



PUPIL



Parent — Pupil Rights and Responsibilities Handbook

2013-2014

Santa Ana Unified School District

1601 East Chestnut Avenue

Santa Ana, California 92701

(714) 558-5501 • FAX (714) 558-5610

<http://www.sausd.us>

The Seven Building Blocks to SAUSD Success

Preparing All Students to be College and Career Ready

Clear Focus on Learning

Establish a specific vision of what high-quality, personalized learning and instruction looks like inside classrooms based on Common Core State Standards.

Comprehensive Accountability

Assess student learning to inform practice and monitor implementation of best practices.

Climate

Ensure safety of students and staff; and build trusting relationships that are driven by the core values of Respect, Responsibility, and Results.

Capital

Effectively and efficiently align fiscal, physical and personnel resources to support and ensure student learning.



Santa Ana Unified School District
Office of the Superintendent

Communication

Develop, define and deepen understanding of the District's vision internally and with our community through the creation of a unified message, including avenues for two-way communication.

Community and Parent Involvement

Establish transparent, credible processes for community and stakeholder involvement. Seek and promote partnerships with parent groups, community groups and community leaders.

Commitment and Capacity

Ensure that all employees feel valued and enact the instructional vision through professional training, implementation, support, and monitoring of performance to strengthen student achievement.



SANTA ANA UNIFIED SCHOOL DISTRICT

BOARD OF EDUCATION

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

Board Meeting Location
1601 East Chestnut Avenue
Santa Ana, California 92701

Board Members

José Alfredo Hernández, J.D.,
President

Rob Richardson,
Vice-President

Audrey Yamagata-Noji, Ph.D.,
Clerk

John Palacio,
Member

Cecilia "Ceci" Iglesias,
Member

Board Recording Secretary

Cynthia Gastelo
714-558-5515
cynthia.gastelo@sausd.us

DEAR PARENT/GUARDIAN:

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.

Education Code section 48982 requires that this notice be signed by the parent/guardian and returned to your child's school. Your signature on this notice is an acknowledgment that you have received the notice and have been informed of your rights, but the signature does not indicate that consent to participate in any particular program has been either given or withheld.

Please sign and return the acknowledgment on page 36 of this notice.

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.

ADMINISTRATION

Doreen Lohnes, Assistant Superintendent, Support Services
Heidi Cisneros, Executive Director, Pupil Support Services
Sonia Rodarte-Llamas, Ed.D, Director, School Climate



Santa Ana Unified School District

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

DIRECTORY

ELEMENTARY SCHOOLS (Info. in parenthesis for in-District use).....Address.....Zip Code

430-5900 (45900)	Adams (50)	2130 S. Raitt St.	92704
564-2000 (42000)	Carver (95)	1401 W. Santa Ana Blvd.	92703
564-2200 (42200)	Davis (45)	1405 French St.	92701
480-8100 (58100)	Diamond (51)	1450 S. Center St.	92704
479-6900 (46900)	Edison (52)	2063 Orange Ave.	92707
431-1500 (61500)	Esqueda (44)	2240 S. Main St.	92707
564-2900 (42900)	Franklin (62)	210 W. Cubbon St.	92701
972-4300 (44300)	Fremont (54)	1930 W. Tenth St.	92703
972-5300 (45300)	Garfield (94)	850 Brown St.	92701
558-3400 (43400)	Greenville Fundamental (70)	3600 S. Raitt St.	92704
430-6200 (66200)	Harvey (55)	1635 S. Center St.	92704
953-3800 (63800)	Heninger (93)	417 W. Walnut St.	92701
568-9600 (49600)	Heroes (96)	1111 Civic Center Dr.	92703
564-2100 (42100)	Hoover (56)	408 E. Santa Clara Ave.	92706
569-3500 (43500)	Jackson (57)	1143 Nakoma Dr.	92704
431-3800 (43800)	Jefferson (58)	1522 W. Adams St.	92704
972-5700 (45700)	Kennedy (92)	1300 E. McFadden Ave.	92705
972-6000 (46000)	King (98)	1001 S. Graham Ln.	92703
972-6200 (46200)	Lincoln (59)	425 S. Sullivan St.	92704
972-6300 (46300)	Lowell (60)	700 S. Flower St.	92703
972-6400 (46400)	Madison (61)	1124 E. Hobart St.	92707
480-8000 (58000)	Martin (63)	939 W. Wilshire Ave.	92707
431-3900 (43900)	Monroe (64)	417 E. Central Ave.	92707
564-8500 (48500)	Monte Vista (65)	2116 Monta Vista Ave.	92704
972-6700 (46700)	Muir Fundamental (66)	1951 N. Mabury St.	92705
972-7500 (47500)	Pio Pico (43)	931 W. Highland St.	92703
972-7600 (47600)	Remington (75)	1325 E. Fourth St.	92701
564-8000 (48000)	Romero-Cruz (102)	1512 W. Santa Ana Blvd.	92703
564-1200 (41200)	Roosevelt (67)	501 S. Halladay St.	92701
564-8400 (48400)	Santiago (68)	2212 N. Baker St.	92706
433-6500 (46500)	Sepulveda (69)	1801 S. Poplar St.	92704
431-7700 (47700)	Taft (73)/ Taft/D.H.H. (73)	500 W. Keller Ave.	92707
430-5800 (45800)	Thorpe Fundamental (42)	2450 W. Alton Ave.	92704
647-2800 (42800)	Walker (97)	811 E. Bishop Ave.	92701
445-5100 (45100)	Washington (71)	910 Anahurst Pl.	92707
564-8100 (48100)	Wilson (72)	1317 N. Baker St.	92706

INTERMEDIATE SCHOOLS

480-4100 (64100)	Carr (83)	2120 W. Edinger Ave.	92704
567-3300 (53300)	Lathrop (80)	1111 S. Broadway St.	92707
568-7700 (57700)	MacArthur Fundamental (79)	600 W. Alton Ave.	92707
435-3700 (53700)	McFadden (85)	2701 S. Raitt St.	92704
972-7800 (47800)	Mendez Fundamental (101)	2000 N. Bristol St.	92706
567-3500 (63500)	Sierra Preparatory Academy (78)	2021 N. Grand Ave.	92705
480-2200 (52200)	Spurgeon (87)	2701 W. Fifth St.	92703
558-5100 (75100)	Villa Fundamental (88)	1441 E. Chestnut Ave.	92701
480-4800 (54800)	Willard (84)	1342 N. Ross St.	92706

HIGH SCHOOLS

568-7000 (67000)	Century (90)	1401 S. Grand Ave.	92705
430-5700 (65700)	Chavez (91)	2128 S. Cypress Ave.	92707
433-6600 (66600)	Godinez (100)	3002 Centennial Rd.	92704
648-2900 (72900)	Lorin Griset Academy (076)	1915 W. McFadden Ave.	92704
953-3900 (53900)	Middle College (103)	1530 W. 17th St.	92706
569-6300 (66300)	Saddleback (86)	2802 S. Flower St.	92707
567-4900 (64900)	Santa Ana (81)	520 W. Walnut St.	92701
241-5000 (65000)	Segerstrom (116)	2301 W. MacArthur Blvd.	92704
241-6410 (66410)	Valley (82)	1801 S. Greenville St.	92704

DISTRICT SUPPORT CENTERS.....Address.....Zip Code

796-9075 (79075)	Building Services	750 N. Fairview St.	92703
433-3481 (73481)	Pupil Support Services (PSS)	1629 S. Center St.	92704
433-3489 (73489)	Registration & Testing Center	1629 S. Center St.	92704
433-3445 (73445)	Student Discipline Services	1629 S. Center St.	92704

EARLY CHILDHOOD EDUCATION PROGRAMS

431-7542 (67542)	Pre-School Programs	1629 S. Center St.	92704
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CAL-SAFE PROGRAM

431-7540 (67540)	Cal-SAFE	1629 S. Center St.	92704
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HEAD START PROGRAM

431-7576 (67576)	Head Start	1629 S. Center St.	92704
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ENGLISH LEARNER (EL) PROGRAMS

558-5855 (75865)	EL Programs	1601 E. Chestnut Ave.	92701
558-5622 (75622)	Migrant Education	1601 E. Chestnut Ave.	92701
558-5720 (75720)	Parent Involvement	1601 E. Chestnut Ave.	92701
558-5668 (75668)	Supplemental Educational Services (SES)	1601 E. Chestnut Ave.	92701
558-5622 (75622)	Student Achievement	1601 E. Chestnut Ave.	92701

FOOD SERVICES

431-1900 (41900)	Food Services	1749 E. Carnegie Ave.	92705
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LOGISTICS

796-9045 (79045)	Publications	720 N. Fairview St.	92703
796-9063 (79063)	Warehouse & Delivery	750 N. Fairview St.	92703

ROP

241-6588 (66588)	ROP	1801 S. Greenville	92704
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SCHOOL POLICE

558-5535 (75535)	School Police	1601 E. Chestnut Ave.	92701
558-5732 (75732)	1601 E. Chestnut Ave.	92701
558-5829 (75829)	1601 E. Chestnut Ave.	92701

SPECIAL EDUCATION TRANSITION SERVICES

571-4400 (64400)	Adult Transition (B2)	520 W. Walnut St.	92701
972-6770 (46770)	Workability (TPP)	1801 S. Greenville St.	92704

SPECIAL SCHOOLS/PROGRAMS

796-9018 (79018)	Achievement Reinforcement Center (ARC) Program	804 N. Fairview St.	92703
796-9000 (79000)	Community Day Intermediate/H.S. (104)	804 N. Fairview St.	92703
565-5400 (45400)	Independent Study Program	804 N. Fairview St.	92703
430-5600 (45600)	Mitchell Child Development Ctr. (77)	3001 W. Harvard St.	92704

TECHNOLOGY

480-4741 (74741)	ITC Help Desk	1601 E. Chestnut Ave.	92701
480-4702 (74702)	Information Technology	1601 E. Chestnut Ave.	92701
480-4771 (74771)	Education Technology	1601 E. Chestnut Ave.	92701
480-4784 (74784)	District Librarian	1601 E. Chestnut Ave.	92701
480-4783 (74783)	Instructional Media Center (IMC)	1601 E. Chestnut Ave.	92701
558-5657 (75657)	Educational Broadcasting Services Help Desk	1601 E. Chestnut Ave.	92701

DISTRICT CALENDAR 2013-2014

August 27, 2013	First Day of Instruction
September 2, 2013	Holiday – Labor Day
September 12, 2013	Back-to-School Night - (Elementary Schools)
September 13, 2013	Modified Day - (Elementary Schools)
September 19, 2013	Back-to-School Night - (Intermediate Schools)
September 20, 2013	Modified Day - (Intermediate Schools)
September 25, 2013	Back-to-School Night - (High Schools)
September 27, 2013	Modified Day - (High Schools)
October 4, 2013	Progress Reports - (Intermediate & High Schools)
October 11, 2013	Progress Reports - (Elementary Schools)
October 24, 2013	Parent Conference Day-Student Free Day - (Intermediate Schools)
November 1, 2013	Student Free Day – Professional Development Day
November 5 & 6, 2013	CAHSEE - 11, 12 & 12+ Graders
November 11, 2013	Holiday – Veteran's Day
November 15, 2013	Progress Reports - (Intermediate & High Schools) End of Trimester (60 Days) - (Elementary Schools)
November 25-29, 2013	Non-Instruction – Thanksgiving Recess - (All Sites)
December 9, 2013	Student Free Day – Parent Conferences (Elementary Schools)
December 10-13, 2013	Modified Days – Parent Conferences - (Elementary Schools)
December 20, 2013	Modified Day – (Elementary, Intermediate & High Schools)
December 23, 2013 - January 10, 2014	Non-Instruction – Holiday – Winter Recess - (Elementary, Intermediate & High Schools)
January 20, 2014	Holiday – Martin Luther King, Jr. Day
January 31, 2014	Modified Day – End of Semester – (Intermediate & High Schools)
February 3, 2014	Student Free Day – (High Schools)
February 4 & 5, 2014	CAHSEE - 12 & 12+ ONLY
February 7, 2014	Progress Reports - (Elementary Schools)
February 10, 2014	Holiday – Lincoln's Birthday
February 17, 2014	Holiday – Washington's Birthday
March 14, 2014`	Progress Reports – Modified Day (Intermediate Schools) Progress Reports – (High Schools)
March 18 & 19, 2014	CAHSEE - 10, 11, 12 & 12+ Graders
March 19, 2014	End of Trimester (60 Days) – (Elementary Schools)
March 28 & 31 – April 4, 2014	Modified Days – Parent conferences – (Elementary Schools)
April 3, 2014	Open House – (High Schools)
April 4, 2014	Modified Day – (Intermediate & High Schools)
April 7 – 11, 2014	Non-Instruction – Spring Break (All Sites)
April 17, 2014	Open House – (Elementary Schools)
April 18, 2014	Modified Day – Parent Conferences – (Elementary Schools)
April 24, 2014	Open House – (Intermediate Schools)
April 24, 2014 – May 29, 2014	Testing Window – (Elementary Schools & High Schools)
April 25, 2014	Modified Day – (Intermediate Schools)
April 28, 2014 – May 29, 2014	Testing Window – (Intermediate Schools)
April 30, 2014	Modified Day – (Elementary & Intermediate Schools)
May 2, 2014	Progress Reports – (Intermediate & High Schools)
May 9, 2014	Progress Reports – (Elementary Schools)
May 13 & 14, 2014	CAHSEE - Make-ups 10 & 11 th Graders Test for 12 & 12+ ONLY
May 26, 2014	Holiday – Memorial Day
June 2014	TBD – Graduations and Promotions
June 17 & 18, 2014	Modified Days – (Intermediate & High Schools)
June 19, 2014	Modified Day – Last Day of Instruction – All Sites
June 20, 2014	Student Free Duty Day – All Sites
ALL WEDNESDAY'S	MODIFIED DAYS – (ALL ELEMENTARY AND ALL INTERMEDIATE SITES)

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SANTA ANA UNIFIED SCHOOL DISTRICT

BELIEF STATEMENT

The Santa Ana Unified School District supports:

1. Safe, clean, and supportive learning environments free from physical, verbal, or emotional abuse.
2. Equity in pursuing and experiencing a quality education.
3. Highly qualified credentialed teachers and a well-trained support staff.
4. Respect from all staff and fellow pupils.
5. Providing learning materials and resources to carry out the required daily academic tasks.
6. Mandated screenings as required by state Educational Code, and community resource referrals as needed.
7. Assistance from school officials and other public agencies, as needed.
8. Utilization of complaint procedures as afforded by Administrative Regulation 1312.3 (a) (b) (c) (d).
9. Awareness of the District's rules and regulations, and due process in all discipline matters; parents/guardians to be informed in a timely manner.
10. Opportunities to participate in all District activities free of all discrimination.

KEY TO LEGAL REFERENCES WITHIN THIS HANDBOOK

<u>Abbreviation</u>	<u>Complete Title</u>
AR	Administrative Regulations-Santa Ana Unified School District
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
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
USC	United States Code
VC	Vehicle Code
W&IC	Welfare & Institutions Code

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 Independent 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, optometrical, or chiropractic services rendered.
 - (4) For the purpose of attending the funeral services of a member of his or her immediate family, so long as the absence is not more than **one** day if the service is conducted in California and not more than **three** days if the service is conducted outside California.
 - (5) For the purpose of jury duty in the manner provided for by law.
 - (6) Due to the illness or medical appointment during school hours of a child of whom the pupil is the custodial parent.
 - (7) For justifiable personal reasons, including, but not limited to, an appearance in court, attendance at a funeral service, observance of a holiday or ceremony of his or her religion, attendance at religious retreats, attendance at an employment conference, or attendance at an educational conference on the legislative or judicial process offered by a nonprofit organization when the pupil's absence is requested in writing by the parent or guardian and **approved by the principal or a designated representative** pursuant to uniform standards established by the governing board.
 - (8) For the purpose of serving as a member of a precinct board for an election pursuant to Section 12302 of the Elections Code.
 - (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- (ED§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 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 (E.C. §48980(C))

The District is required to advise all parents/guardians of the schedule of minimum days and pupil-free staff development days. A list of minimum days and pupil free staff development days are available at your school site and on the **District web site calendar section** and are reflected in the enclosed District calendar. If any minimum or pupil-free staff development days are scheduled following the distribution of this notice, the District will notify you as early as possible, but not later than one month before the scheduled minimum or pupil-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.

COLLEGE ADMISSION REQUIREMENTS AND HIGHER EDUCATION INFORMATION (EC§51229, §48980):

COLLEGE ADMISSION REQUIREMENTS: The University of California (UC) and the California State University (CSU) have established common high school course requirements for undergraduate admission. Pupils who take these courses and meet other specified criteria are eligible to apply and be considered for admission. The following list is commonly referred to as the "A-G" requirements:

- (a) Two years of history/social science;
- (b) Four years of college preparatory English or language instruction;
- (c) Three years of college preparatory mathematics;
- (d) Two years of laboratory science;
- (e) Two years of the same language other than English;
- (f) One year of visual and performing arts; and
- (g) One year of college preparatory electives.

WEB SITES: 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: www.universityofcalifornia.edu/admissions/undergrad_adm/paths_to_adm/

CSU: www.csumentor.edu/planning/high_school/subjects.asp

Transfers from Community College to UC/CSU: www.assist.org

CAREER TECHNICAL EDUCATION: The California Department of Education defines "career technical education" as a program of study that involves a multi-year sequence of courses that integrates core academic knowledge with technical and occupational knowledge to provide pupils with a pathway to postsecondary education and careers. Career technical education includes agriculture education, home economics, industrial and technology education, and regional occupational centers and programs, among other educational programs. Courses that satisfy the subject matter requirements for admission to UC/CSU are: Art of Animation, Dance Composition, Digital Photography, Graphic Design 1 and 2; Business Economics and Finance; Child Development; Engineering & Design; Marketing & Society; and Sports Medicine.

WEB SITE FOR CAREER TECHNICAL EDUCATION: Pupils can learn more about career technical education at the following California Department of Education Web site: www.cde.ca.gov/ci/ct/

COMMUNITY AND PARENT 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.

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 Principal/designee may require an identification badge for visitors 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 INVOLVEMENT, (BP 6020) (available online): The Board of Education recognizes that parents/guardians are their children's first and most influential teachers and that sustained parent involvement in the education of their children contributes greatly to pupil achievement and a positive school environment. The superintendent/designee shall work with staff and parents/guardians to develop meaningful opportunities at all grade levels for parents/guardians to be involved in District and school activities; 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/designee shall regularly evaluate the effectiveness of the District's parent involvement efforts, including, but not limited to, input from parents/guardians and school staff on the adequacy of parent involvement opportunities and barriers that may inhibit parent/guardian participation.

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, (BP 1312.3): The Board of Education recognizes that the District is primarily responsible for compliance with applicable state and federal laws and regulations governing educational programs.[5CCR4620]

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. [5CCR 4620]

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, 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 he or she 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, 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, 5CCR 4610].

Specifically, programs under the scope of the UCP include:

- Federal Consolidated Categorical Aid Programs (NCLB):
 - Title I (Basic Programs)
 - Title II (Teacher Quality and Technology)
 - Title III (Limited-English Proficient)
 - Title IV (Safe and Drug Free Schools)
 - Title V (Innovative Strategies)
 - Title VI (Rural Education Achievement Program)
- Adult Education
- Career/Technical Education
- Child Development
- Consolidated Categorical Aid
- Nutrition Services
- Special Education
- State Consolidated Categorical Aid Programs:
 - Economic Impact Aid, (SCE)
 - Economic Impact Aid, (EIA-LEP)
 - Peer Assistance and Review
 - School Improvement Program
 - School Safety and Violence Prevention
 - Tenth Grade Counseling
 - Tobacco Use Prevention Education
- Unlawful Discrimination – California Code of Regulation, Title 5, Section 4610, Civil Rights Protections include:
 - Actual or perceived sex
 - Age
 - Ancestry
 - Color
 - Ethnic group identification
 - Gender
 - Mental and/or physical disability
 - National origin
 - Race
 - Religion
 - Sexual orientation

- A person's association with a person or group with one or more of these actual or perceived characteristics
- Williams Settlement
- Valenzuela Settlement

Uniform complaint procedures shall also be used when addressing complaints alleging failure to provide textbooks and instructional materials, teacher vacancies or mis-assignments, facilities that pose an emergency or urgent threat to the health or safety of pupils or staff, as required by the Williams Settlement, and high school exit examination intensive instruction and services for those pupils who do not pass the California High School Exit Examination by the end of grade 12, as required by the Valenzuela Settlement (AB 347 [2007]).

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. [5CCR 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. [5CCR 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 insuring 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 No Child Left Behind Act. 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 guidance department if you wish to schedule a meeting with a school counselor.

PARTICIPATION 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 an 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.

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 October 1 for the 2013-14 school year and September 1 for the 2014-15 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: California law (EC§48980(h)) requires all school boards to inform each pupil's parents/guardians at the beginning of the school year of the various ways in which they may choose schools for their children to attend other than the ones assigned by school districts. Pupils that attend schools other than those assigned by the districts are referred to as "transfer pupils" throughout this notification. There is one process for choosing a school within the district which the parents/guardians live (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

Intradistrict 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.
- The Intradistrict permit form must be signed by the sending school (the school of attendance), the receiving school, and the Pupil Support Services Office.
- Exception of Fundamental Schools. Parent/Guardian 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. **Interdistrict 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 interdistrict transfers also provides for the following:
 - If either district denies a transfer request, a parent/guardian may appeal that decision to the county Board of Education. There are specified timelines in the law for filing an appeal and for the county Board of Education to make a decision.
 - No district is required to provide transportation to a pupil who transfers into the district.
- This is to be renewed annually.
- CIF eligibility may be changed due to such a transfer.

2. **Parental Employment Transfer: (Handled Through Interdistrict 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.
- Once a pupil is deemed to have complied with the residency requirements for school attendance based on one or both parents or guardians being employed within the boundaries of the district and the pupil is enrolled in a school in a school district whose boundaries include the location where one or both parents of the pupil is employed, the pupil does not have to reapply in the next school year to attend a school within that school district and the district shall allow the pupil to attend school through the 12th grade in that district if one or both of the pupil's parents or guardians continues to be employed within the attendance boundaries of the school district, subject to certain conditions.
- Exception of Fundamental Schools. Parent/Guardian and/or employees must follow district lottery procedures for registration.

3. **Districts of Choice (Not An Option In 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. Other provisions include:

- Either the district of choice or the district of residence may deny a transfer if it will negatively affect the racial and ethnic balance of the district, or a court-ordered or voluntary desegregation plan. The district of residency may also limit the total number of pupils transferring out of the district each year to a specified percentage of its total enrollment, depending on the size of the district.
- The district of choice may not prohibit a transfer based on the additional cost of educating the pupil but may prohibit a transfer if it would require the district to create a new program, except that a school district of choice shall not reject the transfer of a special needs pupil and an English learner.
- No pupil who currently attends a school or lives within the attendance area of a school can be forced out of that school to make room for a pupil transferring under these provisions.
- Siblings of pupils already attending school in the "**district of choice**" must be given transfer priority. Children of military personnel may also be given priority.
- A parent/guardian may request transportation assistance within the boundaries of the "**district of choice.**" The district may provide transportation only to the extent it already does so.

The above summary of the attendance alternatives available to parents/guardians and their children is intended to provide them with an overview of the laws applying to each alternative. Any parents/guardians, who are interested in securing more information about these options, districts' policies or procedures, and timelines for applying for transfers, should contact their own school district, or the district they may be thinking about transferring into.

4. **Open Enrollment Act (BP 5118):**

The law (EC §48350 et seq.) authorizes the parent/guardian of a pupil enrolled in a low-achieving school, as defined, to submit an application for the pupil to attend a school in a school district of enrollment, as defined. Other provisions include:

- An application requesting a transfer must be submitted by the parent of a pupil to the school district of enrollment between April 1 through April 30 of the school year preceding the school year for which the pupil is requesting a transfer. The application deadline does not apply to a request for transfer if the parent is enlisted in the military and was relocated by the military within 90 days prior to submitting the transfer application.
- The application may request enrollment of the pupil in a specific school or program within the school district.

- A pupil may enroll in a school in the school district of enrollment in the school year immediately following the approval of the transfer application.
- A school district of enrollment shall establish a period of time to provide priority enrollment for pupils residing in the school district prior to accepting transfer applications.
- The school district of residence in which the pupil resides or a school district of enrollment to which a pupil has applied to attend may prohibit the transfer of the pupil or limit the number of pupils who transfer if the governing board of the district determines that the transfer would negatively impact a court-ordered or voluntary desegregation plan, the racial and ethnic balance of the district.
- A resident pupil who is enrolled in one of the district's schools shall not be required to submit an application in order to remain enrolled.
- Pupil applying for a transfer shall be assigned priority for approval as follows:
 - a. First priority for the siblings of children who already attend the desired school.
 - b. Second priority for pupils transferring from a program improvement school ranked in decile 1.
 - c. If the number of pupils who request a particular school exceeds the number of spaces available at that school, a lottery shall be conducted in the group priority order identified in (a) and (b), above, until all available spaces are filled.
- Initial applications for transfer to a school within a school district of enrollment shall not be approved if the transfer would require displacement from the 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. Parent/Guardian and/or employees must follow district lottery procedures for registration.

FACILITIES AND PESTICIDES

TOBACCO-FREE CAMPUS POLICY (H&SC§104420): The District Board of Education has adopted and enforces a tobacco-free campus policy. The policy prohibits the use of tobacco products at any time, in District-owned or leased buildings, on District property and in District vehicles.

ASBESTOS MANAGEMENT PLAN (40CFR§763.93): The District's updated asbestos management plan for each school is available for inspection at Facilities Department: 750 North Fairview, Santa Ana, CA 92703.

AVAILABILITY OF PROSPECTUS: The curriculum for your child's school is compiled at least once annually in a prospectus which is available at the Principal's office.

NOTIFICATION OF PESTICIDE USE (EC§17612, §48980.3): Santa Ana Unified School District provides annual notification of pesticide products expected to be applied at your child's school during the upcoming year. Should you have any questions please contact District's Maintenance and Operations Department 714-796-9031. The approved list of pesticides are:

Product Name	Manufacturer Name	EPA #	Active Ingredients
EcoExempt IC2	Eco Smart	Exento	Rosemary Oil 10% Peppermint Oil 2%
Max Force Ant Gel Bait	Maxforce Insect Control Sys.	432-1264	Fipronil 0.0001%
Alpine	Whitmire Micro-Gen	499-507	Dinotefuran, N-methyl-N'-nitro-N-methyl]guanidine
Phantom	BASF	241-392	Chlorfenapyr
	Outside products		
EcoExempt IC2	Eco Smart	Exento	Rosemary Oil 10% Peppermint Oil 2%
Termidor SC	BASF	7969-210	Fipronil 9.1%
	Groundskeepers Only		
PRODry	Monsanto	524-505	Glyphosate 71.4%
QuikPRO	Monsanto	524-535	Glyphosate 73.3%
	Emergency Use Only		Must be Approved Prior to Application
Drione	Bayer Environmental	432-992	Pyrethrins and Piperonyl Butoxide
Dragnet	FMC	279-3062	Permethrin

FOSTER AND HOMELESS YOUTH

AB 490 FOSTER LIAISON:

Foster Youth have certain rights under California and United States law. For information concerning these rights, please contact the District's Liaison for Foster Youth at (714) 433-3474.

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 Homeless Children and Youth, at (714) 433-3474. **Please see Questionnaire at end of the English side of the handbook.**

HEALTH

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 Public Health Department. 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 why should be included in the waiver.

PHYSICAL EXAMS (EC§49458): Authorizes a physician and 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 school child upon first enrolling in a California elementary school and at least every third year thereafter until completion of the eighth grade shall have his/her vision appraised by the school nurse or other authorized person. Evaluation may be waived if the parents so desire, after submission of a written statement by a physician, and, 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 and §120370): California law requires that pupils be immunized against certain diseases before they can be admitted to school. Parents and/or guardians may exempt their child from these requirements if they submit in writing a statement or affidavit indicating which immunizations have been given and which immunizations have not been given in the basis that such immunizations are against their belief or are contraindicated because of a medical condition. 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 Department, 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): Effective July 1, 2012, full immunization against Hepatitis B shall not be a condition of admission or advancing a pupil to 7th grade; instead, now requires pupils to be immunized against pertussis prior to admission or advancement to 7th grade.

ADMINISTRATION OF PRESCRIBED MEDICATION (EC§49423, EC§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 service 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 HEALTH INJURIES (EC§49475): 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 written clearance from a specified health care provider, and requires district to provide annually a concussion and head injury information sheet to be signed and returned by the athlete and his/her parent 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 §48207, §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.

TYPE 2 DIABETES (EC49452.78: Information on type 2 diabetes is included in this handbook To inform incoming - 7th grade students and their parents about type 2 diabetes and is good information for all.

TYPE 2 DIABETES INFORMATION: Pursuant to California *Education Code* Section 49452.7, this type 2 diabetes information is for local educational agencies to provide to parents and guardians of incoming seventh grade students beginning July 1, 2010. The California Department of Education developed this 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. Also see available translations of this information.

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.

Risk Factors

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.
- **Oral glucose tolerance test.** A test measuring the fasting blood sugar level after an overnight fast with periodic testing for the next several hours after drinking a sugary liquid. A reading of more than 200 mg/dL after two hours 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 check up) 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 Web site 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 Web site 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) 433-3427.
2. **Healthy Families'** toll-free number or Web site can help you to find a dentist who takes Healthy Families insurance or to find out if your child can enroll in the program: (800) 880-5305 or <http://www.healthyfamilies.ca.gov/hfhome.asp>.
3. For additional resources that may be helpful, contact Call the SmileLineOC at (714)-532-7935, available 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 new oral health assessment requirement, please contact the Program Specialist in Health Services at (714) 433-3427.

INSTRUCTIONAL PROGRAMS

PAYMENT OF ADVANCE PLACEMENT EXAMINATION FEES (EC§52244, §48980): Any economically disadvantaged pupil who is enrolled in an advanced placement course may apply to the high school guidance department for a grant to cover the cost of the advanced placement administration fee. A pupil who receives a grant shall pay only five dollars (\$5) of the examination fee.

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 at the Principal's office. 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 Educational Services. 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.

DISSECTION OR OTHERWISE HARMING OR DESTROYING ANIMALS (EC§32255 et seq.): If your child has a moral objection to dissecting or otherwise harming or destroying animals, he/she has a right to notify the teacher regarding this objection and to refrain from participation in an education project involving the harmful or destructive use of animals which must be substantiated with a note from a parent/guardian.

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.

ALTERNATIVE HIGH SCHOOLS AND INDEPENDENT STUDY (EC§58501, §51745 et. seq.): The Santa Ana Unified School District operates two separate alternative school programs. Lorin Griset and Cesar Chavez high schools 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 alternative schooling is the District's Independent Study Program (ISP) located at 333 E. Walnut Street, Santa Ana, CA 92701. 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 17th Street, Santa Ana, (714) 558-5696.

CAL-SAFE PROGRAM (§54740 et. Seq.): The California School Age Families Education Program (Cal-SAFE) is an educational support services program available to any pregnant or parenting pupil within the Santa Ana Unified School District. For additional information call (714) 241-6495. CAL-SAFE Child Care program applications are available by contacting (714) 431-7540.

COMMUNITY DAY SCHOOLS (§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 located at 804 N. Fairview St., (714) 796-9000. Expelled pupils are referred to this setting by the Pupil 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, (714) 431-3200, Thorpe Elementary 2450 W. Alton (714) 430-5800, and 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 and Villa Intermediate 1441 E. Chestnut Ave., (714) 558-5400. The district's fundamental high schools are Segerstrom, located at 2301 W. MacArthur Blvd., (714) 241-5000 and Godinez, located at 3002 Centennial Road, (714) 433-6600.

REQUEST BY PARENT OR GUARDIAN TO ESTABLISH PROGRAM – (§58502) The parent or guardian of any pupil may request the Board of Education of a school district to establish an alternative school program or programs in the district pursuant to this chapter.

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.

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 parents or guardians of any pupil to request the Governing Board of the district to establish an alternative school or program in the school district.

GRADUATION REQUIREMENTS – (§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 and are available online.

NO CHILD LEFT BEHIND ACT ("NCLB"; 20 USC §6301, et seq.):

LIMITED ENGLISH PROFICIENT CHILDREN: The NCLB 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.

PROGRAM IMPROVEMENT SCHOOLS: The NCLB requires the District to provide to the parent or parents of each pupil enrolled in a school identified for school improvement, corrective action or restructuring with the following:

- (1) An explanation of what the identification means, and how the school compares in terms of academic achievement to other schools served by the District and the California Department of Education;
- (2) The reasons for the identification;
- (3) An explanation of what the school identified for school improvement is doing to address the problem of low achievement;
- (4) An explanation of what the District or the California Department of Education is doing to help the school address the achievement problem;
- (5) An explanation of how the parents can become involved in addressing the academic issues that caused the school to be identified for school improvement; and
- (6) An explanation of the parents' option to transfer their child to another public school or to obtain supplemental educational services for their child.

If your child's school becomes identified for school improvement, this information will be available from the school Principal.

RIGHT TO INFORMATION REGARDING THE PROFESSIONAL QUALIFICATIONS OF TEACHERS AND PARAPROFESSIONALS: The NCLB 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.

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.

NONDISCRIMINATION

STATEMENT OF NON-DISCRIMINATION (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 or disability. The District will take steps to assure that the lack of 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 (714) 558-5531 or District Section 504 Coordinator, Executive Director of Pupil Support Services, 1629 S. Center St., Santa Ana, CA 92704, (714) 433-3484. 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 or not the victim files a complaint. 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 taken into account.

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 maybe expected. Pupils will face serious disciplinary actions for this type of violation. (Penal Code §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; 5CCR§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 Web site through the Food for Thought Department.

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.

SECTION 504

SECTION 504 OF THE FEDERAL DISABILITIES ACT: 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 (if the pupil is found to be eligible for 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 SST or by other means, the district will evaluate each pupil so identified and convene an 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 Executive Director of Pupil Support Services, 1629 S. Center, Santa Ana, CA 92704.

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. The procedure for filing complaints pursuant to this policy by parents or guardians is as follows:

- The complaint must be in writing and must be signed by the parent or guardian

The Executive Director of Pupil Support Services (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, Executive Director of Pupil Support Services and shall include:
 - 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.

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.

504 COMPLAINT PROCEDURES: In accordance with EC56502, 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

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 are in need of special education and related services. If you believe that your child is in need of special education and related services, you may initiate a referral for assessment by contacting 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: 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. (EC§56031, §56329)

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 consecutive 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 consecutive 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 significant change in placement, the District will evaluate the pupil to determine whether the pupil's misconduct is a manifestation or his/her disabling condition, and whether the child's IEP and placement were appropriate, whether the behavioral strategies that were provided were consistent with the child's IEP and placement, whether there was a relationship between the disability and the behavior, whether the child's disability impaired the ability of the child to understand the impact and consequences of his or her behavior subject to disciplinary action and whether the child's disability impaired the ability of the child to control his or her behavior that resulted in the disciplinary action. An Individual Education Program Team will review the results of this assessment. If the misconduct was the result of the disability or of an inappropriate placement, the suspension/expulsion shall not proceed.

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 regards 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.**

STANDARDS OF STUDENT CONDUCT

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 I am 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 their 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. They are available online and at each school site.

PROGRESSIVE DISCIPLINE (EC§48900): The District Board of Education has adopted a progressive discipline program for all pupils of the Santa Ana Unified School District as set forth in BP 5144 and AR 5144 and are available online.

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 AR 5132 the District Board of Education has approved that pupils are required to show proper attention to personal cleanliness, health, safety, neatness, and suitability of clothing and appearance for school activities. The dress and grooming of pupils shall be clean and shall not:

1. Cause actual distraction from or create a disturbance in any school activity.
2. Create a hazard to the safety of the pupil or others.
3. Create a health hazard to the pupil or others.
4. Invade the rights of others.

This administrative regulation is the legal basis for both the District-wide and the local school dress codes which deal with gang-related attire. Check with the school administration to learn specific items of clothing such as web belts, khaki pants, ironed T-shirts, Pendleton shirts, black sweat shirts, sweat shirts or jackets from any professional or collegiate athletic team, etc. that may be prohibited at your child's school.

Also included in AR 5132 is the authority for local school sites to make additions to the list of prohibited clothing contained in the administrative regulation. For example, several schools recently added tagging-related clothing such as baggy pants with frayed or slit cuffs, wide striped T-shirts and possession of marking pens to the list of prohibited clothing. A copy of the school dress code is available at the Principal's office.

GRAFFITI: It is unlawful to paint, draw, or mark graffiti on or in the facilities or vehicles of any governmental entity, including schools. Pupils 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.

STUDENT DISCIPLINE GUIDELINES

PROGRESSIVE DISCIPLINE (BP 5144 & 5144.1): 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. Disciplinary action will be progressive and accelerated for any pupil who continues to violate school rules. When a pupil misbehaves or violates school rules for the first time, he/she will probably be counseled or warned by the teacher. If the misbehavior is repeated a second time, the pupil will be referred to the office where the Principal or Assistant Principal will counsel the pupil and will assign one or more of the following: loss of privileges and/ or detention. The pupil will be advised of future consequences for another disciplinary referral to the office and a parent conference will be scheduled. A third referral will require another parent conference and can bring about a suspension or the development and implementation of an individual discipline or behavior plan. The next disciplinary referral can bring about further suspension, discipline transfer to another school or referral to an alternative education program. More serious disciplinary infractions such as those listed in the next paragraph under EC 48900, warrant immediate suspension, referral to the Pupil Placement Committee (PPC), and/or expulsion.

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 parent was not at a PPC or similar hearing, the parent(s) must be informed in writing of both the involuntary transfer and their right to appeal.

GROUND FORS SUSPENSION AND EXPULSIONS UNDER SECTION 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.
- (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 transmission, 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 Web site including, but not limited to: (I) Posting to or creating a burn page. "Burn page" means an Internet Web site created for the purpose of having one or more of the effects listed in paragraph (1). (II) Creating a credible impersonation of another actual pupil for the purpose of having one or more of the effects listed in paragraph (1). "Credible impersonation" means to knowingly and without consent impersonate a pupil for the purpose of bullying the pupil and such that another pupil would reasonably believe, or has reasonably believed, that the pupil was or is the pupil who was impersonated. (III) Creating a false profile for the purpose of having one or more of the effects listed in paragraph (1). "False profile" means a profile of a fictitious pupil or a profile using the likeness or attributes of an actual pupil other than the pupil who created the false profile. (B) Notwithstanding paragraph (1) and subparagraph (A), an electronic act shall not constitute pervasive conduct solely on the basis that it has been transmitted on the Internet or is currently posted on the Internet. (3) "Reasonable pupil" means a pupil, including, but not limited to, an exceptional needs pupil, who exercises average care, skill, and judgment in conduct for a person of his or her age, or for a person of his or her age with his or her exceptional needs.
- (s) A pupil shall not be suspended or expelled for any of the acts enumerated in this section, unless 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.
- 48900.2) In addition to the reasons specified in Section 48900, a pupil may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has committed sexual harassment as defined in EC 212.5 (Grades 4-12 only)
- 48900.3) 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)
- 48900.4) 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 you as parents to hold frank and open discussions with your 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 you to reinforce such ideas and strategies in your 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.

STUDENT RECORDS

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

TRANSFER OF PUPIL ACADEMIC RECORDS: 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 Executive Director of Pupil 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 which lists all persons, agencies, or organizations requesting or receiving information from the record and the legitimate interests therefore. For records maintained at your child's school, the log is located in the Principal's office. For records maintained at the District office, the log is located at 1629 S. Center Street in the Pupil 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); 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. 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 Executive Director of Pupil 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.

COPYING COSTS: You may receive copies of your child's pupil records at a cost of \$0.25 per page.

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 (EC§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.

STATEWIDE LONGITUDINAL EDUCATION DATA (EC§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 (EC§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): United States 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 within 45 days of the day the school receives a request for access. Parents or eligible pupils should submit to the school Principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible pupil of the time and place where the records may be inspected.
2. The right to request the amendment of 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 may ask the school to amend a record. They should write the school Principal [or appropriate school official], clearly identify the part of the record they want changed, and specify why it is inaccurate. 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.
3. The right to consent to privacy of personally identifiable information in the pupil's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or pupil serving on an official committee, such as a disciplinary or grievance committee; a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. (Education Code sections 49075 and 49076.) Upon request, the school discloses education records without consent to officials of another school district in which a pupil seeks or intends to enroll.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school district 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 20202-5901.**

STUDENT TESTING SCHEDULES

HIGH SCHOOL EXIT EXAMINATION (EC§60850, §48980): Commencing with the 2005-2006 school year, and every school year thereafter, each pupil completing 12th grade will be required to successfully pass the California High School Exit Examination (CAHSEE) administered pursuant to Chapter 9 (commencing with Section 60850) of Part 33 of the Education Code.

The **CAHSEE** will be held on the following dates:

November 5, 2013 (ELA), November 6, 2013 (Math) Grades 11, 12 & 12 +
February 4, 2014 (ELA), February 5, 2014 (Math) Grade 12 & 12 +
March 18, 2014 (ELA), March 19, 2014 (Math) Grades 10, 11, 12, & 12 +
May 13, 2014 (ELA), May 14, 2014 (Math) Grades 10 & 11 Make Up Only Grade 12 & 12+

Passing the examination requires satisfactory performance in English Language Arts (ELA) and Mathematics (Math). A pupil who fails the examination may continue to take the examination until the last scheduled date during the 12th grade. Passing the examination is a condition of high school graduation.

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.

TECHNOLOGY AND INTERNET SAFETY

PUPIL INTERNET ACCESS: Pupils and parents must understand that the consequences of violations of the Pupil Internet Access rules 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 Agreement form is available in the Principal's office at your school site.

PUPIL PERMISSION TO PUBLISH AND/OR SHOW VIDEO: SAUSD has an active and informative website, as do many other 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 video taped. 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 Web site 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 only if their parents have signed a waiver of claims for damages against the District, which is included in the Student Technology Use Agreement.

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.

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 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.
 13. Students shall not modify or attempt to repair District Technology without prior authorization.
 14. Students shall not connect any personal device in the network, such as wireless access points, routers, hubs, etc.
 15. Students shall not use web based proxies/anonymizers or software that attempts to make online activity on the Internet untraceable.
 16. Students shall not download large files without permission of a Teacher or Administrator. Students shall not misuse District or school distribution lists or discussion groups by sending irrelevant messages.
 17. 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.

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.

- 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 authorized by the teacher.
- 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.
- The District will monitor all Internet or intranet access.
- 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 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.

CAMPUS ORANGE COUNTY



CRIME STOPPERS
Text the letters OCCS plus your
TIP to 274637 or CRIMES
Go to WWW.OCCRIMESTOPPERS.ORG
Click on the link to "Submit a Tip"
www.occrimestoppers.org

 **or Call 1-855-TIP-OCCS (847-6227)**
ALL TIPS ARE COMPLETELY ANONYMOUS 

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DISTRICT POLICY ON BULLYING

Every student is entitled to a safe school environment free from: discrimination, harassment, intimidation and bullying. The District's Policy on Bullying, BP 5145.4, can be accessed on the District's website. Copies are available in the school office.

1. The District prohibits bullying. This includes, but is not limited to: discrimination, harassment, intimidation and bullying based on the actual or perceived characteristics set forth in Penal Code section 422.55 and Education Code section 220, and disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or association with a person or group with one or more of these actual or perceived characteristics. 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.
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/Anti-Bullying coordinator: Executive Director, Pupil Support Services (see *information below*). 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 provide information related to such complaints.
8. Students and parents also may contact the District's Nondiscrimination/Anti-Bullying coordinator: Executive Director, Pupil Support Services at (714) 433-3484 or e-mail pss@sausd.us



Elementary School Sites – Grades K-5



Secondary School Sites – Grades 6-12

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. Complaints of bullying or discrimination will be considered confidential. However, it may be necessary to disclose certain information in order to effectively investigate.



**Connecting & communicating with parents
is a primary goal at SAUSD**

**Create your Aeries Portal Account and update your email and mobile
phone information today!**



Benefits

- **View your student's school attendance**
- **Receive electronic notifications**
- **Stay informed of SAUSD news and events**

Visit SAUSD Website at www.sausd.us and click the Parents Connect link or scan the QR Code below with your mobile device to be directed to the webpage.

In order to create an Aeries Parent Portal Account, you must have the following 4 items:

- ✓ *student permanent id number,*
- ✓ *home telephone number on file with school,*
- ✓ *Aeries verification code, and*
- ✓ *personal email account.*

If you are new to the district or you have misplaced your information, please contact your school office.



Connect with us on Facebook and Twitter to stay informed of SAUSD news and emergencies.



www.facebook.com/SAUSD



www.twitter.com/santaanausd



Santa Ana Unified School District

McKinney-Vento Questionnaire

This questionnaire is intended to address the McKinney-Vento Homeless Education Act. Your answers will assist the administrator in determining residency documents necessary for enrollment of this student.

1. Presently, where is the student living? (*Check one box.*)

Section A	Section B
<input type="checkbox"/> In a shelter <input type="checkbox"/> With more than one family in a house or apartment Is your family the tenant on the lease or the owner of the house? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> In a motel, car or campsite <input type="checkbox"/> With friends or family members (other than parent/guardian) <u>CONTINUE:</u> If you checked a box in Section A, complete #2 and the remainder of this form.	<input type="checkbox"/> Choices in Section A do not apply. <u>STOP:</u> If you checked this section, you do not need to complete the remainder of this form. Submit to school personnel.

2. The student lives with:

- | | |
|---|--|
| <input type="checkbox"/> 1 parent | <input type="checkbox"/> 2 parents |
| <input type="checkbox"/> 1 parent & another adult | <input type="checkbox"/> a relative, friend(s) or other adults(s) |
| <input type="checkbox"/> alone with no adults | <input type="checkbox"/> an adult that is not the parent or the legal guardian |

School: _____

Name of Student: _____ Male Female

Birth Date: ____/____/____ Age: ____ Social Security# _____
Month Day Year

Name of Parent(s)/Legal Guardian(s) _____

Address _____ Zip _____ Phone/Cell _____

Signature of Parent/Legal Guardian(s) _____ Date _____

If the parent has checked Section B above, completion of form is not required. For any choices in Section A, this form must be completed and faxed immediately after completion. All campuses must keep original forms for five years, separately from the Student Permanent Record for audit purposes.

Name & Phone of a School Contact Person who may know of the family's situation (Optional)

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: _____