2016 - 2017
STUDENT BEHAVIOR
AND
PARENT INFORMATION
HANDBOOK

OAK GROVE SCHOOL DISTRICT
Student Services
6578 Santa Teresa Blvd.
San Jose, CA 95119
Dear Families:

The Oak Grove School District values a safe, nurturing child-centered environment in which student success is the major focus for each of our schools. School staff put a tremendous amount of time and effort into working with students and parents in providing mutual support, teamwork, and shared responsibility in student behavior and learning. This handbook provides important parent information from the State Education Code and District practices, as well as standards and expectations of students in our schools. In addition, each school has developed a school-wide discipline plan that is consistent with the practices in this handbook.

It is important to us for parents/guardians to have access to assistance in working as partners with Oak Grove School District to ensure success for each and every student. Parent/Guardian assistance is available through the District’s Community Liaisons and Safe School Specialists to aid in this partnership. In addition, a major focus for the District continues to be parent education classes. There will be many classes offered on a wide variety of topics in various locations throughout the District. You may obtain further information about family services by calling (408) 227-8300, extension 100249, Educational Services Division, or contact your local school site for available parent resources.

Oak Grove School District issues appropriate consequences for poor choices and student misconduct, with more serious consequences for more serious offenses. The District expects each student to take responsibility for his or her behavior and expects each student to comply with all rules, requests, and requirements. Unlawful behavior is not allowed, and serious consequences, including suspension and expulsion, will be issued to maintain an orderly and safe school environment in which harassment, weapons, drugs, tobacco, vandalism and the threat of physical harm or injury will not be allowed. Please take time to review this book with your child. It is important that your child’s teacher knows that you have received and reviewed this handbook. The accompanying pages should be signed and returned to your child’s teacher as soon as possible. There are signature pages for the Network Acceptable Use Agreement for both parents/guardians and students as well as the video/photography consent. Please review with your child, sign and return to the teacher. Also, a “Pledge” form has been added for you to review with your child, sign and return to the teacher.

If you have any questions or comments about the expectations for student behavior or the parent information, please don’t hesitate to contact your child’s teacher or principal. We value your support and cooperation in helping your child have a most productive and successful school year. This information is also available on the District’s website: www.ogsd.net.

Sincerely,

Maria Wetzel
Assistant Superintendent, Educational Services

Oscar A. Ortiz
Director, Educational Services

The District Handbook is updated annually and is the most up-to-date statement of the District Standards and rules, taking precedence over other District publications unless changes are necessary due to legislative or policy changes which occur after the date of publication. The Oak Grove Board of Trustees will make this determination in collaboration with the Superintendent. If Necessary, appropriate notification will take place.
# Oak Grove School District
## 2016-2017 School Calendar

### Events:
- **8/10** Certificated Staff Returns (No Students TK-8)
- **8/11** Professional Dev. Day (AB 1579) (No Students TK-8)
- **8/12** No Students TK-8
- **8/15** Students Return
- **8/16-8/19** Adjusted Days TK-6
- **9/5** Labor Day
- **9/26 - 10/07** Conference Days TK-6 (School in Session-Adjusted Days)
- **11/11** Veterans Day
- **11/21 - 11/25** Thanksgiving Break
- **12/19 - 1/2** Winter Break
- **1/3** School Reopens
- **1/16** Martin Luther King, Jr.’s Day
- **1/17** K-6 Conference prep/conference (No Students TK-6)
- **1/17** In-Service Day (No Students 7-8)
- **1/18 - 1/27** Conference Days TK-6 (School in Session-Adjusted Days)
- **1/30** Professional Dev. Day (AB 1579) (No Students TK-8)
- **2/20 - 2/24** February Break
- **3/31** Cesar Chavez Day
- **3/15 - 5/12** CAASPP Testing (Dates Subject to Change)
- **4/17-4/21** Spring Break
- **5/22** Professional Dev. Day (AB 1579) (No Students TK-8)
- **5/29** Memorial Day
- **5/30-6/7** Adjusted Days TK-6
- **6/8** Last Day TK-8

### Students: 180 Days  Teachers: 186 Days
SUPERINTENDENT’S MESSAGE

We are pleased to provide you with the newest edition of the District’s Student Behavior and Parent Information Handbook.

Our District’s Core Values define and set the foundation for a positive learning environment. The District’s discipline standards are based on the philosophy that student behavior should be the result of respect which students have for themselves, other people, and their environment. These standards establish a uniform set of behavioral expectations which apply to society as well as the school environment. They ensure that the school is a safe place to be, with the focus on student learning.

We ask that all parents and guardians join the District staff in providing the example and support necessary to prepare our youth for responsible and productive adulthood. Taking time to review this edition is the first step in ensuring student success.

Sincerely,

José L. Manzo
Superintendent

---

Oak Grove School District
CORE VALUES

STUDENT LEARNING
We value a safe, nurturing, child-centered environment in which student learning is the major focus.

POSITIVE INTERDEPENDENCE
We value a cooperative environment of mutual support, teamwork, shared responsibility, and success.

QUALITY PERFORMANCE
We value commitment to creativity, innovation, initiative, continuous growth, and a strong work ethic.

INTEGRITY
We value ethical and honest interactions.

RESPECT
We value and respect the individual differences and diversity of our students, employees, and community.

INCLUSIVITY
We value an inclusive environment in which all people feel appreciated and respected: and have access to the same opportunities regardless of race, age, culture, ability, ethnicity or nationality, gender identity and expression, sexual orientation, religious affiliation, and socioeconomic status.
OUR VISION

- Innovative Spirit
- Exemplary Staff
- Community Involvement
- Maximum Use of Resources
- Communication
- Quality Instruction

STUDENT SUCCESS

OUR MISSION...
to ensure that every child's potential is achieved

CORE VALUES

WE ARE INTERCONNECTED

Employees
Community
Students
Business
Parents
Programs

WE HAVE VISIBLE STANDARDS OF EXCELLENCE

Standards
Assessment
Accountability

Focus Areas

Personal Support
- Teacher/student relationships
- Classified relationships
- Professional development

Accountability
- Academic performance index (API)
- Closing the achievement gap (CEAC)
- Meeting promotion standards

Staffing
- Recruitment
- Retaining personnel

Making a Difference!
## TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Letter of Introduction</td>
<td>i</td>
</tr>
<tr>
<td>District Calendar</td>
<td>ii</td>
</tr>
<tr>
<td>Superintendent’s Message</td>
<td>iii</td>
</tr>
<tr>
<td>District Vision</td>
<td>iv</td>
</tr>
<tr>
<td>Student Accountability/Expected Student Behavior/Behavior Intervention Models</td>
<td>1</td>
</tr>
<tr>
<td>PBIS (Positive Behavior Interventions and Supports)</td>
<td>2</td>
</tr>
<tr>
<td>Behavioral Guidelines</td>
<td>2</td>
</tr>
<tr>
<td>Academic Honesty</td>
<td>2</td>
</tr>
<tr>
<td>Administrative Transfers</td>
<td>2</td>
</tr>
<tr>
<td>After School Sports</td>
<td>2</td>
</tr>
<tr>
<td>Appearance</td>
<td>2-3</td>
</tr>
<tr>
<td>Attendance/Tardiness</td>
<td>3-4</td>
</tr>
<tr>
<td>Bicycle/Skateboards/Scooter Safety</td>
<td>4</td>
</tr>
<tr>
<td>Bomb Threat, Emergency Report, or False Fire Alarm</td>
<td>4</td>
</tr>
<tr>
<td>Bullying/Cyberbullying</td>
<td>5</td>
</tr>
<tr>
<td>Child Abuse/Mandatory Reports/Police Contact</td>
<td>5-6</td>
</tr>
<tr>
<td>Classroom Placement</td>
<td>6</td>
</tr>
<tr>
<td>Communicable Diseases</td>
<td>6</td>
</tr>
<tr>
<td>Conduct on School Bus</td>
<td>6</td>
</tr>
<tr>
<td>Confidentiality</td>
<td>7</td>
</tr>
<tr>
<td>Corporal Punishment</td>
<td>7</td>
</tr>
<tr>
<td>Discipline Plan</td>
<td>7</td>
</tr>
<tr>
<td>Due Process</td>
<td>7</td>
</tr>
<tr>
<td>Electronic Communication Devices</td>
<td>7-8</td>
</tr>
<tr>
<td>Emergencies and &quot;Lockdowns&quot;</td>
<td>9</td>
</tr>
<tr>
<td>Emergency Cards</td>
<td>9</td>
</tr>
<tr>
<td>Exclusions From School Attendance</td>
<td>9</td>
</tr>
<tr>
<td>Friday/Saturday School</td>
<td>9</td>
</tr>
<tr>
<td>Graduation Requirements</td>
<td>9-10</td>
</tr>
<tr>
<td>Health Information</td>
<td>10</td>
</tr>
<tr>
<td>Homework</td>
<td>10</td>
</tr>
<tr>
<td>Human Dignity Policy</td>
<td>10</td>
</tr>
<tr>
<td>Immunization Entry Requirements</td>
<td>11</td>
</tr>
<tr>
<td>Short Term Independent Study</td>
<td>11</td>
</tr>
<tr>
<td>Interdistrict Agreements</td>
<td>11</td>
</tr>
<tr>
<td>Interference With Educational Process</td>
<td>11</td>
</tr>
<tr>
<td>Lice</td>
<td>11-12</td>
</tr>
<tr>
<td>Littering</td>
<td>12</td>
</tr>
<tr>
<td>Lockers</td>
<td>12</td>
</tr>
<tr>
<td>Loitering</td>
<td>12</td>
</tr>
<tr>
<td>Lost or Confiscated Items</td>
<td>12</td>
</tr>
<tr>
<td>Medication</td>
<td>12-13</td>
</tr>
<tr>
<td>Moving/Discontinuing Enrollment</td>
<td>13</td>
</tr>
<tr>
<td>Open/Closed Campus</td>
<td>13</td>
</tr>
<tr>
<td>Outside Activities</td>
<td>13</td>
</tr>
</tbody>
</table>
Behavioral Guidelines (continued)

Overdue, Damaged or Lost Instruction Materials ................................................................. 13-14
Parent/Guardian Visitation .................................................................................................. 14
Pets at School ...................................................................................................................... 14
Physical Education ............................................................................................................. 14
Pornography ....................................................................................................................... 14
Profanity, Vulgarity, Obscene Acts ................................................................................... 14
Promotion/Retention ........................................................................................................ 15
Restitution ........................................................................................................................ 15
Review Policy .................................................................................................................. 15
School Choice .................................................................................................................. 15
 Searches .......................................................................................................................... 15
Sexual Harassment ................................................................................................RODUCTION
Soda Pop Law SB677 ........................................................................................................ 15
Student Violence/Reporting Requirements ......................................................................... 16
Threat to Employee .............................................................................................................. 16
Wellness Policy ................................................................................................................ 16
Behavior Expectations ...................................................................................................... 16

Student Suspensions And Expulsion Disciplinary Guidelines ........................................... 16-21
Definitions of Disciplinary Actions .................................................................................... 22

Appendices ....................................................................................................................... 23

A. Uniform Complaint Procedures
B. Parent Compact Samples
C. Annual Parent/Guardian Notice of Rights and Responsibilities
D. Promotion/Retention Policy
E. Network Acceptable Use Agreement
F. Interdistrict Attendance Request/Permit and Homeless Information Act
G. Volunteer Assistance
  Field Trip Information Slip
H. Sexual Harassment Board Policy
I. Family Involvement/Parent Rights/Megan’s Law: Sex Offender Information
J. Program Options for English Language Learners
K. Keeping Schools Free of Teasing, Bullying and Harassment, Social Media and Cyberbullying
L. Healthy Schools Act
M. High School Graduation & College Entrance Requirements (A-G)
N. Parent Involvement/ Family Engagement

José L. Manzo, Superintendent
Board of Trustees
Jacquelyn Adams, Dennis Hawkins,
Carolyn Bauer, Mary Noel, Jeremy Nishihara
STUDENT ACCOUNTABILITY

Every student is accountable for meeting significant standards of academic excellence and personal behavior.

An orderly and safe learning environment which supports and sustains high standards of academic excellence and personal behavior demands school management practices which establish: 1) strong behavior guidelines which reinforce positive qualities and restrict negative behavior; 2) consequences for unacceptable behavior; 3) strategies and skills to manage conflict and to enhance self-esteem of all students; 4) academic standards that balance the psychological, social, and physical needs of students; 5) safe school environment, and 6) strong parent support.

EXPECTED STUDENT BEHAVIOR

Oak Grove School District students are expected to RESPECT THEMSELVES, RESPECT OTHERS, AND RESPECT THEIR PROPERTY. Therefore, students are made aware of possible consequences of their behavior. Disciplinary action taken by school officials is a direct consequence of unacceptable behavior (including academic or other dishonesty) by a student.

Rules and regulations are established to maintain an atmosphere conducive to learning. Students who fail to comply with these rules and regulations will receive appropriate consequences for the offense which may include being counseled, warned, reprimanded, suspended and/or expelled, and/or arrested depending on the situation, and on whether the student has had prior misconduct issues because the goal of consequences is to convince the student to comply with all of the rules and requirements. For some offenses, the school staff are required to call the police.

All students shall comply with the regulations, pursue the required courses of study, and submit to the authority of the teachers of the schools (Ed. Code 48908) including but not limited to the congregating of students before, during or after school and students visiting campus when school is not in session. The students are required to comply with behavior expectations on school grounds even when school is not in session.

Extracurricular activities and field trips are considered a part of the educational program. Participants and spectators carry responsibilities as representatives of their schools/communities. All rules of student conduct also apply to extracurricular activities, field trips, and traveling to and from the activities.

The Board of Trustees may suspend and/or expel a student for reasons set forth in Education Code 48900 through 48915 and reviewed on pages 16-21 for misconduct related to school activity or attendance.

This publication has been prepared and distributed to advise the school staff, students, and the parents of policies and procedures related to student behavior. The District has high expectations for the behavior of each student.

The Oak Grove School District strives to keep schools free of teasing, bullying and all forms of harassment. In doing so, students are taught refusal and social skills, cultural and racial awareness, ways to report to an adult, and appropriate ways to respond to teasing, bullying and all types of harassment. Curriculum selections are aligned with the District's Five-Year Goals and individual school's Safe School Plans.

This curriculum is science and researched-based and is based on State requirements. Supplemental programs, videos, films, guest speakers and activities help to further align the needs of individual schools and populations.

Should you like to preview any of these materials, please do not hesitate to contact your child's teacher and school.

BEHAVIOR INTERVENTION MODELS

Oak Grove School District believes that all students need to behave in a respectful and responsible manner. Each year every student in the District is taught the effective way of expressing themselves clearly to others starting at kindergarten level. Training in implementing these strategies has been provided to all teachers and staff members. Students receive training through PBIS.
PBIS (POSITIVE BEHAVIOR INTERVENTIONS AND SUPPORTS):  

Improving student academic and behavior outcomes is about using instructional and behavioral practices and interventions possible. PBIS provides an operational framework for achieving these outcomes. More importantly, PBIS is NOT a curriculum, intervention, or practice, but IS a decision making framework that guides selection, integration, and implementation of academic and behavioral practices for improving important academic and behavior outcomes for all students when appropriate. In general, PBIS emphasizes four integrated elements: (a) data for decision making, (b) measurable outcomes supported and evaluated by data, (c) practices with evidence that these outcomes are achievable, and (d) systems that efficiently and effectively support implementation of these practices.

BEHAVIORAL GUIDELINES

The following guidelines apply when going to and from school, at school, going to and from and while at a school-related activity on or off school grounds.

ACADEMIC HONESTY

All students will complete their academic work without cheating. If a student is caught cheating, that student will be disciplined.

ADMINISTRATIVE TRANSFERS

Students may be transferred to a school or program other than their home school or other current school of enrollment in Oak Grove School District for purposes of adjustment and disciplinary reasons as an alternative to expulsion (see pages 16-19). (Ed. Code 48903)

AFTER SCHOOL SPORTS

- Participants in After School Sports must maintain at least a 2.0 grade point average.
- Appropriate behavior and compliance with all rules is required at all times during school, practice, games, meets and any events, including fundraising events. Respect toward coaches, parents, teammates, opposing teams, and officials is expected at all times. Failure to show such behavior will result in dismissal from the team and possible discipline and/or consequences.

APPEARANCE

For health and safety reasons, as well as to help students focus on learning, students shall dress appropriately for daily attendance at school. The type and style of clothing/garment, hair, fragrances, sprays, and makeup are individual and personal, but must follow school rules. Appropriate footwear must be worn at all times for safety reasons. The school shall ensure that clothing/garment, hair, makeup, and/or personal appearance is not a material and substantial disruption of the work and discipline of the school.

Appearance is one of the ways in which we convey attitudes toward others and self. Examples of inappropriate appearance may include but are not limited to the following:

- Clothing/garment where the torso, stomach or undergarments are inappropriately exposed, e.g. tube tops, half shirts, halters, spaghetti straps, bare backs, and tank tops, and any other revealing clothing.
- Clothing/garment, accessories or buttons which show obscene words or pictures, weapons or violence, suggestive, insulting, or double meaning statements related to music groups, sports teams or alternative lifestyle which are harassing or demeaning, or substances which are illegal to juveniles, e.g. tobacco, alcohol, and drugs.
Paraphernalia or accessories such as chains including wallets. No spiked earrings (or spiked jewelry including bracelets or necklaces).

Any clothing/garment/shoes or accessories that is associated with gangs, criminal or risky behavior or gang-related activity or gang colors including such clothing/garment or accessories worn under outer garments, e.g. undergarments including any such color worn as shirts, sweater, sweat shirts, jackets, head covering, rubber band, chain, safety pin, etc.

Clothing that is oversized, more than 1 size larger or where pants cannot stay up without a belt.

Clothing/garment or accessories where the thigh is inappropriately exposed, such as mini skirts, skirts with slits or short shorts - such clothing must be the length of the extended fingertip.

Bathing suits, biking shorts, physical education clothing, jogging shorts, clinging or transparent attire, sagging or excessively oversized clothing, sleeping attire.

Flat, close-toed shoes without steel toes are required for safety reasons and for physical education activities. Shoes should be appropriate for physical education. Shoes not deemed appropriate, include Heelys or other tennis shoes with wheels.

Hair curlers or head coverings including bandanas, except for medical or religious reasons or by school permission for special events.

For more information related to clothing/garment guidelines please contact the school's principal.

Sun Shielding Clothing: Students are allowed to wear protection from the sun when outside for recess or P.E. Each school has rules allowing sun-protective clothing, while adhering to the District dress code guidelines and addressing individual school needs. Please refer to the school handbook for specific information regarding appearance requirements at your child's school.

Common Student Dress: All students must adhere to the dress requirements outlined above. Some schools participate in a Common Student Dress (CSD) program in which clothing of certain colors and styles are selected by parents, staff, and students for everyday school wear. It is expected that students will adhere to the clothing requirements of the program unless exempted by a waiver available from the school administration and signed by the parent. The waiver only exempts a student from common student dress and does not exempt him/her from adherence to the District appearance requirements outlined above. Students may be disciplined for not adhering to the CSD requirements if a waiver has not been submitted. A student who participates in a nationality recognized youth organization may wear that uniform on meeting days. (Ed, Code. 35183)

**ATTENDANCE/TARDINESS**

Attendance and participation in class are essential if the student is to gain the maximum benefit of the educational program. Regular and punctual school attendance of students is required and will be enforced. School attendance is an area which requires mutual cooperation among the school, the parents and the student so that the whereabouts of each student will be known at all times during the school day. Students may not arrive at school more than 15 minutes before the bell rings, since there is no supervision until that time. For the same reason, students must be picked up within 15 minutes of the school dismissal time or arrangements made for them to walk to a location where they will be properly supervised.

**California Education Code 48200**, requires full-time student attendance for the length of the school day for all children between ages 6 and 18, unless exempted.

The California Education Code and the Welfare and Institution Code provide that legal action may be taken against a
student and/or parent when a student is declared a habitual truant. (Ed. Code 48264.5 and 48293).

- **First Declaration as a Legal Truant:** A student who is **ABSENT** without a valid excuse on three or more days and/or **TARDY** in excess of 30 minutes on three or more occasions in a school year. (Ed. Code 48260).

- **Second Declaration as a Legal Truant:** A student once reported as a legal truant who is absent without valid excuse on one or more days or is tardy in excess of 30 minutes on one or more days in a school year. (Ed. Code 48261).

- **Declaration as an Habitual Truant:** A student who has been declared to be a legal truant on three or more occasions in a school year if a district employee has tried to hold at least one conference (including email or phone call) with the pupil and a parent or guardian, after the filing of a prior truancy report. (Ed. Code 48262).

When a student is declared a habitual truant or is irregular in attendance or is habitually insubordinate or disorderly, he/she and the parent(s) will be referred to the School Attendance Review Board (SARB) and then to the Santa Clara County's District Attorney's Office if no improvement. (Ed. Code 48263).

Verification of student absences is accepted only from parents or guardians. Students may not verify their own absence either by note or telephone. When a student is absent from school, parents/guardians are asked to call the school office on the day of the absence. If this is not possible, a note signed by the parent/guardian must accompany the student when he/she returns to school. Excessive excused absences will also be monitored, as any absence, excused or unexcused, interferes with a child’s educational progress. Excused illnesses exceeding 10% will be monitored and may require doctor verification of medical difficulty and needs. When a student has been absent or tardy 3 or more days unexcused, parents/guardians will receive written notification. (First Declaration as a legal truant). It is important that parents/guardians be informed of their child’s attendance status as well as to promote school and parent collaboration in dealing with this issue. **Home visits may be made by the Community Liaisons or the Safe School Specialists to work with the family on attendance or truancy. If absent, student may not attend school related activities.**

**Excused Absences:** Education Code 48205(a) and Board Policy 5113

- Personal illness or medical, dental, optometrist, or chiropractor appointment
- Death of a family member: 1 day excused for in state, and 3 days excused for out of state
- Quarantine due to a contagious illness
- Student is a subject of a court hearing or for other justifiable personal reasons such as religious holidays or ceremonies if the absence is requested in writing by the parent and approved by principal or designee.
- Time with an immediate family member who is in active duty in the uniformed services and has immediately returned from or is on leave from deployment or is being called to active duty, with the time determined at the Superintendent’s discretion. (Ed. Code 48205)

**BICYCLE/SKATEBOARDS/SCOOTER SAFETY**

Students riding bicycles (or scooters, skateboards, or inline or rollerskates) to and from school must wear an authorized safety helmet. Students must walk bicycles, scooters, skateboards, and skates on school grounds. If a skateboard or scooter is ridden to school, the student must walk on to the campus carrying the skateboard or scooter. The school will not be responsible for bicycle, scooter, skateboard, and skates security in the event of theft or damage. Shoes with wheels are a safety hazard and are considered inappropriate attire for school. (Vehicle Code 21212)

**BOMB THREAT, EMERGENCY REPORT, OR FALSE FIRE ALARM**

It is a criminal offense to make an actual or fictitious bomb threat either in writing or verbally (such as over the phone). It is a misdemeanor (and may be a felony) to make a false report of an emergency or a false fire alarm by triggering the school alarm system. (Penal Code 148.1, 148.3, 148.4.).
**BULLYING/CYBERBULLYING**

Bullying and cyberbullying are inappropriate behavior and will result in corrective and/or disciplinary action. Repeated acts will result in more serious consequences. Report bullying and cyberbullying to the principal. Bullying is defined in Education Code 48900. The bullying definition includes any severe or pervasive physical or verbal act or conduct, including written or electronic communications, including but not limited to sexual harassment, hate violence or harassments, threats, or intimidation that causes: a hostile educational environment 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 substantially detrimental effect on his or her physical or mental health; (C) Causing a reasonable pupil to experience substantial interference with his or her academic performance; (D) Causing a reasonable pupil to experience substantial interference with his or her ability to participate in or benefit from the services, activities, or privileges provided by school.

Cyberbullying includes the creation or transmission and/or posting, originated on or off the schoolsite, of harassing communications, direct or indirect threats, or other harmful messages, texts, sounds, or images on the Internet, social media, or other technologies using an electronic device, including but not limited to telephone, computer, or any wireless communication device. Cyberbullying also includes electronic means of embarrassing another person or damaging another person's reputation, such as creating a burn page, new electronic presence or account or breaking into another person’s electronic account and assuming that person’s identity in order to damage that person’s reputation. Penal Code section 528.5 provides for criminal punishment and a civil law remedy for impersonating another person on the Internet. Cyberbullying that may result in school-issued discipline includes off campus conduct during non-school hours that poses a threat or danger to the safety of staff or causes or is foreseeably likely to cause a material and substantial disruption of school.

**CHILD ABUSE/MANDATORY REPORTS/POLICE CONTACT**

The following offenses require school personnel to file a report to the police and/or other legal agency:

1. A deliberate, willful, or non-accidental act of inflicting physical injury upon a minor student by another student which requires medical attention beyond the level of school-applied first aid. (Penal Code 11165.6 and 11166)
2. Neglect or abuse of a child, including but not limited to, a deliberate, willful, or non-accidental act of inflicting physical injury by any person upon any minor which requires any medical attention. A report must be made to the police. (Penal Code 11164 -11172)
   a. Information relating to child abuse reports can be shared only with the entities expressly authorized by law to receive the information. A school is not allowed to share child abuse report information with a parent/guardian. Violating the confidentiality requirements is a misdemeanor. The identity of the reporting party is confidential. You may contact CPS with any questions. (Penal Code 11167 and 11167.5)
3. Actual or reasonably suspected sexual abuse, physical abuse, or neglect of any minor child. A report must be made to the police. (Penal Code 11165.1, 11165.6, 11166)
4. An attack or assault on, or a physical threat against, any school employee by a student. (Ed. Code 44014)
5. A directly communicated threat by a student or any person to inflict unlawful injury upon any person or property to keep a school employee from fulfilling any official duty or to get the school employee to do any act in the performance of his duties. (Ed. Code 44014; Penal Code 71)
6. Before suspending a student from school for an assault upon any person with a deadly weapon or by force likely to produce great bodily injury. (Ed. Code 48902(a) and Penal Code 245)
7. Possession, use, sale, furnishing, or being under the influence of any controlled substance, alcoholic beverages or intoxicants, including glue containing toluene. The police will confiscate such items. (Ed. Code 48902(b), 48900(c))
8. Acts of school misconduct, including truancy or tardiness, in violation of court-imposed conditions of probation. (Ed. Code 48267)
9. Offering, arranging or negotiating to sell any controlled substance, alcohol or intoxicant and selling, delivering or furnishing a look-alike substance. (Ed. Code 48902(b) and 48900(d))
10. Violations of Penal 626.9 (firearm possession) and 626.10 bringing or possessing a dirk, dagger, ice pick, knife with a blade longer than 2 ½”, folding knife with a locking blade, unguarded razor blade, taser, stun gun, BB or pellet gun or spot marker gun (e.g. paint gun). (Ed. Code 48902(c))

11. Violation of Education Code 48915(c)(1) (firearm possession, sale or furnishing) and (c)(5) (explosive possession) by a student or non-student on a school site. (Ed. Code 48902(c))

CLASSROOM PLACEMENT

All classroom placement decisions will be made by the school principal. The school principal may consult with and/or receive input from teachers and school or District staff in determining the best classroom placements for children.

All school or District staff or administrators involved in the process shall make classroom placement decisions without regard to race, color, ethnicity, national origin, or any other basis protected by applicable law unless the school or District is specifically authorized to take such factors into account.

COMMUNICABLE DISEASES

Santa Clara County Public Health Department has strict guidelines that all school Districts must follow regarding communicable diseases. When diagnoses of certain communicable diseases are confirmed, notification is sent home to all students in that classroom regarding possible exposure. For a health concern that may involve an entire school community, the Public Health Department works closely with the Oak Grove School District Nurses to ensure appropriate information is distributed to all families within that community.

The District Nurses can be reached at (408) 227-8300, ext. 100253 or 100278.

CONDUCT ON SCHOOL BUS

SCHOOL BUS RULES AND REGULATIONS:
(5 CCR 14103, 13 CCR 1217, Civ. Code 54.2 and Ed. Code 39831 & 39839)

1. Obey all of the driver’s instructions in a prompt and cooperative manner.
2. Remain seated at all times, with the seat belt fastened if the bus has seatbelts, while the bus is moving and until the driver arrives at the stop and the bus door is opened.
3. Drinking or smoking or other unlawful behavior are NOT permitted on the bus.
4. Show respect for others at all times and refrain from all forms of harassment or bullying.
5. Talk quietly; profane language and yelling are not allowed.
6. Pushing, hitting, kicking, fighting, and other inappropriate physical contact are prohibited.
7. Eating is not permitted on the bus except for students with diabetes.
8. Head, arms, hands, and legs must be kept in the seat while on board and cannot be hanging out the window.
9. Animals (except for guide, signal, or service dog), glass containers, large articles, dangerous objects, and radios shall not be brought on the bus.
10. Do not deface any property on the bus. Do not write on, draw on, or cut seats or other parts of the bus.

CONSEQUENCES OF SEVERE OFFENSES OR ILLEGAL ACTIVITIES ON BUSES:
(5 CCR 14103)

1. Bus privileges will be suspended for continued disorderly conduct or persistent defiance of the driver’s instructions.
2. Parents are responsible for providing transportation to and from school in cases where bus riding privileges have been suspended.

BUS SAFETY SUGGESTIONS:

1. Be careful approaching the bus stop. If there are no sidewalks, walk on the left side of the road facing traffic.
2. Cross the road in front of the bus AFTER the driver has signaled it is safe.
3. While waiting for the bus, remain out of the road but away from private property.
4. All passengers should use care when getting on and off the bus. ALWAYS USE THE HANDRAIL.
CONFIDENTIALITY

Information about your child’s academic performance or behavior is confidential and will be shared only as authorized by applicable law, including with those employees directly responsible for providing necessary services to your child. Your child’s cumulative record is also confidential and is available for your review by appointment with the school principal or his/her designee.

Release of Directory Information: Unless prohibited by the parent/guardian in accordance with law, directory information which school officials may disclose consists of the following: name of student, address, telephone number, date and place of birth, participation in officially recognized activities and sports, dates of attendance, awards received, photographs, and most recent previous school attended. Directory information shall not be released regarding any student whose parent/guardian notifies the District in writing that such information may not be disclosed. Directory information may be released to employer or prospective employers, the media and non-profit organizations unless the District denies or limits access based on a student’s best interest. Directory Information may also be released to high schools or high school Districts who request information to communicate with parents of students approaching high school age. Directory Information may also be released to law enforcement or similar public entities for law enforcement or similar reasons.

CORPORAL PUNISHMENT

Corporal punishment, defined as the willful infliction of physical pain as a disciplinary measure, is prohibited by law. Employees are authorized to exercise reasonable and necessary force or physical control over students to keep the students from harming themselves and others, to quell a disturbance threatening injury or property damage, to obtain possession of weapons or dangerous objects, to protect property and to maintain order and conditions conducive to learning. (Ed. Code Sections 49001 and 44807).

DISCIPLINE PLAN

Each school in the District has developed a school-wide discipline plan consistent with policies in this handbook. A copy is provided to all students and their families at the beginning of the year and when families are new to a school during the year. A copy is usually contained in the school handbook.

DUE PROCESS

Students have the right to due process for suspension and expulsion. Due process for a suspension includes:

- Notice of the reason for the disciplinary action or charges against the student
- An explanation of the evidence by school authorities
- The opportunity for the student to explain his/her version of the incident and evidence in his/her defense.

ELECTRONIC COMMUNICATION DEVICES

Wireless electronic communication devices include, but are not limited to cell phones, pagers, personal data assistants (PDA), iPads, laptop computers with cellular/phone/email/video/PDA capability and two-way radios. The school District reserves the right to determine the educational value of any new electronic wireless communication device, which may become available to the general public in the future. Electronic communication devices shall be turned off during the school day except when being used for a valid instructional or other school related purpose as determined by the teacher or other District employee. Any device with camera, video or voice recording function shall not be used in any manner to record or take photos of others at school or which infringes on the privacy rights of any other person. If disruption occurs, the employee may direct the student to turn off the device and/or confiscate the device until the end of the activity, class period, or school day. Oak Grove School District shall not assume responsibility for theft, loss, or damage to any items (electronic or otherwise) that staff confiscate, e.g., iPods, PDA, iPhones, Phone, etc.

Students who engage in inappropriate use, access or sharing of personal, school, or individual electronic data will
be subject to disciplinary action. Inappropriate electronic communication which is demeaning, harassing, bullying, or teasing based upon sex, race, ethnicity, religion, disability (physical and mental), sexual orientation or perceived sexual orientation, or any other protected category under applicable law will be subject to legal and/or disciplinary action.

The following guidelines apply when going to and from school, at school, or to and from or while at a school-related activity on or off school grounds.

**Cell Phone Use**

Under Education Code Section 48901.5, the school is authorized to regulate possession or use of cell phones by students who are on campus, who attend school-sponsored activities, or who are under the supervision and control of school District employees.

**Cell phones may be brought to school unless the student loses the privilege of bringing a phone to school.**

A student who brings a cell phone to school is responsible for ensuring that the cell phone does not disrupt class or any school function. Cell phones must be turned off during the school day and at all school functions and kept out of sight during all class time and testing time except when being used for a valid instructional or other school related purpose as determined by the teacher or other District employee. Students may not telephone, text or otherwise use cell phones during the school day.

If a phone rings or vibrates during class or other school activity (including while riding a school bus), the teacher or other staff will determine consequences which may include asking the student to hand over the phone turning it into the school office. If a disruption occurs, the employee may direct the student to turn off the device and/or confiscate the device until the end of the activity, class period, or school day. The school office staff will keep the cell phone until the parent comes to school to pick up the cell phone.

A student is prohibited from using the cell phone’s camera and/or video functions except when being used for a valid instructional or other school related purpose as determined by the teacher or other District employee, while on campus, while at a school activity, or while under the supervision of school staff whether on or off campus.

Cell phones must not be used for bullying, harassing, threatening, or teasing of students or school staff. Cell phones must not be used to send threats and must not contain photos that are sexually explicit, photos of nude or partly nude people, photos of undergarments, photos of illegal activities, or photos of unlawful acts, drugs or drug paraphernalia.

If a student brings a cell phone to school, the school reserves the right to search the cell phone and review photos, videos, voicemail messages, text messages, and any other capabilities when there is reasonable suspicion and/or when the law otherwise allows. By signing the Acceptable Use Agreement policy, student and parents are providing specific consent to any and all District employees to search or otherwise access and review electronic device information by means of physical interaction or electronic communication with any electronic device used or possessed by Student, whether the device is owned by the Student, Parent, District, or anyone else, if Student uses or possesses the device at school or a school activity, on the way to and from school or a school activity, or otherwise related to school activity or attendance, and with any electronic device owned by Student or Parent if reported lost or stolen. If a parent objects to the school viewing items on the phone or listening to or reading messages, then the parent shall not allow the child to bring a cell phone to school.

The school may also share the cell phone with police when legally authorized.

If a student whose cell phone has disrupted the school refuses to turn their cell phone over to staff immediately when requested or if a student uses a cell phone in a manner that violates this handbook or other school rules, the student will be disciplined for disruption and/or willful defiance, up to and including suspension when legally authorized, and the student may be prohibited from bringing a cell phone to school or school activities.
The school is not responsible for any lost or stolen phones, even if the student has turned the phone over to staff.

EMERGENCIES AND "LOCKDOWNS"

The safety of children and personnel is the paramount priority of the Oak Grove School District. The schools and District have plans in place to deal with emergencies and provide a safe and secure learning environment.

Lockdowns: A "LOCKDOWN" alert refers to a set of school lockdown procedures to protect children and staff from a potential violent incident. In the event of a school "LOCKDOWN," students will be kept inside their school until the threat, or possible threat has been resolved. If your child’s school is in a lockdown situation, you will not be able to gain access to the school until the incident causing the lockdown has been resolved. As parents pick up their children after the lockdown ends, please keep in mind that students will only be released to persons listed on your child’s School Emergency Card, so please be sure to keep the card updated. Each school conducts a "LOCKDOWN" drill annually, under the guidance of the District and the San Jose Police Department’s School Liaison Unit. A “SHELTER IN PLACE” alert refers to a set of perimeter "LOCKDOWN" procedures to protect children in response to an external threat, or police action in the immediate area that may potentially reach the school campus. Under this scenario, access to the school may be restricted or delayed, and classroom instruction may continue inside the building with controlled class change until further instructed.

EMERGENCY CARDS

The school emergency card, completed by parents or guardians at the beginning of each school year, is a vital communication tool between parents and the school. The thorough completion of this card is essential in case of an emergency involving your child. Accurate phone numbers, emergency contact names, and complete medical information will mean that your child will get the very best care in your absence. If there is a restraining order forbidding contact of an individual with your child, legal custody orders, or parent custodial issues that the school needs to be aware of, a copy of such orders or an explanation of that situation should be submitted with the completed emergency card. A birth parent or legal guardian will be allowed to visit their child at school and participate in school activities unless a written court order expressly prohibits or limits such visits or participation. When it is necessary for a student to be checked out of school during the school day, an adult over the age of 18 who is listed on the emergency card must sign them out and may be asked to show identification if not known to the school staff. We recommend that you keep a copy of the emergency card in a location at home where you will frequently review it and contact the school with any updated information on a regular basis. If any of your information changes or an issue arises with an individual previously authorized to pick up your child, immediately contact the school and inform them of the changed circumstances and changes to the card.

EXCLUSIONS FROM SCHOOL ATTENDANCE

A student who is suffering from a contagious or infectious disease or whose presence constitutes a clear and present danger to life, safety, or health may be excluded from school. Students who do not have state-required immunizations may be excluded and cannot be admitted until immunizations are completed, unless a legal exception applies. (Ed. Code 48213, 48216, 49451, Health and Safety Code 120325 and 120335).

FRIDAY/SATURDAY SCHOOL

Each school with 7th and 8th grades is authorized to maintain a Friday/Saturday School to which elementary and/or 7-8 students may be assigned for:

- unexcused absences
- tardiness
- other unacceptable behavior (in lieu of suspension or an alternative to suspension)
Participation in the graduation ceremony is a privilege that is earned through demonstrating positive behavior and satisfactory academic progress through grades. District requirements for participation in the graduation ceremony and activities include:

1. Achieve a grade point average (GPA) of at least 1.50 in one of the two semesters in 8th grade (January or June report card) and
2. Receive no more than three (3) total semester grades of “F” for the entire year of 8th grade and no more than two (2) “F” grades on the second semester report card for 8th grade.

Semester grades will be used to determine grade point averages (GPA) based on the following equivalents:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Equivalent</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.0</td>
</tr>
<tr>
<td>B</td>
<td>3.0</td>
</tr>
<tr>
<td>C</td>
<td>2.0</td>
</tr>
<tr>
<td>D</td>
<td>1.0</td>
</tr>
<tr>
<td>F</td>
<td>0.0</td>
</tr>
</tbody>
</table>

**HEALTH INFORMATION**

**Illness/Accident**

School Secretaries and Health Clerks are trained in CPR and First Aid. By law, school personnel may only render first aid where needed, not prescribe or diagnose an illness or accident. Parents/Guardians or a designated emergency contact will be notified whenever a significant accident or illness occurs.

The following guidelines will be applied when sending students home due to illness:

- Child has a temperature of 100 degrees or above
- Child has vomited
- Child displays obvious signs of illness other than above, and/or
- Child has sustained an injury that requires medical attention

If there is any doubt as to whether your child is ill, please keep him/her home and consult your physician. Children that have a temperature of 100 or higher are required to remain home for 24 hours following the disappearance of a fever without fever reducing medication to minimize risk of possible exposure of any infection. This will protect your child, as well as the other children in school.

**HOMEWORK**

Oak Grove School District believes that homework contributes toward building responsibility, self-discipline, and life-long learning habits, and that time spent on homework directly influences a student's ability to meet the District's academic standards. Homework assignments may reinforce concepts presented in class, enhance or further develop concepts, and/or provide opportunities for individual learning or research. A method of communicating homework requirements and/or expectations to parents is established at the school site and will occur on a regular basis. The value of homework assignments is dependent upon the degree of cooperation, encouragement, and guidance shown by parents. Students who miss schoolwork because of an excused absence or suspension will be given the opportunity to complete all assignments and tests that can be reasonably provided. Students will receive full credit for work satisfactorily completed within a reasonable period of time and by the deadline the teacher sets. Homework shall not be weighted more than 25 percent of a student's grade on an individual report card period. (B.P. 6154)

**HUMAN DIGNITY POLICY**

The Board of Education, recognizing that we are a multiracial, multiethnic, and multilingual School District, believes it is part of our mission to provide a positive, harmonious environment in which respect for the diverse makeup of the school community is promoted. Human dignity is reflected in attitudes and behaviors toward others and self. Human dignity is characterized through respect, sensitivity and care exhibited in the interaction of staff, students, and parents.

The school District will not tolerate behavior by members of the school community which insults, degrades, or stereotypes any race, sex, gender, mental or physical disability, ethnic group, perceived or actual sexual orientation,
gender identity, gender expression, age, national origin, ancestry, religion, color, association with a person or group with one or more of these actual or perceived characteristics, or any other basis protected by applicable law. (5 CCR 4900)

IMMUNIZATION ENTRY REQUIREMENTS

All Kindergarten students and students transferring from outside Santa Clara County must have Santa Clara County Public Health Department TB Risk Assessment for School Entry form completed by a licensed health care provider within 12 months prior to school registration.

IF ADMITTED KINDERGARTEN (AGES 4-6)

- Polio: Four doses, however, three doses are acceptable if the last dose was given after 4 years of age*.
- DTP: Five doses, however, four doses are acceptable if the last dose was given after 4 years of age*.
- MMR: Two doses, both doses on or after the 1st birthday*.
- Hepatitis B: Three doses.
- Tuberculosis: Santa Clara County Public Health Department’s TB Risk Assessment for School Entry form completed by a health care provider or equivalent (i.e. doctor’s note) within 12 months prior to registration.
- Varicella: One dose or proof of immunity.

7th GRADE

- Polio: Three doses, but one additional dose if last dose was given before 2nd birthday*
- DTP: Three doses, but one additional dose if last dose was given before the 2nd birthday*
- MMR: Two doses (both on or after 1st birthday)*
- Tdap: One dose after age 7. (DTaP is acceptable Td is not)
- Varicella: None (If student is entering from outside California, one dose of varicella vaccine or proof of immunity is required)

*Receipt of the dose up to (and including) four days before the birthday will satisfy the school immunization requirement.

SHORT TERM INDEPENDENT STUDY

Your child may be eligible for independent study if he/she will be absent for reasons other than illness for a period of more than five days. Please contact the school at least three days prior to the absences to draw up a plan of study.

INTERDISTRICT AGREEMENTS

Interdistrict transfers, between Districts, must be approved by both Districts. Oak Grove School District approves interdistrict agreements on an annual basis. Interdistrict transfers can be revoked should all of the requirements not be met (e.g., maintaining grades and acceptable behavior).

INTERFERENCE WITH EDUCATIONAL PROCESS

Any person who willfully interferes with the discipline, good order, lawful conduct, or the administration of any school class or activity is guilty of a misdemeanor. (Ed. Code 44810-11; Penal Code 626.4-626.8)

LICE

Head lice (pediculosis) is a common childhood condition and continues to be a problem in our community. Please assist us in keeping this problem under control. The following measures are recommended:

1. Check your child’s head periodically (weekly) for live lice or nits (eggs). Check carefully in bright light as the nits are tiny and difficult to see. If you do not know what they look like, the school health clerk can assist you.
2. Notify the school, your child care providers, and parents of your child’s playmates, if you find your child has
this condition.

3. Obtain the Health Department pamphlet from the school health clerk or contact the Health Department Vector Control (408-918-4770) for information.

4. Treat your child who has this condition as recommended by the Health Department and remove ALL nits (eggs) before your child returns to school. Children will not be allowed to stay in school, if found to have lice/nits.

5. Each child who has been found to have lice/nits is to be brought to the school office and his/her hair checked by school staff prior to returning to class.

6. If the school receives a report of a child having lice, all their classmates will be checked.

7. If parents are notified that a classmate of their child has lice, please check your child’s hair daily for two weeks. This will help catch an infestation so it can be treated early.

8. Do not treat children with lice medication unless you are notified that your child has lice or you see the lice/nits in your child’s hair. The medication does not prevent lice. Medication does not remove nits (eggs). These must be removed by hand.

9. Product directions should be followed exactly.

10. The head lice removal process should be completed immediately and students should be ready to return to school within three days. Absences beyond that time period are considered unexcused and truancy rules will apply.

**LITTERING**

It is a misdemeanor or an infraction for anyone to leave litter or dump waste on school property or public property. (Penal Code 374.3)

**LOCKERS**

Lockers are property of the Oak Grove School District on loan to students for use. Lockers may be searched at any given time without notice, or for reasonable cause.

**LOITERING**

Any person who loiters on or near any school property is a vagrant and is guilty of a criminal offense. (Penal Code 653b)

**LOST OR CONFISCATED ITEMS**

Oak Grove School District shall not assume responsibility for theft, loss or damage to any items, electronic or otherwise, even if confiscated, including but not limited to iPod, iPhone, iPad, PDA, phone, Kindle, notebook, laptop, and similar items.

**MEDICATION**

Any student who is required to take medication during the school day may do so under the supervision of designated school personnel, provided a “Medication Administration in School” form has been completed by both the physician and parent/guardian. A new “Medication Administration in School” form must be completed at the beginning of each school year. The physician must detail the method, dosage, and time schedule by which such medication is to be taken. **A parent may not instruct authorized school personnel to administer medication to his/her child at a time other**
than the time ordered by the physician. In addition, a parent may not change the dosage instructions of medication. This change must come from the physician. A new "Medication Administration in School" form must be completed by the physician whenever there is a change in the medication dosage or time schedule. Any pupil who uses medication in a manner other than as prescribed is subject to discipline. (Ed. Code 49423, 49423.1) In addition, see Oak Grove School District Board Policy 5141.21.

Medication must be supplied by the parent/guardian in the original prescription container, clearly labeled with the student's name, medication, dosage, and directions (Ed. Code 49423). Students are not allowed to transport medication. Medication must be delivered to the Health Office by a parent/guardian. Medication is to be taken home at the end of the school year by a parent/guardian.

No medication, including over-the-counter drugs (i.e. Tylenol, Advil, cough syrup...etc.) will be stored or dispensed without a completed "Medication Administration in School" form. All medication must be stored in a locked container or cabinet in the Health Office, except if the parent and doctor have completed a form and submitted that form to the school office that allows student to carry and self-administer prescription auto-injectable epinephrine or inhaled asthma medication.

MOVING/DISCONTINUING ENROLLMENT

If you are moving and/or your child will no longer be attending the school where he/she is registered, please contact the school to inform them.

OPEN/CLOSED CAMPUS

In order to keep students in a supervised, safe and orderly environment, our Board of Trustees has established a closed campus at all District schools.

Students shall not leave school at recess, or at any other time before their scheduled dismissal at the end of the school day except with written permission of the parent/guardian and in the custody of an authorized adult. Students who leave school without authorizations shall be subject to disciplinary action.

For additional information regarding open/closed campus, see Board Policy 5112.5.

OUTSIDE ACTIVITIES

The Oak Grove School District works hard to ensure that all of our students succeed in school. For that reason, we limit participation in after-school activities to those students achieving at least a 2.0 grade point average. We extend that philosophy and practice to non-school related activities also. We hope outside organizations support this concept also. Several outside organizations require the signature of an administrator from the child’s school for the child to be eligible to participate in their sponsored activity. The principals in the Oak Grove School District will not sign any form, stamp, or place a seal on any form unless the child is at or above a 2.0 GPA.

OVERDUE, DAMAGED, OR LOST INSTRUCTIONAL MATERIALS

Instructional materials are an expensive resource. Procedures are established to protect instructional materials from damage or loss.

Instructional materials provided for use by students remain the property of the District. Students are responsible for returning borrowed materials in a timely fashion and in good condition, with no more wear and tear than usually results from normal use.

If the property has been willfully cut, defaced, or otherwise damaged, or if the student refuses to return it on demand to an employee of the District, the District may, after affording the student due process rights, withhold the grades, diploma, or transcripts of that student until the parent/guardian or the student has paid for the damages to the property. The District will notify the student’s parent/guardian of the student’s alleged misconduct before withholding the
student's grades, diploma, or transcripts. If the parent/guardian, or the student is unable to pay for the damages or to return the property, the District will provide a program of voluntary work for the student in lieu of the payment of monetary damages. On completion of the voluntary work, the grades, transcripts, and/or diploma shall be released. (Ed. Code 48904 and 48904.3)

PARENT/GUARDIAN VISITATION

Oak Grove School District Board Policy 1250 outlines appropriate classroom/school visitation guidelines which have been established to provide opportunities to visitors for observation, visitation, and parent/guardian staff contact while protecting the classroom learning environment. It is important that parents/guardians realize that their presence in the classroom/school as an observer has an impact on their child and the class/school in general. The teacher and the school principal will help parents/guardians understand this impact and will make the final decision about the duration and time of the visit. A twenty-four hour notice for visitation is required by the school principal. All visitors must register at the office prior to beginning their visitation.

PETS AT SCHOOL

Animals are not to be brought on school grounds, including programs, assemblies, classrooms, or when students are present on school grounds without prior written consent from the teacher and principal. With prior permission, dogs must be connected to a leash at all times. All request to bring an animal on school grounds must be arranged by an adult over the age of 18. Service animals are the exception to this practice. (Ed. Code 32255).

PHYSICAL EDUCATION

Students in grades 1 - 6 are provided 200 minutes of physical education each ten school days. (Ed. Code 51210) Physical fitness and performance assessment results are available upon request and are sent home with individual students. At the elementary school level, low heeled or flat, closed toed shoes should be worn for safety during recess and physical education. Students are required to change for physical education in the Intermediate grades due to safety and hygiene reasons. The requested PE clothing for 7th grade students, district wide, is a grey t-shirt and black shorts. All 8th grade students will be allowed to wear the PE clothing from the prior year. Parents may choose to purchase PE clothing on campus, but the school does not require that parents purchase the school-sold PE clothes. Many parents prefer to purchase the school-sold or other grey shirts and black shorts for their child to ensure a good fit. If a parent does not want to purchase PE clothes, the school will provide a student with PE clothes, which must be returned at the end of the year.

Students will be issued a school owned combination lock for their personal possessions in the PE locker. Students have the option of purchasing a school-provided lock in order to allow students to keep the lock and maintain the same combination for 2 years as well as continued use through High School. A copy of the combination will be kept on file for students and parents.

PORNOGRAPHY

Any person who sells, rents, distributes, sends, causes to be sent, exhibits or offers, or displays any harmful matter to a minor, including pornographic matter, is guilty of a criminal violation, and a student violator will be subject to disciplinary action. (Penal Code 313.1)

PROFANITY, VULGARITY, OBSCENE ACTS

Students who commit an obscene or sexually explicit act or are engaged in habitual profanity or vulgarity are subject to disciplinary action including suspension and expulsion. (Ed. Code 48900)
PROMOTION/RETENTION

The District expects each student to progress systematically through the grade levels and to meet grade level standards of academic achievement. School staff will identify students who have failed to meet or who are at risk of failing to meet standards as early in the school year as possible. Final decisions related to retention will be made by the classroom teacher by May 30th. Attachment D.1 provides additional details and timelines related to promotion/retention and graduation requirements or last school day in May.

RESTITUTION

In a situation of vandalism or conduct causing damage to school buildings, grounds, electronic equipment/databases or the property of an individual at school, the parents of the minor(s) found to be responsible will be liable for costs incurred in the repair and restoration of the property to its original condition. (Ed. Code 48904-48904.3)

REVIEW POLICY

A student or the student’s parent(s)/guardian(s) may request a review of any disciplinary action imposed upon a student for his/her school-related acts of misconduct.

- An appeal at the school level will be directed to the school principal.
- An appeal must be made at the school level before the appeal is directed to the district level.
- An appeal at the district level will be directed to the Learning Community Director.
- If an appeal is denied, the parent may place a written rebuttal to the action in the student’s file.

SCHOOL CHOICE

Oak Grove School District offers parents of elementary and intermediate students an opportunity to apply to the school you wish your children to attend within the boundaries of the District. This option is provided through an Open Enrollment policy called School Choice. For more information please call the District Office at (408) 227-8300, ext. 100208.

SEARCHES

A student’s attire, personal property, or school property (including books, desks, backpacks, and school lockers) may be searched by a principal or the principal’s designee when there is reason to suspect a student possesses illegal items or illegally obtained and/or possessed items. These may include but are not limited to illegal substances, drug paraphernalia, weapons, stolen property, or objects or substances which may be injurious to the student or to others.

SEXUAL HARASSMENT

The School District is committed to providing an environment free of sexual harassment and maintains a strict policy prohibiting such harassment. It is also unlawful to harass another individual because of any basis protected by law. (See Human Dignity Policy 5145.4 for other protected categories). A student in grades 4 through 12 may be suspended from school and/or recommended for expulsion if the principal of the school in which the student is enrolled determines that the student has committed sexual harassment including comments about perceived sexual orientation, sexual orientation, gender expression, and/or gender identity if the conduct described meets the legal standard such as having a negative impact upon the individual’s academic performance or creating an intimidating, hostile, or offensive educational environment. (Board Policy 5145.4, 5145.7. Ed. Code 48900.2, 212.5)

SODA POP LAW SB677

No soda pop may be sold to a student at elementary school at any time (except a fundraiser at least 30 minutes after school) or at an intermediate school from one half hour before school starts to one half hour after the school day has ended. (Ed. Code 49431.5)
STUDENT VIOLENCE AND REPORTING REQUIREMENTS

The School will not tolerate student threats, acts of violence, or jokes of violence that cause or are likely to cause a substantial disruption to school operations.

The welfare of our students requires that the school be notified immediately of potential security risks. You must immediately notify your principal, teacher or other school employee:

- When a person is acting in a suspicious manner in or around the school
- When you know, suspect, or have heard that an individual is suspected or has possession of any knife, weapon, firearm (toy, imitation or otherwise including BB/air soft or plastic pellet gun) or dangerous object at school
- When you know, suspect, or have heard of any violent or potentially violent incidents, planned fights, threats, jokes of threats or violence, or concerns of a risk for violence or other disturbance
- When you believe the school is otherwise not secure or safe.

The School will investigate and discipline students who breach this policy, up to and including suspension and/or expulsion. A student’s failure to report any possible risk will be viewed as defiance of the school’s valid authority and may be aiding or abetting and will result in student discipline against the student who failed to report, including but not limited to suspension, possible expulsion if warranted under applicable law, and/or police referral as a possible accomplice. (Ed. Code 48900)

THREAT TO EMPLOYEE

A student who threatens to inflict injury upon a school employee is subject to suspension and/or expulsion from school. Verbal abuse of a teacher in or outside of the presence of other school personnel or students on school premises or at any assigned school activity or otherwise related to school activity or attendance will lead to suspension and/or expulsion if it causes or is likely to cause a substantial disruption to school operations. It is the duty of a school employee to report an attack, an assault, or a physical threat by a student promptly to law enforcement authorities. Failure to do so is an infraction punishable by a fine up to $1000. Any person discouraging such a report is guilty of an infraction punishable by a fine of not less than $500 and not more than $1000. (Ed. Code 44014, 48900; Penal Code 71)

WELLNESS POLICY

The Oak Grove School District recognizes the link between student health and learning, and desires to promote healthy eating and physical activities for students.

Student wellness and health literacy is supported, promoted, and reinforced through health and physical education, psychological and counseling services, as well as a safe and healthy school environment.

BEHAVIOR EXPECTATIONS

Oak Grove School District will take appropriate corrective and/or disciplinary actions for serious offences. All violations will be addressed with appropriate consequences because consistent application of expected behavior standards is crucial in maintaining an orderly, purposeful, and safe school environment free from harassment, weapons, drugs, tobacco, vandalism, and the threat of physical harm. Students who threaten or cause physical harm to anyone will be appropriately disciplined. Students who threaten or cause physical harm to anyone through the possession of, use of, or threatened use of weapons or dangerous objects may be arrested, suspended, and recommended for expulsion. Similar disciplinary steps will be taken in cases involving the sale of controlled substances, alcohol, or intoxicants at school, on the way to or from school, while going to or coming from a school sponsored activity, while at any school sponsored event and during lunch whether on or off school grounds. All unlawful behavior will be reported to the police, followed by suspension and possible expulsion.
STUDENT SUSPENSION AND EXPULSION DISCIPLINARY GUIDELINES***

Suspension, administrative transfer to another school as an alternative to expulsion, or expulsion may be imposed for the following acts when related to school activity or school attendance which occur at any time, including but not limited to:

- While on school grounds
- While going to and from school, including while walking or on a school bus
- During the school day
- During or while going to or coming from a school sponsored activity

**Aid or Abet Physical Injury** (or attempt)
- Corrections include but are not limited to: Student conference, parent conference, suspension, police notification, administrative transfer, expulsion if juvenile court conviction

**Arson** (Fire damage or attempt to damage with combustible materials)
- Corrections include but are not limited to: Student conference, parent conference, suspension, police notification, restitution, administrative transfer, expulsion

**Assault/Battery** (Attempt to commit a violent injury, willful and unlawful use of force or violence)
- Corrections include but are not limited to: Student conference, parent conference, suspension, police notification, administrative transfer, expulsion

**Assault with Deadly Weapon**
- Corrections include but are not limited to: Student conference, parent conference, suspension, police notification, administrative transfer, expulsion

**Battery** See Assault/Battery

**Bullying**
- Corrections include but are not limited to: Student conference, parent conference, suspension, police notification, administrative transfer, expulsion

**Dangerous or Explosive Objects** (Includes but is not limited to possession or sale of firecrackers, stink bombs, aerosol cans, powder, matches, lighters, laser pointers of any type, shock or taser devices, weapons or replicas, bombs, grenades, rockets, missiles, bullets, and similar devices and parts which can be assembled into a destructive device)
- See also Weapons
- Corrections include but are not limited to: Student conference, parent conference, suspension, police notification, administrative transfer, expulsion, required expulsion for firearms, explosives or brandishing a knife

**Defiance of Authority** (Including academic dishonesty)
- Corrections include but are not limited to: Student conference, parent conference, teacher-issued suspension (any grade), suspension (grade 4 and above), administrative transfer, referral to SARB, expulsion (No expulsion if the only violation is disruption or defiance)

**Destruction of Property (Damage or Attempt)** (Including Computers and Databases)**
- Corrections include but are not limited to: Student conference, parent conference, suspension, restitution, police notification, administrative transfer, expulsion

**Disorderly Conduct** See also Willful Disobedience and Defiance of Authority
- Corrections include but are not limited to: Student conference, parent conference, teacher-issued suspension (any grade), suspension (grade 4 and above), police notification, administrative transfer, referral to SARB, expulsion (No expulsion if the only violation is disruption or defiance)
Drugs  (Use, sale, furnish, possession, being under the influence of, or other prohibited involvement with marijuana, alcohol, Soma, any intoxicant, controlled substance, paraphernalia, or look-alike substance)
- Corrections include but are not limited to: Student conference, parent conference, suspension, police notification, administrative transfer, expulsion; required expulsion for sale of a controlled substance

Fighting (Mutual combat)
- Corrections include but are not limited to: Alternative means of correction†, student conference, parent conference, suspension, police notification, administrative transfer, expulsion

Firearms See Weapons

Forgery **
- Corrections include but are not limited to: Student conference, parent conference, suspension, police notification, administrative transfer, expulsion

Harassment  (Physical; Bullying and Intimidation; Sexual, Racial or other unlawful harassment and Hate, Violence or Hate Crime) For grades 4 and up. See also Threats
- Corrections include but are not limited to: Alternative means of correction†, student conference, parent conference, suspension, police notification, administrative transfer, expulsion

Hazing (Dangerous, harmful, degrading, or disgraceful initiations associated with a group)
- Corrections include but are not limited to: Alternative means of correction†, student conference, parent conference, suspension, police notification, administrative transfer, expulsion

Knife See Weapons

Obscene Acts  (Gestures, verbal, written, drawn, physical contact)
- Corrections include but are not limited to: Student conference, parent conference, suspension, police notification, administrative transfer, expulsion

Profanity or Vulgarity
- Corrections include but are not limited to: Alternative means of correction†, student conference, parent conference, suspension, administrative transfer, expulsion

Receipt of Stolen Property**
- Corrections include but are not limited to: Student conference, parent conference, suspension, police notification, administrative transfer, expulsion

Restitution
- Students are liable for damage to any school or employee property including textbooks, computers, and or school equipment. Replacement cost is calculated by District guidelines.

Robbery or Extortion**
- Corrections include but are not limited to: Student conference, parent conference, suspension, police notification, administrative transfer, expulsion

Sexual Assault  (or attempt) or Sexual Battery  Sexual battery is defined as touching breasts, buttocks, genitals, anus or groin (through or under clothing), against the will of the person being touched and for the specific purpose of sexual arousal, sexual gratification, or sexual abuse. Sexual assault includes rape, sodomy, oral copulation, and other types of sexual assault.
- Corrections include but are not limited to: Student conference, parent conference, suspension, police notification, required expulsion
Smoking or Possession of Tobacco or Tobacco Products
- Corrections include but are not limited to: Alternative means of correction†, student conference, parent conference, suspension, administrative transfer, expulsion

Theft (stealing or attempting to steal) **
- Corrections include but are not limited to: Alternative means of correction†, student conference, parent conference, suspension, restitution, police notification, administrative transfer, expulsion

Threats (terroristic, bomb, other including bodily harm)
- Corrections include but are not limited to: Student conference, parent conference, suspension, police notification, administrative transfer, expulsion

Trespassing
- Corrections include but are not limited to: Alternative means of correction†, student conference, parent conference, suspension, police notification, administrative transfer, expulsion

Vandalism (graffiti, breaking of windows, etc.)
- Corrections include but are not limited to: Alternative means of correction†, student conference, parent conference, suspension, restitution, police notification, administrative transfer, expulsion

Verbal Abuse
- Corrections include but are not limited to: Alternative means of correction†, student conference, parent conference, suspension, administrative transfer, expulsion

Weapons Including any Gun or Knife or Replica (Including but not limited to pocket knives, kitchen knives, Swiss army knives, utility knives, BB/Pellet/Air-soft guns, metal or plastic toy or other guns, homemade dangerous objects, chains or any dangerous object of no reasonable use.)
- Corrections include but are not limited to: Student conference, parent conference, suspension, police notification, administrative transfer, expulsion (Required expulsion for firearms, explosives or brandishing a knife)

Willful Disobedience, Disruption of School Activities, or Defiance of School Authority
- Corrections include but are not limited to: Alternative means of correction†, student conference, parent conference, teacher-issued suspension (any grade), suspension (grade 4 and above), police notification, administrative transfer, referral to SARB, expulsion (No expulsion if the only violation is disruption or defiance)

† Alternative means of correction include but are not limited to counseling, conferences, community service, and options in Ed. Code 48900.5. ** Alternatives may be used for other offenses, even if not specifically stated, when the principal determines the alternative to be an effective means of correction.
* All suspensions for an offense for which expulsion has been recommended can be extended up until the expulsion hearing is held under Ed. Code 48911(g).
** In some cases, where appropriate, restitution for damages may be required.
*** For some infractions, including but not limited to possession of any weapon (toy, imitation, or other including BB/air soft or plastic pellet gun) or dangerous object, an administrative transfer will take place as an alternative to expulsion or the expulsion hearing will be held.
EXPULSION

**Definition:** Expulsion is the removal of the student from the supervision of his or her school in Oak Grove School District for up to one calendar year.

Education Code 48915(c) requires mandatory suspension, recommendation of expulsion and expulsion for the following acts:

1. Possessing, selling, or otherwise furnishing a firearm.
2. Brandishing a knife at another person.
3. Unlawfully selling controlled substance.
4. Attempting or committing sexual assault or committing sexual battery.
5. Possessing an explosive.

Expulsion may be imposed for any expellable act that is related to school activity or attendance, including while on school grounds, while going to or coming from school, while going to or coming from, or at a school sponsored activity, and during lunch, whether on or off school grounds. The following acts (Ed. Code 48915a (1)) will result in expulsion being recommended:

1. Causing serious physical injury to another person except in self-defense.
2. Possession of any knife or other dangerous object of no reasonable use to the pupil.
3. Unlawful possession of any controlled substance except first offense of a small amount of non-concentrated marijuana or prescription or over-the-counter medication for the pupil's use for medical purposes.
4. Robbery or extortion.
5. Assault or battery on a school employee.

Other actions that may result in an expulsion being recommended:

1. Harassment, threats, injury, dangerous objects, drugs, alcohol, intoxicants, paraphernalia, theft, extortion, robbery, property damage, bullying, hate violence, hazing, or terrorist threats.
2. Other misconduct, including but not limited to violating rules in the handbook, misconduct listed on pages 16-19, or misconduct listed in the Education Code sections authorizing expulsion.

**DUE PROCESS**

The school principal or designee has the right to suspend a student for a period of up to five school days. If suspension is being considered, the principal will meet with the student before the suspension, unless an emergency situation exists. (Ed. Code 48911). After the meeting is completed, the principal decides if suspension and/or an expulsion recommendation is appropriate. The principal or designee will attempt to notify parents/guardian by telephone. A written notice of suspension will be sent.

The school principal has the right to recommend that a student be expelled from the District. In cases where the principal recommends expulsion, a meeting will be offered to parents/guardians to explain process and answer questions.

When the school principal recommends that a student be expelled, a hearing will be conducted before an administrative hearing panel unless the parents sign a stipulated expulsion agreement. Recommendations will be made by the hearing panel to the Board of Trustees.

If a student has violated a school rule or law and is subject to a suspension, administrative transfer to another school or expulsion, the student and his/her parents or guardians will be formally notified. Part of the notification process will include an explanation of the process and an opportunity to ask questions.
SUSPENSION

A teacher may refer a pupil to the principal for discipline or may suspend any pupil from his/her class for the day of the suspension and the day following. The teacher shall immediately report the teacher-issued suspension to the principal of the school and comply with the requirements for a teacher suspension. The teacher has authority to suspend any student in any grade, for disruption or defiance. (Education Code 48900(k))

The principal or his/her designee may suspend a student from class, classes, or the school premises for a period not to exceed five school days unless the principal recommends expulsion and/or the Superintendent or designee extends the suspension. The Superintendent or designee may extend a student's suspension pending final Board of Trustees' decision on the recommendation of expulsion. (Ed. Code 48911)

Parent Notification by Administrator:

A school employee shall make a reasonable effort to contact the student's parent or guardian in person or by telephone at the time of the suspension. (Ed. Code 48911(d))

Notification:

The administrator shall report all suspensions in writing to the Director of Student Services. (Ed. Code 48911(e))

Administrative suspension procedure requires that:

1. An informal conference be held with the student. The principal or designee must inform the student of the reason for the disciplinary action and the evidence against the student. The student must be allowed the opportunity to present his or her version and evidence in his or her defense.
2. An attempt must be made to make telephone notice or personal notice of suspension with parent/guardian.
3. A parent/guardian must be given written notice of suspension.
4. A parent/guardian must respond to the school's request for a conference without delay, as per state law.
5. A parent/guardian may request a meeting for the suspension to be reviewed by the Superintendent or designee. (Ed. Code 48914)
6. A student may not be suspended for more than five (5) consecutive school days for an incident, except when the suspension is extended because the student has been recommended for expulsion.
7. Except when a student's suspension is extended pending an expulsion decision under 48911(g), a student shall not be suspended for more than twenty (20) school days in one school year unless the student enrolls in or is transferred to another school for disciplinary action for purposes of adjustment. In this case, the student may be suspended for up to thirty (30) school days. (Ed. Code 48903)
8. The teacher may require a suspended student to complete assignments and tests missed during the suspension. (Education Code 48913)
9. A suspended student must remain under parent supervision and is not to be on any school campus (even when school is not in session) or attend school activities, on or off campus, for the duration of the suspension.

The parent or guardian of a student who has been suspended may be required to attend a portion of a school day in his/her child's classroom. (Ed. Code Section 48900.1)
DEFINITIONS OF DISCIPLINARY ACTIONS

ADMINISTRATIVE TRANSFER/PLACEMENT - The student is transferred to or placed in another school in the District as decided by Administration for purposes of adjustment. This is an alternative to an expulsion. (Ed. Code 48900, 48903)

ALTERNATIVE MEANS OF CORRECTION - A variety of interventions may be used, including but not limited to counseling, parent and student conferences, warnings, Saturday School, restorative justice, community service, and transfer to another school. (Ed. Code 48900, 48900.5, 48900.6 and 48903)

DETENTION - Students may be detained in school for disciplinary or other reasons for a maximum of one hour after the close of the school day. Parent(s) or legal guardian must be notified of the detention.

EXPULSION - The student is informed that he/she is subject to expulsion from the District for a calendar year for some offenses or for the remainder of the semester and the semester following. The student’s parent(s) or legal guardian is notified by telephone (or in person) and by letter that the student is being recommended for expulsion.

Notification to the parent(s) or legal guardian will include information on the process. The expulsion does not become effective until the Board of Trustees votes to expel the student. A record is maintained in the student file.

INFORMAL TALK - A school official (teacher, administrator or counselor) will talk to the student and try to reach agreement regarding how the student should behave and obtain confirmation that the student understands and will comply with the rules.

LOSS OF PRIVILEGES - Student privileges may be removed due to inappropriate behavior in a school setting. These may include but are not limited to loss of field trips, extracurricular activities, including sports team participation, and end of the year activities, including 8th grade graduation ceremonies.

PARENT CONFERENCE - Parent(s) or legal guardian are notified by telephone, email, personal contact, letter or certified letter. An in-person conference may be conducted between the student, his/her parent(s) or legal guardian, appropriate school personnel and any other individuals concerned. A student performance or behavior contract may be used. (Ed. Code 48900.1(d) and 48911(d) and (f))

REMOVAL FROM CLASSES - The student is removed from one or more classes, but remains at school during these class periods or receives appropriate disciplinary action, such as (1) serves one or more detention/work details, (2) assigned Saturday School, or (3) has privileges suspended.

SARB - (School Attendance Review Board) A panel of school and community representatives who meet with a student and his/her parents to recommend solutions to poor attendance, tardiness, and/ or habitual insubordination or disorderly conduct. (Ed. Code 48263)

FRIDAY/SATURDAY SCHOOL - Students may be assigned to school on Friday after school or Saturday in lieu of more serious disciplinary actions. A failure to attend will result in more serious consequences.

STIPULATED EXPULSION AGREEMENT - Consent and stipulation to an expulsion, waiving the right to an expulsion hearing and including a settlement/rehabilitation agreement to assist student in complying with rules and to assist in obtaining readmission after completing the term of the expulsion.

STUDENT CONFERENCE - A formal conference is held between the student and one or more school officials. During this conference, the student must agree the student understands the rules and agree to correct his/her behavior or another consequence may need to be used to encourage understanding of the rules.

SUSPENSION - The student is informed that he/she is subject to a suspension (five school days or less), unless extended under Education Code 48911 pending an expulsion determination. An attempt is made to notify the student’s parent(s) or legal guardian by telephone or in person that the student is suspended.
# APPENDIX

<table>
<thead>
<tr>
<th>A. UNIFORM COMPLAINT PROCEDURES</th>
<th>A.l-A.5</th>
</tr>
</thead>
<tbody>
<tr>
<td>B. PARENT COMPACT SAMPLES</td>
<td>B.1</td>
</tr>
<tr>
<td>C. ANNUAL PARENT/GUARDIAN NOTICE OF RIGHTS AND RESPONSIBILITIES</td>
<td>C.l-C.20</td>
</tr>
<tr>
<td>D. PROMOTION/RETENTION POLICY</td>
<td>D.l-D.2</td>
</tr>
<tr>
<td>E. NETWORK ACCEPTABLE USE AGREEMENT</td>
<td>E.l-E.4</td>
</tr>
<tr>
<td>F. INTERDISTRICT ATTENDANCE REQUEST/PERMIT &amp; HOMELESS INFORMATION ACT</td>
<td>E.l-F.2</td>
</tr>
<tr>
<td>G. VOLUNTEER ASSISTANCE</td>
<td>G.l-G2</td>
</tr>
<tr>
<td>FIELD TRIP INFORMATION SLIP</td>
<td>G.3-G.4</td>
</tr>
<tr>
<td>H. SEXUAL HARRASSMENT BOARD POLICY</td>
<td>H.l-H.2</td>
</tr>
<tr>
<td>I. FAMILY INVOLVEMENT/PARENT RIGHTS/MEGAN'S LAW: SEX OFFENDER INFORMATION</td>
<td>I.l-I.2</td>
</tr>
<tr>
<td>J. PROGRAM OPTIONS FOR ENGLISH LANGUAGE LEARNERS</td>
<td>J.l-J.2</td>
</tr>
<tr>
<td>K. KEEPING SCHOOLS FREE OF TEASING, BULLYING, AND HARASSMENT, SOCIAL MEDIA &amp; CYBERBULLYING</td>
<td>K.l-K.7</td>
</tr>
<tr>
<td>L. HEALTHY SCHOOLS ACT</td>
<td>L.l-L.2</td>
</tr>
<tr>
<td>M. HIGH SCHOOL GRADUATION &amp; COLLEGE ENTRANCE REQUIREMENTS (A-G)</td>
<td>M.1-M.2</td>
</tr>
<tr>
<td>N. PARENT INVOLVEMENT/ FAMILY ENGAGEMENT</td>
<td>N.1-N.2</td>
</tr>
</tbody>
</table>
Uniform Complaint Procedures (UCP)

This document contains rules and instructions about the filing, investigation and resolution of a Uniform Complaint Procedures (UCP) complaint regarding an alleged violation by Oak Grove School District of federal or state laws or regulations governing educational programs, including allegations of unlawful discrimination, harassment, intimidation, bullying and non-compliance with laws relating to pupil fees and our Local Control and Accountability Plan (LCAP).

This document presents information about how we process UCP complaints concerning particular programs or activities in which we receive state or federal funding. A UCP complaint is a written and signed statement by a complainant alleging a violation of federal or state laws or regulations, which may include an allegation of unlawful discrimination, harassment, intimidation, bullying or charging pupil fees for participation in an educational activity or non-compliance with the requirements of our LCAP. A complainant is any individual, including a person's duly authorized representative or an interested third party, public agency, or organization who files a written complaint alleging violation of federal or state laws or regulations, including allegations of unlawful discrimination, harassment, intimidation, bullying and non-compliance with laws relating to pupil fees or non-compliance with the requirements of our LCAP. If the complainant is unable to put the complaint in writing, due to a disability or illiteracy, we shall assist the complainant in the filing of the complaint.

Programs and activities that are implemented by our district and subject to the UCP in which we receive state or federal funding are:

- After School Education and Safety
- Child Care and Development Programs including state preschool
- Consolidated Categorical Programs
- Discrimination, Harassment, Intimidation, and Bullying
- Local Control Funding Formula and Local Control Accountability Plans
- Migrant Education
- NCLB Titles I-III
- Nutrition Services - USDA Civil Rights
- School Facilities
- Special Education
- Unlawful Pupil Fees

The following complaints shall be referred to other agencies for appropriate resolution and are not subject to our UCP process set forth in this document unless these procedures are made applicable by separate interagency agreements:

1. Allegations of child abuse shall be referred to County Dept. of Social Services (DSS), Protective Services Division or appropriate law enforcement agency.
2. Health and safety complaints regarding a Child Development Program shall be referred to Dept of Social Services for licensed facilities, and to the appropriate Child Development regional administrator for licensing-exempt facilities.
3. Employment discrimination, harassment, intimidation or bullying complaints shall be sent to the State Dept of Fair Employment and Housing (DFEH).
4. Allegations of fraud shall be referred to the Legal, Audits and Compliance Branch in the California Department of Education (CDE).
A pupil fee is a fee, deposit, or other charge imposed on pupils, or a pupil's parents or guardians, in violation of state codes and constitutional provisions which require educational activities to be provided free of charge to all pupils without regard to their families' ability or willingness to pay fees or request special waivers. Educational activities are those offered by a school, school district, charter school, or county office of education that constitute a fundamental part of education, including, but not limited to, curricular and extracurricular activities.

A pupil fee includes, but is not limited to, all of the following:

1. A fee charged to a pupil as a condition for registering for school or classes, or as a condition for participation in a class or an extracurricular activity, regardless of whether the class or activity is elective or compulsory, or is for credit.
2. A security deposit, or other payment, that a pupil is required to make to obtain a lock, locker, book, class apparatus, musical instrument, clothes, or other materials or equipment.
3. A purchase that a pupil is required to make to obtain materials, supplies, equipment, or clothes associated with an educational activity.

The LCAP is an important component of the Local Control Funding Formula (LCFF), the revised school finance system that overhauled how California funds its K-12 schools. Under the LCFF we are required to prepare an LCAP, which describes how we intend to meet annual goals for our pupils, with specific activities to address state and local priorities identified pursuant to Education Code Section 52060(d).

The responsibilities of the Oak Grove School District

We have the primary responsibility to insure compliance with applicable state and federal laws and regulations. We shall investigate complaints alleging failure to comply with applicable state and federal laws and regulations including, but not limited to, allegations about discrimination, harassment, intimidation, bullying and noncompliance with laws relating to pupil fees for participation in an educational activity and LCAP and seek to resolve those complaints in accordance with our Uniform Complaint Procedures.

We shall ensure annual dissemination of the written notice of our complaint procedures to students, employees, parents or guardians of its students, school and district advisory committees member, appropriate private school officials or representatives, and other interested parties that includes information regarding unlawful pupil fees and LCAP requirements.

An appeal is a request made in writing to a level higher than the original reviewing level by an aggrieved party requesting reconsideration or a reinvestigation of the lower adjudicating body's decision.

Our UCP Annual Notice shall also include information regarding the requirements of Education Code sections 49010 through 49013 relating to pupil fees and information regarding the requirements of Education Code section 52075 relating to the LCAP.

Our UCP Annual Notice shall be in English and in the primary language, pursuant to section 48985 of the Education Code, or mode of communication of the recipient of the notice.
The following is responsible for receiving and investigating complaints and ensuring our compliance:

Name or title: Andrew Garcia, Assistant Superintendent of Human Resources
Unit or office: Human Resources
Address: 6578 Santa Teresa Blvd, San Jose, CA 95119
Phone: (408) 227-8300 x100289
E-mail address: agarcia@ogsd.org

The above, responsible for compliance and investigations, is knowledgeable about the laws and programs assigned to investigate.

We will investigate all allegations of unlawful discrimination, harassment, intimidation or bullying against any protected group as identified in Education Code section 200 and 220 and Government Code section 11135, including any actual or perceived characteristics as set forth in Penal Code section 422.55 or on the basis or a person’s association with a person or group with one or more of these actual or perceived characteristics in any program or activity conducted by the LEA, which is funded directly by, or that receives or benefits from any state financial assistance.

An unlawful discrimination, harassment, intimidation and bullying complaint shall be filed no later than six months from the date the alleged discrimination, harassment, intimidation or bullying occurred, or six months from the date the complainant first obtained knowledge of the facts of the alleged discrimination, harassment, intimidation or bullying.

The time for filing a discrimination, harassment, intimidation or bullying complaint may be extended in writing by our district superintendent or his or her designee, upon written request by the complainant setting forth the reasons for the extension. The period for filing a discrimination, harassment, intimidation or bullying complaint may be extended by our superintendent or his or her designee for good cause for a period not to exceed 90 calendar days following the expiration of the six month time period. Our superintendent shall respond immediately upon receipt of a request for extension.

The complaint shall be filed by one who alleges that he or she has personally suffered unlawful discrimination, harassment, intimidation, and bullying or by one who believes an individual or any specific class of individuals has been subjected to discrimination, harassment, intimidation, and bullying prohibited by this part.

We ensure that complainants are protected from retaliation and that the identity of a complainant alleging discrimination, harassment, intimidation, and bullying remain confidential as appropriate. An investigation of a discrimination, harassment, intimidation, and bullying complaint shall be conducted in a manner that protects confidentiality of the parties and maintains the integrity of the process.

Complainants are advised of the right to pursue civil law remedies under state or federal discrimination, harassment, intimidation or bullying laws. Civil law remedies, including, injunctions, restraining orders, or other remedies or orders may also be available at any time.
If we find merit in a pupil fees and/or an LCAP complaint we shall provide a remedy to all affected pupils, parents, and guardians that, in the case of pupil fees, includes reasonable efforts by us to ensure full reimbursement to all affected pupils, parents, and guardians, subject to procedures established through regulations adopted by the state board.

We submitted our UCP policies and procedures to our local governing board for approval and adoption (see the top of this document for final adoption date).

**Filing a complaint with the Oak Grove School District**

Except for Williams complaints regarding instructional materials, emergency or urgent facilities conditions that pose a threat to the health or safety of pupils or staff, and teacher vacancies or misassignments, and complaints that allege discrimination, harassment, intimidation, and bullying, any individual, public agency or organization may file a written complaint with our district superintendent or his or her designee alleging a matter which, if true, would constitute a violation by our LEA of federal or state law or regulation governing a program. A pupil fees complaint may be filed with the principal of a school.

A pupil fees complaint and/or an LCAP complaint may be filed anonymously if the complaint provides evidence or information leading to evidence to support an allegation of noncompliance with laws relating to pupil fees.

A pupil fee complaint shall be filed no later than one year from the date the alleged violation occurred.

We will attempt in good faith by engaging in reasonable efforts to identify and fully reimburse all pupils, parents and guardians who paid a pupil fee within one year prior to the filing of the complaint.

The investigation shall provide an opportunity for the complainant, or the complainant's representative, or both, to present evidence or information.

Refusal by the complainant to provide the investigator with documents or other evidence related to the allegations in the complaint, or to otherwise fail or refuse to cooperate in the investigation or engage in any other obstruction of the investigation, may result in the dismissal of the complaint because of a lack of evidence to support the allegations.

Refusal by Oak Grove School District to provide the investigator with access to records and/or other information related to the allegation in the complaint, or to otherwise fail or refuse to cooperate in the investigation or engage in any other obstruction of the investigation, may result in a finding based on evidence collected that a violation has occurred and may result in the imposition of a remedy in favor of the complainant.

Except for Williams complaints and pupil fees complaints, a UCP complaint will be investigated and a written report (also known as the Decision) issued to the complainant within 60 days from the date of the receipt of the complaint, unless the complainant agrees in writing to an extension of time.
We shall issue a Decision based on the evidence and will contain the following elements:

(i) the findings of fact based on the evidence gathered,
(ii) conclusion of law,
(iii) disposition of the complaint,
(iv) the rationale for such disposition,
(v) corrective actions, if any are warranted,
(vi) notice of the complainant's right to appeal our LEA Decision to the CDE, and
(vii) procedures to be followed for initiating an appeal to the CDE.

Nothing in this document shall prohibit anyone involved in the complaint from utilizing alternative methods to resolve the allegations, such as mediation. Nor are we prohibited from resolving complaints prior to the formal filing of a written complaint. Mediation is a problem solving activity whereby a third party assists the parties to the dispute in resolving the complaint.

Copies of these complaint procedures shall be available free of charge.

Federal and State Laws cited:

California Government Code [GC] §§ 11135, 11138
California Health and Safety Code [HSC] § 104420
California Penal Code [PC] § 422.55
California Welfare and Institutions Code [WIC] §§ 300, 309, 602
California Code of Regulations [CCR] Title 5 §§ 4600-4687
A PLEDGE FOR STUDENT SUCCESS
PARTNERS IN LEARNING
Child-Parent/Guardians Agreement 2016-17

We know that learning can take place only when there is a combination of effort, interest, and motivation. We are all committed to (Child's Name) and his/her student success and progress in school, and we are going to do our best to promote his/her achievement.

This agreement, taken partially from District Student Behavior And Parent Information Handbook, is a promise to work together. We believe that this agreement can be fulfilled by our team effort. Together we can improve teaching and learning.

Rights and Responsibilities of Students

Rights...
- To remain enrolled in school until graduated or removed in accordance with legal requirements.
- To be informed in class of school rules and regulations.

Responsibilities...
- To attend classes regularly and on time.
- To obey school rules and regulations.
- To respect the personal and property rights of school personnel and fellow students.
- To be prepared for class with appropriate materials and work.
- To do assigned homework.
- To actively participate in learning and classroom activities.

Rights and Responsibilities of Staff

Rights...
- To expect students to behave in a manner which will not interfere with the learning of other students.
- To have parental support related to academic and social progress of students.
- To expect students to put forth effort and participate in class in order to receive a passing grade.

Responsibilities...
- To provide high-quality curriculum and instruction in a supportive and effective learning environment that enables students to meet the state standards.
- To provide an atmosphere that fosters learning, provide opportunities for success and help to develop responsible, caring, independent students.
- To provide an integrated, balanced curricular program using the Oak Grove School District Curriculum guides and address the assessed needs of all students.
- To recognize and respect the various cultures within the school community.
- To communicate regularly with parents.
- To reach into the community at large.

Rights and Responsibilities of Parents/Guardians

Rights...
- To be informed of district policy and school rules and regulations applicable to their child.
- To be informed of facts and school actions related to their child.
- To inspect their child's records with the assistance of certificated staff member for proper interpretation.
- To be informed of district policy and school rules applicable to their child in the language best understood by parents.

Responsibilities...
- To visit periodically and to participate in conferences with teachers or counselors on the academic and behavioral status of their child.
- To provide supportive action by making sure that their child has enough sleep, adequate nutrition, and appropriate clothing before coming to school.
- To maintain consistent and adequate control over their child.
- To be familiar with district policies and school rules and regulations.
- To reinforce and support the behavioral and academic standards of the school.

MOST IMPORTANT, WE PROMISE TO HELP EACH OTHER CARRY OUT THIS AGREEMENT.

Student

Parent/Guardian

Attachment B
State law requires that parents be notified of their rights and responsibilities in certain matters pertaining to their children’s education.

1. **Absence for Religious Exercises and Instruction:** Pupils may be excused, with written permission from a parent or guardian, in order to participate in religious exercises or receive moral and religious instruction away from school property. Every pupil so excused must attend at least the minimum school day. (Ed. Code, § 46014)

2. **Comprehensive Sexual Health Education and HIV/AIDS Prevention Education (California Healthy Youth Act):** Parents may request in writing that their child not receive comprehensive sexual health education and/or HIV/AIDS prevention education and related assessments. Parents may inspect the written and audiovisual educational materials used in comprehensive sexual health education and HIV/AIDS prevention education. Parents have a right to request that the District provide them with a copy of Chapter 5.6, which includes **Education Code sections 51930-51939**. The law precludes the District from requiring active parental consent (opt-in), so the parents must opt out in writing if they want their child excused from this instruction or from tests, questionnaires, or surveys.

   Comprehensive sexual health education includes age appropriate and medically accurate information on human development and sexuality, pregnancy, contraception, and sexually transmitted infections such as HIV, including information on abstinence and FDA-approved methods to prevent pregnancy and prevent or reduce risk of HIV and other infections, information on treatment of HIV and other infections, and local resources for care. The instruction and materials must include all legally available pregnancy outcomes including parenting, adoption, abortion, and the law on surrendering physical custody of a minor child 72 hours of age or younger. The instruction and materials cannot reflect or promote bias against any person on the basis of the protected categories of disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or any other protected characteristic. The law requires that instruction and materials shall affirmatively recognize that people have different sexual orientations, shall include same-sex relationships when discussing relationships and couples, shall teach pupils about gender, gender expression and gender identity, and shall explore the harm of negative gender stereotypes. The instruction and materials must encourage students to communicate with parents and other trusted adults and must teach the value of committed relationships such as marriage. The instruction and materials must provide information on healthy relationships free from violence, coercion, and intimidation and on healthy decisions including refusal skills. Instruction shall include information about sexual harrassment, sexual assault, adolescent relationship abuse, intimate partner violence, and sex trafficking. (Ed. Code 51933, 51934).

   Every child’s parent will be notified prior to the commencement of any comprehensive sexual health education and HIV/AIDS prevention education instruction as to the date of such instruction and whether the instruction will be taught by District personnel or by outside consultants. If outside consultants are used, the name of the organization of each guest speaker will be identified. Parents have a right to request that the District provide them with a copy of *Education Code sections 51933, 51934 and 51938*. If arrangements for this instruction are made after the beginning of the school year, notice shall be made by mail or another commonly used method of notification (such as email), no fewer than 14 days before the instruction is delivered.

   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 the pupil’s attitudes or practices relating to sex may be administered to any pupil in grades 7 to 12, inclusive, if the parent or guardian is notified in writing that this test, questionnaire, or survey is to be administered and the pupil’s parent or guardian is given the opportunity to review the test, questionnaire, or survey and to request in writing that his or her child not participate.

3. **Excuse From Instruction in Health:** Upon written request of a parent, a pupil may be excused from any part of instruction in health which conflicts with the parent(s)’ religious training or beliefs (including personal moral convictions). (Ed. Code, § 51240)

4. **Administration of Medication:** Medication prescribed by a physician for a child may be administered during the school day by a registered nurse or other designated school personnel, or self-administered by the child if
the medication is prescription auto-injectable epinephrine or prescription inhaled asthma medication, but only if the parent consents in writing and provides detailed written instructions from a physician. Forms for administering medication may be obtained from the school secretary. (Ed. Code, §§ 49423, 49423.1, 49423.5, 49480)

5. **Students on Medication:** Parents are to notify the principal if their child is on a continuing medication regimen. This notification shall include the name of the medication being taken, the dosage, and the name of the supervising physician. With parental consent, the principal or school nurse may confer with the physician regarding possible effects of the drug, including symptoms of adverse side effects, omission or overdose and counsel with school personnel as deemed appropriate. (Ed. Code, § 49423)

6. **Immunizations:** The District shall exclude from school any pupil who has not been immunized properly. Pursuant to Education Code 48216, the district may refer a parent or guardian to the child's usual medical provider or county health department to obtain immunizations or notify them that the immunizations will be administered at school, if the parent/guardian consents in writing. (Ed. Code, §§ 48216, 48853.5f(8)(B), 49403, Health & Safety Code, §§ 120325, 120335, 120341)

7. **Physical Exams and Testing:** The District is required to conduct certain physical examinations and vision and hearing testing and may screen for scoliosis of students unless the parent has a current written objection on file. However, the child may be sent home if he or she is believed to be suffering from a recognized contagious or infectious disease. (Ed. Code, §§ 49451, 49452, 49452.5 and 49455, Health & Safety Code, § 124085)

8. **Confidential Medical Services:** The District may release a student for the purpose of obtaining confidential medical services without obtaining the consent of the student's parent or guardian. (Ed. Code, § 46010.1)

9. **Medical Coverage for Injuries:** Medical and hospital services for pupils injured at school or school-sponsored events, or while being transported, may be insured at parent's expense. No pupil shall be compelled to accept such services without his or her consent or, if the pupil is a minor, without the consent of a parent or guardian. (Ed. Code, § 49472)

10. **Medical and Hospital Services Not Provided:** The District does not provide medical and hospital services for students injured while participating in athletic activities. However, all members of school athletic teams must have accidental injury insurance that covers medical and hospital expenses. (Ed. Code, §§ 32221.5, 49471)

11. **Services for Students with Exceptional Needs or a Disability:** State and federal law requires that a free and appropriate public education (FAPE) in the least restrictive environment be offered to qualified pupils with disabilities ages 3 through 21 years. Students classified as individuals with exceptional needs for whom a special education placement is unavailable or inappropriate may receive services in a private nonsectarian school. Please contact the local director of special education for specific information. (Ed. Code, § 56040 et seq.) In addition, services are available for students who have a disability which interferes with their equal access to educational opportunities. (Section 504 of the Rehabilitation Act of 1973, 34 C.F.R. §104.32) The District official listed below is responsible for handling requests for services under Section 504 and may be reached at the following address and telephone:

   Director of Special Education  
   6578 Santa Teresa Blvd.  
   San Jose, CA 95119  
   408-227-8300

12. **No Academic Penalty for Excused Absence:** No pupil may have his or her grade reduced or lose academic credit for any absence or absences which are excused for the reasons specified below when missed assignments and tests that can reasonably be provided are satisfactorily completed within a reasonable period of time. (Ed. Code, §§ 48205, 48980(j))

   (a) Not withstanding 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, or 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 Section 49701, and has been called to duty for, is on leave from, or has immediately returned from, deployment to a combat zone or combat support position. Absences granted pursuant to this paragraph shall be granted for a period of time to be determined at the discretion of the superintendent of the school district.

(b) A pupil absent from school under this section shall be allowed to complete all assignments and tests missed during the absence that can be reasonably provided and, upon satisfactory completion within a reasonable period of time, shall be given full credit therefor. The teacher of the class from which a pupil is absent shall determine which tests and assignments 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 set forth in Section 45194, except that references therein to “employee” shall be deemed to be references to “pupil.” (Ed. Code, § 48205)

13. **Equal Opportunity:** Equal opportunities for both sexes in all educational programs and activities run by the District is a commitment made by the District to all students. (Title IX of the Education Amendments of 1972.) Inquiries on all matters, including complaints, regarding the implementation of Title IX in the District may be referred to the District official listed below at the following address and telephone:

   **Assistant Superintendent, Human Resources**
   6578 Santa Teresa Blvd.
   San Jose, CA 95119
   408-227-8300

14. **Complaints (Special Education):** Parents may file a complaint concerning violations of federal or state law or regulations governing special education related services. To file a complaint, write a description of the manner in which the parent believes special education programs for handicapped do not comply with state or federal law or regulations and file with the District official listed below at the following address and telephone:

   **Director of Special Education**
   6578 Santa Teresa Blvd.
   San Jose, CA 95119
   408-227-8300
15. **Release of Student Information:** The District does not release information or records concerning a child to noneducational organizations or individuals without a FERPA-compliant written and signed parent consent except by court order, receipt of a lawfully issued and served subpoena, or when otherwise allowed by law. Directory information shall not be released regarding a pupil identified as a homeless child or youth, unless a parent, or pupil accorded parental rights, as identified in the federal Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. Sec. 1232g), has provided written consent that directory information may be released. The following categories of directory information may be made available to various persons, agencies or institutions, including law enforcement, unless the parent or guardian notifies the District in writing not to release such information or unless the information is for a homeless child or youth:

Name, address, telephone, date of birth, e-mail address, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, diplomas and awards received, and most recent previous educational institution attended. (Ed. Code, §§ 49060 et seq., 49073, 20 U.S.C. §1232g, 34 C.F.R. § 99.7) In accordance with state and federal law, the District may also make available photographs, yearbooks, videos, and class rosters.

16. **Inspection of Student Records:** State and federal law requires that the District notify parents of the following rights which pertain to student records maintained by the district. (Ed. Code, §§ 49063, 49069, 34 C.F.R. § 99.7)

a. A parent or guardian has the right to inspect and review student records relating directly to his or her child during school hours or obtain a copy of such records within five (5) business days of his/her request.

b. Any parent who wishes to review the types of student records and information contained therein may do so by contacting the principal at his/her child's school. The principal of each school is ultimately responsible for maintenance of student records. The parent cannot write on the student records.

c. A parent with legal custody has a right to challenge information contained in his/her child's records. Any determination to expunge a student's record is made after a review of said record(s) by site administrators and certificated staff. Following an inspection and review of student records, the parent may challenge the content of the student's record. The right to challenge becomes the sole right of the student when the student becomes eighteen (18) years of age.

The parent may file a written request with the Superintendent of the District to challenge the content of pupil records and correct, remove or expunge any information recorded in the written records concerning the child which is alleged to be:

1. Inaccurate.
2. An unsubstantiated personal conclusion or inference.
3. A conclusion or inference outside of 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.
5. Misleading.
6. In violation of the privacy or other rights of the pupil. (Ed. Code § 49070)

Within thirty (30) days of receipt of a written request to correct or remove information, the Superintendent or designee shall meet with the parent/guardian and the certificated employee who recorded the information, if any, and if the person is still employed with the District, and sustain or deny the allegations. If the allegations are sustained, the Superintendent shall order the correction, removal or destruction of the information. If the Superintendent denies the allegations, the parent may appeal the decision to the Governing Board within thirty (30) days. The Board shall determine whether or not to sustain or deny the allegations. If the Board sustains the allegations, it shall order the Superintendent to immediately correct, remove or destroy the information from the written
If the final decision of the Board is unfavorable to the parents, or if the parent accepts an unfavorable decision by the District Superintendent, the parent shall have the right to submit a written statement of objections to the information. This statement shall become a part of the student's school record until such time as the information objected to is corrected or removed.

Both the Superintendent and the Board have the option of appointing a hearing panel in accordance with Education Code sections 49070-49071 to assist in the decision making. The decision as to whether a hearing panel is to be used shall be made at the discretion of the Superintendent or the Board and not of the challenging party.

d. A Student Records Log is maintained for each student. The Student Records Log lists persons, agencies or organizations requesting and/or receiving information from the records to the extent required by law. Student Record Logs are located at each school and are open to inspection by parents or guardians. (Ed. Code, § 49064)

e. School officials and employees having a legitimate educational interest, as well as persons identified in Education Code sections 49076 and 49076.5 and in the Family Educational Rights and Privacy Act, may access student records without first obtaining parental consent. "School officials and employees" are persons employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and District-employed law enforcement personnel), a Board member, a person or company with whom the District has contracted to perform a special service (such as an attorney, auditor, medical consultant, or therapist), or other individual or entity affiliated with the school whose access to student records is legally authorized. A "legitimate educational interest" is one held by an individual whose duties and responsibilities create a reasonable need for access. (Ed. Code, §§ 49063(d), 49076, 49076.5, 20 U.S.C. § 1232g)

f. Parents and guardians have the right to authorize the release of student records to themselves. Only parents and guardians with legal custody can authorize the release of student records to others.

g. Parents and guardians may be charged 20 cents per page for the reproduction of student records.

h. Parents have a right to file a complaint with the U.S. Department of Education for alleged violations of parent rights related to student records. (20 U.S.C. § 1232g(g))

i. Parents may obtain a copy of the District's complete student records policy by contacting the Superintendent.

17. **Family Educational Rights and Privacy Act**: In addition, parents have certain rights regarding student information and records which are guaranteed under federal law. A handout notifying parents of these rights is included near the end of Attachment C. (20 U.S.C. § 1232)

18. **Student Discipline**: District and School rules pertaining to student discipline are available in the school office for parents or guardians of district students. (Ed. Code, § 35291) Students may be subject to discipline for off-campus misconduct if the misconduct is related to school activity or attendance and causes or is reasonably likely to cause a substantial disruption to school activity. For example, a student using technology such as a home computer, cellular phone, or other electronic communication device may be disciplined for engaging in unlawful harassment or making threats against students, staff, or district property even if such misconduct occurred off-campus and during non-school hours.
19. **Dissection of Animals:** If a student has a moral objection to dissecting (or otherwise harming or destroying) animals, or any part of an animal, the pupil must notify the teacher regarding such objection, and the objection must be substantiated with a note from the pupil’s parent or guardian. If the pupil chooses to refrain from participating in such a project or test, and if the teacher believes that an adequate alternative education project or test is possible, then the teacher may work with the pupil to develop and agree upon an alternate education project or test for the purpose of providing the pupil an alternate avenue for obtaining the knowledge, information or experience required by the course of study. (**Ed. Code**, §§ 32255-32255.6)

20. **Temporary Disability:** A temporary disability which makes it impossible or inadvisable for a student to attend class may entitle the student to receive individualized instruction. It is the responsibility of the pupil’s parent or guardian to notify the school district in which the pupil is deemed to reside of the pupil’s need for individualized instruction. A student with a temporary disability who is in a hospital or other residential health facility, other than a state hospital, which is located outside the student’s school district of residence shall be deemed to comply with the residency requirements of the school district in which the hospital is located. (**Ed. Code**, §§ 48206.3, 48207, 48208, 48980(b))

21. **Student Residency:** A student may be enrolled in the District if (1) the student’s parent, legal guardian or other person having control and charge of the student resides in the District (**Ed. Code**, §48200); (2) the District has approved interdistrict attendance (**Ed. Code**, § 46600); (3) the student is placed in a regularly established children’s institution, licensed foster home, or family home (**Ed. Code** § 48204); (4) the student is a foster child who remains in his or her school of origin pursuant to **Education Code Section 48853.5(d) and (e)**; (5) the student is emancipated and lives within the District; (6) the student lives in the home of an adult who has submitted a caregiver affidavit and who lives within the boundaries; (7) the student resides in a state hospital within the District. or (8) the student’s parent/ guardian resides outside of the district but is employed and lives with the pupil at the place of his or her employment within district boundaries for a minimum of three days during the school week. (**Ed. Code**, § 48204) The law allows, but does not require, a district to accept a student for enrollment where at least one parent or legal guardian of the student is physically employed within the district's boundaries for a minimum of 10 hours during the school week. (**Ed. Code**, §48204(b)).

22. **Attendance Options:** All districts must inform parents at the beginning of the school year how to enroll in a school within the district that is different than the one assigned. Students who attend schools other than those assigned by the district are referred to as “transfer students” throughout this notification. There is one process for choosing a school within the district which the parent lives (intradistrict transfer), and three separate processes for selecting schools in other districts (interdistrict transfer). (**Ed. Code**, § 48980(b)) There is also a process under the Open Enrollment Act for students enrolled in “low-achieving schools,” as identified annually by the State Superintendent of Public Instruction. (**Ed. Code**, § 48350 et seq.)

Parents interested in interdistrict or intradistrict transfers should contact the **Assistant Superintendent, Educational Services Division**. The general requirements and limitations of each process are described as follows:

a. **Choosing a School Within the District in Which Parent Lives:** **Education Code section 35160.5(b)** requires the district board to establish a policy that allows parents to choose the schools their children will attend, regardless of where the parent lives in the district. The law limits choice within a school district as follows:
   - Students who live in the attendance area of a school must be given priority to attend that school over students who do not live in the school’s attendance area. (**Ed. Code** 35160.5(b)(2)(C))
   - 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 students must be selected through a lottery process rather than on a first-come, first-served basis. A
district cannot use a student’s academic or athletic performance as a reason to accept or reject a transfer. (Ed. Code 35160.5(b)(2)(B))

- Each district must decide the number of openings at each school which can be filled by transfer students. 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. (Ed. Code 35160.5(b)(2)(A))

- A district is not required to provide transportation assistance to a student that transfers to another school in the district under these provisions unless required and funded under federal law.

- If a transfer is denied, a parent does not have an automatic right to appeal the decision. A district may, however, voluntarily decide to put in place a process for parents to appeal a decision.

b. Choosing a School Outside District in Which Parent Lives: Parents have three different options for choosing a school outside the district in which they live. The three options are:

i. Districts of Choice (Ed. Code, §§ 48300–48315): The law allows, but does not require, each school district to become a “district of choice”—that is, a district that accepts transfer students from outside the district under the terms of the referenced Education Code sections. The school board of a district that decides to become a “district of choice” must determine the number of students it is willing to accept in this category each year and make sure that the students are selected through a “random, unbiased process,” which prohibits student enrollment and district communications about enrollment from being based upon actual or perceived academic or athletic performance, or any other personal characteristic. If the number of transfer applications exceeds the number of students the school board is willing to accept, transfer approval must be determined by a random public drawing held at a regular board meeting. If the district chooses not to become a “district of choice,” a parent may not request a transfer under these provisions. Other provisions of the “district of choice” option include:

- Either the district to or from which a student would transfer 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 a student would be leaving may also limit the total number of students transferring out of the district each year to a specified percentage of its total enrollment, depending on the size of the district. (Ed. Code 48307). A district of residence cannot prohibit the transfer of a child of an active military parent to a school in any school district, if the district of choice approves the application for transfer. (Ed. Code 48301(f)).

- No student 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 student transferring under these provisions. (Ed. Code 48304).

- Siblings of students already attending school in the “district of choice” must be given transfer priority, and children of military personnel may be given priority. (Ed. Code 48306).

- A parent may request transportation assistance within the boundaries of the “district of choice.” The district is required to provide transportation only to the extent it already does so. (Ed. Code 48311).

The district of choice may revoke the pupil’s transfer if recommended for expulsion. (Ed. Code 48309).

ii. Other Interdistrict Transfers (Ed. Code, §§ 46600–46611): The law allows two or more districts to enter into an agreement for the transfer of one or more students for a period of up to five years. New agreements may be entered into for additional periods of up to five years each. The agreement must specify the terms and conditions under which transfers are permitted and denied and may state the terms and conditions under which transfers are revoked.

- Once a pupil is enrolled in a school pursuant to an interdistrict transfer agreement, the pupil
must be allowed to continue to attend the school in which he or she is enrolled without reapplying, unless the district imposes reapplication requirements or has revocation terms and conditions; however, a district must not rescind existing transfer permits for pupils entering grade 11 or 12 in the subsequent school year.

- Upon request, a pupil determined to be the victim of an act of bullying by a pupil of the district of residence must be given priority for interdistrict attendance under any existing interdistrict attendance agreement or be given additional consideration for the creation of an interdistrict attendance agreement. (Ed. Code, §§ 46600(b), 48900(r))

- If either district denies a transfer request, a parent 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.

iii. “Allen Bill” Transfers (Ed. Code, § 48204(b)): The law allows, but does not require, each school district to adopt a policy whereby the student may be considered a resident of the school district in which his/her parents (or legal guardian(s)) physically work for a minimum of 10 hours during the school week if that is different from the school district in which the student resides. This code section does not require that a school district accept a student requesting a transfer on this basis, but a student may not be rejected on the basis of race/ethnicity, sex, parental income, academic achievement, or any other “arbitrary” consideration. Other provisions of Education Code section 48204(b) include:
   - Either the district in which the parent (or legal guardian) lives or the district in which the parent (or legal guardian) physically works may prohibit the student’s transfer if it is determined that there would be a negative impact on the district’s desegregation plan.
   - The district in which the parent (or legal guardian) physically works may reject a transfer if it determines that the cost of educating the student would be more than the amount of state funds the district would receive for educating the student.
   - There are set limits (based on total enrollment) on the net numbers of students that may transfer out of a district under this law, unless the 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 student is encouraged to provide in writing to the parent the specific reasons for denying the transfer.

c. Applying to Attend a School under the Open Enrollment Act: The Open Enrollment Act allows the parent of a pupil enrolled in a “low-achieving school” to submit an application for the pupil to transfer to another public school served by the school district of residence or another school district. (Ed. Code, § 48350 et seq.) The parent must submit an application requesting a transfer to the school district in which the parent does not reside, but in which the parent intends to enroll the pupil. With some exceptions, the application must be submitted prior to January 1 of the school year before the school year for which the pupil is requesting a transfer. Both of the school districts from which and to which the parent has applied to transfer may prohibit or limit pupil transfers in accordance with the Open Enrollment Act. Additionally, the school district in which the parent does not reside, but in which the parent intends to enroll the pupil may adopt specific, written standards for acceptance and rejection of applications pursuant to the Open Enrollment Act. (Ed. Code, § 48356)

23. Sexual Harassment Policy: Each student will receive a written copy of the district policy on sexual harassment. The purpose of this policy is to provide notification of the prohibition against sexual harassment as a form of sexual discrimination and to provide notification of available remedies. A copy of the District’s policy on sexual harassment is attached. (Ed. Code, §§ 231.5, 48980(g)) (Attachment H)

24. Notice of Alternative Schools: 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:

a. Maximize the opportunity for students to develop the positive values of self-reliance, initiative, kindness, spontaneity, resourcefulness, courage, creativity, responsibility, and joy.

b. Recognize that the best learning takes place when the student learns because of the student’s desire to learn.

c. Maintain a learning situation maximizing student self-motivation and encouraging the student in his or her own time to follow his or her own interests. These interests may be conceived by the student totally and independently or may result in whole or in part from a presentation by the student’s teachers of choices of learning projects.

d. Maximize the opportunity for teachers, parents and students to cooperatively develop the learning process and its subject matter. This opportunity shall be a continuous permanent process.

e. Maximize the opportunity for the students, teachers, and parents to continuously react to the changing world, including but not limited to the community in which the school is located.

In the event any parent, pupil, or teacher is interested in further information concerning alternative schools, the county superintendent of schools, the administrative office of this district, and the principal’s office in each attendance unit have copies of the law available for parent information. This law particularly authorizes interested persons to request the governing board of the district to establish alternative school programs in each district. (Ed. Code, § 58501)

25. Nutrition Program: The State Department of Education has established a statewide program to provide nutritious meals and milk at school for pupils, and to provide free meals to the neediest children. In some instances, nominal cash payments may be required. (Ed. Code, § 49510 et seq.)

26. U.S. Department of Education Programs: The following applies only to programs directly funded by the U.S. Department of Education:

All instructional materials, including teacher’s manuals, films, tapes, or other supplementary material which will be used in connection with any survey, analysis, or evaluation shall be available for inspection by the parents or guardians of the children.

No student shall be required, as part of any applicable U.S. Department of Education funded program, to submit to a survey, analysis, or evaluation that reveals information concerning:

a. political affiliations or beliefs of the student or the student’s parent;

b. mental or psychological problems of the student or his family;

c. sex behavior or attitudes;

d. illegal, anti-social, self-incriminating or demeaning behavior;

e. critical appraisals of other individuals with whom respondents have close family relationships;

f. legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;

f. religious practices, affiliations, or beliefs of the student or student’s parent; or

g. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program)

without the prior consent of the student (if the student is an adult or emancipated minor), or in the case of an un-emancipated minor, without the prior written consent of the parent. (20 U.S.C. § 1232h)

27. Uniform Complaint Procedures:

Complaints Alleging Discrimination, Harassment, Intimidation, and Bullying:
State and federal law prohibit discrimination in education programs and activities. The District is primarily responsible for compliance with federal and state laws and regulations. (Cal. Code Regs., tit. 5, § 4620.)

Under state law, all pupils have the right to attend classes on school campuses that are safe, secure, and peaceful. (Ed. Code, § 32261.) State law requires school districts to afford all pupils equal rights and opportunities in education, regardless of their actual or perceived characteristics, such as disability (mental and physical), gender (includes gender identity, gender expression, and gender-related appearance and behavior whether or not stereotypically associated with the person's assigned sex at birth), nationality (includes citizenship, country of origin and national origin), race or ethnicity (includes ancestry, color, ethnic group identification and ethnic background), religion (includes all aspects of religious belief, observance and practice, including agnosticism and atheism), sexual orientation (heterosexuality, homosexuality or bisexuality), or association with a person or group with one or more of these actual or perceived characteristics. (Ed. Code, §§ 210-214, 220-235, Cal. Code Regs., tit. 5, § 4900 et seq., 20 U.S.C. § 1681 et seq., 29 U.S.C. § 794, 42 U.S.C. § 2000d et seq., 42 U.S.C. § 12101 et seq., 34 C.F.R. § 106.9) The District prohibits discrimination, harassment, intimidation, bullying, and retaliation in all acts related to school activity or attendance. In addition to being the subject of a complaint, a pupil engaging in an act of bullying, sexual harassment, hate violence, or creating a hostile educational environment may be suspended from school or recommended for expulsion. (Ed. Code, 48900, 48900.2-48900.4)

The District has a written complaint procedure which may be used in cases where individuals or a group have suffered discrimination, harassment, intimidation, or bullying. (Cal. Code Regs., tit. 5, §§ 4600, 4670, Ed. Code, § 234 et seq., 48900(r)).

a. Any individual, public agency or organization has the right to file a written complaint alleging that he/ she has personally suffered unlawful discrimination or that an individual or specific class of individuals has been subjected to unlawful discrimination, harassment, intimidation or bullying. (Cal. Code Regs., tit. 5, § 4630(b)(1))

b. Copies of the District's complaint procedures are available free of charge. (Cal. Code Regs., tit. 5, § 4622)

c. Complaints must usually be filed with the Assistant Superintendent, Human Resources of the District or the individual specified earlier in this attachment for a specific type of complaint. Contact the District Superintendent's secretary if you have questions.

d. In the following cases, however, complaints may be filed directly with the State Superintendent of Public Instruction after the complaintant presents clear and verifiable evidence that supports the basis for the direct filing: (Cal. Code Regs., tit. 5, §§ 4630(a), 4650)

(1) Complaints alleging that the District failed to comply with the complaint procedures described herein.
(2) Complaints alleging facts which indicate that complainant will suffer an immediate loss of some benefit such as employment or education.
(3) Complaints requesting anonymity, but only where complainant also provides clear and verifiable evidence that complainant would be in danger of retaliation if filing complaint at the District level.
(4) Complaints alleging that the District failed or refused to implement a final decision regarding a complaint originally filed with the District.
(5) Complaints alleging that the District took no action within sixty (60) days regarding a complaint originally filed with the District.
(6) The District refuses to respond to the State Superintendent’s request for information regarding a complaint originally filed with the District.

e. Certain special education complaints may be filed directly with the State Superintendent of Public Instruction, as described later in this attachment. Discrimination complaints must be filed within six (6) months of the date the alleged discrimination occurred, or within six (6) months of the date the complainant first obtained knowledge of the facts of the alleged discrimination. Within that six (6) month period, complainant may file a written request with the District Superintendent for an extension of up to
ninety (90) days. Extensions will not be automatically granted, but may be granted for good cause. (Cal. Code
Regs., tit. 5, § 4630(b))

Complaints Other Than Discrimination, Harassment, Intimidation, and Bullying:

The District has a written complaint procedure which may be used in cases where any individual, public agency or organization alleges violations of state or federal law, other than those relating to discrimination, harassment, intimidation, and bullying.

a. Written complaints may be made regarding:
   (1) Adult Basic Education
   (2) Consolidated Categorical Aid Programs
   (3) Migrant Education
   (4) Career Technical Vocational Education
   (5) Child Care and Development
   (6) Child Nutrition
   (7) Special Education
   (8) “Williams Complaints”
   (9) Pupil Fees

(Cal. Code Regs., tit. 5, §§ 4610(b), 4630, Ed. Code, §§ 35186, 49013)

b. Complaints must usually be filed with the administrator/superintendent of the District. However, complaints may be filed directly with the State Superintendent of Public Instruction in the following cases:
   (1) Complaints alleging that the District failed to comply with the complaint procedures described herein.
   (2) Complaints regarding Child Development and Child Nutrition programs not administered by the District.
   (3) Complaints requesting anonymity, but only where complainant also provides clear and convincing evidence that complainant would be in danger of retaliation if filing complaint at District level.
   (4) Complaints alleging that the District failed or refused to implement a final decision regarding a complaint originally filed with the District.
   (5) Complaints alleging that the District took no action within sixty (60) days regarding a complaint originally filed with the District.
   (6) Complaints alleging Complainant would suffer immediate and irreparable harm because a district-wide policy conflicts with state or federal law and filing a complaint with the District would be futile.
   (7) Complaints relating to Special Education, but only if:
       (a) District unlawfully refuses to provide a free appropriate public education to handicapped students; or
       (b) District refuses to comply with due process procedures or fails to implement due process hearing order; or
       (c) Children may be in immediate physical danger, or their health, safety or welfare is threatened; or
       (d) A handicapped pupil is not receiving the services specified in his/her Individual Educational Program (IEP); or
       (e) The complaint involves a violation of federal law.
   (8) The District refuses to respond to the State Superintendent's request for information regarding a complaint originally filed with the District.

(Cal. Code Regs., tit. 5, §§ 4630, 4650, 4663)
c. Williams Complaints: Complaints, including anonymous complaints, may be made and addressed on a shortened time line for the following areas: (Ed. Code, § 35186)
   (1) Insufficient textbooks and instructional materials;
   (2) Emergency or urgent school facilities conditions that pose a threat to the health and safety of pupils or staff; or
   (3) Teacher vacancy or misassignment;
   (4) A complainant not satisfied with the resolution of a Williams Complaint has further rights under Education Code Section 35186. (See also Cal. Code Regs., tit. 5, 4680-87)

d. Pupil Fees Complaints: A complaint of noncompliance with Education Code section 49010 et seq. may be filed with the school principal or Assistant Superintendent, Educational Services Division under the Uniform Complaint Procedures. A complaint may be filed anonymously if the complaint provides evidence or information leading to evidence to support an allegation of noncompliance.
   (1) A complainant not satisfied with the decision of the school may appeal to the California Department of Education and will receive a written appeal decision within 60 days of the department's receipt of the appeal.
   (2) If the school finds merit in a complaint, or the California Department of Education finds merit in an appeal, the school must provide a remedy to all affected pupils, parents, and guardians that, where applicable, includes reasonable efforts by the school to ensure full reimbursement to all affected pupils, parents, and guardians, subject to procedures established through regulations adopted by the state board.

Responsible Official: The District official responsible for processing complaints is listed below at the following address:

Assistant Superintendent, Educational Services Division
6578 Santa Teresa Blvd.
San Jose, CA 95119

e. Local Control and Accountability Plans Complaints:
A complaint that the school district has not complied with the Local Control and Accountability Plans requirements may be filed with the school district. A complaint may be filed anonymously if the complaint provides evidence or information leading to evidence to support an allegation of noncompliance with the requirements. A complaint not satisfied with the decision of a school district may appeal the decision to the State Superintendent and shall receive a written appeal decision within 60 days of the Superintendent's receipt of the appeal. If the school district finds merit in a complaint, or the State Superintendent finds merit in an appeal, the school district shall provide a remedy to all affected pupils, parents, and guardians. (Ed. Code, 52075)

Appeal:

a. Except for Williams Complaints, if a complaint is denied, in full or in part, by the District, the complainant may appeal to the California Department of Education. (Ed. Code, § 262.3(a), Cal. Code Regs., tit. 5, § 4632)
   (1) Appeals must be filed within fifteen (15) days of receiving the District decision.
   (2) Appeals must be in writing.
   (3) Appeals must specify the reason(s) for appealing the District decision.
   (4) Appeals must include a copy of the original complaint and a copy of the District decision.

b. Either party may request reconsideration by the State Superintendent of Public Instruction. (Cal. Code Regs., tit. 5, § 4665)
   (1) Reconsideration must be requested within thirty-five (35) days of receiving the Department of Education report.
(2) The Department of Education decision will remain in effect and enforceable unless and until the State Superintendent of Public Instruction modifies that decision.

Civil Law Remedies:

In addition to the above-described complaint procedure, or upon completion of that procedure, complainants may have civil law remedies. These civil law remedies can include, but are not limited to, injunctions and restraining orders. These civil law remedies are granted by a court of law and may be used, in part, to prevent the District from acting in an unlawful manner. Delay in pursuing civil law remedies before a court of law may result in loss of rights to those remedies. Any questions regarding civil law remedies should be directed to an attorney. ([Ed. Code, § 262.3(b), Cal. Code Regs., tit. 5, § 4622)

28. **Pupil-Free Staff Development Day and Minimum Day Schedule**: A copy of the District's pupil-free staff development day and minimum day schedules is in the handbook on page ii. A pupil's parent/guardian will be notified during the school year of any additional minimum days and pupil-free staff development days no later than one month before the actual date. ([Ed. Code, §48980(c))

29. **Review of Curriculum**: A prospectus of curriculum, including titles, descriptions, and instructional aims of every course offered by each public school, is available at the school site for parent review upon request. Copies are available upon request for a reasonable fee not to exceed the actual copying cost. ([Ed. Code, §§ 49063, 49091.14)

30. **Child Find System; Policies and Procedures**: Any parent suspecting that a child has exceptional needs may request an assessment for eligibility for special education services through the school principal. Policy and procedures shall include written notification to all parents of their rights pursuant to Education Code section 56300 et seq. ([Ed. Code, § 56301; 34 C.F.R. § 104.32(b))

31. **School Accountability Report**: Parents/guardians may request a hard copy of the School Accountability Report Card which is issued annually for each school of the District. ([Ed. Code, §35256)

32. **Asbestos Management Plan**: An updated management plan for asbestos-containing material in school buildings is available at the District Office. ([40 C.F.R. § 763.93)

33. **Availability of State Funds to Cover Costs of Advanced Placement Examination Fees**: Section 48980 requires this notice of availability of funds to assist economically disadvantaged pupils pay for advanced placement examination fee pursuant to 52244, which has been repealed. ([Ed. Code, §§ 48980(k) and 52244)

34. **Every Student Succeeds Act of 2015**: Parents have the following rights:

   - **Information Regarding Professional Qualifications of Teachers, Paraprofessionals, and Aides**: Upon request, parents have a right to information regarding the professional qualifications of their student's classroom teachers, paraprofessionals, and aides. This includes whether the teacher has met State qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction, whether the teacher is teaching under an emergency permit or other provisional status through which State qualification or licensing criteria have been waived, whether a teacher is teaching in the field of discipline for which the teacher is certified or licensed, and whether any instructional aides or paraprofessionals provide services to the parents' child and, if so the aide's or paraprofessional's qualifications. ([20 U.S.C. § 6312(e)(1)(A))

   - **Information Regarding Teachers Not Meeting Certification Requirements**: The District shall provide to parents timely notice that the student has been assigned, or has been taught for 4 or more consecutive weeks by, a teacher who does not meet applicable State certifica-
tion or licensure requirements at the grade level and subject area in which the teacher has been assigned (20 U.S.C 6312(e)(1)(B)(ii))

- **Information Regarding Individual Student Reports on Statewide Assessments:** The District shall provide to parents information on the level of achievement and academic growth of their student, if applicable and available, on every State academic assessment required under applicable federal law (20 U.S.C. § 6312(e)(1)(B)(i))

- **Information Regarding Mandated Assessments and Opt-Outs:** The parent may request, and the District will provide the parents on request (and in a timely manner), information regarding any State or local educational agency policy regarding student participation in any mandated assessment, which shall include a policy, procedure, or parental right to opt the child out of such assessment, where applicable. (20 U.S.C. 6312(e)(2)(A)) The District shall make widely available through public means (including by posting in a clear and easily accessible manner on the District’s website and, where practicable, on the website of each District school) for each grade, information on each required assessment, and where such information is available and feasible to report, assessments required districtwide, including:
  1. the subject matter assessed;
  2. the purpose for which the assessment is designed and used;
  3. the source of the requirement for assessment; and
  4. where such information is available;
  5. the amount of time students will spend taking the assessment, and the schedule for the assessment; and
  6. the time and format for disseminating results. (20 U.S.C. 6312(e)(2)(B))

- **English Learner Students:** The Act requires notice be given to parents of English learner students identified for a language instruction educational programs, including: the reasons for the identification of the student as an English learner and the need for placement in a language instruction educational program; the student's level of English proficiency, how such level was assessed, and the status of the student's academic achievement; the methods of instruction used in the program in which their child is, or will be, participating and the methods of instruction used in other available programs, including how such programs differ in content, instructional goals, and use of English and a native language in instruction; how the program in which their child is, or will be, participating will meet the educational strengths and needs of their child; how such program will specifically help their child learn English and meet age-appropriate academic achievement standards for grade promotion and graduation; the exit requirements for the program; how the program meets the objectives of the student's IEP, if applicable; and information pertaining to parental rights that includes written guidance:
  1. detailing the right that parents have to their child immediately removed from such program upon their request;
  2. detailing 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
  3. assisting parents in selecting among various programs and methods of instruction, if more than 1 program or method is offered by the eligible entity. (20 U.S.C 6312(e)(3)(A))

For students who have not been identified as English learners prior to the beginning of the school year, but are identified as English learners during such school year, the District shall notify the children’s parents of the above items during the first 2 weeks of the child being placed in a language instruction educational program. (20 U.S.C. 6312(e)(3)(B))

The district shall implement an effective means of outreach to parents of English learners to inform the parents regarding how the parents can:
(i) be involved in the education of their children: and
(II) be active participants in assisting their children to:
   (aa) attain English proficiency;
   (bb) achieve at high levels with a well-rounded education; and
   (cc) meet the challenging State academic standards expected of all students.

The District shall hold and send notice of opportunities for regular meetings for the purpose
of formulating and responding to recommendations from parents of English learner stu-
dents. (20 U.S.C. 6312(e)(3)(C))

- Program Improvement Schools: Parents shall be notified when their child's school is
  identified a "program improvement" school and opportunities to transfer to another public
  school and supplemental instruction. (20 U.S.C. § 6303b(c), 6311(d)(1)(D), 6311(d)(2))

The information provided above is available upon request from each child's school or the district office.
Additional notices that may be required shall be sent separately.

35. Children In Homeless Situations: Each local district shall appoint a liaison for homeless children who shall
   ensure the dissemination of public notice of the educational rights of students in homeless situations. (42
   U.S.C. § 11432(g)(1)(J) (ii), (g)(6))

36. Sex Equity In Career Planning: Parents shall be notified in advance of career counseling and course selection
   commencing with course selection in Grade 7, to promote sex equity and allow parents to participate in
   counseling sessions and decisions. (Ed. Code, § 221.5(d))

37. Pesticide Products: All schools are required to provide parents or guardians with annual written notice of
   expected pesticide use at schools. The attached list provides the name of each pesticide product, the active
   ingredient(s) and the Internet address for further information including the Internet address where the school
   site integrated pest management plan may be found:
   Parents or guardians may request prior notice of individual pesticide applications at the school and may view
   a copy of the integrated pest management plan in the school office. If a parent wishes to be notified every time
   a pesticide is going to be applied, he or she must complete the attached form and return it to his or her child's
   school. (Ed. Code, §§ 48980.3, 17612)

38. School Accountability Report Cards: The District shall issue a School Accountability Report Card for each
   school, publicize those reports, and hereby notifies parents or guardians that a hard copy will be provided
   upon request, on or before February 1 of each year. (Ed. Code, 35258)

39. Pupil Fees: A pupil enrolled in a public school must not be required to pay a pupil fee for participation in an
   educational activity. (Ed. Code, § 49011)
   (a) The following requirements apply to prohibited pupil fees:

   (1) All supplies, materials, and equipment needed to participate in educational activities must be
       provided to pupils free of charge.
   (2) A fee waiver policy shall not make a pupil fee permissible.
   (3) School districts and schools shall not establish a two-tier educational system by requiring a
       minimal educational standard and also offering a second, higher educational standard that
       pupils may only obtain through payment of a fee or purchase of additional supplies that the
       school district or school does not provide.
   (4) A school district or school shall not offer course credit or privileges related to educational
       activities in exchange for money or donations of goods or services from a pupil or a pupil's
       parents or guardians, and a school district or school shall not remove course credit or
       privileges related to educational activities, or otherwise discriminate against a pupil, because
the pupil or the pupil’s parents or guardians did not or will not provide money or donations of goods or services to the school district or school. (Ed. Code § 49011(b))

(b) Solicitation of voluntary donations of funds or property and voluntary participation in fundraising activities are not prohibited. School districts, schools, and other entities are not prohibited from providing pupils prizes or other recognition for voluntarily participating in fundraising activities. (Ed. Code, § 49011(c))

Notification of Rights Under FERPA for Elementary and Secondary Schools

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records. These rights are:

1. The right to inspect and review the student’s education records within 45 days of the day the School receives a request for access.

Parents or eligible students 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 student of the time and place where the records may be inspected.

2. The right to request amendment of the student’s education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student’s privacy rights under FERPA.

Parents or eligible students may ask the School to amend a record that they believe is inaccurate or misleading. They should write the School principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise the parent or eligible student of the right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student’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 student serving on an official committee, such as a disciplinary or grievance committee, or 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.

Upon request, the School discloses education records, without prior consent, to officials of another school district in which a student 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 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 20202-5920
The Family Education Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's educational records within 45 days after the day the school receives a request for access.

Parents or eligible students who wish to inspect their child's or their education record should submit to the school principal [or appropriate school official] a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask the School to amend their child's or their education record should write the school principal [or appropriate school official], clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and 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 student when notified of the right to a hearing.

3. The right to provide written consent before the school discloses personally identifiable (PII) from the student'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. The criteria for determining who constitutes a school official and what constitutes a legitimate educational interest must be set forth in the school's or school district's annual notification for FERPA right. A school official typically includes a person employed by the school or school district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer, contractor, or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee, or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official typically has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the school discloses education records without consent to officials of another school or school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student’s enrollment or transfer.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

   Family Policy Compliance Office
   U.S. Department of Education
   400 Maryland Avenue, SW
   Washington, DC 20202
HEALTHY SCHOOLS ACT OF 2000

Notice to all students, parents/guardians and employees of the Oak Grove School District:

Assembly Bill 2260 went into effect on January 1, 2001. This legislation enacted Education Code sections 17608 et seq. which require, among other things, that school districts notify parents and staff about the use of pesticides at school. The purpose of this legislation is to reduce exposure to toxic pesticides through information and application of an integrated pest management system at schools. Towards this end, and pursuant to the requirements of this legislation, please be advised of the following:

The Oak Grove School District expects to use the following pesticides at its campuses during the 2015-2016 school year:

<table>
<thead>
<tr>
<th>Product Name</th>
<th>Primary Active Ingredient</th>
<th>Expected Usage at Each School (Purpose and Amount)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Roundup Pro</td>
<td>Glyphosate</td>
<td>To control weeds - 1 Gallon per month</td>
</tr>
<tr>
<td>2. Astro</td>
<td>Premethrin</td>
<td>To control ants, spiders, roaches - 1 Quart annually</td>
</tr>
<tr>
<td>3. Suspend SC</td>
<td>Deltamethrin</td>
<td>To control ants, spiders, roaches - 1 Pint annually</td>
</tr>
<tr>
<td>4. Demand CS</td>
<td>Land Cyhalothrin</td>
<td>To control ants, spiders, roaches - 8 oz. annually</td>
</tr>
<tr>
<td>5. Demon WP</td>
<td>Cypernethrin</td>
<td>To control ants, spiders, roaches - 8 oz. annually</td>
</tr>
<tr>
<td>6. Maxforce Granules</td>
<td>Hydramethylon</td>
<td>To control ants - 1 lb. annually</td>
</tr>
<tr>
<td>7. Deltaguar D Granules</td>
<td>Deltamethrin</td>
<td>To control ants and roaches - 10 lbs. annually</td>
</tr>
<tr>
<td>8. Drax Ant Bait Gel</td>
<td>Orthoboric Acid</td>
<td>To control ants - 4 oz. annually</td>
</tr>
<tr>
<td>9. Delta Dust</td>
<td>Deltamethrin</td>
<td>To control bees, wasps, roaches - 1 lb. annually</td>
</tr>
<tr>
<td>10. PT565XLO</td>
<td>Pyrethrin &amp; Allesthrin</td>
<td>To control ants, roaches - 16 oz. annually</td>
</tr>
<tr>
<td>11. Maxforce Bait Stations</td>
<td>Friornil</td>
<td>To control ants - 4 oz. annually</td>
</tr>
<tr>
<td>12. DrioneDust</td>
<td>Pyrethrin/Silca Gel</td>
<td>To control bees, wasps - 1 lb. annually</td>
</tr>
<tr>
<td>13. Tempo 20WP</td>
<td>Cyfluthrin</td>
<td>To control ants, roaches, spiders - 12 lb. annually</td>
</tr>
<tr>
<td>14. Turflon</td>
<td>Triclopyr</td>
<td>To control broadleaf weeds - 2 Quarts annually</td>
</tr>
<tr>
<td>15. Prosecutor</td>
<td>Glyphosate</td>
<td>To control weeds - 1 Gallon per month</td>
</tr>
<tr>
<td>16. Quali-Pro Oryzalin 4 Pro</td>
<td>Oryzalin: 3,5 N4, N4-dipropyl-sulfanilamide</td>
<td>To prevent weed germination 3 Gallons annually</td>
</tr>
</tbody>
</table>

Parents/guardians of the Oak Grove School District can register with the District's designee to receive notification of individual pesticide applications by calling 408-227-8300. Persons who register for this notification shall be notified at least seventy-two (72) hours prior to the application, except in emergencies, and will be provided the name and active ingredient(s) of the pesticide as well as the intended date of application.

If you wish to access information on pesticides and pesticide use reduction developed by the Department of Pesticide Regulation pursuant to California Food and Agricultural Code section 13184, you can do so by accessing the Department's web-site at www.cdpr.ca.gov.
PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

Consent before students are required to submit a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)–

1. Political affiliations or beliefs of the student or student's parent;
2. Mental or psychological problems of the student or student's family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

Receive notice and an opportunity to opt a student out of–

1. Any other protected information survey, regardless of funding;
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screening, or any physical exam or screening permitted or required under State law; and
3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

Inspect, upon request and before administration or use–

1. Protected information surveys of students;
2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
3. Instructional material used as part of the education curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law.

Oak Grove School District has developed and adopted policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. Oak Grove School District will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. Oak Grove School District will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. Oak Grove School District will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

Collection, disclosure, or use of personal information for marketing, sales or other distribution.

Administration of any unprotected information survey not funded in whole or in part by the Department of Education.

PPRA affords parents of elementary and secondary students certain rights regarding the conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include, but are not limited to, the right to:

- Consent before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S Department of Education (ED)-
  
1. Political affiliation or belief of the student or student’s parent;
2. Mental or psychological problems of the student or student’s family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisal of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or student’s parent; or
8. Income, other than as required by law to determine program eligibility.

- Receive notice and an opportunity to opt a student out of-
  1. Any other protected information survey, regardless of funding;
  2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
  3. Activities involving collection, disclosure, or use of personal information collected from students for marketing or to sell or otherwise distribute the information to others. (This does not apply to the collection, disclosure, or use of personal information collected from students for the exclusive purposes of developing, evaluating, or providing educational products or services for, or to, students or educational institutions.)

- Inspect, upon request and before administration or use-
  1. Protected information surveys of students and surveys created by a third party;
  2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
  3. Instructional material used as part of the educational curriculum.

These rights transfer from the parent to a student who is 18 years old or an emancipated minor under State law.

Oak Grove School District has developed and adopted policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales or other distribution purposes. Oak Grove School District will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. Oak Grove School District will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. Oak Grove School District will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For Surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this direct notification requirement:

- Collection, disclosure, or use of personal information collected from students for marketing, sales, or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

Parents who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

Any non-emergency, invasive physical examination or screening as described above.

Parents/eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-5920
Oak Grove School District – Promotion/Retention Flow Chart/Timeline

**Watch and See**
Students not meeting standard in language arts (Grades 2-8) and/or mathematics (Grades 4-8) will be placed on a list at the beginning of the school year. Supplemental instruction/Safety nets will be identified.

**“Notification Letter”**
The student is not at standard, but the teacher believes retention will not be necessary by the end of the school year. This step may be considered as a warning or “heads up” and should be given as early in the school year as possible (first reporting period) but can be given later if the student enrolled after September or his /her performance dropped. (RSP/Speech students may receive Notification Letters.) No follow up forms are needed if this is as far as it gets.

- **OR**
- **Form 1EO or 1ELL:** “Notice of Student At Risk of Retention and Action Plan” (Use only one of the two: 1EO = for English Only students; 1 ELL = for English Language Learners.)
  - If a student fails to meet two or more criteria (2 numbered items, not 2 bulleted items under each number), he/she may become “at risk of retention.” (Criteria list for ELL is different from list of EO. Also use the Performance Expectations ELL.) Form 1EO or 1ELL will be given at the first parent/guardian conference or by December 1st for k-6 students and no later than the end of the first semester for 7/8 students who have been enrolled since September. If a student enrolled after September or his/her performance dropped according to the criteria, Form 1EO or 1ELL can also be given by the March conference period or as soon as possible.
  - (Special Education students may NOT receive Form 1’s. Their promotion/retention status is IEP driven.

- **Form 2a:** “At Risk of Retention Follow Up Decision” (Decision to Promote) (Choose only one of the 3).
  1. The student met standards for promotion.
  2. The student did not meet the standards, but retention is not the appropriate intervention.
  3. Additional intervention or supplemental instruction is needed before promotion can be recommended. Reevaluation for promotion will be based upon successful completion of specified requirements.

- **Form 2b:** “At Risk of Retention Follow Up Decision from Summer School” Summer School is no longer a Safety Net and this form will not be used until Summer School is reinstated.
  - The parents/guardians have the right to appeal the school’s decision. Please provide a Form 4 at the same time as Form 2b in order to avoid delay in the process in case parents/guardians decide to go through the appeal process.

- **JUNE-AUGUST – depending on when the first step in the appeal process**

- **Form 3:** “At Risk of Retention Follow Up: Notice of Retention” 04-2508
  - The student failed to meet criteria for promotion and will be retained at the current grade level.

- **Form 3K:** “Agreement to Continue Pupil in Kindergarten” 04-2554K
  - Retained K students must receive Form 3K in addition to Form 3. Parents/guardians agree that K student will be retained for one full academic year.
  - The parents/Guardians have the right to appeal the school’s decision. Please provide a Form 4 at the same time as Form 3 (Form 3K to avoid delay in the process in case parents/guardians decide to go through the appeal process.

- **Form 4:** “Retention Appeal to Principal”
  - Form 4 must be submitted by parents/guardians within 10 school/business days of receiving a Form 3 (Form 3K) in order to appeal the promotion/retention decision. Principals need to promptly document a written response and sent to parents/guardians, along with a Form 5, in case the next step of appeal is needed. Parents/guardians have the right to appeal the principal’s decision to the District Office.

- **Form 5:** “Retention Appeal to Assistant Superintendent of Education Services/Designee”
  - Form 5 must be submitted by parents/guardians within 10 school/business days of receiving the principal’s written denial of appeal. The decision of the Assistant Superintendent/Designee must be made within 15 school/business days of receiving the appeal. The decision of the Assistant Superintendent/Designee is final. If parents/ guardians disagree with the final decision, they have the right to submit a written statement of objections which shall become part of the student’s cumulative record.

Attachment D
Performance Expectations for English Learners

Timeline and expectations may vary based on grade level at entry, primary language skills, and prior schooling.

<table>
<thead>
<tr>
<th>OVERALL CELDT LEVEL AT TIME OF ENTRANCE TO THE PROGRAM</th>
<th>Level 1 (Beginning)</th>
<th>Level 2 (Early Intermediate)</th>
<th>Level 3 (Intermediate)</th>
<th>Level 4 (Early Advanced/Not English Fluent)</th>
<th>Level 4 or 5 (Early Adv. or Advanced/English Fluent)</th>
<th>Reclassified</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st year</td>
<td>2nd year</td>
<td>3rd year</td>
<td>4th year</td>
<td>5th year</td>
<td>6th year</td>
<td></td>
</tr>
<tr>
<td>1st year</td>
<td>2nd year</td>
<td>3rd year</td>
<td>4th year</td>
<td>5th year</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1st year</td>
<td>2nd year</td>
<td>3rd year</td>
<td>4th year</td>
<td>5th year</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1st year</td>
<td>2nd year</td>
<td>3rd year</td>
<td>4th year</td>
<td>5th year</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1st year</td>
<td>2nd year</td>
<td>3rd year</td>
<td>4th year</td>
<td>5th year</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1st year</td>
<td>2nd year</td>
<td>3rd year</td>
<td>4th year</td>
<td>5th year</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Timeline toward reclassification based on CELDT overall score at time of initial enrollment:

Expected Performance Level on California Assessment of Student Performance and Progress (ELA)

- Below
- Below or Approaching
- Approaching
- Approaching to Met
- Met to Exceeded

Expected Performance Level on California Assessment of Student Performance and Progress (-Math)

- Below
- Below or Approaching
- Approaching
- Approaching to Met
- Met to Exceeded


Oak Grove School District (OGSD or District) is pleased to offer students access to district computers, communications systems (email, web sites, smart phones, blogging, podcasting and/or other emerging technologies), the Internet and an array of technology resources to promote educational excellence and innovation. While using District and personal technology devices and resources on or near school property, in school vehicles and buses, at school-sponsored activities, as well as using district technology resources via off-campus remote access, each student must act in an appropriate manner consistent with school, district, and legal guidelines. It is the joint responsibility of school personnel and the parent or guardian of each student to educate the student about his/her responsibilities and to establish expectations when using technology.

Access to OGSD technology resources is provided to students who agree to act in a considerate and responsible manner. Prior to being allowed access to the Internet at school for using District and/ or personal technology devices or resources or through any other technology resources provided through OGSD, students and their parents must sign the OGSD Acceptable Use Consent Form acknowledging their responsibilities. Students must comply with OGSD standards and this agreement to be permitted the use of OGSD technology.

Student and Parents must sign the Acceptable Use Agreement signature page and consent document to verify that Student understands and will comply with the provisions and conditions of the Acceptable Use Agreement, including that the Student will use the Oak Grove School District network and electronic devices only for educational purposes. The signature and consent form includes:

As the Student or as Student's parent/ guardian(s), I understand that any violation of a law or District rules may result in disciplinary action (including suspension and expulsion) and/ or legal or police action. I agree to report to a teacher or the principal any cyberbullying, harassment, or misuse of electronic devices, network, or the information system. I agree the District has a right to "regulate the possession or use of any electronic signaling device" as stated in Ed Code 48901.5. I agree that I am voluntarily providing specific consent to any and all Oak Grove School District employees to search or otherwise access and review electronic device information by means of physical interaction or electronic communication with any electronic device used or possessed by Student, whether the device is owned by the Student, Parent, District, or anyone else, if the Student uses or possesses the device at school or a school activity, on the way to and from school or a school activity, or otherwise related to school activity or attendance. I agree that I am voluntarily providing specific consent to any and all Oak Grove School District employees to search or otherwise access and review electronic device information by means of physical interaction or electronic communication with any electronic device owned by me if the device is reported lost or stolen. Electronic device means a device that stores, generates, or transmits information in electronic form and includes cell phone, smart phone, iPhone, computer, laptop, tablet, notebook, iPod, iPad, smart watch, and similar devices.

OGSD technology resources are provided to students, and OGSD allows a student to use a personal electronic device that the Student brings to school, to conduct research, access curriculum resources, enhance parent involvement, complete assignments, and communicate with others in furtherance of their education. Access is a privilege, not a right; as such, general rules of school behavior apply. Just as students are responsible for good behavior in a classroom or on school grounds, they must also be responsible when using school computer networks or personal technologies related to school.

If a student violates any of these rules, his/her use shall be terminated and future access may be denied. Disciplinary action may also result. If possible criminal activity is discovered, the proper law enforcement authorities will be notified. Disciplinary action for students shall be in accordance with existing discipline policies and may include suspension or expulsion in accordance with the laws of the State of California and OGSD policy.
It is important that each parent or guardian discuss with their children the importance of compliance with all rules and requirements, good choices, and responsible decisions when using District or personal electronic device technology at school or related to school.

1. OGSD technology resources shall only be used to access educational information and to promote learning activities both at school and home, including the facilitation of communication between the home and school.

2. Students shall not load personal software or programs on District computers or other District technology devices, nor shall they download programs from the Internet on any District or personal electronic device at school, without the approval of their instructor.

3. Virtual and physical vandalism shall not be tolerated. Any intentional act by a student that damages or interferes with performance of District technology hardware, software, operating systems, and communication systems will be considered vandalism and will be subject to school discipline and or appropriate criminal or civil action.

4. Not all access to the Internet can be supervised at all times during the school day. Students agree not to send, access, submit, publish, display or print over the Internet or OGSD network, or using OGSD or personal technology resources while at school or related to school, any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, offensive or illegal material, including but not limited to.

- Cameras and smart phones with camera or video capability are never allowed to be used in a locker room, changing room, or a bathroom.

- Cyberbullying is specifically prohibited. Serious harm has resulted to students who are cyber bullied, harassed, threatened, or teased using technology resources, and OGSD takes any such misconduct very seriously and will pursue discipline up to and including expulsion.

- It shall be each student's responsibility to report promptly the inappropriate use, web site, or communication to the student's teacher or other staff member.

5. Although the District uses a software filter to block known inappropriate web sites and prohibit access to harmful materials accessed from a District network, the District does not filter or block access to harmful materials accessed from a District-provided resource that is being used outside of the District network. Under any circumstances, filtering technology is not perfect and therefore may in effect both interfere with legitimate educational purposes and allow some objectionable material to be viewed.

6. The use of OGSD technology resources is not private; students should not expect that files stored on or transmitted via the District's resources will be confidential. All digital transmissions are subject to inspection and/or monitoring by District employees and other officials. Digital storage is OGSD property, and as such, network administrators will review files and communications to maintain system integrity and ensure that students are using technology responsibly. Each student and parent by signing the Acceptable Use Agreement is voluntary providing specific consent to any and all Oak Grove School District employees to search or otherwise access and review electronic device information by means of physical interaction or electronic communication with any electronic device used or possessed by Student, whether the device is owned by the Student, Parent, District, or anyone else, if Student uses or possesses the device at school or a school activity, on the way to and from school or a school activity, or otherwise related to school activity or attendance. This is necessary to ensure that students are using technology resources and devices at school or related to school in a safe, valid, and lawful manner.

7. OGSD denies any responsibility for the accuracy of information obtained from the Internet or
on-line resources.

8. OGSD makes no warranties of any kind, expressed or implied, for the technology resources it provides to students.

9. Copyright ®, Trademark ™ and/or Registered ® laws must be adhered to at all times. All materials from the Internet and other digital resources, including graphics, which are used in student projects or reports, must be properly cited. Copyrighted, Trademarked or Registered materials may not be placed on the Internet without the permission of the author. Students who violate these requirements may face legal claims for misappropriation or misuse or other claims.

10. Students shall not post or transmit their own or other’s personal information such as home addresses, telephone numbers, last names, photos, videos, or other personal identifying information.

11. The use of District technology resources may involve the use of a password, network access code or other identifying or validating code. Such passwords and codes are to be protected as private information provided to the individual user for their sole purpose. Such passwords and codes shall not be disclosed by the student to others.

12. Students shall not use District technology resources to conduct for-profit business activities or to engage in other activities unrelated to the educational purpose for which the technology is made available. Students shall not use District technology resources for advertising, promotion commercial purposes or similar objectives, including the purchase of any items or services.

13. Students may bring personal technology, including computers, tablets, note books, smart phones, network access devices, or other electronic signaling devices to school provided that such technology is used for instructional purposes. Students shall abide by the instructions provided by teachers and other school staff in the use of such personal technologies. Access to the Internet or other District communication systems from personal technology is limited to wireless access points on the school campuses or other access devices away from school. Access to the Internet or other District communication systems from personal technology is not available via hardwire connections.

**Consequences of Misuse and/or Violation of the Provisions of this Agreement**

Misuse of personal or District and personal technology resources on or near school property, in school vehicles and buses, at or traveling to or from school-sponsored activities, or otherwise related to school activity or attendance, as well as using district technology resources via off-campus remote access, may result in disciplinary action up to and including, loss of access to District technology resources, including access to the Internet using District resources on a personal electronic device, and expulsion from the schools of the District. This Agreement shall be used in conjunction with OGSD Board policies, California Education Code, and other local, state and federal laws and regulations governing the applicable matter.

Students, parents and guardians should recognize that the nature of the use of District technology resources extends outside of the school itself and into off-campus remote locations such as homes. The District’s jurisdiction to enforce student behavior and discipline policies and rules shall apply whether the misuse or violation is at school or away from school as long as the District’s technology resources are being used in the inappropriate behavior, or the misconduct is otherwise related to school activity or attendance and not protected by applicable law. Misuse or a violation away from school that constitutes a threat or causes or is foreseeably likely to cause a material and substantial disruption of school will result in discipline.
Limitation of Liability

Oak Grove School District shall not be responsible for any damages suffered by the student, including those arising from non-deliveries, misdeliveries, service interruptions, unauthorized use, loss of data, and exposure to potentially harmful or inappropriate material or people. Use of any information obtained via the Internet or communications technologies is at the student's own risk.

Oak Grove School District specifically denies any responsibility for the accuracy or quality of information obtained through the Internet. The District assumes no liability for personal electronic device technology, including computers, smart phones, network access devices, or other electronic signaling devices, if such devices are damaged, lost or stolen. The student and his/her parent/guardian shall indemnify and hold Oak Grove School District harmless from any losses sustained as the result of use or misuse of the district's technology resources by the student, and/or the loss or damage of or to personal technology or personal technology devices.
Interdistrict Transfers

The Education Code of the State of California requires that children attend school in the District in which they reside, unless a transfer is granted. Parents/guardians may request an interdistrict transfer/permit to another District based on the following information. Approval is not automatic.

- **Residency Based on Employment (Allen Bill 2071)** - A letter from the employer must be included with the interdistrict request. One of the parents/guardians must maintain employment of 10 hours or more during the school week within the boundaries of the District requested. (Ed. Code 48204(b))

- **Former Resident** - If parents move into the Oak Grove School District during the current school year, the student may continue attendance in the former District for the remainder of the school year. The student must have attended for minimum of forty days in the former District. A dated document that verifies the former address must be submitted with the application.

- **Future Resident** - Students who are members of a family that has signed a lease, a contract to rent, build or buy a home in the District may enroll in the semester in which they expect to become residents. A copy of the document that confirms the transaction must accompany the application.

- **Hardship** - If there is a need for change in the student’s environment due to psychological, emotional, or medical reasons that cannot be accommodated at any of the schools within the Oak Grove School District, a written confirmation from an authorized professional or government official must accompany the interdistrict request application.

- **Bullying** - Upon request, a pupil determined to be the victim of an act of bullying by a pupil of the District of residence must be given priority for interdistrict attendance under any existing interdistrict attendance agreement or additional consideration for the creation of an interdistrict attendance agreement. (Ed. Code §§ 46600(b) and 48900(r))

- **Eighth Grade Privilege** - If parents/guardians move from the District after a student has completed the seventh grade, the student may be allowed to complete the eighth grade at his/her former school. A dated document that verifies the former address must accompany the application.

The interdistrict transfer/permit, if granted, will be valid for one school year. The agreement will continue in force only as long as the student demonstrates regular and punctual school attendance, satisfactory school behavior, and satisfactory academic achievement. The use of false information to secure a transfer will invalidate the transfer. Transportation to the requested District will be the responsibility of the parent, unless transportation is required by applicable law. Special Education or Section 504 services will be provided as required by applicable law. If the request for an interdistrict transfer is approved, it will be referred to the District of the desired attendance for consideration. The District of desired attendance has three options: 1) approve the request, 2) approve the request pending the availability of space, or 3) deny the request.

**Appeal Process**

If Oak Grove School District Student Services Staff denies an interdistrict attendance request/permit from a District parent/guardian because it does not fall within the identified criteria or insufficient required information is presented, the parent/guardian may appeal to the Assistant Superintendent for Educational Services. After a face-to-face conference with the Assistant Superintendent for Educational Services, and if the appeal is denied, the parent/guardian may appeal to the Superintendent. The parent/guardian should write a letter to the Superintendent and provide complete information and all supporting documentation on which a further determination can be made. The Superintendent (or designee) will make a decision within five working days of receiving the appeal. If the appeal is denied, the parent/guardian may appeal to the Board of Trustees. If the appeal is denied by the Board of Trustees, the parent/guardian may appeal in writing to the Santa Clara County Board of Education, 1290 Ridder Park Drive, San Jose, California 95131-2398. The decision of the Santa Clara County Board of Education is final.
What families need to know about homelessness

WILLIAM M. HABERMEHL • County Superintendent of Schools

Funding provided by the McKinney-Vento Homeless Education Assistance Act

The federal government’s legal definition of homelessness based on the McKinney-Vento Homeless Education Assistance Act is anyone who:

- Lacks a regular, fixed, and adequate nighttime residence (substandard housing).
- Is sharing housing due to economic struggles (double-up).
- Is living in a shelter, hotel, or motel.
- Is living in a public place not designated for sleeping (cars, parks).
- Is an unaccompanied youth.
- Is a child or youth awaiting foster care placement.
- Is a child or youth abandoned in a hospital.
- Is a migrant child who qualifies under any of the above.

Definition of homeless

Your children have rights or protections under the McKinney-Vento Homeless Education Assistance Act and state law. They have the right to:

- Continue to attend the school in which they were last enrolled, even if you have moved away from that school’s attendance zone or district.
- Immediate enrollment.
- Enroll even if you do not have a permanent address. (Proof of residency is not required.)
- Enroll even if you do not have school or immunization records.
- May receive transportation to and from school of origin.
- May receive special programs and services.

One phone call will link you to all the help you’ll need, including where to get a meal, employment resources, shelters, healthcare, substance abuse, and much more.

Service is free, multi-lingual, and available 24 hours a day, 7 days a week.

Call 2-1-1 or 1-888-600-4357.

Children’s school enrollment rights

Need help?

For questions or help with enrolling in school, contact the local liaison shown at the bottom of this page.

Other hotlines:

- CA Youth Crisis: 800-843-5200
- Child Abuse Registry: 800-207-4464
- National Domestic Violence: 800-799-SAFE
- National Runaway Switchboard: 800-370-7110
- Suicide & Crisis Service: 408-779-3312
- Children’s Health & Safety: 800-365-7282
- Domestic Violence Services: 800-799-7110
- Children’s Defense Fund: 800-207-0110

Local Liaison:

Jeanne Awrey
Manager, Student Support Services
Orange County Department of Education
714-966-4093 • jawrey@ocde.us
http://mv.ocde.us

Other hotlines:

- CA Youth Crisis: 800-843-5200
- Child Abuse Registry: 800-207-4464
- National Domestic Violence: 800-799-SAFE
- National Runaway Switchboard: 800-363-7238
- Suicide & Crisis Service: 408-279-3312

Local Liaison:

Oscar A. Ortiz
Oak Grove School District
Local Coordinator
(408) 227-8300 extension 100249
Email: oortiz@ogsd.net
COMMUNITY RELATIONS

Volunteer Assistance

The Board of Trustees encourages parents/guardians and other members of the community to share their time, knowledge, and abilities with our students. Volunteer assistance in our schools enriches the educational program and strengthens our schools’ relationships with homes, businesses, public agencies, and private institutions. The presence of volunteers in the classroom and on school grounds also enhances supervision of students and contributes to school safety. The Board also encourages community members to serve as mentors providing support and motivation to students.

The Superintendent or designee shall develop and implement a plan for recruiting, screening, and placing volunteers, including strategies for reaching underrepresented groups of parents/guardians and community members. The Superintendent or designee may also recruit community members to serve as mentors and/or make appropriate referrals to community organizations.

The Superintendent or designee shall establish procedures to protect the safety of students and adults. These procedures shall include laws related to tuberculosis testing and may also include laws related to criminal record checks. Volunteers working with students outside the direct supervision of certificated personnel are required to obtain fingerprint clearance through the California Department of Justice (DOJ) and the Federal Bureau of Investigation (FBI).

Volunteers shall be provided with information about school goals, programs, and practices and shall receive an orientation and other training related to their specific responsibilities as appropriate. Employees who supervise volunteers shall ensure that volunteers are assigned meaningful responsibilities that capitalize on their skills and expertise and maximize their contribution to the educational program.

Volunteers shall act in accordance with district policies, regulations, and school rules. At their discretion, employees who supervise volunteers may ask any volunteer who violates school rules to leave the campus. Employees also may confer with the principal or designee regarding any such volunteers. The Superintendent or designee shall be responsible for investigating and resolving complaints regarding volunteers.

Volunteer maintenance work shall be limited to those projects that do not replace the normal maintenance duties of classified staff. The Board nevertheless encourages volunteers to work on short-term projects to the extent that they enhance the classroom or school, do not significantly increase maintenance workloads and comply with employee commitments and contracts.
Volunteer Assistance (continued)

Volunteer aides shall not be used to assist certificated staff in performing teaching or administrative responsibilities in place of regularly authorized classified employees who have been laid off.

The Superintendent or designee shall periodically report to the Board regarding the District's volunteer assistance program.

Legal Reference:
Education Code 8482-8484-6, 8484.7-8484-9, 35021, 35021.1, 35021.3, 44010, 44227.5, 44814-44815, 45125, 45125.01, 45340-45349, 45360-45367, 49024, 49406
Government Code 3100-3109, 3543.5
Health and Safety Code 1596.871
Labor Code 1720.4, 3364.5
Penal Code 290, 290.4, 290.95
Code of Regulation, Title 22 101170, 101216
United States Code, Title 20 6319
Attorney General Opinion
Policy Adopted: 9/12/2013
INSTRUCTION

Field Trips

The following guidelines will be used for any field trip that is taken as a school-related component of the instructional program. As field trips are part of the academic program, students may not be held back because of academic or discipline reasons unless they are on formal suspension in violation of a suspendable offense on the day of the field trip.

Supervision

A. Students should not be allowed to be unsupervised during the field trip.

B. No less than one adult to every fifteen students shall be the required ratio. Due to health and safety reasons, a chaperone may be required to accompany a student on a one-to-one ratio or the student may not be allowed to participate in the field trip. The principal must approve in writing the health and safety reason that a student may not attend. A child who is not able to participate in a field trip because of health and safety reasons shall receive instruction in another classroom during the field trip.

C. Chaperones must be 18 years of age or older. They may not bring other children (siblings) on the trip. Each chaperone should be in charge of a specific number of students. There should be a list of student names given to the chaperone before the departure. Chaperones should receive information on their role and expectations before the field trip.

Transportation

Student transportation on field trips shall be by district bus, light rail, commercial bus, or private automobile. Appropriate behavior to and from the field trip destination should be reviewed and followed.

Transportation by private automobile shall follow these guidelines:

A. The Superintendent or designee may authorize the transportation of students by private automobile for approved field trips and activities when the vehicle is driven by an adult (21 years or older) who has registered with the school by filing a completed School Driver Certification Form, which may be obtained in school site office. This form will be kept at the school site for one year and must be renewed annually.

B. When filing the School Driver Certification Form, all drivers shall be issued the Driver Instruction Form and asked to keep it in their car. All student passengers must have written permission slips signed by their parents before being transported by private automobile.
Field Trips (continued)

C. Drivers shall be at least 21 years of age, possess a valid California driver’s license and have liability insurance in the following amounts: bodily injury—$100,000-$300,000 per occurrence and property damage $100,000 per occurrence.

D. A seat belt must be provided for each passenger. Children younger than 8 years old or shorter than 4 feet 9 inches must have a car seat.

E. Trucks and pickups may not transport more persons than can legally sit in the passenger compartment.

F. The number of passengers, including the driver, shall not exceed the capacity for which the vehicle was designed and should not in any case exceed ten (10).

G. Drivers of private automobiles will not be reimbursed for the cost of operating the vehicle.

Miscellaneous

A. All students must have a parent permission slip on file before leaving on the field trip.

B. Donations may be collected to help offset the cost of the field trip; however, no child may be excluded from a field trip because of lack of funds.

C. All emergency numbers and first aid kits should be kept by the teacher in charge.

D. The district shall provide a first aid kit whenever students are taken on field trips.

E. The teacher in charge of the field trip will maintain possession and dispensation of medication for any students attending that field trip.

F. Students receiving free/reduced lunches must be provided lunch if the field trip encompasses lunch time. A sack lunch may be purchased by all students. All lunches must be ordered three (3) days in advance.

After-school sports are school-sponsored activities but are not considered instructional field trips.

OAK GROVE SCHOOL DISTRICT
San Jose, California
STUDENTS

Sexual Harassment

The Board of Trustees is committed to maintaining an educational environment that is free from harassment and discrimination. The Board prohibits sexual harassment of students by other students, employees or other persons, at school or at school-sponsored or school-related activities. The Board also prohibits retaliatory behavior or action against persons who complain, testify, assist or otherwise participate in the complaint process established pursuant to policy, administrative regulation and the law. Unlawful harassment includes verbal, physical and visual conduct, threats and demands.

Instruction/Information

The Superintendent or designee shall ensure that all District students receive age appropriate instruction and information on sexual harassment as required by relevant law. Such instruction and information shall include:

1. What acts and behavior constitute sexual harassment, including the fact that sexual harassment could occur between people of the same sex and could involve sexual violence
2. A clear message that students do not have to endure sexual harassment
3. Encouragement to report observed instances of sexual harassment, even where the victim of the harassment has not complained
4. Information about the District’s procedure for investigating complaints and the person(s) to whom a report of sexual harassment should be made
5. Information about the rights of students and parents/guardians to file a criminal complaint, as applicable

Complaint Process

Any students who feels that he/she is being or has been sexually harassed on school grounds or at a school-sponsored or school-related activity (e.g., by a visiting athlete or coach) shall immediately contact his/her teacher or any other employee. An employee who receives such a complaint shall report it in accordance with administrative regulation.

The Superintendent or designee shall ensure that any complaints regarding sexual harassment are immediately investigated in accordance with administrative regulation. When the Superintendent or designee has determined that harassment has occurred, he/she shall take prompt, appropriate action to end the harassment and to address its effects on the victim.

Disciplinary Measures

Any student who engages in sexual harassment or sexual violence at school or at a school-sponsored or school-related activity is in violation of this policy and shall be subject to disciplinary action. For students in grades 4–8, 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.
Record-Keeping

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.

Parents/guardians, students, and staff who have any questions about this policy are encouraged to contact any administrator.

The Superintendent or designee shall maintain a record of all reported cases of sexual harassment to enable the District to monitor, address, and prevent repetitive harassing behavior in the schools.

Legal Reference: (continued)
Education Code 200-262.4, 48900, 48900.2, 48904, 48980
Civil Code 51.9, 1714.1
Government Code 12950.1
Code of Regulations, Title 5 4600-4687, 4900-4965
United States code, Title 20 1681-1688; Title 42 1983, 2000d-2000d-7, 2000e-2000e-17; Title 34 106.1-106.71
Court Decisions:
Flores v. Morgan Hill Unified School District, (2003, 9th Cir.) 324 F.3d 1130
Oona by Kate S. v. McCaffrey, (1998 9th Cir.) 143 F.3d 473
Doe v. Petaluma City School District, (1995, 9th Cir.) 54 F.3d 1447
Policy Adopted: 2/12/2015
FAMILY INVOLVEMENT

In a democracy, parents and guardians are encouraged and welcomed to become involved in the formal education of their children enrolled in public schools. This early and consistent parental involvement helps children to do well academically. When this involvement is combined with a partnership between home and school, the student, the school and the community benefit.

Parents and guardians of enrolled students have the right to be included in the educational process and to have access to the system on behalf of their children. These rights are outlined in Education Code 51100-51102. (B.P. 1240, 1250 and 5020)

Classroom Observing
Parents have the right to visit their child's classroom to observe activities, unless a court order limits this. The time and date of the visitation must be arranged in advance with the school.

Teacher Conferencing
Parents have the right to request a conference with their child's teacher(s) or the principal. Parents should contact the school to schedule a date and time convenient to all participants.

Volunteering
Parents have the right to volunteer their time and resources for the improvement of school facilities and programs under the supervision of district employees. Parents should contact the school to determine the terms and conditions of this service.

Student Attendance
Parents have the right to be notified in a timely manner if their child is absent from school without permission. Parents must notify the school office the morning of the student's absence or send a signed note the following day.

Student Testing
Parents have the right to be notified of their child's performance on standardized and statewide tests and the school's ranking on these tests. (Under other state law, parents may request that their child not participate in the statewide tests.)

School Selection
Parents have the right to request that their child be enrolled in any school in the district. The district is not compelled to grant the request, but the District will respond to the request. Parents can visit a school in which the are interested in requesting a transfer for their child to attend after scheduling a time with the school office.

Safe School Environment
Parents have the right of a safe and supportive learning environment for their child.

Curriculum Materials
Parents have the right to examine the curriculum materials of the class or classes in which their child is enrolled.

Student Academic Progress
Parents have the right to be informed of their child's academic progress in school and of the persons to contact if they wish more information or assistance with their child.

Student Records
Parents have the right to access their child's records and to question anything they feel is inaccurate or misleading or an invasion of privacy. Parents have the right to a timely response from the school district about their questions.

Standards
Parents have the right to receive information regarding the academic standards, proficiencies, or skills their child is expected to meet.
School Rules
Parents have the right to receive notification of school rules, discipline rules, attendance policies, dress codes, and procedures for school visitations.

Psychological Testing
Parents have the right to receive information on all psychological testing recommended for their child and to deny permission to give the test.

Councils and Committees
Parents have the right to participate as a member of a parent advisory committee, school-site council, or site-based management leadership team in accordance with established rules and regulations for membership.

Parents also have the right to attend at least two meetings per year scheduled by the school to get information on school issues and activities.

Retention Information
Parents have the right to be notified as early in the school year as practicable if their child is identified as being at risk of retention and to consult with school staff about the decision and appeal the decision.

Policy Development
Parents and guardians have the right and should be given the opportunity to work in a mutually supportive and respectful partnership with the school to help their child succeed. The governing board of each school district shall adopt a jointly created policy that outlines how parents and guardians, school staff, and students may share the responsibility for the intellectual, physical, emotional, and social development, and well-being of their students.

This policy shall include, but is not limited to:

1. How parents/guardians and the school will help students to achieve academic and other standards.
2. How the school will provide high-quality curriculum and instruction in a supportive learning environment to all students enrolled to enable students to meet the school’s academic expectations.
3. What parents and guardians can do to support their child’s learning environment, including but not limited to:
   - Monitoring school attendance
   - Monitoring homework completion
   - Encouraging participation in extracurricular activities
   - Monitoring and regulating television viewing
   - Planning and participating in activities at home supportive of classroom activities
   - Volunteering at school
   - Participating in decision-making processes at school

Parent Visitation
Each school has classroom visitation guidelines that have been established to provide opportunities to visitors for observation while protecting the classroom learning environment.

MEGAN'S LAW SEX OFFENDER INFORMATION

Sex offenders must register their location, unless the offender is relieved of this responsibility through legal processes.

The public can learn if a person is a registered sex offender by calling the local police department or by checking a website: [www.meganslaw.ca.gov](http://www.meganslaw.ca.gov).

The website has photographs and descriptive information on registered sex offenders residing in California who have been convicted and are required to register their location with local law enforcement.
THE HOME / SCHOOL CONNECTION

Learning is a continuous process that involves the home as well as the school. Children need to see the relationship between the classroom learning experience and their lives outside the regular school day. Children benefit from the knowledge that parents are interested in and supportive of their educational progress. The following are general guidelines for parental involvement in your child’s education:

1. Keep informed of your child’s progress by:
   - communicating with teachers
   - visiting classrooms often
   - volunteering time in the classroom
   - attending parent conferences, Back to School Night, Open House and other school activities
   - taking time to talk with your child about school.

2. Help your child develop good study habits by:
   - establishing a regular routine for the completion of homework
   - providing quiet time and a place to study
   - offering encouragement and help in completing assignments.

3. Develop attitudes that encourage learning by:
   - maintaining a positive manner about your child’s school
   - taking educational trips
   - providing books, newspapers, and magazines
   - encouraging your child to pursue reading and writing for pleasure
   - using television and computers in educationally appropriate ways.

Schools and parents working together create the maximum opportunity for student success!

OAK GROVE SCHOOL DISTRICT
6578 Santa Teresa Boulevard
San Jose, CA 95119
408-227-8300

BOARD OF EDUCATION
Jaquelyn Adams
Dennis Hawkins
Carolyn Bauer
Mary Noel
Jeremy Nishihara

ADMINISTRATION
José Manzo, Superintendent
Andrew Garcia, Assistant Superintendent
Laura Phan, Assistant Superintendent
Maria Wetzel, Assistant Superintendent

OAK GROVE ELEMENTARY SCHOOL DISTRICT
PROGRAM OPTIONS FOR ENGLISH LEARNERS

Dear Parents and Students,

The Oak Grove School District, in partnership with parents, staff, students, and the community, ensures educational programs to meet the needs of all students. Together, we are partners for excellence in education.

This brochure is designed to give parents and students who are English Learners, an overview of what program options are available to them. We are committed to providing an environment that enables all learners to develop the knowledge and skills to compete in a global economy, and to understand and exercise the rights and responsibilities of citizenship.

Revised 06/05/15
STRUCTURED ENGLISH IMMERSION

“Structured English Immersion” (SEI) is an instructional approach for English Learners with less than reasonable fluency in English. Nearly all instruction is in English provided through strategies specifically designed for children who are learning the language. Student will receive daily English Language Development (ELD) and participate in grade-level core curriculum. During the school year, as the student progresses in English, the instructional approach will move to English Language Mainstream (this is not a change in classroom placement).

Less than Reasonable fluency: Students with “less than reasonable fluency” are English Learners scoring Levels 1 or 2 (scale of 1-5) on the California English Language Development Test (CELDT).

Nearly all instructional materials and written assignments, including homework are in English.

Additional support may be provided through the primary language for preview/review, assessment, specialized vocabulary, etc.

Placement in Structured English Immersion

The classroom setting may include English Learners at higher levels of language acquisition, English Learners who have been redesignated as English proficient and English only students.

All teachers responsible for SEI instruction are specifically trained to provide such instruction.

ALTERNATIVE PROGRAM WITH PARENTAL EXCEPTION WAIVER

“Alternative Program with Parental Exception Waiver” or “bilingual program” is an alternative instructional program to develop proficiency in the primary language and English. The program provides instruction, curriculum and textbooks in the student’s native language with a gradual transition to English.

During part of the instructional day, English Learners in an Alternative Program are placed in an integrated setting to interact with English proficient students.

All English Learners in classes with a parental exception waiver will have the same primary language.

English language instruction increases as the student moves up the grades in order to transition into an English only setting.

All English Learners receive daily English Language Development (ELD).

Placement in the Alternative Program with a Parental Exception Waiver

Parents interested in placing their child in this program, will need to contact the school principal or call:

Paula Cornia at (408) 227-8300 ext. 100268
Luz Pánuco at (408) 227-8300 ext.100274
(Cecily Vu at (408) 227-8300 ext.100273
(Spanish)
(Vietnamese)

ENGLISH LANGUAGE MAINSTREAM

English Language Mainstream (ELM) provides an instructional approach for English Learners with reasonable fluency in English. All instruction is in English provided through strategies specifically designed for students who are learning the language. Students will receive daily English Language Development (ELD) and participate in grade-level core curriculum with additional support as needed to develop English proficiency.

Reasonable fluency: Students with “reasonable fluency” are English Learners scoring Levels 3, 4, 5 (scale of 1-5) on the California English Language Development Test (CELDT).

Placement in English Language Mainstream

The classroom setting may include English Learners at lower levels of language acquisition, English Learners who have been redesignated as English proficient and English only students.

All teachers responsible for ELM instruction are specifically trained to provide such instruction.
Dear Parent or Guardian:

In an effort to enhance the safety of your child, Oak Grove School District is being proactive by bringing to your attention a growing and potentially dangerous use of the Internet by teens and perhaps your child. Some of you may not be aware that this may have serious consequences to your child.

Oak Grove School District has serious concerns over social media sites. There is a growing trend where information is posted of a personal nature and highly personal information is exchanged with others who may be students or who may be predators posing as students. In reviewing the sites, it is obvious that even though some account holders are minors and do not meet the “Terms of Service” criteria, they are able to use fictitious birth dates and access the system.

Administrators of social media sites are aware of various concerns surrounding child safety issues that result from minors using their websites. The purpose of this letter is to bring this trend to your attention so that you may protect yourself and your children from cyber stalking by adult Internet predators who visit the site to obtain personal information about children, and who often try to initiate in-person contact with children who use the site.

Social media has also become a frequent source of cyber bullying. Cyber bullying occurs when a preteen, teen or adult is tormented, threatened, harassed, humiliated, ridiculed or otherwise targeted by another preteen, teen or adult using the Internet. Our recommendation is that you monitor Internet and social media usage by your child(ren) on a regular and ongoing basis. As a parent/guardian, we encourage you to be proactive in discussing appropriate and inappropriate uses of the Internet, email, and social media with your child(ren).

Please be sure that your child(ren) understand that if they torment, threaten, harass, humiliate, ridicule, or otherwise target or cyber bully another individual who they know through school in a way that is likely to cause or causes substantial disruption to the school, your child may be disciplined (up to and including suspension or expulsion). We interpret the relationship to school to include messages sent from a home computer or personal device if the message(s) is sent to or talks about another student, the school, or school staff or if the electronic activity is otherwise related to school activity or attendance.

Please be sure that your child(ren) understands that if he or she is the target or victim of such school-related behavior, that the cyber bullying should be immediately reported to school administration for investigation. While the school cannot discuss with you the details of any corrective action taken against another student, you will be assured that what we believe to be effective action to stop the behavior from recurring will be taken. Of course, should any further cyber bullying occur, notify the school again so that further and more serious corrective action can be taken. The District is very concerned about such behavior and is determined to take effective action to stop the school-related behavior once brought to our attention.

The safety of our children is our paramount concern. Please feel free to contact the Administrator (Principal or Assistant Principal) at your child’s school if you have any questions or concerns regarding your child’s use of social media. We are very happy to work with parents/guardians to help ensure the safety of all students.

Respectfully,

Superintendent
José L. Manzo
Internet Safety

Many people have expressed concerns over the safety and privacy issues surrounding social networking sites. Here are some tips that everyone, but especially teens, should follow while using social media. Social media is defined as websites and other online means of communication that are used by large groups of people to share information and develop social and professional contacts.

Use the privacy settings social media offers. The settings are here to keep you safe while still allowing you to connect with the people you want.

Only make your profile viewable to your friends, not everyone in your network. There is no need for people you do not know who are in the same network to view your profile. If you are friends with someone, then they can see information about you.

Don’t post your last name; just use your last initial. People can search for you within a network, and if they know you, they will recognize you and do not need to see your last name.

Do not post anything inappropriate on your own profile or on someone else’s profile. Even if you use the privacy settings, it does not mean all of your friends do.

Delete inappropriate comments or wall posts on your profile.

Only accept or add people as friends that you know in person. Not everyone is the person they portray themselves as online.

Do not post your address, phone number or school schedule on your profile.

Social media are popular places for your children to network and communicate with friends. But, to protect their safety and your whole family’s privacy, you must teach your children to exercise caution. You should also communicate with them constantly about their online use and educate yourself and them about the dangers facing them online.

As a parent/guardian, please consider the following guidelines to help your children make safe decisions about using online communities.

- **Talk to your kids about why they use social media, how they communicate with others and how they represent themselves on social media.**

- **Kids shouldn’t lie about how old they are. Social media members must be 14 years of age or older.** Most social media sites take extra precautions to protect the younger members but cannot do so if they do not identify themselves as such.

- **Social media sites are a public space.** Members shouldn’t post anything they wouldn't want the world to know (e.g., phone number, address, IM screen name, or specific whereabouts). Tell your children they should avoid posting anything that would make it easy for a stranger to find them, such as their local hangouts.

- **Remind them not to post anything that could embarrass them later or expose them to danger.** Although social media is public, teens sometimes think that adults can’t see what they post. Tell them that they shouldn't post photos or info they wouldn’t want adults to see.

- **People aren’t always who they say they are. Ask your children to be careful about adding strangers to their friends’ list.** It’s fun to connect with new friends from all over the world, but members should be cautious when communicating with people they don’t know. They should talk to you if they want to meet an online friend in person, and if you think it's safe, any meeting should take place in public and with friends or a trusted adult present.

- **Harassment, hate speech and inappropriate content should be reported.** If your kids encounter inappropriate behavior, let them know that they can let you know, or they should report it to the authorities.

- **Don’t get hooked by a phishing scam.** Phishing is a method used by fraudsters to try to get your personal information, such as your username and password, by pretending to be a site you trust.

K.2
What is cyberbullying?
Cyberbullying/harassing other individuals through communication technologies such as the Internet, emails, chat rooms, cell phones, on-line journals/blog sites and instant messages. The legal definition is in Education Code 48900(r).

How is cyberbullying different than "traditional" forms of bullying?
In traditional forms of bullying victims know their bullies. When youth are cyberbullied they receive messages from individuals anonymously or from individuals with electronic aliases. A victim's cyberbully can be his/her best friend. Traditional bullying typically occurred at school or on the way to and from the school ground. Victims of cyberbullying often cannot hide from their bullies, and they can be victimized in their own home 24 hours a day, 7 days a week - wherever and whenever they access their electronic equipment.

How pervasive is the problem?
It is difficult to assess the extent of the problem because this is a relatively new phenomenon in the U.S. Most of the available research has been conducted in England, Australia, New Zealand, and Canada - countries that have been impacted by cyberbullying for several years. Data from England shows that 1 in 3 children between the ages of 7 and 11 have their own mobile phones, and a 2002 British survey found that one in four youth, aged 11 to 19 has been threatened, including death threats, via their computers or cell phones.

What are some examples of the cyberbullying?
The most popular form of cyberbullying is nasty text messages sent via cell phones. Children or adults who are harassed by cell phone can receive up to 50 messages a day (the phone's mailbox limit). Other uses of cell phones include taking a picture with a camera phone and then posting the picture where hundreds or thousands of others can view it. Several incidents have occurred where students have been in a locker room, shower, or bathroom and a picture was taken of them and posted to an Internet site.

Oak Grove School District prohibits the use of a camera phone in the schools' locker rooms, showers, and bathrooms, and a student who violates this will be disciplined up to and including expulsion from school. Another example of cyberbullying includes on-line voting booths that allow students to vote for the ugliest, fattest, or dumbest boy/girl at a given school. People can also be bullied through instant messages that are delivered to their home computer when they log on to use the Internet or check email.

Why should I be concerned?
Research on traditional bullying indicates there are both short and long-term consequences on victims such as, low self-esteem, depression, illness, anxiety, absenteeism, and thoughts of suicide. Students have committed suicide because of being victimized by cyberbullying. Although research about how victims and bullies are impacted by cyberbullying is still being conducted, preliminary data suggests that cyberbullying may have more devastating effects than traditional counterpart. Cyberbullying also impacts and disrupts schools. Although incidents that happen in cyber space may occur off school campus, the effects are seen and felt in the school's climate. Cyberbullying incidents that go unaddressed can escalate and be the cause of legal concerns for schools or school systems and the cause of legal concerns for the parents of the cyberbully.
What can be done?
First and foremost, parents, teachers, law enforcement, and other concerned adults need to be aware of the technology young people are using and the dangers that the various forms of communication can present. Adults should also be aware of the impact that bullying can have on young people and where one can turn for help should their child be involved with cyberbullying. Parents should be proactive in overseeing their child's use of technology and taking action at home to stop the cyberbullying if their child is cyberbullying another individual.

Tips for children
• Be careful not to give your number or on-line address to others that are not a close friend.
• Never give out your password!
• Do not respond to messages from people you do not know.
• Do not respond to electronic bullying messages.
• Save or print harassing messages.
• Report harassment to parents and school officials.
• Never meet on-line acquaintances without an adult present.
• Change your on-line account or cell phone accounts if necessary.

Tips for parents
• Talk with children about the threat of on-line or electronic bullies.
• Place the computer in a familiar place where its use can be monitored and monitor it.
• Watch your children's reactions when email or instant messages come in.
• Consider purchasing software that records instant messages.
• Know whom to contact if your child is involved in cyber bullying.

Tips for educators
• Educate teachers and students about the seriousness of the problem.
• Amend anti-bullying policies to include electronic bullying.
• Teachers should discuss Internet safety with their students.
• Educate parents about cyber bullying and who they should contact if their child is involved in a bullying incident.

For more information visit the following sites:
For victims:
www.bullying.org

General information:
www.cyberbullying.org

www.media-awareness.ca
Why do some kids tease and harass others?

Most of us have teased other people at some time. Of course, we all know that teasing is unkind, and we don't like it when other people tease us. So why do we tease? Why do some kids do it so frequently?

- Some people think that they can make themselves look better by cutting other people down. Pretty silly, huh? In the end, saying bad things about other people is a bad idea, because pretty soon your friends start to worry that maybe you say bad things about them, too.

- Some people try to get more power in their group by spreading rumors about other people or saying things to hurt their feelings. Some people think they can become more popular by making other kids look dumb. But real leaders build other people up, not knock them down!

- Some kids think that being mean to other kids makes them tough and makes other people respect them more. But when people fear you, it is not the same thing as having them respect you (or like you).

- Some kids develop really bad habits, and bad habits are hard to break! Once you get into a bad habit, like teasing other kids or spreading rumors, it is hard to stop. Also, some kids are used to calling people names and teasing at home, and it's hard to stop doing it when they get to school.

Want to do more to help create a Harassment-Free Zone?

- Talk to your friends about your commitment to living without teasing and harassing. If you're trying to give up teasing, name-calling, and rumors, it will be easier if your friends support you, and even easier if they decide to give it up too!

- Keep your old good friends, and make new ones too! Everybody needs a friend. Make sure you help others make them!

Keeping Schools Free of TEASING, BULLYING, AND HARASSMENT

Here's what you need to know to help keep our school free of teasing, harassment, and bullying.
What are teasing, bullying and harassment?

Teasing and harassment are aggressive (or mean) things that people do to others. When people tease or harass, they mean to hurt other people’s feelings. This includes and is not limited to; person-to-person, within groups, electronic devices, internet.

What are some ways that people tease or harass others?

- **Name Calling.** Calling people names, from “stupid” to some really bad words, is harassment. Sometimes, if the words have to do with a person’s gender or sexual orientation, the name-calling is a special, serious form of harassment called sexual harassment.

- **Threats.** Telling someone you’re going to do something to them or someone else is no better than actually doing it.

- **Spreading Rumors.** Starting and spreading rumors is not acceptable and is very hurtful.

- **Purposely Leaving People Out.** Telling your friends to leave someone out or going along with a plan like that is not acceptable, and is very hurtful. It is a form of harassment.

- **Inappropriate Touching.** Pushing, bumping, tripping, poking, etc. are quiet little ways that some kids harass others. It’s not acceptable to tease others in this way.

- **Other Physical Harassment.** Following someone around, not letting someone pass, getting too close to someone to make them feel uncomfortable are all forms of harassment.

Why are teasing, bullying and harassment bad?

Teasing other people is wrong. Everyone gets teased sometimes. You don’t like it when you get teased, do you? Some people play around with friends by teasing them. Harassment is different. It’s when teasing makes others feel uncomfortable.

When people get teased a lot, it can really be hurtful to them. It can make them very sad or depressed. It can make them feel like they deserve to have people treating them badly. Sometimes when people get teased a lot, they start acting really mean to “get back” at everyone else for teasing them. Sometimes kids who get teased even threaten or hurt other kids.

No one deserves to be teased. It doesn’t matter if someone is “too fat, too skinny, too freckle-faced, too tall, too short, too whiny, too quiet, too loud, too different, too much a wanna-be, etc.” Everybody, especially in middle school, just wants to be accepted for who they are. Everybody wants friends and to hang out with people who like them and treat them well. Harassing others doesn’t make people look good. It makes them look like the only way they can feel good is by making other people feel bad. That’s sad!

Harassment is against the Law. Depending upon the incident, notification of the authorities is one of several consequences.

What should you do when you see someone else being harassed, bullied or teased?

- Don’t do anything to make the harasser think you think what he or she is doing is okay. We all know kids who can be kind of mean at times. A lot of time we laugh when that person is being mean. Why? We don’t want to make them mad, or we just don’t know what else to do. But when you laugh or “go along” with mean behavior, you are telling everyone else that it is okay with you. Don’t do it! In fact, when you see someone being mean or harassing others, if they are not being mean to you, the right thing is to tell them to stop. If you do this to help someone from being treated poorly, maybe someday when someone is poorly treating you, somebody else will speak up and defend you.

- Try to distract the harassers. Change the subject. If you can, use humor to calm the situation down.

- Walk away. Tell an adult (parent, guardian, school staff member).

- If there is a big problem, tell an adult. If someone is threatening to hurt someone, or if kids are actually fighting, get help.

- If someone is getting teased a lot but doesn’t get help, tell an adult. Schools have a lot of things to help kids when they get teased. Some kids are embarrassed to ask for help, or they think they can “handle it themselves”. But sometimes kids need help. If they don’t want to ask, help them by telling an adult. If you are embarrassed, too, ask your parent or a teacher for help.
TEASING, BULLYING, AND HARASSMENT CONTRACT

I, ___________________________________, Grade _____, School _________________________________________

Agree to immediately stop all unlawful harassment and other behaviors that violate school rules (including but not limited to name-calling, put-downs, teasing, bullying, cyberbullying, intimidation, either verbally or written, including the use of any computer, electronic device, or cell phone against ______________________________, Grade ____. I further agree to stay away from and not harass this same student. I understand that if I break this contract, I will be suspended for a minimum of one day on the first offense.

For any subsequent offenses, I understand that I will be suspended for 3-5 days and may be recommended for expulsion.

I also understand that the school may call the police if the school believes a law was violated.

This contract shall remain in effect for approximately one semester until ______________________________.

Even after this time period ends, I understand that the school rules still prohibit unlawful harassment, intimidation, cyberbullying, and bullying and I understand that I will be subject to suspension and expulsion if I engage in harassment, intimidation, cyberbullying, or bullying.

Student’s Signature

Date

Parent/Guardian’s Signature

Date

Administrator’s Signature: __________________________________________
Healthy Schools Act (AB 2260) Practice Statement and Annual Parent Notification Letter

Practice

It is the practice of the Oak Grove School District to implement the Healthy Schools Act (AB 2260: Ed. Code 17612, 48980 and 48980.3) practice and procedure to control structural and landscape pests/weeds and minimize exposure of children, faculty, and staff to pesticides/herbicides.

Pests

It is the practice of this school district to control pests in the school environment. Pests such as cockroaches, fleas, fire ants, stinging wasps, termites and rodents are annoying and can disrupt the learning environment in schools. Pests are known to bite, sting, or transmit diseases, and may also cause allergic responses.

Pesticides/Herbicides

It is the practice of this school district to reduce exposure to pesticides and herbicides in the school environment. When pesticides or herbicides are used to control pests and weeds in schools, there is potential for human exposure. Excessive exposure may result in pesticide/herbicide poisoning or allergic responses in sensitive individuals. Children may be more susceptible to pesticides than adults due to their smaller size and rapid growth and development.

AB 2260, the Healthy Schools Act of 2000

· Non-chemical prevention of pests and weeds populations is always preferred using such methods as sanitation, exclusion, and cultural practices.

· The selection and use of the least hazardous methods and materials effective for the control of targeted pests and weeds will be implemented.

· Precision targeting of pesticides and herbicides to areas not contacted by or accessible to the children, faculty and staff will be implemented.

· Application of pesticides/herbicides will only be used “as needed” to correct verified problems.

· All parents and staff will be notified annually in writing of the anticipated pesticide/herbicide products and applications to be regularly used throughout the school year. Parents may request in writing a separate written notice for each pesticide/herbicide application seventy-two hours prior to the anticipated application. See Appendix C for further details.

· Warning signs will be posted at all entrances to the School District property twenty-four hours prior to regular pesticide/herbicide applications and will remain posted for seventy-two hours after the application. (Ed. Code 17612(d))

· Active ingredients of all pesticides/herbicides used by the School District is in the Appendix C. Active ingredients and/or copies of AB 2260 may be obtained by written request to the Chief Operations Officer, Neil Rauschhuber at Oak Grove School District, 6578 Santa Teresa Boulevard, San Jose, CA 95119, or by contacting the California Department of Pesticide Regulation website, www.cdpr.ca.gov.

· In the event of an “emergency” application of a pesticide to control a specific and documented problem, signs will be posted immediately and remain posted for seventy-two hours following the application procedure.
Success

The success of the **Healthy Schools Act (AB 2260)** in schools is dependent upon:

- The full cooperation of administrators, faculty, maintenance/custodial staff, parents, students and the community.

- The establishment of a District-wide coordinator and advisory committee.

- School-based safety committees that shall include pest management and pesticide policies and procedures as part of their agenda.

- Each school designating a staff member to coordinate the Healthy Schools Act and ensuring the maintenance of pest management records.

The Oak Grove School District invites questions, concerns and suggestions from our parents, community, students and staff. All comments addressing the above noted practice should be addressed to Maintenance and Operations Dept. at (408) 227-8300, ext. 100345, Oak Grove School District, 6578 Santa Teresa Boulevard, San Jose, CA  95119.
COMMUNITY COLLEGE ADMISSION REQUIREMENTS

1. Student must meet one of the following requirements:
   - Earn a high school diploma.
   - Pass the California High School Proficiency Exam.
   - Pass the GED.
   - Be 18 years of age or older.

2. Students must take placement exams in Math and English.

3. Students who plan to transfer from a community college to a 4-year college/university are still encouraged to take the UC a-g sequence of classes during high school in order to be prepared for college-level coursework.

COLLEGE TESTING RECOMMENDATIONS

Shown below is a recommendation of when students should take/re-take required college entrance exams.

- **For UC/CSU** - PSAT in October of the 10th and 11th grade. The PSAT is excellent practice for the SAT Reasoning Test.
- **For UC** - SAT Reasoning Test or ACT Assessment plus Writing in the spring of 11th grade.
- **For UC** - SAT Reasoning Test or ACT Assessment plus Writing retest in the fall of 12th grade to improve your score.
- **For UC** - 2 SAT Subject Tests usually taken at the end of the year the subject area course is completed. (see reverse for UC SAT Subject examination update)
- **For CSU** - SAT Reasoning Test or ACT Assessment in the spring of 11th grade.
- **For CSU** - SAT Reasoning Test or ACT Assessment retest in the fall of 12th grade to improve your score.

Useful Web Sites:

CSU = www.csumentor.edu
UC = www.universityofcalifornia.edu
Community College = http://home.ccapply.org/
College Board = www.collegeboard.org
California Colleges (college/career planning) = www.californiacolleges.edu
ACT = www.actstudent.org
AP = https://apstudent.collegeboard.org
SAT = www.collegeboard.com/student/testing/sat/reg.html
EAP/CSU = www.calstate.edu/eap
East Side Union High School District = www.esuhsd.org
Fast Web (Scholarship Site) = www.fastweb.com
Federal Student Aid (FAFSA) = www.fafsa.ed.gov
Fin Aid = www.finaid.org
Dream Act = https://dream.csac.ca.gov/
Scholarships.com = www.scholarships.com
U.S. Dept. of Education = www.ed.gov/students

East Side Union High School District

Graduation and College Entrance Requirements

In order to earn a diploma from the East Side Union High School District, students must: (1) pass the California High School Exit Exam, and (2) pass 220 credits in the areas shown below.

<table>
<thead>
<tr>
<th>Subject</th>
<th>Requirement</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>English</td>
<td>4 years of English</td>
<td>40</td>
</tr>
<tr>
<td>Social Science</td>
<td>1 year of World History</td>
<td>30</td>
</tr>
<tr>
<td></td>
<td>1 year of United States History</td>
<td></td>
</tr>
<tr>
<td></td>
<td>1 semester of Economics</td>
<td></td>
</tr>
<tr>
<td></td>
<td>1 semester of American Government</td>
<td></td>
</tr>
<tr>
<td>Mathematics</td>
<td>Algebra 1 or CCSS Math 1</td>
<td>20</td>
</tr>
<tr>
<td></td>
<td>Geometry or CCSS Math 2</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(or higher level courses)</td>
<td></td>
</tr>
<tr>
<td>Science</td>
<td>1 year of physical and 1 year of</td>
<td>20</td>
</tr>
<tr>
<td></td>
<td>biological college prep lab science</td>
<td></td>
</tr>
<tr>
<td></td>
<td>that satisfies the University of</td>
<td></td>
</tr>
<tr>
<td></td>
<td>California a-g course sequence</td>
<td></td>
</tr>
<tr>
<td>Fine Arts or</td>
<td>1-year course in Fine Arts or</td>
<td>10</td>
</tr>
<tr>
<td>Foreign Language</td>
<td>Foreign Language</td>
<td></td>
</tr>
<tr>
<td>Physical Education</td>
<td>2 years of Physical Education</td>
<td>20</td>
</tr>
<tr>
<td></td>
<td>(1 year must be taken in grade 9)</td>
<td></td>
</tr>
<tr>
<td>Electives</td>
<td>Students must pass elective courses chosen in</td>
<td>80</td>
</tr>
<tr>
<td></td>
<td>the following areas: Art, Business, Home</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Economics Careers and</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Technology, English, Foreign Language, Math,</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Music, Industrial Technology Education, P.E.,</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Reading, Science, Social Science, Safety</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Education, and Work Experience/ SVCTE (CCOC)/ROP.</td>
<td></td>
</tr>
</tbody>
</table>

Total Credits Required for Graduation 220
UC Subject Requirement
Students must complete 15 (11 by the end of the 11th grade) units of high school courses to fulfill the UC Subject Requirement. This sequence of courses is known as the UC a-g requirement.

a. History/Social Science—2 years required
Two years of history/social science, including one year of world history, cultures and geography; and one year of U.S. history or one-half year of U.S. history and one-half year of civics or American government.

b. English—4 years required
Four years of college preparatory English that include frequent and regular writing, and reading of classic and modern literature. No more than one year of ESL-type courses can be used to meet this requirement (ELD 3).

c. Mathematics—3 years required; 4 years recommended
Three years of college preparatory mathematics that include the topics covered in elementary and advanced algebra and two- and three-dimensional geometry. Approved integrated math courses may be used to fulfill part or all of this requirement, as may math courses taken in the seventh and eighth grades that your high school accepts as equivalent to its own math courses.

d. Laboratory Science—2 years required; 3 years recommended
Two years of laboratory science providing fundamental knowledge in at least two of these three core disciplines: biology, chemistry, and physics. Advance laboratory science courses that have biology, chemistry or physics as prerequisites and offer substantial additional material may be used to fulfill this requirement.

e. Language other than English—2 years required; 3 years recommended
Two years of the same language other than English. Courses should emphasize speaking and understanding, and include instruction in grammar, vocabulary, reading, and composition. Courses in language other than English taken in the seventh and eighth grade may be used to fulfill part of this requirement if your high school accepts them as equivalent to its own courses.

f. Visual and Performing Arts (VPA)—1 year required
One year of visual and performing arts chosen from the following: dance, drama/theater, music and/or visual art.

g. College Preparatory Electives—1 year required.
One year (two semesters), in addition to those required in “a-f” courses above, chosen from the following areas: visual and performing arts (non-introductory level courses), history, social science, English, advanced mathematics, laboratory science, and language other than English (a third year in the language used for the “e” requirement or two years of another language).

UC Examination Requirement
- The ACT Assessment plus Writing or the SAT Reasoning Test.

UPDATE: While SAT Subject Tests are no longer required, some campuses recommend that freshmen applicants interested in competitive majors take the tests to demonstrate subject proficiency.

http://admission.universityofcalifornia.edu/freshman/requirements/examination-requirement/SAT-subject-tests/index.html

Applications may also submit Subject Test scores as a “value-added achievement” for consideration during the comprehensive review process, much in the way they do with Advanced Placement scores today, but Subject Exam scores will not be required.

CALIFORNIA STATE UNIVERSITY ADMISSION REQUIREMENTS

CSU Course Requirement
The California State University System (CSU) requires students to complete 15 units of college preparatory courses with a grade of ‘C’ or better (1 unit is equal to 1 year).

a. History/Social Science—2 years required
Two years of history/social science, including one year of U.S. History or 1 semester of U.S. History and 1 semester of American Government; and 1 year of history/social science.

b. English—4 years required
No more than 1 year of advanced ESL/ELD courses can be used (ELD 3)

c. Mathematics—3 years required
Algebra 1, Geometry & Algebra 2 or CCSS Math 1, CCSS Math 2 & CCSS Math 3

d. Science—2 years required
1 year of physical science and 1 year of biological science must be completed.

e. Foreign Language—2 years required
2 years of language other than English (must be the same language)

f. Visual and Performing Arts—1 year required
1 yearlong course in visual and performing arts (selected from dance, music, theater/drama, or visual arts)

Use https://doorways.ucop.edu/list/ for your school’s A-G course list

CSU Examination Requirement (students may take either test):
- ACT Assessment (writing test not required)
- SAT Reasoning Test
INSTRUCTION

Parent Involvement/Family Engagement

The Board of Trustees recognizes that parents/guardians are their child’s first and most influential teachers and that continued parental involvement/family engagement in the education of children contributes greatly to student achievement and a positive school environment.

The Superintendent or designee shall ensure that staff members at each school positively engage parents/guardians in their children’s education through supporting a broad range of activities, advisory, decision-making and advocacy roles, and activities to support learning at home.

These activities may include:

A. Helping parents/guardians develop parenting skills and provide home environments that support their children’s academic efforts and their development as responsible members of society

B. Informing parents/guardians that they can directly affect the success of their children’s learning and provide them techniques and strategies that they may use to improve their children’s academic success and help their children in learning at home

C. Initiating consistent and effective two-way communication between the home and school so that parents/guardians may know when and how to help their children in support of classroom learning activities

D. Receiving training that fosters effective and culturally sensitive communication with the home, including training on how to communicate with non-English speakers and how to give parents/guardians opportunities to assist in the instructional process both at school and at home

E. Encouraging parents/guardians to serve as volunteers in the schools, attend student performances and school meetings, and participate in site councils, advisory councils and other activities in which they may undertake governance, advisory and advocacy roles

The Superintendent or designee shall regularly evaluate and report to the Board on 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.
Parent Involvement (continued)

School plans shall delineate specific measures that shall be taken to increase parental involvement with their children’s education, including measures designed to involve parents/guardians with cultural, language or other barriers which may inhibit such participation.

Title I Schools

Each year the Superintendent or designee shall identify specific objectives of the District's parent involvement program for schools that receive Title I funding. The Superintendent or designee shall ensure that parents/guardians are consulted and participate in the planning, design, implementation, and evaluation of the parent involvement program.

The Superintendent or designee shall ensure that the District's parent involvement strategies are jointly developed with and agreed upon by parents/guardians of students participating in Title I programs. Those strategies shall establish expectations for parent involvement and describe how the District will carry out each activity in accordance with law.

The Board must reserve at least one percent of the District's Title I funding to carry out parent involvement activities, including promotion of family literacy and parenting skills, provided that one percent of the allocation received by the District totals more than $5,000. At least 95 percent of the reserved funds must be distributed to eligible schools.

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

In addition to the district level policy described above, law requires that each individual school receiving Title I funds have a written parent involvement policy with specified components as defined in administrative regulation.

The Superintendent or designee shall ensure that each school receiving Title I funds develops a school level parent involvement policy in accordance with law.

Legal Reference:
Education Code 11500-11506, 48985, 51101, 64001
Labor Code 230.8
United States Code, Title 20 6311, 6312, 6314, 6316, 6318
Code of Federal Regulations, Title 28 35.104, 35.160
Policy Adopted: 9/10/2015