIBED MEDICATION (EC §49423, §49423.1, §48980):** If your child is required to take prescription medication during the regular school day, you may request assistance for your child by the school nurse or other designated school personnel. If you wish such assistance, you must provide both a written statement from the physician and surgeon or physician assistant detailing the name of the medication, method, amount, and time schedules by which the medication is to be taken, and your own written statement indicating your desire that the District assist your child in the matters set forth in the physician's statement. Your child may also carry and self-administer prescription auto-injectable epinephrine and their asthma inhaler if the District receives written statements from you and the child's physician in the form required by law.



**PLEDGE NOT TO USE ANABOLIC STEROIDS OR PROHIBITED DIETARY SUPPLEMENTS (EC §49030 et seq.):** A pupil is prohibited from participating in interscholastic high school sports, unless the pupil signs a pledge not to use anabolic steroids without a prescription from a licensed health care practitioner, or a dietary supplement listed in the United States Guide to Prohibited Substances and Prohibited Methods of Doping. As a condition of participation, both the pupil-athlete and his/her parent/guardian must sign a notification form regarding these restrictions.

**MEDICAL AND HOSPITAL SERVICES NOT PROVIDED (EC §49471, §48980):** The District Board of Education does not provide or make available medical and hospital services for District pupils who are injured while participating in athletic activities.

**MEDICAL AND HOSPITAL SERVICES FOR PUPILS (EC §49472, §48980):** The District Board of Education may provide or make available medical or hospital services through nonprofit membership corporations, defraying the cost of medical service or hospital service, or through group, blanket or individual policies of accident insurance or through policies of liability insurance, for injuries to District pupils arising out of accidents occurring on District property or while being transported to and from school-sponsored activities. No pupil is required to accept such service without the consent of his/her parent/guardian.

**CONCUSSIONS AND HEAD INJURIES (EC §49475):** This law requires districts who elect to offer athletic programs to immediately remove for the remainder of the day an athlete who is suspected of sustaining a concussion or head injury during the activity, and prohibits the return of the athlete to that activity until he/she is evaluated by and receives a written clearance form, completes a graduated return-to-play protocol, or not less than seven days in duration under the supervision of a licensed health care provider, and requires districts to provide annually a concussion and head injury information sheet to be signed and returned by the athlete and his/her parent/guardian before the athlete initiates practice or competition.

**INSTRUCTION FOR PUPILS WITH TEMPORARY DISABILITIES (EC §48206.3, §48980):** If your child should suffer a temporary disability which makes attendance in regular day classes or an alternative education program in which the child is enrolled impossible or inadvisable, your child shall receive individual instruction provided by the district in which he/she is deemed to reside. Individual instruction includes instruction provided in your home, in a hospital or other residential health facility, excluding state hospitals, or under other circumstances prescribed by state law.

**PUPILS WITH TEMPORARY DISABILITIES (EC §48206-7, §48980):** In the event that your child has a temporary disability and is confined in a hospital or other residential health facility located outside this District, you shall be deemed to have complied with the residency requirements for school attendance in the school district in which the hospital is located. In such circumstances, it is your responsibility to notify the school district in which you are deemed to reside of your child's presence in a qualifying hospital. A pupil who received individual instruction as a result of a temporary disability may return to the last school attended when well enough to return to school.

**TYPE 2 DIABETES INFORMATION:** Pursuant to **California Education Code Section 49452.7**, local educational agencies are to provide to parents and guardians of incoming seventh grade students type 2 diabetes information. The California Department of Education developed the following type 2 diabetes information in collaboration with the California Department of Public Health, American Diabetes Association, California School Nurses Organization, and Children's Hospital of Orange County. Translations of this information are available.

**Description:**

**Type 2 diabetes is the most common form of diabetes in adults.**

- Until a few years ago, type 2 diabetes was rare in children, but it is becoming more common, especially for overweight teens.
- According to the U.S. Centers for Disease Control and Prevention (CDC), one in three American children born after 2000 will develop type 2 diabetes in his or her lifetime.

**Type 2 diabetes affects the way the body is able to use sugar (glucose) for energy.**

- The body turns the carbohydrates in food into glucose, the basic fuel for the body's cells.
- The pancreas makes insulin, a hormone that moves glucose from the blood to the cells.
- In type 2 diabetes, the body's cells resist the effects of insulin, and blood glucose levels rise.
- Over time, glucose reaches dangerously high levels in the blood, which is called hyperglycemia. Hyperglycemia can lead to health problems like heart disease, blindness, and kidney failure.

**Risk Factors Associated with Type 2 Diabetes:**

It is recommended that students displaying or possibly experiencing the risk factors and warning signs associated with type 2 diabetes be screened (tested) for the disease.

Researchers do not completely understand why some people develop type 2 diabetes and others do not; however, the following risk factors are associated with an increased risk of type 2 diabetes in children:

- **Being overweight.** The single greatest risk factor for type 2 diabetes in children is excess weight. In the U.S., almost one out of every five children is overweight. The chances are more than double that an overweight child will develop diabetes.
- **Family history of diabetes.** Many affected children and youth have at least one parent with diabetes or have a significant family history of the disease.
- **Inactivity.** Being inactive further reduces the body's ability to respond to insulin.
- **Specific racial/ethnic groups.** Native Americans, African Americans, Hispanics/Latinos, or Asian/Pacific Islanders are more prone than other ethnic groups to develop type 2 diabetes.
- **Puberty.** Young people in puberty are more likely to develop type 2 diabetes than younger children, probably because of normal rises in hormone levels that can cause insulin resistance during this stage of rapid growth and physical development.



### **Warning Signs and Symptoms Associated with Type 2 Diabetes:**

Warning signs and symptoms of type 2 diabetes in children develop slowly, and initially there may be no symptoms. However, not everyone with insulin resistance or type 2 diabetes develops these warning signs, and not everyone who has these symptoms necessarily has type 2 diabetes.

- Increased hunger, even after eating
- Unexplained weight loss
- Increased thirst, dry mouth, and frequent urination
- Feeling very tired
- Blurred vision
- Slow healing of sores or cuts
- Dark velvety or ridged patches of skin, especially on the back of the neck or under the arms
- Irregular periods, no periods, and/or excess facial and body hair growth in girls
- High blood pressure or abnormal blood fats levels

### **Type 2 Diabetes Prevention Methods and Treatments:**

Healthy lifestyle choices can help prevent and treat type 2 diabetes. Even with a family history of diabetes, eating healthy foods in the correct amounts and exercising regularly can help children achieve or maintain a normal weight and normal blood glucose levels.

- **Eat healthy foods.** Make wise food choices. Eat foods low in fat and calories.
- **Get more physical activity.** Increase physical activity to at least 60 minutes every day.
- **Take medication.** If diet and exercise are not enough to control the disease, it may be necessary to treat type 2 diabetes with medication.
- **The first step in treating type 2 diabetes is to visit a doctor.** A doctor can determine if a child is overweight based on the child's age, weight, and height. A doctor can also request tests of a child's blood glucose to see if the child has diabetes or pre-diabetes (a condition which may lead to type 2 diabetes).

### **Types of Diabetes Screening Tests That Are Available:**

- **Glycated hemoglobin (A1C) test.** A blood test measures the average blood sugar level over two to three months. An A1C level of 6.5 percent or higher on two separate tests indicates diabetes.
- **Random (non-fasting) blood sugar test.** A blood sample is taken at a random time. A random blood sugar level of 200 milligrams per deciliter (mg/dL) or higher suggests diabetes. This test must be confirmed with a fasting blood glucose test.
- **Fasting blood sugar test.** A blood sample is taken after an overnight fast. A fasting blood sugar level less than 100 mg/dL is normal. A level of 100 to 125 mg/dL is considered pre-diabetes. A level of 126 mg/dL or higher on two separate tests indicates diabetes.

Type 2 diabetes in children is a preventable/treatable disease and the guidance provided in this information sheet is intended to raise awareness about this disease. Contact your student's school nurse, school administrator, or health care provider if you have questions.

**PROOF OF ORAL HEALTH ASSESSMENT (EC §49452.8):** Your child must have an oral health assessment (dental checkup) by no later than May 31 of the first year entering kindergarten or first grade. Information regarding oral health assessments is set forth below and is also available on the District's Health Services website and under Frequently Asked Questions (FAQs) for parents.

**Oral Health Assessment:** To make sure your child is ready for school, California law, **Education Code Section 49452.8**, requires that your child have an oral health assessment (dental check-up) by May 31 in either kindergarten or first grade, whichever is his or her first year in public school. Assessments/ dental check-ups that have happened within the 12 months before your child enters school also meet this requirement. The law specifies that the assessment/ dental check-up must be done by a licensed dentist or other licensed or registered dental health professional.

You can get copies of the necessary form at your child's school or online from the California Department of Education's website at <http://www.cde.ca.gov/ls/he/hn/>. California law requires schools to maintain the privacy of students' health information. Your child's identity will not be associated with any report produced as a result of this requirement.

The following resources will help you find a dentist and complete this requirement for your child:

1. **Medi-Cal/Denti-Cal's** toll-free number or website can help you to find a dentist who takes Denti-Cal: (800) 322-6384; <http://www.denti-cal.ca.gov>. For help enrolling your child in Medi-Cal/Denti-Cal, contact your school nurse or Santa Ana Unified School District Health Services at (714) 433-3481.
2. For additional resources that may be helpful, contact **SmileLineOC** at (714) 638-7637 at <http://www.healthysmilesoc.org/>. Remember, your child is not healthy and ready for school if he or she has poor dental health! Here is important information to help your child stay healthy:
  - Take your child to the dentist twice a year.
  - Choose healthy foods for the entire family. Fresh foods are usually the healthiest foods.
  - Brush teeth at least twice a day with toothpaste that contains fluoride.
  - Limit candy and sweet drinks, such as punch or soda. Sweet drinks and candy contain a lot of sugar, which causes cavities and replaces important nutrients in your child's diet. Sweet drinks and candy also contribute to weight problems, which may lead to other diseases, such as diabetes. The less candy and sweet drinks, the better.



Baby teeth are very important. They are not just teeth that will fall out. Children need their teeth to eat properly, talk, smile, and feel good about themselves. Children with cavities may have difficulty eating, stop smiling, and have problems paying attention and learning at school. Tooth decay is an infection that does not heal and can be painful if left without treatment. If cavities are not treated, children can become sick enough to require emergency room treatment, and their adult teeth may be permanently damaged.

Many things influence a child's progress and success in school, including health. Children must be healthy to learn, and children with cavities are not healthy. Cavities are preventable, but they affect more children than any other chronic disease. If you have questions about the oral health assessment requirement, please contact the Program Specialist in Health Services at (714) 433-3481.

**Mental Health Services (EC §49428):** The district will provide parents and students notification of available mental health services on campus and in the community. Information is posted on the district website under the Support Services webpage. Services will be provided by Licensed professionals, professionals currently seeking licensure and/or those enrolled in a graduate program, as well as contracted community partners with similar professional backgrounds. To access Mental Health support at each school site, student and/or parents may request services from their School Counselor, Administrator(s) or may contact SAUSD Support Services directly.

The district has created/maintained the We Care Suicide Prevention campaign that provides notification of supportive Mental Health and Suicide Prevention Resources on the district website under the Support Services webpage, in each school bathroom, and provides each student with supportive resources on We Care pocket cards and stickers distributed once yearly. Student Identification badges will also be printed with the National Suicide Prevention Hotline at 1-800-273-TALK (8255). For additional information, contact the Coordinator of Mental Health and Support in the SAUSD Support Services office at (714) 433-3481.

## INSTRUCTIONAL PROGRAMS

**COMPREHENSIVE SEXUAL HEALTH EDUCATION/HIV/AIDS PREVENTION EDUCATION (EC §51938, §48980):** The District will provide instruction in comprehensive sexual health education and HIV/AIDS prevention education and research on pupil health behaviors and risks for the coming school year. Written and audiovisual educational materials used in this education are available for your inspection by making an appointment with the Educational Services Department. The education will be taught by school district personnel/outside consultants. A copy of the California Comprehensive Sexual Health and HIV/AIDS Prevention Education Act is available from the Educational Services Department. You have the right to request in writing that your child shall not receive comprehensive sexual health education or HIV/AIDS prevention education. The District may administer anonymous, voluntary, and confidential research and evaluation tools to measure pupils' health behaviors and risks, including tests, questionnaires, and surveys containing age-appropriate questions about pupils' attitudes concerning or practices relating to sex. You will be notified in writing that any such test, questionnaire or survey is to be administered, and you will be given the opportunity to review the test, questionnaire or survey and request in writing that your child not participate.

**NOTICE OF ALTERNATIVE SCHOOLS (EC §58501):** The following notice must be sent along with the Notification to Parents and Guardians required by **EC §48980**. Further, a copy shall be posted in at least two places normally visible to pupils, teachers, and visiting parents in each attendance unit for the entire month of March in each year.

California state law authorizes all school districts to provide for alternative schools. **Section 58500 of the Education Code** defines alternative school as a school or separate class group within a school which is operated in a manner designed to:

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

**EDUCATIONAL OPTIONS AND PROGRAMS (EC §58501, §58502, §51745 et. seq.):** The Santa Ana Unified School District operates two separate Educational Options programs. Lorin Griset Academy and Cesar Chavez High School have an alternative-based curriculum where credit deficient pupils have the opportunity to earn credits at an accelerated rate, which may be applied towards high school graduation. A second form of Educational Options is the District's Independent Study Program (ISP) located at 2802 S. Flower St., Santa Ana, CA 92707. In this program, the ISP pupil works independently and with a certificated teacher who certifies that the pupil completes all required class work.

In the event any parent, pupil, or teacher is interested in further information concerning alternative schools, the county superintendent of schools, the administrative office of this district, and the Principal's office in each attendance unit have copies of the law available for your information. This law particularly authorizes interested persons to request the Board of Education of the district to establish alternative school programs in each district.

**MIDDLE COLLEGE HIGH SCHOOL:** Middle College High School is a collaborative between Santa Ana Unified School District and Santa Ana College to provide a program that includes high school as well as college level courses. Middle College High School is located at Santa Ana College at 1530 West 17<sup>th</sup> Street, Santa Ana, (714) 558-5696.



**TEEN PARENT SUPPORT SERVICES (TPSS) (EC §54740 et. Seq.):** This is a district-based program that serves expectant and parenting students within the Santa Ana Unified School District. Students remain in their respective traditional or alternative schools while they receive case management support and guidance from the TPSS staff. By facilitating collaboration between district, school, home and community, teen parents are provided with opportunities to assist them in successfully managing their responsibilities in school as well as meeting the needs of their children.

Pregnant and parenting students are entitled to eight weeks of parental leave from school with absences excused until the pupil returns to school. Absences to care for a sick child are considered excused absences for which a school shall not require a note from a doctor. A pregnant or parenting pupil may return to their school and their course of study upon return from their parental leave.

Other support services include:

- Child Care at Lorin Griset Academy & Valley High School – open to students from all SAUSD schools
- Home Instruction during parental leave
- Community Referrals
- Bus Pass
- Academic/Higher Ed Counseling
- Crisis Intervention
- Reproductive Health Information
- Health and Psycho-social Wellness

For additional information, call (714) 431-7580 or (714) 431-7573.

**COMMUNITY DAY SCHOOLS (EC §48660):** The Santa Ana Unified School District operates two community day schools, one for 7th & 8th grades and one for 9-12 grades. Both Community Day Schools are called REACH Academy, and they are located at 1512 W. Santa Ana Blvd., (714) 796-9000. Expelled pupils are referred to this setting by the Support Services office and/or the School Attendance Review Board. The purpose of the program is to provide an education based on individualized learning plans.

**FUNDAMENTAL SCHOOLS (EC §58502):** The Board of Education has established eight other alternative school programs: three elementary fundamental schools, three intermediate fundamental schools, and two fundamental high schools: Greenville Elementary, 3600 S. Raitt St., (714) 431-3200; Thorpe Elementary, 2450 W. Alton St. (714) 430-5800; Muir Elementary, 1951 N. Mabury St., (714) 972-6700; MacArthur Intermediate, 600 W. Alton Ave., (714) 513-9800; Mendez Intermediate, 2000 N. Bristol St., (714) 972-7800; Villa Intermediate, 1441 E. Chestnut Ave., (714) 558-5400; Segerstrom High School, 2301 W. MacArthur Blvd., (714) 241-5000; and Godinez High School, 3002 Centennial Road, (714) 433-6600.

**HEALTH INSTRUCTION/CONFLICTS WITH RELIGIOUS TRAINING AND BELIEFS (EC §51240):** If any part of the school's instruction in health conflicts with your religious training and beliefs, you may submit a written request that your child be excused from the part of the instruction that conflicts with your religious training and beliefs.

#### **EVERY STUDENT SUCCEEDS ACT (ESSA) (20USC§6301, et seq.)**

**LIMITED ENGLISH PROFICIENT CHILDREN:** The ESSA requires the District to inform the parent or parents of a limited English Proficient (LEP) child identified for participation or participating in a language instruction educational program, of the following:

- (1) The reasons for the identification of the child as LEP and in need of placement in a language instruction educational program;
- (2) The child's level of English proficiency, how such level was assessed and the status of the child's academic achievement;
- (3) The methods of instruction used in the program in which the child is or will be participating, and the methods of instruction used in other available programs;
- (4) How the program in which the child is or will be participating, will meet the educational strengths and needs of the child;
- (5) How such program will specifically help the child learn English and meet age-appropriate academic achievement standards for grade promotion and graduation;
- (6) The specific exit requirements for the program;
- (7) In the case of a child with a disability, how such program meets the objectives of the Individualized Education Program (IEP) of the child; and
- (8) Information pertaining to parental rights that includes written guidance detailing the right that parents have to have their child immediately removed from such program upon their request, and the options that parents have to decline to enroll their child in such program or to choose another program or method of instruction, if available; and assisting parents in selecting among various programs and methods of instruction, if more than one program or method is offered by the District.

If your child is LEP and has been identified for participation or is participating in the language instruction educational program, please contact the Director of English Learner Programs and Pupil Achievement at (714) 558-5855 for the above information that is specific to your child.

**INFORMATION ON CHILD'S LEVEL OF ACHIEVEMENT:** The District will provide timely information on the level of achievement of your child in each of the state academic assessments.



## **RIGHT TO INFORMATION REGARDING THE PROFESSIONAL QUALIFICATIONS OF TEACHERS AND PARA-**

**PROFESSIONALS:** The ESSA grants parents the right to request information regarding the professional qualifications of the children's classroom teachers, including the following:

- (1) Whether the teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
- (2) Whether the teacher is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived;
- (3) The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree; and
- (4) Whether the child is provided services by paraprofessionals and, if so, their qualifications.

This information is available from Human Resources. The District will provide timely notice if your child has been assigned, or has been taught for four or more consecutive weeks by a teacher who is not highly qualified.

## **NONDISCRIMINATION**

**STATEMENT OF NONDISCRIMINATION (Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, §504 of the Rehabilitation Act of 1973):** The District does not discriminate on the basis of race, color, national origin, sex, immigration status, religious belief, or disability. An individual's inability to speak English will not be a barrier to admission and participation in District programs. Complaints alleging noncompliance with the District's policy of nondiscrimination should be directed to Human Resources at 714- 558-5531. Communicate directly with the administrator in charge. If the requested information is not provided or the matter is not resolved, a referral may be made to the District Title IX coordinator, Associate Superintendent of Human Resources, 11601 E. Chestnut St., Santa Ana CA 92701 (714) 558-5531 or Director, Support Services, 1629 S. Center St., Santa Ana, CA 92704, (714) 433-3481. A copy of the District's nondiscrimination policy is available from the District office.

**SEXUAL HARASSMENT POLICY (EC §231.5, §48980; 5 CCR §4917):** The District's written sexual harassment policy, **BP 5145.7**, is set forth below:

The Governing Board is committed to maintaining a learning environment that is free of harassment. The Board prohibits sexual harassment of any pupil by any employee, pupil, or other person at school or at school-sponsored or pupil-related activity. The Board also prohibits retaliatory behavior or action against any person who complains, testifies, assists, or otherwise participates in the complaint process established in accordance with this policy.

The Superintendent or designee shall ensure that district pupils receive age-appropriate instruction and information related to sexual harassment. Such instruction and information shall include: What acts and behavior constitute sexual harassment, including the fact that sexual harassment could occur between people of the same gender; clear message that pupils do not have to endure sexual harassment; encouragement to report observed instances of sexual harassment, even where the victim of the harassment has not complained; information about the person(s) to whom a report of sexual harassment should be made.

Any pupil who feels that he/she is being or has been subjected to sexual harassment, shall immediately contact his/her teacher or any other employee. A school employee to whom a complaint is made shall, within 24 hours or as soon as reasonably possible, of receiving the complaint, report it to the Principal or designee.

Any school employee who observes any incident of sexual harassment involving a pupil shall report this observation to the Principal or designee, whether the victim files a complaint or not. In any case of sexual harassment involving the Principal or any other district employee to whom the complaint would ordinarily be made, the employee who receives the pupil's report or who observes the incident shall report to the nondiscrimination coordinator or the Superintendent or designee.

The Principal or designee to whom a complaint of sexual harassment is reported shall immediately investigate the complaint in accordance with administrative regulation. Where the Principal or designee finds that sexual harassment occurred, he/she shall take prompt, appropriate action to end the harassment and address its effects on the victim. The Principal or designee shall also advise the victim of other remedies that may be available. The Principal or designee shall file a report with the Superintendent or designee and refer the matter to law enforcement authorities, where required.

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

It is a misdemeanor to use a concealed camcorder, motion picture camera, or photo camera of any type to secretly record individuals for purposes of viewing their body or undergarments in a bathroom, changing area or any other areas where reasonable privacy may be expected. Pupils will face serious disciplinary actions for this type of violation. **(PC §647 and §647.7)**

The Superintendent or designee, Associate Superintendent, Human Resources is the District Title IX Administrator for Sexual Harassment, 1601 East Chestnut, Santa Ana, CA 92701. Telephone: (714) 558-5531 shall maintain a record of all reported cases of sexual harassment to enable the District to monitor, address and prevent repetitive harassing behavior in its schools.

All complaints and allegations of sexual harassment shall be kept confidential except as necessary to carry out the investigation or take other subsequent necessary action **(BP 5145.7, EC §231.5, §48980; 5 CCR §4917)**.



## NUTRITION

**FREE AND REDUCED-PRICE MEALS (EC §49510, et seq., §48980):** Depending on annual household income, your child may be eligible for free or reduced-price meals. Information concerning this program is available at the District's website through the Nutrition Services Department.

## PARENT/GUARDIAN INVOLVEMENT

**VISITORS TO SCHOOLS AND CLASSROOMS (BP 1250, available online):** The Board encourages parents/guardians and interested members of the community to visit District schools and observe the educational programs. Parents/guardians and community members should be invited to open house activities and other special events. School and classroom volunteers with prior approval from the Principal/designee or teacher are encouraged to give of their time and efforts for the benefit of pupils' educational success and are not constricted by the same time guidelines as classroom visitors/observers. All volunteers must complete the District's volunteer clearance process by completing a Volunteer Clearance Form which will be processed through the Santa Ana Unified School District Police Department.

To ensure minimum interruption of the instructional program, the Superintendent/designee shall establish procedures which facilitate visits during the regular school day. Visits during school hours shall be arranged with the Principal/designee and the teacher a minimum of three days in advance. The purpose of the visit and a declaration of which rooms and teachers are to be visited shall be communicated. Classroom observations/visitations shall be limited to 20 to 30 minutes and no more than two per month. Classroom observations/visitations shall be limited in duration and frequency. If a conference is desired, an appointment should be made with the teacher during non-instructional time. To ensure the safety of pupils and staff and to avoid potential disruptions, all visitors are required to identify themselves to the Principal/designee prior to entering the school grounds. All persons shall register in accordance with state laws and District policy immediately upon entering any school buildings or grounds. All pupils and school personnel will be protected under the Family Rights to Privacy Act.

The District requires all visitors on the campus be processed through The District's Visitor Management System. To be processed all visitors will be required to present a Driver's License or Government Issued Identification. All visitors will be issued a visitor badge and be required to wear the badge while on school grounds. Individual Principals may require a school district employee to accompany the visitor. Visitors need to avoid scheduled testing dates. Visitors should not bring preschool children and should remain quietly in the rear of the classroom. No electronic listening or recording device may be used in any classroom, regular or special, without the teacher and Principal/designee's permission. Cell phones should be placed on vibrate or turned off.

**Parent/Guardian Involvement (BP 6020, available online):** The Governing Board recognizes parents/guardians are their children's first and most influential teachers and that sustained parent/guardian involvement in the education of their children contributes greatly to student achievement and a positive school environment. The Superintendent or designee shall consult with parents/guardians and family members in the development of meaningful opportunities for them to be involved in district and school activities at all grade levels; advisory, decision-making, and advocacy roles; and activities to support learning at home.

Parents/guardians shall be notified of their rights to be informed about and to participate in their children's education and of the opportunities available to them to do so.

The Superintendent or designee shall regularly evaluate and report to the Board on the effectiveness of the district's parent/guardian and family engagement efforts, including, but not limited to, input from parents/guardians, family members, and school staff on the adequacy of involvement opportunities and on barriers that may inhibit participation.










# *SAUSD invites you to* **Visit a Wellness Center**



## *Family* **EVENTS & WORKSHOPS**




 **Academic support**  
- support learning for families  
& community



## **CLASSES**

 **Physical health**  
 **Mental health**  
 **Child development**  
 **Health & well being**

 **Academic expectations**  
 **Engagement & personal development**

## **RESOURCES**

 **Food assistance**  
 **Where to get medical help?**  
 **Academic materials**

 **Medi-Cal support**  
 **Referrals to community services and agencies**

**Nurturing healthy and academically  
successful children**



**FACE**  
Family and Community Engagement  
Unit, San Antonio Independent School District

**714-558-5677** [www.sausd.us](http://www.sausd.us)

*All schools in SAUSD*

## **PARENTAL EXCEPTION WAIVER OPTION-ENGLISH LEARNERS**

**WAIVER OF ENGLISH LANGUAGE INSTRUCTION** (EC §310, 5 CCR §11309): California law generally requires that all public-school children shall be taught English by being taught in English. However, this English language requirement may be waived with the prior written informed consent to be provided annually by the child's parent/guardian. Such informed consent requires that the parent/guardian personally visit the school to apply for the waiver. Under such parental waiver conditions, children may be transferred to classes where they are taught English and other subjects through bilingual education techniques or other generally recognized educational methodologies permitted by law. Please see the school Principal for additional information.

## **PUPIL CONDUCT STANDARDS**

**PUPIL CODE OF BEHAVIOR:** Pupils have the responsibility to exercise self-discipline so that a good learning environment can be maintained, and the rights of all individuals are respected. Pupils understand that they shall be held responsible for understanding and complying with the Pupil Code of Behavior. They also understand that, should they violate any part of this code, they will be subject to disciplinary action which can include suspension and/ or expulsion.

They further understand and agree that they will:

1. Demonstrate acceptable behavior in the classroom, on the school grounds and on the way to and from school.
2. Follow all directions of the classroom teacher and other school staff, obey the rules and regulations of each classroom, and avoid disturbing others.
3. Comply with the school dress code.
4. Make every possible effort to complete work assigned, makeup work missed due to absences, and complete the required course of study.
5. Attend class on time, every day, ready to learn unless ill or with a valid excuse.
6. At no time make any threat to commit, attempt to commit, or commit any physical violence against school personnel or other pupils. Bullying is not tolerated.
7. At no time deface, damage, destroy, steal, or litter school district property or the property of other persons.



8. At no time use profane or vulgar language or make obscene or suggestive gestures.
9. At no time loiter on or near school grounds.
10. At no time use, possess, or distribute tobacco, any controlled substance (including marijuana), narcotics, alcohol, or intoxicants, weapons, or other contraband on a school campus or while under the jurisdiction of the school.
11. At no time possess or distribute "look alike" drug substances or drug paraphernalia.
12. At no time participate in any form of "hazing."

All pupils are reminded that they are subject to complying with the Code of Pupil Behavior at all times while under the jurisdiction of the school. This includes attendance at school functions (whether on or off campus), during the lunch hour, and while going to school from home and returning to home from school. A copy of this document can be found at your child's school site.

**RULES PERTAINING TO PUPIL DISCIPLINE**(EC §35291, §48980): The District Board of Education has prescribed rules for the government and discipline of the schools, public and/or private, under the Board's jurisdiction. Rules pertaining to pupil discipline are set forth in **BP/AR 5144 and 5144.1**. Documents are available online and at each school site.

**DUTY CONCERNING CONDUCT OF PUPILS**(EC §44807): Every District teacher has a responsibility to hold pupils to a strict account for their conduct on the way to and from school, on the playgrounds, or during recess.

**ATTENDANCE OF SUSPENDED CHILD'S PARENT/GUARDIAN**(EC §48900.1, LC §230.7): The District Board of Education has adopted a policy authorizing teachers to require the parent/guardian of a pupil who has been suspended by a teacher, to attend a portion of a school day in the child's classroom. No employer may dismiss or in any manner discriminate against an employee for taking time off from work to comply with this requirement.

**DUTIES OF PUPILS**(EC §48908, 5CCR§300): Every pupil must attend punctually and regularly, conform to the regulations of the school, obey promptly all the directions of his/her teacher and others in authority, observe good order and propriety of deportment, be diligent in study, be respectful to his/her teacher and others in authority, be kind and courteous to schoolmates, and refrain entirely from the use of profane and vulgar language.

**DRESS STANDARDS** (EC §35181, §35183, §35183.5 §35291, §48900, §48907, §48908, §48980, §48984 and §51101): As set forth in **BP/AR 5132** the District Board of Education has approved that pupils are required to show proper attention to persona cleanliness, health, safety, neatness, and suitability of clothing and appearance for school activities. The general guidelines dress and grooming for school attire:

1. Clothing must be free from tears, rips, holes, etc.
2. Clothing should not be oversized.
3. Pants must fit, cannot be oversized, and must be hemmed.
4. Socks will not be pulled up to meet bottom of shorts. There should be no visible initials, insignias, pictures, or logos on clothing, except for school logos.
5. Shoes must be worn at all times and must be enclosed. Steel toes or western-type boots are not to be worn.
6. Colored or thick shoelaces and black gloves are not permitted.
7. Bandanas, hair nets, and beanies are not permitted. Only those students, with the approval from the principal because of medical/religious purposes may have an exception. Hoodies worn over the head may be permitted outdoors during inclement weather.
8. Hats are not to be worn indoors. No baseball caps other than school issued ones will be permitted.
9. Visible jewelry is limited to small watches, rings, necklaces, and bracelets; earrings should be a small stud or a hoop no larger than a dime. Wallet chains, and/or spiked and sharp jewelry are not allowed. Gang slogans and graffiti will not be allowed on backpacks or purses.
10. No shirts with gang, drug, graffiti, or sexual connotations including OC or SA in old English lettering.
11. Jerseys or shirts with team logos are not allowed.
12. No belt buckles with logos or initials (including anything related to weapons, drugs, or of a sexual nature) are allowed.
13. Hair shall be clean and neatly groomed. Hair may not be sprayed by any coloring that would drip when wet.

An occasional "spirit day" may be declared by the site, at which time students may choose to wear school logo shirts, spirit shirts, or special activity shirts.

Parents who choose not to have their students wear uniforms may be exempt from this policy by: a) requesting an exemption form in the local school office; b) completing the application; and c) submitting it to the designated administrator at the student's school. Any student who applies for exemption from the Mandatory Uniform Policy must comply with the previously established District Dress Code (**AR 5132**). No student shall be suspended from class or from school, be expelled from school, or received a lowered grade as a result of not complying with Board policy[**AR 5132.5 (b)**].

**GRAFFITI**: It is unlawful to paint, draw, or mark graffiti on or in the facilities or vehicles of any governmental entity, including schools. Pupils who do so may be subject to discipline.

**HOMEWORK**: It is the practice of the Santa Ana Unified School District that pupils should not be penalized academically for disciplinary infractions. Thus, for most suspensions and for all expulsion recommendations, pupils have a right to request and complete homework assignments while out of school due to a suspension or pending an expulsion hearing. Parents/guardians should contact the school for additional information.

## PUPIL DISCIPLINE GUIDELINES

**PROGRESSIVE DISCIPLINE** (BP 5144 & 5144.1: EC §48900): The District Board of Education has adopted a progressive discipline program for all pupils of the Santa Ana Unified School District. Under this policy, misconduct will not be tolerated but will



be dealt with firmly, consistently, and fairly to the extent necessary to ensure a safe and positive learning environment in the classrooms and the campuses. In order to keep students actively engaged in their instructional program and minimize the loss of instructional time, the District supports the use of interventions and alternatives to suspensions, to address and redirect student behavior issues. Principals and school site administrators may use their discretion to provide alternatives to suspension or expulsion that are age appropriate and designed to address and correct the pupil's specific misbehavior, in accordance with applicable law and policy. Such interventions will be documented and included in the pupil record. Interventions may not be feasible in instances where the pupil's presence causes a danger to persons or if the pupil engages in a first time offense which violates **EC §48900 (a), (b), (c), (d), or (e)**.

Interventions to correct the pupil's misbehavior may include the following:

1. A conference between school personnel, the pupil's parent or guardian, and if appropriate, the pupil;
2. Referrals to a school counselor, psychologist, or other school support service personnel for counseling and/or case Management, such as SST or COST team;
3. If appropriate, a referral for a comprehensive psychosocial or psycho-educational assessment, including for purposes of creating an individualized education program, or a plan adopted pursuant to Section 504 of the federal Rehabilitation Act of 1973;
4. Enrollment in a program for teaching pro-social behavior or anger management or class lessons to focus on behavior expectations;
5. Participation in a restorative practice program;
6. Interventions that are part of the school wide discipline plan and positive behavior and intervention supports approach such as Check In and Check Out; Check and Connect;
7. Referrals to after-school programs or services that address specific behavioral issues or expose pupils to positive activities and behaviors, including, but not limited to, those operated in collaboration with local parent and community groups;
8. Mentoring; and
9. Community service activities.

**DISCIPLINE TRANSFERS (EC §48432.5, BP and AR 5144):** Serious disciplinary infractions or a continuing pattern of behavioral problems may warrant transferring a pupil to another District school on an involuntary basis. In most cases, the pupil will be referred to the Pupil Placement Committee (PPC) for a hearing to determine whether or not to transfer the pupil. If an involuntary transfer is recommended and a parent was not in attendance of the PPC or similar hearing, the parent(s) must be informed in writing of both the involuntary transfer and their right to appeal.

**GROUNDINGS FOR SUSPENSION AND EXPULSIONS UNDER SECTION (EC §48900):**

- (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 use or possession by a pupil of his or her own prescription products.
- (i) Committed an obscene act or engaged in habitual profanity or vulgarity.
- (j) Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell drug paraphernalia, as defined in Section 11014.5 of the Health and Safety Code.
- (k) 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, limited to grades 9-12 for suspensions, no expulsions under this ground.
- (l) Knowingly received stolen school property or private property.
- (m) Possessed an imitation firearm. As used in this section, "imitation firearm" means a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.
- (n) Committed or attempted to commit a sexual assault as defined in Section 261, 266c, 286, 288, 288a, or 289 of the Penal Code or committed a sexual battery as defined in Section 243.4 of the Penal Code.
- (o) Harassed, threatened, or intimidated a pupil who is a complaining witness or a witness in a school disciplinary proceeding for 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 pre-initiation into a pupil organization or body, whether or not the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to a former, current, or prospective pupil. For purposes of this subdivision, "hazing" does not include athletic events or school-sanctioned events.



- (r) Engaged in an act of bullying. For purposes of this subdivision, the following terms have the following meanings:
- (1) "Bullying" means any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, and including one or more acts committed by a pupil or group of pupils as defined in Section 48900.2, 48900.3, or 48900.4, directed toward one or more pupils that has or can be reasonably predicted to have the effect of one or more of the following:
    - (A) Placing a reasonable pupil or pupils in fear of harm to that pupil's or those pupils' person or property,
    - (B) causing a reasonable pupil to experience a substantially detrimental effect on his or her physical or mental health,
    - (C) causing a reasonable pupil to experience substantial interference with his or her academic performance, or
    - (D) causing a reasonable pupil to experience substantial interference with his or her ability to participate in or benefit from the services, activities, or privileges provided by a school.
  - (2) "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, 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. Notwithstanding paragraph (1) and subparagraph (A), an electronic act shall not constitute pervasive conduct solely on the basis that it has been transmitted on the Internet or is currently posted on the Internet.
  - (3) "Reasonable pupil" means a pupil, including, but not limited to, an exceptional needs pupil, who exercises average care, skill, and judgment in conduct for a person of his or her age, or for a person of his or her age with his or her exceptional needs.
- (s) A pupil shall not be suspended or expelled for any of the acts enumerated in this section, unless 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 may use his or her discretion to provide alternatives to suspension or expulsion that are age appropriate and designed to address and correct the pupil's specific misbehavior as specified in Section 48900.5.
- (w) It is the intent of the Legislature that alternatives to suspension or expulsion be imposed against a pupil who is truant, tardy, or otherwise absent from school activities.

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 EC 212.5 (Grades 4-12 only).

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

In addition to the reasons set forth in Sections 48900 and 48900.2, a pupil in any of grades 4-12, inclusive, may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has intentionally engaged in harassment, threats, or intimidation, directed 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 a substantial disorder and invading the rights of either school personnel or pupils by creating an intimidating or hostile educational environment. (Grades 4-12 only) 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, school property or both.

**MANDATORY REFERRALS FOR EXPULSION(****EC §48915(c)****):** Possession of weapons, possession of explosives, brandishing a knife at another person, drug selling, and/or sexual assault and battery are in violation of Board policy and the law and will result in a mandatory referral for expulsion. We encourage parents to hold frank and open discussions with their children about the implications of violating the SAUSD student discipline policy and the reason for its existence: their safety and that of others. Appreciation for different cultures and peaceful ways to resolve conflict will continue to be stressed. We urge parents to reinforce such ideas and strategies during home discussions. The District is committed to the safety of pupils and employees, and believes parents and schools must always stress maintaining a safe, secure, and nurturing school environment.

#### **PUPIL RECORDS**

**[EC§49063, §49069&§49073,20 USC§1232(g)&§7908, 5CCR§431(e),34 CFR §99.7]**

**TRANSFER OF PUPIL ACADEMIC RECORDS:**The law requires the transfer (or a copy) of a pupil's permanent record within 10 school days to the school in which a pupil intends to enroll.

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

**RESPONSIBLE OFFICIALS:**Your child's Principal is responsible for the maintenance of pupil records located at your child's school. For pupil records maintained at the District office, the responsible official is the Director of Support Services at (714) 433-3481.

**LOCATION OF LOG/RECORD:**The law requires that a log or record be maintained for each pupil's record that lists all persons, agencies, or organizations requesting or receiving information from the record and the legitimate interests therefore. For records maintained at your child's school, the log is located in the Principal's office. For records maintained at the District office, the log is located at 1629 S. Center Street in the Support Services office.

**SCHOOL OFFICIALS AND EMPLOYEES/LEGITIMATE EDUCATIONAL INTERESTS:**School officials and employees who are authorized to review pupil records are school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, certificated employee, or support staff member (including, but not limited to, para-educator, health or medical staff and school law enforcement personnel); a person serving on the District Board of Education; members of a school attendance review board, a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, educational consultant or therapist); an agency caseworker of a state or local child welfare agency that has legal responsibility for the care and protection of a pupil, other public agencies providing services to pupils as well as employees of other public schools or school systems where educational programs leading to high school graduation are provided or where a District pupil intends to or is directed to enroll; a minor's counsel of record. Access to pupil records is permitted only for records that are relevant to the legitimate educational interests of the requester. Upon request, the District discloses educational records, without consent, to officials of another school district in which the pupil seeks or intends to enroll. Legitimate educational interests are described in **California Education Code section 49076 and in District Board Policy 5125.1.**

**RIGHT OF ACCESS AND REVIEW/EXPUNGEMENT:**You have an absolute right to access any and all pupil records related to your child, which are maintained by the District. A homeless child or youth or an unaccompanied youth who is 14 years of age or older may access his/her pupil records. If you wish to review records located at your child's school, please contact the Principal's office, or submit a written request that identifies the record(s) you wish to inspect. If you wish to review records located at the District office, please contact the Director of Support Services. The Principal or District office has five (5) business days from the day of the receipt of a request to provide access to the records. Upon satisfactory completion of the rehabilitation assignment of a pupil whose expulsion has been suspended by the District Board of Education, the Board may order the expungement of any or all records of the expulsion proceedings. If the Orange County Board of Education enters an order reversing the decision of the District Board of Education to expel a pupil, the County Board may direct the District Board of Education to expunge the record of the pupil and records of the District of any references to the expulsion action. When you submit a written revocation of consent after the initial provision of Special Education and related services for your child, the District is not required to amend the education records of your child to remove any reference to your child's receipt of Special Education and services.

**CHALLENGING THE CONTENT OF RECORDS:** You have the right to challenge the content of any pupil record by filing a written request with the District Superintendent to correct or remove any information recorded in the written records concerning your child which you allege to be any of the following: (1) inaccurate, (2) 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.

**COMPLAINTS(20 USC §1232g):** You 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.

**STATEMENT OR RESPONSE TO DISCIPLINARY ACTIONS:** Whenever information is included in a pupil record concerning any disciplinary action taken in connection with your child, you have the right to include a written statement or response concerning the disciplinary action in your child's pupil record.

**DESTRUCTION OF PUPIL RECORDS:**The Board of Education of the District is required to retain indefinitely the original or an exact copy of mandatory permanent pupil records (Class 1 - Permanent Records) which schools have been directed to compile by California regulations; maintain for stipulated periods of time mandatory interim pupil records (Class 2 - Optional Records) until the information is no longer needed to provide educational services to a child and are retained until reclassified as Class 3 –



Disposable Records, and then destroyed as per California regulations. **(5 CCR §432)** Prior to destroying pupil records of a child who has received Special Education services, the IDEA requires parental notification when the District decides that personally identifiable information is no longer needed to provide educational services to a child. Once parents/guardians have been notified that personally identifiable information is no longer needed, they have the option of requesting access to and/or copies of pupil records prior to destruction, and to request that pupil records be destroyed, unless the District determines that the information could be needed to provide educational services in the future or is needed for auditing purposes. **(34 CFR §300.624, 5 CCR §16026)** Unless classified as permanent records, all other pupil records are destroyed five years after the information is no longer needed to provide educational services. **(5 CCR §16027)**

**RELEASE OF DIRECTORY INFORMATION(5 CCR §49073):** "Directory Information" means one or more of the following items: pupil's name, address, telephone number, date of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous public or private school attended by the pupil. The District has determined that the following individuals, officials, or organizations may receive directory information: PTO/PTA, Coordinating Council, School Site Council, and any law enforcement agency to aid in crime investigation. Directory information may also be disclosed to outside organizations without your prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks; a playbill, showing your pupil's role in a drama production; Honor roll or other recognition lists; graduation programs and sports activity sheets. However, no information may be released to a private profit-making entity other than employers, prospective employers, and representatives of the news media, including, but not limited to, newspapers, magazines, and radio and television stations. The names and addresses of pupils enrolled in grade 12 or who have terminated enrollment prior to graduation may be provided to a private school or college. No directory information regarding your child may be released if you notify the District that the information shall not be released. Please submit a written notice to the Principal of your child's school if you wish to deny access to directory information concerning your child. Release of directory information of a homeless child or youth is prohibited unless a parent or eligible pupil has given written consent that such information may be released. Upon written request of a parent, minutes of a school board meeting shall not include directory or personal information of a pupil or a parent.

**STATEWIDE LONGITUDINAL EDUCATION DATA (5 CCR §49079.5):** Authorizes Legislature and researchers to access state longitudinal pupil data for purposes of improving education and evaluating effectiveness of instructional materials in a manner that complies with FERPA and state privacy laws of pupil records.

**CALPADS (5 CCR §49079.6):** Authorizes California Department of Education (CDE) to act on behalf of school districts under the Family Educational Rights and Privacy Act (FERPA) in authorizing the release of pupil data to researchers in accordance with established procedures.

**RELEASE OF INFORMATION TO MILITARY RECRUITERS (20 USC §7908):** Federal law requires school districts to provide, on a request made by military recruiters or an institution of higher education, access to secondary school pupils' names, addresses and telephone listings. However, you have the right to request that your child's name, address, and telephone listing shall not be released without your prior written consent. Please submit a written notice to your child's school Principal if you wish to deny access to this information.

**FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT ("FERPA," 20 USC §1232g):** United States law set forth in FERPA grants parents certain rights with respect to their pupil's records. For a summary of your rights under FERPA please review the notification below.

**NOTIFICATION OF RIGHTS UNDER FERPA:**The Family Educational Rights and Privacy Act (FERPA) and California law affords parents and pupils over 18 years of age ("eligible pupils") certain rights with respect to the pupil's education records. These rights are:

1. The right to inspect and review the pupil's education records maintained by the school. These rights transfer to the eligible student when he/she reaches the age of 18 or attends a school beyond the high school level. Parents or eligible pupils should submit to the school Principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible pupil of the time and place where the records may be inspected. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
2. The right to request that a school correct the pupil's education records that the parent or eligible pupil believes are inaccurate, misleading, or otherwise in violation of the pupil's privacy rights under FERPA. Parents or eligible pupils who wish to ask the school to correct a record should write the school Principal [or appropriate school official], clearly identify the part of the record they want corrected and specify why it should be corrected. If the school decides not to amend the record as requested by the parent or eligible pupil, the school will notify the parent or eligible pupil of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible pupil when notified of the right to a hearing. After the hearing, if the school still decides not to amend the records, the parent or eligible student has the right to place a statement with the records setting forth his/her view about the contested information.
3. Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education records. However, FERPA permits schools to disclose those records, without consent, to the following parties or under the following conditions: School officials with legitimate education interest; Other schools to which a student is transferring; Specified officials for audit or evaluation purposes; Appropriate parties in connection with financial aid to a student; Organizations conducting certain studies for or on behalf of the school; Accrediting organizations; To comply with a judicial order or lawfully issued subpoena; Appropriate officials in cases of health and safety emergencies; and State and local authorities, within a juvenile justice system, pursuant to specific State law. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the school discloses education records



without consent to officials of another school district in which a student seeks or intends to enroll or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date of birth, email address, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous public private school attended by the student. However, schools must inform parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. School official must notify parents and eligible students annually of their rights under FERPA. The actual means of notification is left to the discretion of each school.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. The name and address of the office that administers FERPA are: **Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20212-5901.**

## RESTROOMS

All schools with grades 6 to 12 will stock 50% of restrooms with feminine hygiene products free of charge.

## SECTION 504

**SECTION 504 OF THE REHABILITATION ACT OF 1973:** Section 504 prohibits discrimination on the basis of disability. Under Section 504, the district must provide a free appropriate public education for pupils who need or are believed to be in need of Special Education or related services because of a potential disabling condition. The district is required to provide regular education, Special Education services, related educational accommodations, and/or other services designed to meet those pupils' individual educational needs. Upon identification of potential Section 504 eligibility by the parents, guardians, school staff, as a result of a Student Success Team (SST) or by other means, the district will evaluate each pupil so identified and convene an Individualized Education Plan (IEP) (if eligible for Special Education services) or other multidisciplinary team to ensure appropriate educational programs and/or services. The Santa Ana Unified School District has established a system of procedural safeguards under Section 504 with respect to the identification, evaluation, and educational placement of persons, who, because of their disability, needs or are believed to need Special Education or related services. This system of procedural safeguards includes notice, an opportunity to examine relevant records, an impartial hearing with opportunity for participation by the pupil's parents or guardian and representation by counsel, and a review procedure. The coordinator of this policy is the Director of Special Education at the District Office, 1601 E. Chestnut Avenue, Santa Ana, CA 92701, (714) 558-5551.

**SECTION 504 HEARING:** Whenever a parent or guardian of a disabled child who is not in Special Education but who, because of his or her disability, needs or is believed to need Special Education or related services, wishes to challenge District action taken with respect to the identification, evaluation, or educational placement of a pupil, the parent or guardian may file a complaint. For filing complaints pursuant to this policy by parents or guardians, the complaint must be in writing and must be signed by the parent or guardian.

The Director of Special Education (the District 504 Coordinator) or designee will promptly attempt to resolve the matter among the affected parties by meeting informally with the parent or guardian within 10 days of the filing of the complaint. A request for a Section 504 hearing must be filed within 60 calendar days of the date on which the action being appealed occurred. The request shall be made in writing to the District 504 Coordinator, Director of Special Education and shall include:

- The specific nature of the decision(s) made by the District of which the appellant disagrees.
- The specific relief the appellant is seeking through the appeal procedures.

For more information regarding parent's rights when they have a child with a disability, contact the Special Education Department at the District Office (714) 558-5551.

**SECTION 504 COMPLAINT PROCEDURES:** In accordance with **EC §56502**, any individual, public agency, or organization may file a complaint if they believe the school district is not complying with federal or state laws or regulations pertaining Special Education, and/or other related services for a child. A review of the complaint will be made in a timely fashion. A complaint must be in writing and all relevant facts specified. A complaint should be mailed to:

California Department of Education  
Procedural Safeguards Referral Service  
1430 North Street, Suite 2401  
Sacramento, CA 95814  
Parent/Pupil Rights and Responsibilities

Office of Civil Rights, Region IX  
U.S. Department of Education  
50 Beale Street, Suite 7200  
San Francisco, CA 94105

Also, under Section 504 of the Rehabilitation Act of 1973, disabled children are entitled to the same variety of programs and services that children without disabilities enjoy. If parents, pupils, or any adult on behalf of pupils feel discrimination has occurred based upon physical or mental disability, but is not directly related to identification, evaluation, and/or programs developed for a pupil, they may file a discrimination complaint under the District's discrimination complaint procedure or with the Office for Civil Rights, U.S. Department of Education.

## SPECIAL EDUCATION

**CHILD FIND (EC §56300, §56301):** The District has a duty to identify, locate and assess children with disabilities who need Special Education and related services. If you believe that your child needs Special Education and related services, you may initiate a referral for assessment by contacting your child's school and/or the Special Education Department at (714) 558-5551.

**SPECIAL EDUCATION (EC §56000 et seq., 20 USC §1401 et seq.):** Both California and United States law require that a free



appropriate public education (FAPE) in the least restrictive environment (LRE) be offered to qualified pupils with disabilities. Information on pupil eligibility, procedural safeguards, and additional matters is available from the Special Education Department.

The parent and the District shall have the right to electronically record the proceedings of individualized education program meetings on an audio tape recorder. The parent and the District shall notify the members of the individualized education program team of their intent to record a meeting at least 24 hours prior to the meeting. If the District initiates the notice of intent to audiotape record a meeting and the parent objects or refuses to attend the meeting because it will be tape recorded, then the meeting shall not be recorded on an audio tape recorder. Limited exceptions to the above guidelines may be made for special needs situations with prior approval of the Principal/designee.

**RIGHTS OF DISABLED PUPILS AND THEIR PARENTS (EC §56031, §56329):** Under the Individuals with Disabilities Education Act (IDEA) which was formerly known as Public Law 94-142, disabled children between the ages of birth to 21 are entitled to a free and appropriate education, offering the same variety of programs and services that children without disabilities enjoy, including placement in the least restrictive environment. Parents are entitled to receive a full explanation of procedural safeguards and a description of any proposed action regarding their children and the basis for such action. They are also entitled to give voluntary consent for educational assessment and placement and to participate in the annual instructional planning meeting for their children. Parents are entitled to copies of their child's assessment documents and may request an independent educational assessment. Also, under Education Code 56380, parents are entitled to request reviews of individualized education program (IEP) documents. Special Education classes should help the pupil progress and have as much contact with general education pupils as possible. If the programs are unable to do this or if appropriate programs are unavailable in the district, the parent may appeal the placement, have a private diagnosis, or request services in a private nonsectarian school.

**INFORMED PARENTAL CONSENT (EC §56346):** Santa Ana Unified School District will provide in writing parental consent prior to the initial provision of services and consent for placement, as well as information on due process hearings and mediation conferences.

**INITIAL REFERRAL FOR ASSESSMENT (EC §56500.4):** The district will provide prior written notice for other reasons than just initial referral for assessment.

**DISCIPLINE (EC §48915.5):** Disciplinary procedures for Special Education pupils or pupils with disabilities who need or are believed to be in need of Special Education or related services which involve an expulsion recommendation or 10 cumulative days of suspension require an Individualized Education Program (IEP) team meeting to determine whether or not the pupil's behavior was impacted by his/her disability. When such a pupil is recommended for expulsion, the parents must have a 48-hour written notice prior to the pre-expulsion assessment IEP. The total number of consecutive days for which the pupil may be suspended from school may exceed 10 cumulative school days in any school year only in extraordinary circumstances, with the agreement of the parent through an Individualized Education Program meeting or with a court order. Also, a series of suspensions of less than 10 days which create a pattern of behavior may also constitute a change of placement for the pupil. Such changes in placement may only take place with: (a) parental consent; (b) court order; or (c) the following procedure: When suspension results in a change in placement, the District will review relevant information regarding the pupil to determine whether the pupil's misconduct is a manifestation or his/her disabling condition. The local educational agency, the parent, and relevant members of the IEP Team shall review all relevant information in the student's file, including the child's IEP, any teacher observations, and any relevant information provided by the parents to determine: (a) if the conduct in question was caused by, or had a direct and substantial relationship to, the child's disability; or (b) if the conduct in question was the direct result of the local educational agency's failure to implement the IEP.

The manifestation determination meeting is a meeting of the relevant members of the IEP team to determine whether a student with a disability may be expelled or have his placement changed for more than 10 cumulative school days for misconduct. It is to be held within 10 days of the school's decision to expel the student or change his/her placement. At the meeting, the IEP team reviews the relevant information from the student's file, including the IEP and any information from teachers and the parents and then decides two things: (1) was the behavior caused by, or did it have "a direct and substantial relationship" to, the student's disability; and (2) was the behavior the direct result of the district's failure to implement the IEP? [34 CFR §300.530(e)].

**SPECIAL EDUCATION DUE PROCESS HEARING PROCEDURE:** In accordance with Education Code Sections 50501-50507 and 56506, written notice will be provided to parents in English and their native language, if necessary, of specified due process rights. Parents may request a Due Process Hearing if there is a disagreement with the school district in regard to initiating or changing the identification, assessment, educational placement, or the provision of a free, appropriate education for the child. A copy of the request for a Due Process Hearing should also be sent by the parent to the District's Director of Special Education. Requests for Due Process Hearings should be sent in writing to: **Office of Administrative Hearing, Special Education Division, 2349 Gateway Oaks Drive, Suite 200, Sacramento, CA 95833-4231.**

## **TECHNOLOGY AND INTERNET SAFETY**

**PUPIL INTERNET ACCESS:** Pupils and parents must understand that the consequences of violations of the Student Technology Use Policy include but are not limited to: suspension and/or revocation of Internet access, school suspension and/or expulsion, or possible legal action. The Student Technology Use Policy form is available in the Principal's office at your school site.

**PRIVACY:** Computer files and communications over District electronic networks are not private. The District reserves the right to monitor any use of District Technology, including on-line communications, for improper use and/or for regular maintenance of the District's systems.

Students are informed that their parents have the right to request to see their student's computer files at any time.



**PUPIL PERMISSION TO PUBLISH AND/OR SHOW VIDEO:**SAUSD has an active and informative website, as do many schools in the state. All of our schools and the District would like to celebrate special events, achievements, and projects our pupils create as part of their educational experience. As part of your son/daughter's educational program he/she may have the opportunity to be videotaped. The District will publish videos of students, student photographs, or have student work published on the website only with your written permission. Please obtain the permission form at your school site.

**IMPERSONATION: INTERNET(PC §528.5):** Provides that any person who knowingly and without consent credibly impersonates an actual person through or on an Internet website or by other electronic means, as specified, for purposes of harming, intimidating, threatening, or defrauding another person is guilty of a misdemeanor.

**PUPIL USE OF TECHNOLOGY GUIDELINES:**This Handbook provides a general overview the District's "Student Use of Technology" Board Policy 6163.4 and Administrative Regulation 6163.4. It is not meant to take the place of reading the District's "Student Use of Technology" Policy and Administrative Regulation 6163.4.

- A student's parents may be held financially responsible for any harm that may result from the student's intentional misuse of District or Personal Technology.
- Students may use District Technology and the Internet only if their parents have signed a waiver of claims for damages against the District, which is included in the Student Technology Use Policy.

**STUDENT OBLIGATIONS AND RESPONSIBILITIES:**The following provisions refer to District Technology; however, use of Personal Technology also may violate this regulation if the District reasonably believes the conduct or speech will cause actual, material disruption of school activities.

1. Students shall keep passwords, personal account numbers, home addresses, and telephone numbers private. They shall use the system only under their own password or account number.
2. Students shall use District Technology responsibly for educational purposes. Commercial, political, and/or personal use unrelated to an educational purpose is strictly prohibited.
3. Students shall not use District Technology to access, post, submit, publish, or display "material that is harmful to minors," or matter that is threatening, obscene, lewd, vulgar, or disruptive.
4. Students shall not use District Technology to engage in discrimination, harassment, intimidation, or bullying on the basis of actual or perceived disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or any other characteristic.
5. Students shall not use District Technology to engage in hate violence.
6. Students shall not use District Technology to engage in harassment, threats, or intimidation.
7. Students shall not engage in cyberbullying, bullying by means of an electronic act, using District Technology.

**Examples of cyberbullying might include:**

- threats to harm another person;
  - oral or written assaults, such as teasing or name-calling;
  - social isolation or manipulation;
  - posting harassing messages, direct threats, social cruelty or other harmful texts, sounds or images on the Internet, including social networking sites;
  - posting or sharing false or defamatory information about another person;
  - posting or sharing information about another person that is private;
  - pretending to be another person on a social networking site or other electronic communication in order to damage that person's reputation or friendships;
  - posting or sharing photographs of other people without their permission;
  - spreading hurtful or demeaning materials created by another person (i.e., forwarding offensive e-mails or text messages);
  - retaliating against someone for complaining that they have been bullied.
8. Students shall not disclose, use, or disseminate personal identification information about themselves or others when using District Technology. Students should not post or share photographs of other students without the other student's permission.
  9. Students shall not use District Technology to encourage the use of drugs, alcohol, or tobacco, nor shall they promote unethical practices or any activity prohibited by law or Board policy.
  10. Copyrighted material shall be downloaded or shared only in accordance with applicable copyright laws. Any materials utilized for research projects should be given proper credit as with any other printed source of information.
  11. Students shall not intentionally upload, download, or create computer viruses and/or maliciously attempt to harm or destroy District Technology or manipulate the data of any other user, including so-called "hacking."
  12. Students shall not attempt to access or read other users' electronic communication or files, interfere with other users' ability to send, or receive electronic communication, or attempt to delete, copy, modify, or forge other users' communication or files.
  13. Students shall report any security problem or misuse of District or Personal Technology to the teacher or principal. If a student mistakenly accesses inappropriate information, the student must immediately report the matter to a teacher or school administrator.
  14. Students shall not modify or attempt to repair District Technology without prior authorization.
  15. Students shall not connect any personal device in the network, such as wireless access points, routers, hubs, etc.
  16. Students shall not use web-based proxies/anonymizers or software that attempts to make online activity on the Internet untraceable.
  17. Students shall not misuse District or school distribution lists or discussion groups by sending irrelevant messages.
  18. Students may not send, share, view or possess pictures, text messages, e-mails, or other material of an obscene nature in electronic or any other form on Personal Technology at school or school-related activities or using District Technology.
  19. Students acknowledge and agree that as authorized users of District technology, students give specific consent for the District to monitor District technology to ensure compliance with this policy.

**PERSONAL MOBILE DEVICES:**

The use of personal mobile devices, such as laptops, cellular phones, tablets, pagers, or other electronic signaling devices, by students on campus is subject to all applicable School and District policies and regulations concerning technology and personal mobile device use.

- Permission to have a mobile device at school is contingent on parent/guardian permission.
- The District accepts no financial responsibility for damage, loss, or theft. Devices should not be left unattended.
- All costs for data plans and fees associated with mobile devices are the responsibility of the student.



- The District does not require the use of personal mobile devices and does not rely on personal devices in its instructional program or extracurricular activities.
- Mobile devices with Internet access capabilities will access the Internet only through the school's filtered network while on school property.
- Use during class time must be limited to instructional purposes.
- Photographs and audio or video recordings may be taken/made only with the express permission of all individuals being photographed or recorded. Recordings made in a classroom require the advance permission of the teacher and the school principal.
- Students may not take, possess, or share obscene photographs or videos.
- Students may not photograph, videotape, or otherwise record teacher-prepared materials, such as tests.
- If the District has reasonable cause to believe the student has violated the law or District policy, the device may be searched by authorized personnel in accordance with legal requirements and/or law enforcement may be contacted.

#### **CONSEQUENCES FOR VIOLATION (BP 6163.4):**

- For purposes of disallowing access to District Technology, the principal or designee shall make all decisions regarding whether or not a student has violated Board policy or administrative regulation. The decision of the principal or designee shall be final.
- Inappropriate use shall result in a cancellation of the student's user privileges, disciplinary action and/or legal action in accordance with law and Board policy. Permission to bring personal mobile devices to school or school activities also may be revoked.

#### **INTERNET OPT OUT:**

Parents/guardians wanting to limit their child's Internet access beyond limited use for required instructional programs and state-required online assessments must complete the SAUSD Student Internet Opt-Out Form on the Parent Portal on the District website. This form, once completed, must be taken to the child's school. A form must be completed and turned in for each child.

### **USE OF PESTICIDES AT SAUSD FACILITIES**

#### **Chemical Pest Management Practices for 2020-2021**

If non-chemical methods are ineffective, the school district will consider pesticides only after careful monitoring indicates that they are needed according to a pre-established action levels and will use pesticides that pose the least possible hazard and are effective in a manner that minimizes risk to people, property and the environment. The integrated pest management plan may be found at the school's webpage. If you have any questions, please call the District's Maintenance and Operations Department at (714) 796-9075.

This district expects the following pesticides (pesticide products and active ingredients) to be applied during the year. (This list includes pesticides that will be applied by school district staff and/or licensed pest control businesses.)

<b>Product</b>	<b>Manufacturer</b>	<b>Purpose</b>	<b>EPA Number</b>	<b>Active Ingredients</b>
Advion Ant Gel	Syngenta	Ants	100-1498	Indoxacarb
Advion Fire Ant Bait	Syngenta	Fire Ants	100-1481	Indoxacarb
Advion Insect Granule	Syngenta	Insects	100-1483	Indoxacarb
Advion Roach Gel Bait	Syngenta	Roaches	100-1484	Indoxacarb
Alpine Roach Bait	BASF	Roaches	499-507	Dinotefuran
Alpine WSG	Whitmore Micro-Gen	Water Soluble Granule Insecticide	499-561	Dinotefuran
ContracBlox	Bell Labs	Rodents	12455-79	Bromadiolone
D-Fense SC	Control Solutions	Insects	53883-276	Deltamethrin
Dimension Ultra 40WP	Dow AgroSciences	Weeds	62719-445-ZA	Dithiopyr
Ditrac All Weather Blox	Bell Labs	Rodents	12455-80	Diphacinone
Drione Dust	Bayer	Insects	432-992	Pyrethrins
Drive XLR8	BASF	Weed control	7969-272-AA	Quinclorac
First Strike Soft Bait	Liphatech	Rodents	7173-258	Difethialone
Florel	Monterey	Plant Growth Regulator	54705-8	Ethephon
Fumitoxin	D&D Holdings	Burrowing Rodents	72959-1	Aluminum Phosphide
Lontrel	Dow Agro Sciences	Broadleaf weed control in the turf	62719-305	clopyralid
Master line	Univar	Insects	73748-7	Bifenthrin
Merit 0.5 G	Bayer	Granular Insecticide	432-1328	Imidacloprid
Motomco Gopher Killer	Bell Labs	Rodents	12455-18	Zinc Phosphide



Product	Manufacturer	Purpose	EPA Number	Active Ingredients
Nibor D	Nisus	insects	64405-8	Disodium Octaborate
Nyguard IGR	MGK	Insect IGR	1021-1603	Pyriproxyfen
Precor IGR	Zoecon	Insects	2724-352	(S)-Methoprene
Pro-Sedge	Nufam	Weeds	228-711	Halosulfuron-methyl
QuikPro	Monsanto	Weeds	524-535	Glyphosate
Ramik Green	Neogen	Rodents	61282-46	Diphacinone
Ramik Oats	Hacco Inc.	Burrowing Rodents	61282-24	Diphacinone
Rodeo Herbicide	Dow Agro	Weeds	62719-324	Glyphosate
RoundUp Pro Max	Monsanto	Herbicide	524-579	Glyphosate
Safari 20 SG	Valent	Insects	86203-11-AA	Dinotefuran
Siesta	BASF	Fire Ants	7969-232	Metaflumizone
Sluggo plus	Monterey	Snails/Slugs	67702-24-54705	Iron Phosphate
Speedzone Southern	Gordon	Weeds	2217-835	2,4-D, 2-Ethylhexyl Ester
Sure Guard SC	Nufarm	Pre-emergent Herbicide	71368-114	Flumioxazin
Suspend SC	Bayer	Insects	432-763	Deltamethrin
Talstar P Pro	FMC	Insecticide	279-3206	Bifenthrin
Tekko Pro	CSI	Insects	53883-335	Pyriproxyfen Novaluron
Tempo SC Ultra	Bayer	Insects	432-1363	Cyfluthrin
Temprid SC	Bayer	Insects	432-1483	Imidacloprid
Terad 3 Bait Blox	Bell Labs	Rodents	12455-106	Cholecalciferol
Termidor SC	BASF	Insects	7969-210	Fipronil
ZP Ag Oats	Bell	Rodents	12455-102-3240	Zinc-Phosphide





# Don't Be Silent . . .



Stop Bullying  
**NOW!**  
**WeTiP** Inc.® Do Tell!

Report it!



Call

## 1.800.78.CRIME

1 8 0 0 7 8 2 7 4 6 3

No one will know who you are. Not us . . . Not ever!



# Don't Be Silent . . .

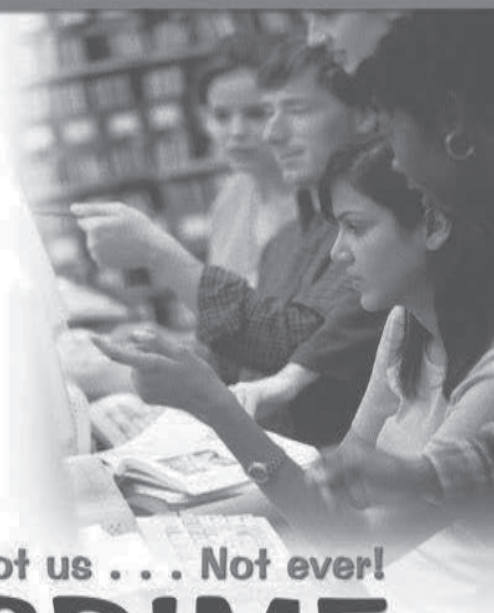


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1 8 0 0 7 8 2 7 4 6 3





## DISTRICT POLICY ON NONDISCRIMINATION, HARASSMENT AND BULLYING

Every student is entitled to a safe school environment free from: discrimination, harassment, intimidation, and bullying. The District's Policy on Bullying can be accessed on the District's website. Copies are available in the main office of each school.

1. The District prohibits bullying. This includes, but is not limited to: discrimination, harassment, intimidation and bullying against an individual or group based on the actual or perceived characteristics set forth in Penal Code section 422.55 and Education Code section 220, and race, color, ancestry, nationality, national origin, ethnic group identification, age, religion, marital, pregnancy, or actual or potential parental, family or marital status, physical or mental disability, sex, sexual orientation, gender, gender identity or expression, or genetic information; a 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. Bullying is defined in Education Code section 48900(r).
2. School personnel must immediately intervene if they witness an act of discrimination, harassment, intimidation, or bullying provided it is safe to do so. School personnel must report such acts as soon as practically possible to the principal/designee.
3. Acts of discrimination or bullying should be brought to the attention of the principal.
4. You may make an anonymous complaint by contacting the principal or the District's Nondiscrimination Coordinator, Director, Support Services. If there is sufficient corroborating information, the District will commence an investigation.
5. Complaints of bullying or discrimination will be considered confidential. However, it may be necessary to disclose certain information in order to effectively investigate.
6. Students who violate the District's policies on bullying or discrimination may be subject to discipline, including suspension and expulsion.
7. The District prohibits retaliation against individuals who make complaints of bullying or discrimination or provide information related to such complaints.
8. Students and parents may also contact either the District's Nondiscrimination or Anti-Bullying Coordinator at (714) 433-3481.

**The District prohibits bullying. You may make an anonymous complaint by contacting the principal, calling the anonymous hotline above or sending an email to [pss@saUSD.us](mailto:pss@saUSD.us). Complaints of bullying or discrimination will be considered confidential. However, it may be necessary to disclose certain information in order to effectively investigate.**



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Santa Ana Unified School District



# **Know Your Educational Rights**

## **Your Child Has the Right to a Free Public Education**

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

## **Information Required for School Enrollment**

- When enrolling a child, schools must accept a variety of documents from the student's parent or guardian to demonstrate proof of child's age or residency.
- You never have to provide information about citizenship/immigration status to have your child enrolled in school. Also, you never have to provide a Social Security number to have your child enrolled in school.

## **Confidentiality of Personal Information**

- Federal and state laws protect student education records and personal information. These laws generally require that schools get written consent from parents or guardians before releasing student information, unless the release of information is for educational purposes, is already public, or is in response to a court order or subpoena.
- Some schools collect and provide publicly basic student "directory information." If they do, then each year, your child's school district must provide parents/guardians with written notice of the school's directory information policy, and let you know of your option to refuse release of your child's information in the directory.

## **Family Safety Plans if You Are Detained or Deported**

- You have the option to provide your child's school with emergency contact information, including the information of secondary contacts, to identify a trusted adult guardian who can care for your child in the event you are detained or deported.
- You have the option to complete a Caregiver's Authorization Affidavit or a Petition for Appointment of Temporary Guardian of the Person, which may enable a trusted adult the authority to make educational and medical decisions for your child.

## **Right to File a Complaint**

Your child has the right to report a hate crime or file a complaint to the school district if he or she is discriminated against, harassed, intimidated, or bullied on the basis of his or her actual or perceived nationality, ethnicity, or immigration status.



PARENTS: Please complete the information below with your child so that you can easily contact your child's school, teacher, principal, etc. The office staff at your child's school would be pleased to help you with this information.

My Child's School: \_\_\_\_\_ School Address: \_\_\_\_\_

School Phone Number: \_\_\_\_\_ Principal's Name: \_\_\_\_\_

Teacher's Name: \_\_\_\_\_



### ACKNOWLEDGMENT

**PARENTS:** Please sign, clip off, and return this slip to your child's school. Your signature does not necessarily indicate approval of any section in the Parent-Student Rights and Responsibilities Handbook, but merely indicates you have received the information.

Signature of Parent or Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

Name of Student (please print): \_\_\_\_\_

School: \_\_\_\_\_ Grade: \_\_\_\_\_