

**BREA OLINDA UNIFIED SCHOOL DISTRICT
ANNUAL NOTICE TO PARENTS/GUARDIANS
2017 - 2018**



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DEAR PARENT/GUARDIAN:

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

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

Please sign and return the acknowledgment form.

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

KEY TO LEGAL REFERENCES

<u>Abbreviation</u>	<u>Complete Title</u>
B&PC	Business and Professions Code
CCR	California Code of Regulations
CFR	Code of Federal Regulations
EC	Education Code
ESSA	Every Student Succeeds Act
H&SC	Health & Safety Code
IDEA	Individuals with Disabilities Education Act
LC	Labor Code
NCLB	No Child Left Behind Act
PC	Penal Code
§ 504	Section 504 of the Rehabilitation Act of 1973
USC	United States Code
W&IC	Welfare & Institutions Code

PUPIL DISCIPLINE

RULES PERTAINING TO PUPIL DISCIPLINE (EC §§35291, 48980): The District Governing Board of Education has prescribed rules for the government and discipline of the schools under the Board's jurisdiction. Rules pertaining to pupil discipline are available at each school site.

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

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

DRESS CODE (EC §§35183, 35183.5, 51101): The Governing District Board of Education has approved a dress code policy adopted by your child's school. A copy of the dress code is available at the Principal's office.

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

PUPIL RECORDS

RIGHTS OF PARENTS/GUARDIANS (EC §49063, et seq.):

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

Responsible Officials: Your child's principal is responsible for the maintenance of pupil records located at your child's school. For pupil records maintained at the district office, the responsible official is the Assistant Superintendent, Educational Services.

Location of Log/Record: The law requires that a log or record be maintained for each pupil's record which lists all persons, agencies, or organizations requesting or receiving information from the record and the legitimate interests therefore. For records maintained at your child's school, the log is located in the principal's office. For records maintained at the District office, the log is located

in the office of the Assistant Superintendent, Human Resources.

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

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

Challenging the Content of Records: You have the right to challenge the content of any pupil record by filing a written request with the District Superintendent to correct or remove any information recorded in the written records concerning your child which you allege to be any of the following: (1) inaccurate, (2) an unsubstantiated personal conclusion or inference, (3) a conclusion or inference outside the observer's area of competence, (4) not based on the personal observation of a named person with the time and place of the observation noted, (5) misleading, or (6) in violation of the privacy or other rights of the pupil.

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

Transfer of Records: The District is required to transfer a copy of your child's permanent pupil records within 10 (ten) schooldays to the school your child intends to enroll.

Complaints: You have the right to file a complaint with the United States Department of Education, concerning an alleged failure by the District to comply with the provisions of the United States Family Educational Rights and Privacy Act (20 USC §1232g).

Prospectus of School Curriculum: The curriculum for your child's school is compiled at least once annually in a prospectus which is available at the principal's office.

Statement or Response to Disciplinary Actions: Whenever information is included in a pupil record concerning any disciplinary action taken in connection with your child, you have the right to include a written statement or response concerning the disciplinary action in your child's pupil record.

Destruction of Pupil Records: The Governing Board of the District is required to retain indefinitely the original or an exact copy of mandatory permanent pupil records (Class 1 - Permanent Records) which schools have been directed to compile by California regulations; maintain for stipulated periods of time mandatory interim pupil records (Class 2 - Optional Records) until the information is no longer needed to provide educational services to a child and are retained until reclassified as Class 3 – Disposable Records, and then destroyed as per California regulations (5CCR 432). Prior to destroying pupil records of a child who has received special education services, the IDEA requires parental notification when the District decides that personally identifiable information is no longer needed to provide educational services to a child. Once parents/guardians have been notified that personally identifiable information is no longer needed, they have the option of requesting access to and/or copies of pupil records prior to destruction, and to request that pupil records be destroyed, unless the District determines that the information could be needed to provide educational services in the future or is needed for auditing purposes (34 CFR 300.624, 5 CCR 16026). Unless classified as permanent records, all other pupil records are destroyed five years after the information is no longer needed to provide educational services (5 CCR 16027).

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

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT ("FERPA," 20 USC §1232g): United States law set forth in FERPA grants parents certain rights with respect to their student's records. For a summary of your rights under FERPA, refer to **Attachment #1** for Model FERPA Notice.

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

HEALTH AND SAFETY

HEALTH SCREENING AND EVALUATION SERVICES (H&SC §124085): Within 90 days after your child's

entrance into first grade, you must provide a certificate documenting that within the prior 18 months your child has received appropriate health screening and evaluation services, including a physical examination. These services are available from the Orange County Public Health Department. In lieu of the certificate, you may submit a signed waiver indicating that you do not want or are unable to obtain the health screening and evaluation services for your child. If the waiver indicates that you were unable to obtain the services, then the reasons why should be included in the waiver.

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

CONTINUED MEDICATION REGIMEN FOR NONEPISODIC CONDITION (EC §49480): If your child is on a continuing medication regimen for a non-episodic condition, you are required to inform the school nurse or other designated certificated school employee of: (1) the medication being taken, (2) the current dosage, and (3) the name of the supervising physician. With your consent, the school nurse may communicate with your child's physician and may counsel with school personnel regarding the possible effects of the drug on your child's physical, intellectual, and social behavior, as well as possible behavioral signs and symptoms of adverse side effects, omission, or overdose. If your child is on a continuing medication regimen, contact District Nurse at (714)990-7850 ext. 1231.

ADMINISTRATION OF IMMUNIZING AGENTS (EC §§49403, 48980): The District Governing Board of Education may permit any person licensed as a physician or surgeon, or any person licensed as a registered nurse, or other licensed healthcare practitioners acting under the direction of a supervising physician and surgeon, to administer an immunizing agent to a pupil. You have the right to consent in writing to the administration of an immunizing agent to your child.

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

statements from you and the child's physician in the form required by law.

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

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

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

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

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

INSTRUCTION FOR PUPILS WITH TEMPORARY DISABILITIES (EC §§48206.3, 48980): If your child should suffer a temporary disability which makes attendance in regular day classes or an alternative education program in which the child is enrolled impossible or inadvisable, your child shall receive

individual instruction provided by the district in which he/she is deemed to reside. Individual instruction includes instruction provided in your home, in a hospital or other residential health facility, excluding state hospitals, or under other circumstances prescribed by state law.

PUPILS WITH TEMPORARY DISABILITIES (EC §§48207, 48208, 48980): In the event that your child has a temporary disability and is confined in a hospital or other residential health facility located outside this District, you shall be deemed to have complied with the residency requirements for school attendance in the school district in which the hospital is located. In such circumstances, it is your responsibility to notify the school district in which you are deemed to reside of your child's presence in a qualifying hospital.

TYPE 2 DIABETES (EC §49452.7) Please refer to **Attachment #5** for information required to be provided to parents of 7th grade pupil regarding type 2 diabetes.

PROOF OF ORAL HEALTH ASSESSMENT (EC §49452.8): Your child must have an oral health assessment (dental check-up) by no later than May 31 of the first year entering kindergarten or first grade. Dental check-ups in the 12 months before starting school meet this requirement. Ask your dentist to fill out the Oral Health Assessment Form provided by the school. You may be excused from complying with the dental check-up requirement by marking the box next to the appropriate reason on Section 3 of the Oral Health Assessment Form.

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

NOTIFICATION OF PESTICIDE USE (EC §§17612, 48980.3): Please refer to **Attachment #12** for a list of all pesticide products expected to be applied at your child's school during the upcoming year.

ASBESTOS MANAGEMENT PLAN (40 CFR §763.93: The District's updated asbestos management plan for each school is available for inspection at: each school site and at the Maintenance Yard.

ATTENDANCE

STATUTORY ATTENDANCE OPTIONS (EC §48980): The District is required to advise each parent/guardian of all existing statutory attendance options and local attendance options available in the District. These are options for attending schools other than the school designated for the local attendance area in which the parent/guardian resides. The options include intradistrict transfer, interdistrict transfer, transfer based on parental employment. Please refer to **Attachment #2** for a complete summary of these attendance options.

EXCUSED ABSENCES (EC §§48205, 48980): Your child may be excused from school when the absence is for medical or justifiable personal reasons. Your child will be

allowed to complete all assignments and tests missed during such an excused absence. Please refer to **Attachment #3** for the full text of section 48205.

GRADE REDUCTION/LOSS OF ACADEMIC CREDIT (EC §§48205, 48980): Your child may not have his/her grade reduced or lose academic credit for any absence or absences excused under Education Code section 48205, when missed assignments and tests that can reasonably be provided are satisfactorily completed within a reasonable period of time. Please refer to **Attachment #3** for the full text of section 48205.

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

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

SCHEDULE OF MINIMUM DAYS AND PUPIL-FREE STAFF DEVELOPMENT DAYS (EC § 48980): The District is required to advise all parents/guardians of the schedule of minimum days and pupil-free staff development days. Please refer to the District's schedule which is **Attachment #13** to this notice. If any minimum or pupil-free staff development days are scheduled following the distribution of this notice, the District will notify you as early as possible, but not later than one month before the scheduled minimum or pupil-free day.

NON-DISCRIMINATION

STATEMENT OF NON-DISCRIMINATION (Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, § 504 of the Rehabilitation Act of 1973): The District does not discriminate on the basis of race, color, national origin, sex or disability. The District will take steps to assure that the lack of English will not be a barrier to admission and participation in District programs. Complaints alleging noncompliance with the District's policy of nondiscrimination should be directed to the Assistant Superintendent, Educational Services, at (714) 990-7818. A copy of the District's nondiscrimination policy is available from the District office.

SEXUAL HARASSMENT POLICY (EC §§231.5, 48980; 5 CCR §4917): The District's written sexual harassment policy is **Attachment #6** to this notice.

PUPILS WITH DISABILITIES

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

the least restrictive environment (LRE) be offered to qualified pupils with disabilities. Information on pupil eligibility, procedural safeguards, and additional matters is available from Special Education Department at the Brea Olinda Unified School District Office.

CHILD FIND (EC §§56300, 56301): The District has a duty to identify, locate and assess children with disabilities who are in need of special education and related services. If you believe that your child is in need of special education and related services, you may initiate a referral for assessment by contacting the site principal.

MISCELLANEOUS

COMPREHENSIVE SEXUAL HEALTH AND HIV/AIDS PREVENTION EDUCATION (EC §§51938, 48980): The District will provide instruction in comprehensive sexual health and HIV/AIDS prevention education and research on pupil health behaviors and risks for the coming school year. Written and audiovisual educational materials used in this education are available for your inspection at the Principal's office. The education will be taught by school district personnel/outside consultants. [NOTE: **If the education is provided by outside consultants and/or at an assembly by guest speakers, this notice must include the date of the instruction, the name of the organization or affiliation of each guest speaker, and information stating the right of the parent/guardian to request a copy of Education Code Sections 51933, 51934 and 51938.**] A copy of the California Comprehensive Sexual Health and HIV/AIDS Prevention Education Act is available from the BOUSD department of Educational Services. You have the right to request in writing that your child shall not receive comprehensive sexual health education or HIV/AIDS prevention education. The District may administer anonymous, voluntary and confidential research and evaluation tools to measure pupils' health behaviors and risks, including tests, questionnaires, and surveys containing age-appropriate questions about pupils' attitudes concerning or practices relating to sex. You will be notified in writing that any such test, questionnaire or survey is to be administered, and you will be given the opportunity to review the test, questionnaire or survey and request in writing that your child not participate.

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

HIGH SCHOOL EXIT EXAMINATION (EC §§6): Each pupil completing 12th grade is required to successfully pass the high school exit examination administered pursuant to Chapter 9 (commencing with Section 60850) of Part 33 of the Education Code.

For the 2015-16, 2016-17, and 2017-18 school years the requirement that each pupil completing the 12th grade successfully pass CAHSEE as a condition of receiving a graduation diploma or to be required a condition of graduation from high school is suspended.

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

ADVANCED PLACEMENT EXAMS (EC §§ 52242, 48980): The District may be able to help pay for all or part of the costs of one or more advanced placement examinations that are charged to economically disadvantaged pupils.

COLLEGE ADMISSION REQUIREMENTS: CAREER TECHNICAL EDUCATION (EC §§51225.3, 51229, 48980):

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

- (1) two years of history/social science;
- (2) four years of college preparatory English or language instruction;
- (3) three years of college preparatory mathematics;
- (4) two years of laboratory science;
- (5) two years of the same language other than English;
- (6) one year of visual and performing arts; and
- (7) one year of college preparatory electives.

Web sites: The following UC and CSU Web sites help pupils and their families learn about college admission requirements, and also list high school courses that have been certified for undergraduate admission:

UC:

www.universityofcalifornia.edu/admissions/undergrad_ad_adm/paths_to_adm/

CSU:

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

Career Technical Education: The California Department of Education defines "career technical education" as a program of study that involves a multiyear sequence of courses that integrates core academic knowledge with technical and occupational knowledge to provide pupils with a pathway to postsecondary education and careers. Career technical education includes agriculture education, home economics, industrial and technology

education, and regional occupational centers and programs, among other educational programs.

Listed below are the career technical education courses offered by the district that satisfy the subject matter requirements for admission to the Cal State and UC systems:

- AP Computer Science A
- Computer Science 1/GITA 1
- Computer Science 2/GITA 2
- Computer Science 3/GITA 3
- Digital Photography
- Medical Careers
- Photography Traditional & Digital
- Sports Medicine and Therapy
- Visual Communications

See **attachment #11** for more information.

Website for Career Technical Education: Pupils can learn more about career technical education at the following California Department of Education Website:

www.cde.ca.gov/ci/ct/

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

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

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

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

the instruction that conflicts with your religious training and beliefs.

NOTICE OF ALTERNATIVE SCHOOLS (EC §58501): The law requires the District to provide parent/guardians with a notice of alternative schools. Please refer to **Attachment #4** for a copy of the notice specified in Education Code section 58501.

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

UNIFORM COMPLAINT PROCEDURES (5 CCR §4622): The District has adopted policies and procedures for the filing, investigation and resolution of complaints regarding alleged violations of federal or state law or regulations governing educational programs, including allegations of unlawful discrimination. A copy of the District's Uniform Complaint Procedures is available from the District office. Please refer to **Attachment #7**, which is the District's Notice of Uniform Complaint Procedures.

EVERY STUDENT SUCCEEDS ACT (ESSA) ("ESSA"; 20 USC §6301, et seq.):

Limited English Proficient Children: The ESSA requires the District to inform the parent or parents of a limited English proficient (LEP) child identified for participation or participating in a language instruction educational program, of the following:

- (1) the reasons for the identification of the child as LEP and in need of placement in a language instruction educational program;
- (2) the child's level of English proficiency, how such level was assessed and the status of the child's academic achievement;
- (3) the methods of instruction used in the program in which the child is or will be participating, and the methods of instruction used in other available programs;
- (4) how the program in which the child is or will be participating, will meet the educational strengths and needs of the child;
- (5) how such program will specifically help the child learn English and meet age-appropriate academic achievement standards for grade promotion and graduation;
- (6) the specific exit requirements for the program;
- (7) in the case of a child with a disability, how such program meets the objectives of the individualized education program (IEP) of the child; and
- (8) information pertaining to parental rights that includes written guidance detailing the right that parents have to have their child immediately removed from such program upon their request, and the options that parents have to decline to enroll their child in such

program or to choose another program or method of instruction, if available; and assisting parents in selecting among various programs and methods of instruction, if more than one program or method is offered by the District.

If your child is LEP and has been identified for participation or is participating in the language instruction educational program, please contact the site principal for the above information that is specific to your child.

Right to Information Regarding the Professional Qualifications of Teachers and Paraprofessionals: The ESSA grants parents the right to request information regarding the professional qualifications of the children's classroom teachers, including the following:

- (1) whether the teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
- (2) whether the teacher is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived;
- (3) the baccalaureate degree major of the teacher and any other graduate certification or degree held by the

teacher, and the field of discipline of the certification or degree; and

- (4) whether the child is provided services by paraprofessionals and, if so, their qualifications.

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

Information on Child's Level of Achievement: The District will provide timely information on the level of achievement of your child in each of the state academic assessments.

Homeless Liaison: Homeless pupils have certain rights under California and United States law. For information concerning these rights, please contact the District's liaison for homeless children and youths, Mr. Eric Barrientos, who may be contacted at (714) 990-7882.

Release of Pupil Information to Military Recruiters: Please see entry under Pupil Records.

Model Notification of Rights for Elementary and Secondary Schools

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

- (1) The right to inspect and review the student's education records maintained by the school. These rights transfer to the eligible student when he/she reaches the age of 18 or attends a school beyond high school level.

Parents or eligible pupils should submit to the School principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.

- (2) The right to request that a school correct the student's education records that the parent or eligible student believes are or misleading.

Parents or eligible pupils who wish to ask the School to amend a record write the School Principal [or appropriate school official], clearly identify the part of the record they want corrected, and specify why it should be corrected. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing. After the hearing, if the school still decides not to amend the records, the parent or eligible student has the right to place a statement with the records setting forth his/her view about the contested information.

- (3) Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education records. However, FERPA permits schools to disclose those records, without consent, to the following parties or under the following conditions,:

- School officials with legitimate education interest;
- Other schools to which a student is transferring;
- Specified officials for adult or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the school discloses education records without consent to officials of another school district in which a pupil seeks or intends to enroll or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer. (Title 5 of the California Code of Regulations section 438.)

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

- (4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school district to comply with the requirements of FERPA. The name and address of the office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5901

STATUTORY ATTENDANCE OPTIONS

Prepared by the California Department of Education

CHOOSING YOUR CHILD'S SCHOOL

A Summary of School Attendance Alternatives in California

California law [EC § 48980(h)] requires all school boards to inform each pupil's parents/guardians at the beginning of the school year of the various ways in which they may choose schools for their children to attend other than the ones assigned by school districts. Students that attend schools other than those assigned by the districts are referred to as "transfer pupils" throughout this notification. There is one process for choosing a school within the district which the parents/guardians live (intradistrict transfer), and three separate processes for selecting schools in other districts (interdistrict transfer). The general requirements and limitations of each process are described below.

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

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

- Pupils who live in the attendance area of a school must be given priority to attend that school over pupils who do not live in the school's attendance area.
- In cases in which there are more requests to attend a school than there are openings, the selection process must be "random and unbiased," which generally means pupils must be selected through a lottery process rather than on a first-come, first-served basis. A district cannot use a pupil's academic or athletic performance as a reason to accept or reject a transfer.
- Each district must decide the number of openings at each school which can be filled by transfer pupils. Each district also has the authority to keep appropriate racial and ethnic balances among its schools, meaning that a district can deny a transfer request if it would upset this balance or would leave the district out of compliance with a court-ordered or voluntary desegregation program.
- A district is not required to provide transportation assistance to a pupil that transfers to another school in the district under these provisions.
- If a transfer is denied, a parent/guardian does not have an automatic right to appeal the decision. A district may, however, voluntarily decide to put in place a process for parents/guardians to appeal a decision.

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

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

1. Interdistrict Transfers

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

- If either district denies a transfer request, a parent/guardian may appeal that decision to the county Board of Education. There are specified timelines in the law for filing an appeal and for the county Board of Education to make a decision.
- No district is required to provide transportation to a pupil who transfers into the district.

2. Parental Employment Transfers (Discretionary)

The law (EC §48204(b)) provides that a school district may deem a pupil as having complied with the residency requirements for school attendance if one or both parents/guardians of a pupil are employed within the boundaries of the district for a minimum of 10 hours during a school week, or if a pupil lives at their parent/legal guardian's placement of employment outside of the boundaries of their school district of residence for a minimum of 3 days during the school week. A school district is not required to accept a pupil requesting a transfer on this basis, but a pupil may not be rejected on the basis of race, ethnicity, sex, parental income, academic achievement, or any other "arbitrary" consideration. Other provisions of the EC § 48204(b) includes:

- Either the district in which the parent/guardian lives or the district in which the parent/guardian works may prohibit the transfer if it is determined that there would be a negative impact on the district's court-ordered or voluntary desegregation plan.
- The district in which the parent/guardian works may reject a transfer if it determines that the additional cost of educating the pupil would be more than the amount of government funds the district would receive for educating the pupil.
- There are set limits (based on total enrollment) on the net number of pupils that may transfer out of a district in any school year, unless the sending district approves a greater number of transfers.
- There is no required appeal process for a transfer that is denied. However, the district that declines to admit a pupil is encouraged to identify, and communicate in writing to the parent/guardian the specific reasons for denying the transfer.
- Once a pupil is deemed to have complied with the residency requirements for school attendance based on one or both parents or guardians being employed within the boundaries of the district and the pupil is enrolled in a school in a school district whose boundaries include the location where one or both parents of the pupil is employed, the pupil does not have to reapply in the next school year to attend a school within that school district and the district shall allow the pupil to attend school through the 12th grade in that district if one or both of the pupil's parents or guardians continues to be employed within the attendance boundaries of the school district, subject to certain conditions.

3. Districts of Choice (Discretionary)

The law (EC §§48300 through 48318) allows each school district to become a "**district of choice**" -- that is, a district that accepts transfer pupils from outside the district under the terms of a resolution. A school board that decides to become a "**district of choice**" must determine the number of pupils it is willing to accept in this category each year and make sure that the pupils are selected through a "random and unbiased" process, which generally means a lottery process. Pupils may request transfers into a "**district of choice**" by January 1 of the prior school year. Other provisions include:

- Either the district of choice or the district of residence may deny a transfer if it will negatively affect the racial and ethnic balance of the district, or a court-ordered or voluntary desegregation plan. The district of residency may

also limit the total number of pupils transferring out of the district each year to a specified percentage of its total enrollment, depending on the size of the district.

- The district of choice may not prohibit a transfer based on the additional cost of educating the pupil but may prohibit a transfer if it would require the district to create a new program, except that a school district of choice shall not reject the transfer of a special needs pupil and an English learner.
- No pupil who currently attends a school or lives within the attendance area of a school can be forced out of that school to make room for a pupil transferring under these provisions.
- Siblings of pupils already attending school in the "***district of choice***" must be given transfer priority. Children of military personnel may also be given priority.
- A parent/guardian may request transportation assistance within the boundaries of the "***district of choice***." The district may provide transportation only to the extent it already does so.

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

4. Open Enrollment

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

- An application requesting a transfer must be submitted by the parent of a pupil to the school district of enrollment prior to January 1 of the school year preceding the school year for which the pupil is requesting a transfer. The application deadline does not apply to a request for transfer if the parent is enlisted in the military and was relocated by the military within 90 days prior to submitting the transfer application.
- The application may request enrollment of the pupil in a specific school or program within the school district.
- A pupil may enroll in a school in the school district of enrollment in the school year immediately following the approval of the transfer application.
- A school district of enrollment shall establish a period of time to provide priority enrollment for pupils residing in the school district prior to accepting transfer applications.
- The school district of residence in which the pupil resides or a school district of enrollment to which a pupil has applied to attend may prohibit the transfer of the pupil or limit the number of pupils who transfer if the governing board of the district determines that the transfer would negatively impact a court-ordered or voluntary desegregation plan, the racial and ethnic balance of the district.
- A resident pupil who is enrolled in one of the district's schools shall not be required to submit an application in order to remain enrolled.
- Pupil applying for a transfer shall be assigned priority for approval as follows:

- a. First priority for the siblings of children who already attend the desired school.
 - b. Second priority for pupils transferring from a program improvement school ranked in decile 1.
 - c. If the number of pupils who request a particular school exceeds the number of spaces available at that school, a lottery shall be conducted in the group priority order identified in (a) and (b), above, until all available spaces are filled.
- Initial applications for transfer to a school within a school district of enrollment shall not be approved if the transfer would require displacement from the desired school of any other pupil who resides within the attendance area of that school or is currently enrolled in that school.
 - A pupil approved for a transfer to a school district of enrollment shall be deemed to have fulfilled the residency requirements for school attendance.

Effective: January 1, 2017

West's Annotated California Codes Currentness

Education Code (Refs & Annos)

Title 2. Elementary and Secondary Education (Refs & Annos)

Division 4. Instruction and Services (Refs & Annos)

Part 27. Pupils (Refs & Annos)

Chapter 2. Compulsory Education Law (Refs & Annos)

Article 1. Persons Included (Refs & Annos)

→ → § 48205. Excused absences; average daily attendance computation

(a) Notwithstanding Section 48200, a pupil shall be excused from school when the absence is:

(1) Due to the pupil's illness.

(2) Due to quarantine under the direction of a county or city health officer.

(3) For the purpose of having medical, dental, optometrical, or chiropractic services rendered.

(4) For the purpose of attending the funeral services of a member of his or her immediate family, so long as the absence is not more than one day if the service is conducted in California and not more than three days if the service is conducted outside California.

(5) For the purpose of jury duty in the manner provided for by law.

(6) Due to the illness or medical appointment during school hours of a child of whom the pupil is the custodial parent.

(7) For justifiable personal reasons, including, but not limited to, an appearance in court, attendance at a funeral service, observance of a holiday or ceremony of his or her religion, attendance at religious retreats, attendance at an employment conference, or attendance at an educational conference on the legislative or judicial process offered by a nonprofit organization when the pupil's absence is requested in writing by the parent or guardian and approved by the principal or a designated representative pursuant to uniform standards established by the governing board.

(8) For the purpose of serving as a member of a precinct board for an election pursuant to Section 12302 of the Elections Code.

(9) For the purpose of spending time with a member of the pupil's immediate family, who is an active duty member of the uniformed services, as defined in 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.

(10) For the purpose of attending the pupil's naturalization ceremony to become a United States citizen.

(b) A pupil absent from school under this section shall be allowed to complete all assignments and tests missed during the absence that can be reasonably provided and, upon satisfactory completion within a reasonable period of time, shall be given full credit therefore. The teacher of the class from which a pupil is absent shall determine which tests and assignments shall be reasonably equivalent to, but not necessarily identical to, the tests and assignments that the pupil missed during the absence.

(c) For purposes of this section, attendance at religious retreats shall not exceed four hours per semester.

(d) Absences pursuant to this section are deemed to be absences in computing average daily attendance and shall not generate state apportionment payments.

(e) "Immediate family," as used in this section, has the same meaning as set forth in Section 45194, except that references therein to "employee" shall be deemed to be references to "pupil."

NOTICE OF ALTERNATIVE SCHOOLS**California Education Code Section 58501**

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

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

- (a) Maximize the opportunity for pupils 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 pupil learns because of his/her desire to learn.
- (c) Maintain a learning situation maximizing pupil self-motivation and encouraging the pupil in his/her own time to follow his/her own interests. These interests may be conceived by him/her totally and independently or may result in whole or part from a presentation by his/her teachers of choices of learning projects.
- (d) Maximize the opportunity for teachers, parents, and pupils to cooperatively develop the learning process and its subject matter. This opportunity shall be a continuous, permanent process.
- (e) Maximize the opportunity for the pupils, teachers, and parents to continuously react to the changing world, including but not limited to the community in which the school is located.

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

TYPE 2 DIABETES INFORMATION

Pursuant to California *Education Code* Section 49452.7, this type 2 diabetes information is for local educational agencies to provide to parents and guardians of incoming seventh grade students beginning July 1, 2010.

The California Department of Education developed this type 2 diabetes information in collaboration with the California Department of Public Health, American Diabetes Association, California School Nurses Organization, and Children's Hospital of Orange County. Also see [available translations](#) of this information.

Description

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

Until a few years ago, type 2 diabetes was rare in children, but it is becoming more common, especially for overweight teens.

According to the U.S. Centers for Disease Control and Prevention (CDC), one in three American children born after 2000 will develop type 2 diabetes in his or her lifetime.

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

The body turns the carbohydrates in food into glucose, the basic fuel for the body's cells.

The pancreas makes insulin, a hormone that moves glucose from the blood to the cells.

In type 2 diabetes, the body's cells resist the effects of insulin, and blood glucose levels rise.

Over time, glucose reaches dangerously high levels in the blood, which is called hyperglycemia.

Hyperglycemia can lead to health problems like heart disease, blindness, and kidney failure.

Risk Factors Associated with Type 2 Diabetes

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

Risk Factors

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

Being overweight. The single greatest risk factor for type 2 diabetes in children is excess weight. In the U.S., almost one out of every five children is overweight. The chances are more than double that an overweight child will develop diabetes.

Family history of diabetes. Many affected children and youth have at least one parent with diabetes or have a significant family history of the disease.

Inactivity. Being inactive further reduces the body's ability to respond to insulin.

Specific racial/ethnic groups. Native Americans, African Americans, Hispanics/Latinos, or Asian/Pacific Islanders are more prone than other ethnic groups to develop type 2 diabetes.

Puberty. Young people in puberty are more likely to develop type 2 diabetes than younger children, probably because of normal rises in hormone levels that can cause insulin resistance during this stage of rapid growth and physical development.

Warning Signs and Symptoms Associated with Type 2 Diabetes

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

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

Type 2 Diabetes Prevention Methods and Treatments

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

Eat healthy foods. Make wise food choices. Eat foods low in fat and calories.

Get more physical activity. Increase physical activity to at least 60 minutes every day.

Take medication. If diet and exercise are not enough to control the disease, it may be necessary to treat type 2 diabetes with medication.

The first step in treating type 2 diabetes is to visit a doctor. A doctor can determine if a child is overweight based on the child's age, weight, and height. A doctor can also request tests of a child's blood glucose to see if the child has diabetes or pre-diabetes (a condition which may lead to type 2 diabetes).

Types of Diabetes Screening Tests That Are Available

Glycated hemoglobin (A1C) test. A blood test measures the average blood sugar level over two to three months. An A1C level of 6.5 percent or higher on two separate tests indicates diabetes.

Random (non-fasting) blood sugar test. A blood sample is taken at a random time. A random blood sugar level of 200 milligrams per deciliter (mg/dL) or higher suggests diabetes. This test must be confirmed with a fasting blood glucose test.

Fasting blood sugar test. A blood sample is taken after an overnight fast. A fasting blood sugar level less than 100 mg/dL is normal. A level of 100 to 125 mg/dL is considered pre-diabetes. A level of 126 mg/dL or higher on two separate tests indicates diabetes.

Oral glucose tolerance test. A test measuring the fasting blood sugar level after an overnight fast with periodic testing for the next several hours after drinking a sugary liquid. A reading of more than 200 mg/dL after two hours indicates diabetes.

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

Last Reviewed: Monday, April 3, 2017

Board Policy No. 5145.7 – Sexual Harassment

The Governing Board is committed to maintaining a learning environment that is free of harassment, discrimination, and/or bullying based on gender, gender identity, and gender expression. The Board prohibits the unlawful sexual harassment of any student by any employee, student, or other person at school or at any school-related activity.

The Superintendent or designee shall ensure that students annually receive age-appropriate information related to sexual harassment. Students shall be assured that they need not endure any form of sexual behavior or communication, including harassment, discrimination, and/or bullying because of sexual orientation. They shall further be assured that they need not endure, for any reason, any harassment which impairs the educational environment or a student's emotional well-being at school.

Any student who engages in the sexual harassment of anyone at school or a school-related activity shall be subject to disciplinary action. For students in grades K-3, this disciplinary action shall depend on the maturity of the students and the circumstances involved. For students in grades 4 through 12, the disciplinary action may include suspension and/or expulsion.

Any employee who engages in, permits or fails to report sexual harassment shall be subject to disciplinary action up to and including dismissal. In addition, criminal or civil charges may be brought against the alleged harasser; sexual harassment also may be considered a violation of laws relating to child abuse.

Students shall be informed that they should immediately contact a staff member if they feel they are being harassed. Within 24 hours, staff shall report complaints of sexual harassment to the principal or designee or to another District administrator. Staff shall similarly report any such incidents they may observe, even if the harassed pupil has not complained.

The principal or designee shall immediately investigate any report of the sexual harassment, discrimination, and/or bullying of a student. Upon verifying that sexual harassment discrimination, and/or bullying occurred, he/she shall ensure that appropriate action is promptly taken to end the harassment, address its effects on the person subjected to the harassment, and prevent any further instances of the harassment. prevent any further instances of the harassment.

In addition, the pupil may file a formal complaint with the Superintendent or designee in accordance with the district's uniform complaint procedures.

The District prohibits retaliatory behavior against any complainant or any participant in the complaint process. Information related to a complaint of sexual harassment shall be confidential to the extent possible, and individuals involved in the investigation of such a complaint shall not discuss related information outside the investigation process.

Board Policy No. 1312.3 - Uniform Complaint Procedures

The Board of Education recognizes that the District is responsible for ensuring that it complies with state and federal laws and regulations governing educational programs. The District shall follow uniform complaint procedures when addressing complaints alleging unlawful discrimination, harassment, intimidation, and/or bullying based on actual race, ethnic group identification, religion, age, gender, gender identity or expression, or genetic information; color, ancestry, national origin, marital or parental status, sex, sexual orientation, physical or mental disability; the perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics; or in any program or activity that receives or benefits from state financial assistance. The District shall also follow uniform complaint procedures when addressing complaints alleging failure to comply with state or federal law in adult basic education, consolidated categorical aid programs, migrant education, career technical and technical education and training programs, child care and development programs, child nutrition programs and special education programs, and the development and adoption of the school safety plan.

Uniform complaint procedures shall also be used to address any complaint alleging the District's failure to comply with the prohibition against requiring students to pay fees, deposits, or other charges for participation in educational activities, the requirements for the development and adoption of a school safety plan, and state and/or federal laws in adult education programs, consolidated categorical aid programs, migrant education, career technical and technical education and training programs, child care and development programs, child nutrition programs, and special education programs.

The Board encourages the early, informal resolution of complaints at the site level whenever possible.

Upon receipt of a written complaint from an individual, public agency or organization, uniform complaint procedures shall be initiated. The Superintendent or designee shall distribute full information about these procedures.

The Board recognizes that a neutral mediator can often suggest an early compromise that is agreeable to all parties in a dispute. In accordance with uniform complaint procedures, whenever all parties to a complaint agree to try resolving their problem through mediation, the Superintendent or designee shall initiate a mediation process before beginning a formal compliance investigation. The Superintendent or designee shall ensure that mediation results are consistent with state and federal laws and regulations.

The Board acknowledges and respects student and employee rights to privacy. Discrimination, harassment, intimidation, and/or bullying complaints shall be investigated in a manner that protects the confidentiality of the parties and the facts. This includes keeping the identity of the complainant confidential except to the extent necessary to carry out the investigation or proceedings, as determined by the Superintendent or designee on a case-by-case basis.

The Board prohibits retaliation in any form for the filing of a complaint, the reporting of instances of discrimination or participation in complaint procedures. Such participation shall not in any way affect the status, grades or work assignments of the complainant.

The District's Williams Uniform Complaint Procedures, AR 1312.4, shall be used to investigate and resolve any complaint related to the following:

1. Sufficiency of textbooks or instructional materials
2. Emergency or urgent facilities conditions that pose a threat to the health or safety of students or staff
3. Teacher vacancies and misassignments
4. Deficiency in the District's provision of instruction and/or services to any student who, by the completion of grade 12, has not passed one or both parts of the high school exit examination

Compliance Officers

The Board of Education designates the following compliance officers to receive and investigate complaints and ensure District compliance with law: Assistant Superintendent, Human Services
1 Civic Center Circle, Brea, California 92821
(714) 990-7800

Appeals to the California Department of Education

If dissatisfied with the District's decision, the complainant may appeal in writing to the California Department of Education within 15 calendar days of receiving the District's decision and the appeal shall specify the basis for the

appeal of the decision and whether the facts are incorrect and/or the law has been misapplied. The appeal shall be accompanied by a copy of the locally filed complaint and a copy of the District's decision.
(5 CCR 4632)

Board Policy No. 1250 - Visitors and Outsiders

The Board of Education encourages parents/guardians and interested members of the community to visit the schools and view the educational program. To ensure minimum interruption of the instructional program, the Superintendent or designee shall establish procedures which facilitate visits during regular school days. Visits during school hours should be first arranged with the teacher and principal or designee. If a conference is desired, an appointment should be set with the teacher during non-instructional time.

To ensure the safety of pupils and staff and avoid potential disruptions, all visitors shall register immediately upon entering any school building or grounds when school is in session. A sign shall be posted at the entrance to each campus notifying visitors of the need to register. The procedure shall be provided for the removal of visitors who pose a threat to the health and safety of pupils and staff or those who interfere with the instructional program. Anyone who is directed by the principal or designee to leave the school grounds must promptly depart and shall not return for at least 48 hours.

For purposes of school safety and security, the principal or designee may design a visible means of identification for visitors while on school premises.

No electronic listening or recording device may be used by students or visitors in a classroom without the teacher and principal's permission. (Education Code 51512)

Civility Policy No. 1313

Members of the Brea Olinda Unified School District staff will treat parents and other public with respect and expect the same in return. The District is committed to maintaining orderly educational and administrative processes in keeping schools and administrative offices free from disruptions and preventing unauthorized persons from entering school/District grounds. This policy promotes mutual respect, civility, and orderly conduct among District employees, parents, and the public. This policy is not intended to deprive any person of his/her right to freedom of expression, but only to maintain, to the extent possible and reasonable, a safe, harassment-free workplace for our students and staff. In the interest of presenting District employees as positive role models to the children of this District, as well as the community, Brea Olinda Unified School District encourages positive communication, and discourages volatile, hostile, or aggressive actions. The District seeks public cooperation with this endeavor.

Disruptions

1. Any individual who disrupts or threatens to disrupt school/office operations; threatens the health and safety of students or staff; willfully causes property damage; uses loud and/or offensive language which could provoke a violent reaction; or who has otherwise established a continued pattern of unauthorized entry on school District property, will be directed to leave the school or school District property promptly by the Chief Administrative Officer or designee.
2. If any individual of the public uses obscenities or speaks in a demanding, loud, insulting, and/or demeaning manner, the administrator or employee to whom the remarks are directed will calmly and politely advise the speaker to communicate civilly. If the corrective action is not taken by the abusing party, the District employee will verbally notify the abusing party that the meeting, conference, or telephone conversation is terminated, and if the meeting or conference is on District premises, the offending person will be directed to leave promptly.
3. When an individual is directed to leave under such Paragraph 1 or 2 circumstances, the Chief Administrative Officer or designee shall inform the person that he/she will be guilty of a misdemeanor in accordance with California Education Code 44811 and Penal Codes 415.5 and 626.7, if he/she re-enters any District facility within thirty (30) days after being directed to leave, or within seven (7) if the person is a parent/guardian of a student attending that school. If an individual refuses to leave upon request or returns before the applicable period of time, the Chief Administrative Officer or designee may notify law enforcement officials. An Incident Report (copy attached) should be completed for the situations as set forth in Paragraphs 1 and 2; a copy of this report is to be submitted to the site Chief Administrative Officer or designee and to the Superintendent.
4. If any individual abuses the privilege of communicating via e-mail, that privilege may be revoked by the Chief Administrative Officer. Abuses are enumerated in Paragraphs 1 and 2, but also include inappropriate use of the "copy to" feature, excessive size, or frequency of e-mail.
5. In the event the Chief Administrative Officer concludes that an individual has abused the privilege of communicating via e-mail, he/she will inform the abusing party in writing that all future communication will take place in writing transmitted via the US Postal Service. As an alternative or in addition, the Chief Administrative Officer may, at his/her discretion, arrange face to face meetings to discuss the party's concerns or a pupil's educational program.

Safety and Security

6. The Superintendent or designee will ensure that a safety and/or crisis intervention techniques program is provided in order to raise awareness on how to deal with these situations if and when they occur.
7. When violence is directed against an employee, or theft against property, employees shall promptly report the occurrence to their principal or supervisor and complete an Incident Report. Employees and supervisors should complete an Incident Report and report to law enforcement, any attack, assault, or threat made against them on school/District premises or at school/District sponsored activities.
8. An employee, whose person or property is injured or damaged by willful misconduct of a student, may ask the District to pursue legal action against the student or the student's parent/guardian.

Documentation

9. When it is determined by staff that a member of the public is in the process of violating the provisions of this policy, an effort should be made by staff to provide a written copy of this policy, including applicable code provisions, at the time of occurrence. The employee will immediately notify his/her supervisor and provide a written report of the incident on the attached Incident Form.

Board Policy No. 6020 - Parent Involvement

The Board of Education recognizes that parents/guardians are their children's first and most influential teachers and that sustained parent involvement in the education of their children contributes greatly to pupil achievement and a positive school environment. The Superintendent or designee shall work with staff and parents/guardians to develop meaningful opportunities at all grade levels for parents/guardians to be involved in district and school activities; advisory, decision-making, and advocacy roles; and activities to support learning at home.

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

The Superintendent 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.

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. He/she shall ensure that parents/guardians are consulted and participate in the planning, design, implementation, and evaluation of the parent involvement program. (Education Code 11503)

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

The Superintendent or designee shall consult with parents/guardians of participating pupils in the planning and implementation of parent involvement programs, activities, and regulations. He/she also shall involve parents/guardians of participating pupils in decisions regarding how the district's Title I funds will be allotted for parent involvement activities as required. (20 USC 6318)

The Superintendent or designee shall ensure that each school receiving Title I funds develop a school-level parent involvement policy in accordance with 20 USC 6318.

Non-Title I Schools

The Superintendent or designee shall develop and implement strategies applicable to each school that does not receive federal Title I funds to encourage the involvement and support of parents/guardians in the education of their children, including, but not limited to, strategies describing how the district and schools will address the purposes and goals described in Education Code 11502. (Education Code 11504)

CAREER TECHNICAL EDUCATION (CTE) COURSES

Brea Olinda High School offers eight (8) career pathways for students, four (4) of which are integrated with CTE courses. See the Brea Olinda High School Career Pathways webpage for more information: http://bohs.bousd.us/academics/career_pathways

District-Operated CTE Courses by Pathway	ROP-Operated CTE Courses at BOHS
Consumer Sciences Pathway	Building Industry Technology Academy
<ul style="list-style-type: none"> • Clothing Design 	<ul style="list-style-type: none"> • BITA 1¹ (ROP)
<ul style="list-style-type: none"> • Fabric & Fashion 	<ul style="list-style-type: none"> • BITA 2¹ (ROP)
<ul style="list-style-type: none"> • Foods 	<ul style="list-style-type: none"> • BITA 3¹ (ROP)
<ul style="list-style-type: none"> • Advanced Foods 	<ul style="list-style-type: none"> • BITA 4¹ (ROP)
Global Informational Technology Academy	Public Services Pathway
<ul style="list-style-type: none"> • Computer Science 1 / GITA 1² 	<ul style="list-style-type: none"> • Medical Careers 1¹ (ROP)
<ul style="list-style-type: none"> • Computer Science 2 / GITA 2² 	<ul style="list-style-type: none"> • Sports Medicine (ROP)
<ul style="list-style-type: none"> • Computer Science 3 / GITA 3² 	
<ul style="list-style-type: none"> • AP Computer Science A / GITA 4² 	Visual Communications Pathway
	<ul style="list-style-type: none"> • Graphics Design¹ (ROP)
	<ul style="list-style-type: none"> • Photography – Digital and Traditional ³ (ROP)
	<ul style="list-style-type: none"> • Visual Communications⁴ (ROP)

¹ Articulated with a community college for credit

² Articulated with a community college for credit and approved as a UC/CSU “g” elective course

³ Articulated with a community college for credit and approved as a UC/CSU “f” fine arts course

⁴ Approved as a UC/CSU “f” fine arts course

BOUSD also awards credit through a course called “**CTE Internship**” which can be an internship or paid/unpaid work experience in a career pathway for which a student is taking other related coursework. North Orange County ROP also offers many other CTE courses for high school students at other sites. These courses are called “**ROP Off Campus**” for BOUSD students.



Media Authorization Form

The Brea Olinda Unified School District is known for its outstanding and talented students and from time-to-time the district would like to publicize their achievements for the purpose of positive public relations. Because these events and interviews are almost always needed on a spur-of-the-moment basis, we are requesting permission for the 2018-2019 school year rather than on a case-by-case basis.

Please note that when media is on campus, we cannot prohibit them from interviewing students or including them in photographs and news stories.

If you agree to give permission to have your child's image and information used, please indicate your agreement by signing your name on the Authorizations Acknowledgment Form, or electronically through the Aeries Parent Portal. Your consent to allows the District to feature students in articles and/or photos, in district-issued publicity materials, including district and individual school publications, district and school websites, district social media pages (including but not limited to Facebook, Twitter, Instagram) and announcements to the media.

**** If you choose not to let your child be photographed, please be sure to mark the appropriate option on the Authorizations Acknowledgement Form or online through the Aeries Parent Portal.**



RE: Student Injuries and Insurance

The safety of our students is one of our most important concerns. Even so, accidents do happen and resulting medical treatment (ambulance transportation, hospitalization, surgery, etc.) can be very expensive.

Please know that the District does not assume responsibility for these costs. However, as a service to you and your child, your school has joined with thousands of others by offering you access to a low cost, voluntary purchase student accident/health insurance program. The program is arranged and administered by Myers-Stevens & Toohey & Company, Inc. a firm that has specialized in such coverage for 40 years. Details and an enrollment form are in the accompanying brochure. Please read it carefully.

Several plans are offered and rates for the entire school year start at around \$20 (Dental Accident Plan). You can limit coverage to school related injuries only (including sports) or opt for 24/ hour 7 day per week protection. Also offered is a Student Health Care Plan (recommended if your child has no other health insurance) and a pharmacy discount program for your entire family. Whether your child currently has no other coverage or you want to "fill in the gaps" in other insurance, you will probably find an option to fit your needs.

While you can seek care from any doctor or hospital, you'll also have access to an extensive network of medical providers with discounted charges. Seeking care through contracted providers may further reduce your out-of-pocket costs, particularly if your child needs surgery or hospitalization.

To enroll, complete the enrollment form in full, select the plan(s) you want for your child, enclose the proper premium using a check, money order or credit card, seal and return as directed on the form. While your child is eligible to enroll at any time, you are encouraged to consider early enrolment to get maximum value from the plan(s) selected.

NOTE: Once processing is completed, an ID card verifying coverage will be mailed to your home. Because many parents have expressed interest in much higher limits of coverage for their children, you'll also be sent information regarding a newly available Supplemental Catastrophic Injury Plan that can cover up to \$500,000 per injury for up to five years.

If you have any questions, please call Myers-Stevens & Toohey at (800) 827-4695. Bilingual representatives are available for parents who need assistance in Spanish.

Brea Olinda Unified School District

Electronic Network Use Agreement Parental Notification

Online Services: User Obligations and Responsibilities

Users are authorized to use the district's on-line services in accordance with the obligations and responsibilities specified below.

- Users who have an on-line account are responsible for its proper use at all times. Users shall keep personal information such as account numbers, home addresses, and telephone numbers private. They shall use the system in a responsible manner.
- The district network and Internet services shall be used only for purposes related to education. Commercial, political, and/or personal use of the district's system is strictly prohibited. The district reserves the right to monitor any on-line communication for improper use.
- Users shall not use on-line services to encourage the use of drugs, alcohol, or tobacco, nor shall they promote unethical practices or any activity prohibited by law or district policy.
- Users shall not transmit or access material that is threatening, obscene, disruptive, or sexually explicit; nor material that could be construed as harassment or disparagement of others based on their race, national origin, sex, sexual orientation, age, disability, religion, or political beliefs. All users are expected to exhibit responsible digital citizenship.
- Materials obtained or copied on the Internet may be subject to copyright laws which govern the making of reproductions of copyrighted works. A work protected by copyright may not be copied without permission of the copyright owner unless the proposed use falls within the definition of fair use. Violation of copyright laws may subject a user to an action for damages and/or injunction.
- Users shall not read other users' mail or files; they shall not attempt to interfere with other users' ability to send or receive electronic mail, nor shall they attempt to read, delete, copy, modify, or forge the other users' mail.
- Users shall not attempt to hack or intentionally disrupt the district network and Internet services.
- Users shall report any security problems or misuse of the network to the teacher, principal, or immediate supervisor.
- The Internet may contain material that may be considered harmful. The school district will not knowingly allow the use of the Internet for access of harmful matter. Because the school district is a public place shared by students and staff of all ages, staff reserves the right to end Internet sessions when such material is displayed. All Internet stations are maintained by the district.

Student Voluntary Bring Your Own Technology Agreement Parental Notification Bring Your Own Technology (BYOT): Obligations and Responsibilities

The Brea Olinda Unified School District is committed to aiding students in creating a 21st century learning environment to enhance communication, collaboration, creativity and critical thinking skills and experiences. In support of this effort, students may voluntarily bring electronic devices to school and use their own technology with classroom teacher approval to access school-appropriate material for educational purposes. By allowing students to use their own technology on campus, we hope to increase the access all students have to the resources they need to succeed.

Bringing a technology device is optional and may not be allowed in all classes by teachers. Teachers may allow students to utilize devices for instructional purposes. Students who use their own technology on district networks and Internet services must comply in accordance with BOUSD's board policy on STUDENT USE OF TECHNOLOGY (BP 6163.4 and AR 6163.4) and BOUSD's Acceptable Use Policy. Using District networks and Internet services is a privilege rather than a right. The teacher has the discretion to allow and regulate the use of personal devices in the classroom and for use during specific assignments.

When bringing a personal technology device, students must be aware of not only the responsibility in the security and care of their device, but also its potential to be disruptive to the learning environment. When the policies are followed, our learning environment will be enhanced. However, when policies are abused, the privileges may be taken away and/or disciplinary action may occur. Students must abide by the obligations specified below and those stated on the **Electronic Network Use Agreement Parental Notification**.

Obligations

- The student takes full responsibility for his or her device and keeps it with him or herself at all times. The school or District is not responsible for the security of the device.
- The student is responsible for the proper care of his or her personal device, including any costs of repair, replacement, or any modifications needed to use the device at school.
- BOUSD is not responsible for the setup, maintenance, and repair of student owned devices.
- The student is not to call, text message, email, or electronically communicate with others from his/her personal devices during school hours, unless directed to do so by their teacher.
- The student is required to use the district's content filtered wireless network through personal devices while at school. Use of private networks is prohibited (ie. 3G, 4G or similar cell-based service networks).
- The student may not use devices to record, transmit, or post photographic images or video of a person or persons on campus during school activities and/or hours unless otherwise allowed by a teacher.
- The student must not waste or abuse school resources through unauthorized system use (ie. Playing online games, download music, watching video broadcasts, etc).
- The student must understand and agree that when he/she uses District Technology, including the District's network and software, he/she is an "authorized processor", meaning the student has been authorized by the District, which owns the technology, to use it appropriately. The student gives specific consent to the District to access their electronic device, which he/she brings under this BYOT policy, and the information created by that device while using the District's network and/or software if there is reason for the District to believe that the student has violated district policies or has engaged in other misconduct while using the electronic device. Any search shall be conducted in accordance with BP/AR 5145.12 – Search and Seizure.

Please acknowledge on the Emergency Consent Form that you understand and will abide by the provisions and conditions of this Electronic Network Use and Student Voluntary Bring Your Own Technology Agreement forms.



Pesticide Notification

Dear Parent or Guardian:

The Healthy Schools Act of 2000 was signed into law in September 2000 and requires that all schools provide parents or guardians of students with annual written notification of expected pesticide use at school sites. Brea Olinda Unified School District has contracted for pesticide spraying with a licensed pesticide company for the 2018-2019 School Year. All routine spraying will occur every Friday of each month beginning in September, 2018. If you would like to be notified of any additional pesticide applications, please indicate on the Authorizations Acknowledgement Form, or electronically in the Authorizations section of the Aeries Parent Portal. This registry will only be notified for pesticide applications that will occur on days other than the routine spraying on every Friday of each month.

For further information on pesticides and their alternatives, please visit the Department of Pesticide Regulations website at <http://www.cdpr.ca.gov>. If you have any further questions, please contact Jeff Ferrato at (714) 990-7838.

Name of Pesticide	Use	EPA Number
Maxforce FC Select	German Roaches	432-1259
Upstar Gold	Insecticide	70506-24
Final All Weather Blox	Rodents	12455-89
Drione Dust	Pests/Rodents	4816-353
CB-80 Extra Insecticide	Misc Insects	9444-175
Round Up	Herbicide	524-475
Speckoz Evercide	Insecticide	1641-72113
Contra Soft Bait	Pests/Rodents	12455-146
Termidor SC	Pests/Rodents	432-901
Fumitoxin	Gopher/Ground Squirrels	5857-1
Escalade 2	Weed Control	228-442
Dimension 2EW	Weed Control	62719-542
Surflan AS	Weed Control	70506-44
Diphacinone	Ground Squirrels	10965-5003 ZA
Amdro Fire Ant Bait	Fire Ants	241-322
Gentrol Point Source	Insecticide	2724-469
Gentrol I G R	Insecticide	2724-351
Demand CS	Insecticide	100-1066
Advion Ant Gel Bait	Insecticide	100-1498
Advion Cockroach Gel Bait	Insecticide	100-1484
CB-80	Insecticide	279-3393



**BREA OLINDA UNIFIED SCHOOL DISTRICT
Controlled Substance and Dangerous Weapons Notice**

Notice to Students and Parents/Guardians

The Board of Education of the Brea Olinda Unified School District has approved and will enforce serious penalties for student involvement with selling or furnishing a controlled substance (illegal drugs or alcohol), and possession or use of dangerous objects or weapons.

Selling or Furnishing of a Controlled Substance (Illegal Drugs or alcohol)

Upon the first offense of selling or furnishing a controlled substance (illegal drugs or alcohol), the student shall be recommended for expulsion from the schools of the Brea Olinda Unified School District.

Dangerous Objects (Knives, Firearms, Explosives)

Upon the first offense of possession, sale, or otherwise furnishing any firearm, knife, explosive, or other dangerous object, the student shall be recommended for expulsion from the schools of the Brea Olinda Unified School District.

Any of the above offenses, involving drugs, alcohol and/or dangerous objects will be reported to the Brea Police Department.

These regulations apply to the students in the following situations:

1. any time a pupil is on school property,
2. the lunch period, either on or off campus,
3. any time traveling from home to school in the morning and returning home in the afternoon,
4. any time going to, from, or while attending any school-sponsored activity (either on or away from the school site).



Off Campus Trip Permission Form

Brea Olinda students may participate in certain field trips and extracurricular activities which will require him or her to be transported. Education Code Section 35330 states that all persons making a field trip or an excursion are deemed to have waived all claims against the district for injury, accident, illness, or death occurring during or by reason of the trip or excursion.

By agreeing to this form, you give consent for your student to participate in off campus sports/activities sponsored by the Brea Olinda Unified School District. In case this student becomes ill or is injured, you are authorized to have the student treated and you authorize the medical agency to render treatment.

NOTE TO PARENTS: Students riding the school bus to an activity are expected to return by bus. Any deviation from this rule must be approved by parent and sponsoring teacher prior to the event. Although most activity transportation is done by bus, some events and groups require the use of private cars. The Brea Olinda Unified School District does not carry medical or dental insurance for students injured on school premises while under school jurisdiction or through school district activities.

Please sign and date the **Authorizations Acknowledgement Form**.