

**OCEAN VIEW SCHOOL DISTRICT
ANNUAL NOTICE TO PARENTS/GUARDIANS/STUDENTS
2011-2012**

Dear Parents:

As required by law (Education Code §48980), you are hereby notified of specific code sections and of the right to permit or refuse your child to engage in identified school programs provided by the Ocean View School District. Education Code §48982 requires parents to return a signed card as an acknowledgement of being informed as required by existing statutes.

DEAR PARENT/GUARDIAN/STUDENT:

California Education Code Section 48980 requires that, at the beginning of the first semester or quarter of the regular school term, the Board of Trustees 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 "Annual Notification to Parents/Guardians/Students" card is an acknowledgment that you 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 "Parents Rights and Responsibilities" card for acknowledgment of this notice.

California and United States law require 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.

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MISSION STATEMENT

The mission of the Ocean View School District is to provide all our students with a high-quality educational program which:

- *Meets their individual intellectual, social, emotional, and physical needs;*
- *Creates a school environment that will best promote learning necessary for each student to acquire maximum knowledge and experience;*
- *Fosters in each student a feeling of personal worth and a philosophy that encompasses worthy moral and ethical values, and sustains a growing awareness of our interdependence with society and environment.*

This publication was created by the

OCEAN VIEW SCHOOL DISTRICT

*With Thanks to Orange County Department of Education
Student Services*

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KEY TO LEGAL REFERENCES

<u>Abbreviation</u>	<u>Complete Title</u>
CCR	California Code of Regulations
CFR	Code of Federal Regulations
EC	Education Code
H&SC	Health & Safety Code
IDEA	Individuals with Disabilities Education Act
LC	Labor Code
NCLB	No Child Left Behind Act
USC	United States Code
W&IC	Welfare & Institutions Code

STUDENT DISCIPLINE

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

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

ATTENDANCE OF SUSPENDED CHILD'S PARENT/GUARDIAN (EC §48900.1, LC §230.7): The District Board of Trustees has adopted Board Policy 5144.1, authorizing teachers to require the parent/guardian of a student who has been suspended by a teacher, to attend a portion of a school day in the child's classroom. No employer may dismiss or in any manner discriminate against an employee for taking time off from work to comply with this requirement.

DUTIES OF STUDENTS (5 CCR §300): Every student 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 District Board of Trustees has approved an administrative regulation adopted by your child's school. A copy of the dress code is available at the Principal's office.

STUDENT RECORDS

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

Types of Student Records: A student record is any item of information directly related to an identifiable student, 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. Student records include a student's health record.

Responsible Officials: Your child's Principal is responsible for the maintenance of student records located at your child's school. For student records maintained at the District office, the responsible official is the director of Student Support Services.

Location of Log/Record: The law requires that a log or record be maintained for each student'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 Student Support Services.

School Officials and Employees/Legitimate Educational Interests: School officials and employees who are authorized to review student 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); other public agencies providing services to students, 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 student intends to or is directed to enroll. Access to student records is permitted only for records that are relevant to the legitimate educational interests of the requester shall be permitted to the following: any district attorney who is participating in or conducting a truancy mediation program pursuant to §48263.5, or §601.3 of the Welfare and Institutions Code, or participating in the presentation of evidence in a truancy petition; a prosecuting agency for consideration against a parent or guardian for failure to comply with the Compulsory Education Law; any probation office or district attorney for the purposes of conducting a criminal investigation or an investigation in regards to declaring a person a ward of the court or involving a violation of a condition of probation; and any judge or probation officer for the purpose of conducting a truancy mediation program for a pupil, or for purposes of presenting evidence in a truancy petition. Upon release of pupil information, written notification to the parent or guardian of the pupil will be provided within 24 hours of the release of information. Upon request, the District discloses educational records without consent to officials of another school district in which the student seeks or intends to enroll. Legitimate educational interests are described in California Education Code §49076 and in District Board Policy 5125.

Right of Access and Review/Expungement: You have an absolute right to access any and all student records related to your child, which are maintained by the District. If you wish

to review records located at your child's school, please contact the Principal's office, or submit a written request that identifies the record(s) you wish to inspect. If you wish to review records located at the District office, please contact the director of Student Support Services. The Principal or District office has five (5) business days from the day of the receipt of a request to provide access to the records. Upon satisfactory completion of the rehabilitation assignment of a student whose expulsion has been suspended by the District Board of Trustees, 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 Trustees to expel a student, the County Board may direct the District Board of Trustees to expunge the record of the student 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 student 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 student.

Copying Costs: You may receive copies of your child's student records at a cost of \$0.20 per page.

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 student 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 student record.

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

Records, and then destroyed as per California regulations (5 CCR 432). Prior to destroying student 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 student records prior to destruction, and to request that student 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 student records are destroyed five years after the information is no longer needed to provide educational services (5 CCR 16027).

RELEASE OF DIRECTORY INFORMATION (EC §49073): "Directory Information" means one or more of the following items: student's name, address, telephone number, date and place 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 student. The District has determined that the following individuals, officials, or organizations may receive directory information: School-sponsored organizations (PTA/O, etc.) 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 child'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. 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.

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**.

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.

STATE MANDATED HEALTH SCREENING (CCR 17 §2950): California law mandates that students have routinely scheduled health screenings. All students in grades Kindergarten, second, fifth, and eighth will be screened for height, weight, vision and hearing. In addition, second grade boys will be screened for color. Your child may also be screened for height, weight, vision and/or hearing upon parent, teacher or principal request.

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 nonepisodic 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, please complete the required form at your child's school.

ADMINISTRATION OF IMMUNIZING AGENTS (EC §49403, §48980): The District Board of Trustees may permit any person licensed as a physician and surgeon, 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 student. 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 and surgeon or physician assistant detailing the name of the medication, method, amount, and time schedules by which the medication is to be taken, and your own written statement indicating your desire that the District assist your child in the matters set forth in the physician's

statement. Your child may also carry and self-administer prescription auto-injectable epinephrine if the District receives written statements from you and the child's physician in the form required by law.

TOBACCO-FREE CAMPUS POLICY (H&SC §104420): The District Board of Trustees 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 Board of Trustees does not provide or make available medical and hospital services for District students who are injured while participating in athletic activities.

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

INSTRUCTION FOR STUDENTS 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.

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

PROOF OF ORAL HEALTH ASSESSMENT (EC §49452.8): Your child must have an oral health assessment (dental check-up) 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.

PERTUSSIS (WHOOPING COUGH) IMMUNIZATION REQUIREMENTS FOR STUDENTS (Assembly Bill 354). Whooping cough (pertussis) has been widespread in California since 2010. The California Department of Public Health recommends that all Californians, aged 10 years and older, receive a booster shot against pertussis (also known as Tdap). Please refer to **Attachment 14** for the schedule of vaccine requirements for California schools.

For the 2011-12 school year ONLY, all students entering grades 7 and 8 will need to provide proof of a Tdap booster shot before starting school. This requirement:

- Begins July 1, 2011
- Can be met by receiving one dose of Tdap vaccine on or after the tenth birthday
- Applies to all public and private schools
- Does not affect students enrolled in summer school.

Beginning July 1, 2012, and beyond, all students entering the seventh grade will need proof of a Tdap booster shot before starting school.

In addition, if your child is aged seven to nine years and did not receive all of his/her early childhood pertussis immunizations, he/she should get a Tdap booster now, which will also satisfy the school requirement. You will be required to present proof that your child has met this requirement as a condition of school entry.

STUDENT SCREENING (EC §49452.5): The Board of Trustees of Ocean View School District shall provide for the screening of every female pupil in grade 7 and every male pupil in grade 8 for the condition known as scoliosis. The screening shall be in accord with standards established by the State Department of Education. The screening shall be supervised only by qualified supervisors of health such as school nurses. The screening shall be given only by individuals who supervise, or who are eligible to supervise, the screening. It is the intent that these screenings be performed, at no additional cost to the school district, or the parent or guardian, during the regular school day and that any staff time devoted to these activities be redirected from other ongoing activities not related to the student's health care. Please refer to **Attachment 13** for the full text of §49452.5.

Should you prefer that your child not be screened for scoliosis, notify the school in writing.

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 Food Services Department at 714-847-2551 x 1450.

NOTIFICATION OF PESTICIDE USE (EC §17612, §48980.3): Please refer to **Attachment 2** 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 the District Maintenance Department at 714-847-2551 x 3513.

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, "district of choice" if established by the Board of Trustees resolution, and district of enrollment pursuant to the Open Enrollment Act, as specified. Please refer to **Attachment 3** 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. See **Attachment 4**.

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 4** for the full text of §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 no more than four days per school month.

EXCUSE TO OBTAIN CONFIDENTIAL MEDICAL SERVICES (EC §46010.1): Students in grades 7 and 8 may be excused from school for the purpose of obtaining confidential medical services, without the consent of the student's parent/guardian.

SCHEDULE OF MINIMUM DAYS AND STUDENT-FREE STAFF DEVELOPMENT DAYS (EC §48980): The District is required to advise all parents/guardians of the schedule of minimum days and student-free staff development days. Please refer to the District's schedule which is **Attachment 12** to this notice. If any minimum or student-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 student-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 ensure 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 Director of Human Resources Office, at 714-847-2551 x 1411. 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.

STUDENTS 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 be offered to qualified students with disabilities. Information on student eligibility, procedural safeguards, and additional matters is available from the Coordinator of Special Education at 714-847-2551 x 1315.

CHILD FIND (EC §56300, §56301): The District has a duty to identify, locate and assess children with disabilities who are in need of special education and related services. If you believe that your child is in need of special education and related services, you may initiate a referral for assessment by contacting the Special Education Coordinator, at 714-847-2551 x 1315.

MISCELLANEOUS

COMPREHENSIVE SEXUAL HEALTH EDUCATION/HIV/AIDS PREVENTION EDUCATION (EC §51938, §48980): The District will provide instruction in comprehensive sexual health education and HIV/AIDS prevention education and research on student health behaviors and risks. 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. **If the education is provided by outside consultants and/or at an assembly by guest speakers, the 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 Student Support 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

students' health behaviors and risks, including tests, questionnaires, and surveys containing age-appropriate questions about students' 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.

SCHOOL ACCOUNTABILITY REPORT CARD (EC §35256, §32286): The District Board of Trustees 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/guardian with a notice of alternative schools. Please refer to **Attachment 5** for a copy of the notice specified in Education Code Section 58501.

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

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.

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

Limited English Proficient Children: The NCLB requires the District to inform the parent(s) 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 Coordinator, Categorical Programs, at 714-847-2551 for the above information that is specific to your child.

Program Improvement District/Schools: The NCLB requires the District to provide to the parent(s) of each student enrolled in a school identified for school improvement, corrective action or restructuring with the following:

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

If your child's school becomes identified for school improvement, this information will be available from the school Principal. [see Attachment 15]

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

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

This information is available at the Human Resources Department. 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 students 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, Student Support Services, at 714-847-2551 x 1318.

STUDENT ACCEPTABLE USE AGREEMENT FOR ELECTRONIC RESOURCES

The Internet is an important tool for you to use in your education. However, it is important that you are safe and

responsible in your use of the Internet. In order to use the Ocean View School District network, you must follow these rules:

1. You should use the school's computers and network only for school-related work. This means that all the websites you access should be related to projects your teacher assigns you.
2. You should never write your full name or your home address, or telephone number online. You also should not write another student's full name or personal information online.
3. You should not harass or bully other people online, and you should not write information about another person that you know is not true. You should not use sexual, obscene, or threatening language in sending messages online.
4. You should never disclose your computer password to another person, except to a teacher or school administrator. You should never use another person's password to access the school's computer.
5. You should not take the ideas or writings of other people that you find on the Internet and present them as if they were your ideas or writings.
6. You should not make or share copies of copyrighted songs or albums, digital images, movies or other works.

7. You should not access any material on the Internet that is obscene or is for adults only. You also should not access any material that encourages illegal activities, or encourages the use of alcohol or tobacco.
8. You should understand that the information you access or post online is not private because it can be accessed by your teachers or administrators, and possibly by other people.

You are expected to be a good citizen in all your communications. If your Internet usage at home or at school is disruptive to the school community, you may be disciplined according to the District's students discipline policy.

Additional information is available at www.ovsd.org

NATIVE AMERICAN INDIAN INFORMATION

The Native Indian American program serves students of Native American descent. Please fill out the eligibility form for the program and students will be able to participate in tutoring classes, cultural awareness classes, and parent/child field trips.

ATTACHMENT 1

Notification of Rights under FERPA

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

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

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

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

Parents or eligible students who wish to ask the school to amend a record should write the school principal [or appropriate school official], clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to privacy of personally identifiable information in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to

school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the Board of Trustees; a person or company with whom the school has outsourced services or functions it would otherwise use its own employees to perform (such as an attorney, auditor, medical consultant, or therapist); a parent or student serving on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks.

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

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

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-8520

ATTACHMENT 2

Pesticides/Herbicides

The Healthy Schools Act of 2000 (as amended by Assembly Bill 2865, Chapter 865, Statutes of 2006) requires school districts to notify each parent or guardian and all employees of pesticides that may be used in the maintenance of our school sites. Parents or guardians and District staff may request prior notification of individual pesticide applications of EPA regulated pesticides at their child's school site or employee work site. If you desire 72 hour notification prior to these treatments, please make an appointment with the Maintenance and Operations Department to register for this notification by calling 714-847-7083. Additional information is available at the California Department of Pesticide Regulation website at www.cdpr.ca.gov. The following is a list of pesticide products that may be used in the maintenance of our school sites.

Pest/Product	Active Ingredient(s)
Ants	
Termidor	Fipronil
Niban	Orthoboric Acid
Fluoguard	Sulfuramid
Terro II Liquid	Sodium Tetraborate Decahydrate
Cockroaches	
Tempo Ultra SC	B-Cyfluthrin Cyano
Suspend SC	Deltamethrin
Siege	Hydramethylnon
Pyronyl UL-100	Pyrethrins, Piperonyl Butoxide, N-Octyl Bicycloheptene Dicarboximide
Dragnet SFR	Permethrin
Borid	Orthoboric Acid
Bees/Wasps	
Intruder HPX	Cyfluthrin, Pyrethrins, Piperonyl Butoxide
Wasp Freeze	d-trans Allenthin Phenothrin
Resmethrin	Resmethrin
ExciteR	Pyrethrins, Piperonyl Butoxide, technical
565XLO	Pyrethrins, Piperonyl Butoxide, technical, n-Octyl Bicycloheptene Dicarboximide
Demand CS	Lambda-cyhalothrin
Drione	Pyrethrins, Piperonyl Butoxide, Amorphous Silica Gel
Termites/Dry Rot	
Vikane	Sulfuryl fluoride
Zythor	Sulfuryl fluoride
Phantom	Chlorfenapyr
Dragnet SFR	Permethrin
Cy-Kick	Cyfluthrin
Tim-bor	Disodium Octaborate Tetrahydrate
General Insect	
BP 300	Pyrethrins, Piperonyl Butoxide, N-Octyl Bicycloheptene Dicarboximide
M Pede	Potassium salts of fatty acids
CB80	Pyrethrins
Talstar One	Bifenthrin
Precor 2000	(S)-Methoprene, Permethrin, Phenothrin, N-octyl bicycloheptene dicarboximide, Piperonyl butoxide
Mice/Rats	
Diphacinone	Diphacinone
Gophers	
Fumitoxin	Aluminum Phosphide
Post Emergent Weed	
Round Up Pro Max	Glyphosate
Round Up Pro Dry	Glyphosate
Round Up Quick Pro	Glyphosate, diquat
Razor Pro	Glyphosate
Sedgehammer	Halosulfuron-methyl
Fusilade II	Fluazifop-P-butyl
Weed B Gone	Mecoprop-P, Dimethylamine Salt, 2,4-D, Dimethylamine Salt Dicamba, Dimethylamine Salt
Trimec	2,4-d, Mecoprop, Dicamba
Speed Zone Southern	Carfentrazone-ethyl, 2,4-D, Mecoprop-p, Dicamba
Pre Emergent Weed	
Dimension 270G	Dithiopyr 3,5 – pyridinedicarbothioic acid, 2 – (difluoromethyl) – 4
Ronstar G	Oxadiazon
Surflan	Oryzalin 3,5 – dinitro dipropylsulfanilamide
Landscape Insects	
Merit	Imidacloprid
Rose Systemic	Disulfoton
Insecticidal Soap	Potassium salts of fatty acids
Diazinon AG500	Diazinon
Snails/Slugs	
Sluggo	Iron Phosphate
Deadline MPS	Metaldehyde
Bug-Geta	Metaldehyde, carbaryl
Fungus	
Subdue Maxx	Mefenoxam

ATTACHMENT 3

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 student'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 who attend schools other than those assigned by the districts are referred to as "transfer students" throughout this notification. There is one process for choosing a school within the district which the parents/guardians live (**intradistrict** transfer), and four 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:

- Students who live in the attendance area of a school must be given priority to attend that school over students who do not live in the school's attendance area.
- In cases in which there are more requests to attend a school than there are openings, the selection process must be "random and unbiased," which generally means students must be selected through a lottery process rather than on a first-come, first-served basis. A district cannot use a student's academic or athletic performance as a reason to accept or reject a transfer.
- Each district must decide the number of openings at each school which can be filled by transfer students. Each district also has the authority to keep appropriate racial and ethnic balances among its schools, meaning that a district can deny a transfer request if it would upset this balance or would leave the district out of compliance with a court-ordered or voluntary desegregation program.
- A district is not required to provide transportation assistance to a student who 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.

Ocean View School District's enrollment period for those choosing a school within the District is from **February 1 - 20, 2011**. Intradistrict transfer forms are available at the school office and on the District web site at www.ovsd.org.

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

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

1. Interdistrict 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 students 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 student who transfers into the district.

2. Parental Employment Transfers

The law (EC §48204(b)) provides that a school district may deem a student as having complied with the residency requirements for school attendance if one or both parents/guardians of a student are employed within the boundaries of the district. A school district is not required to accept a student requesting a transfer on this basis, but a student may not be rejected on the basis of race, ethnicity, sex, parental income, academic achievement, or any other "arbitrary" consideration. Other provisions of 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 student 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 students 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 student is encouraged to identify, and communicate in writing to the parent/guardian the specific reasons for denying the transfer.

Once a student 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 student is enrolled in a school in a school district whose boundaries include the location where one or both parents of the student is employed, the student does not have to reapply in the next school year to attend a school within that school district and the district shall allow the student to attend school through the 8th grade in that district if one or both of the student's parents or guardians continues to be employed within the attendance boundaries of the school district, subject to certain conditions.

3. Districts of Choice

The law (EC §§48300 through 48318) allows, but does not require, each school district to become a “*district of choice*”---that is, a district that accepts transfer students 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 students it is willing to accept in this category each year and make sure that the students are selected through a “random and unbiased” process, which generally means a lottery process. Students 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 students 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 student 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 student and an English learner.
- No student who currently attends a school or lives within the attendance area of a school can be forced out of that school to make room for a student transferring under these provisions.
- Siblings of students 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 student enrolled in a low-achieving school, as defined, to submit an application for the student 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 student to the school district of enrollment prior to January 1 of the school year preceding the school year for which the student 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 student in a specific school or program within the school district.
- A student 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 students residing in the school district prior to accepting transfer applications.
- The school district of residence in which the student resides or a school district of enrollment to which a student has applied to attend may prohibit the transfer of the student or limit the number of students 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 student who is enrolled in one of the district's schools shall not be required to submit an application in order to remain enrolled.
- Students 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 students transferring from a program improvement school ranked in decile 1.
 - c. If the number of students 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 student who resides within the attendance area of that school or is currently enrolled in that school.
- A student approved for a transfer to a school district of enrollment shall be deemed to have fulfilled the residency requirements for school attendance.

ATTACHMENT 4

EXCUSED ABSENCES

California Education Code §48205

Effective: January 1, 2008

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 §48200, a pupil shall be excused from school when the absence is:
- 1) Due to his or her illness.
 - 2) Due to quarantine under the direction of a county or city health officer.
 - 3) For the purpose of having medical, dental, optometrical, or chiropractic services rendered.
 - 4) For the purpose of attending the funeral services of a member of his or her immediate family, so long as the absence is not more than one day if the service is conducted in California and not more than three days if the service is conducted outside California.
 - 5) For the purpose of jury duty in the manner provided for by law.
 - 6) Due to the illness or medical appointment during school hours of a child of whom the student 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 student'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 Board of Trustees.
 - 8) For the purpose of serving as a member of a precinct board for an election pursuant to § 12302 of the Elections Code.
- (b) A student absent from school under this section shall be allowed to complete all assignments and tests missed during the absence that can be reasonably provided and, upon satisfactory completion within a reasonable period of time, shall be given full credit therefore. The teacher of the class from which a pupil is absent shall determine which tests and assignments shall be reasonably equivalent to, but not necessarily identical to, the tests and assignments that the pupil missed during the absence.
- (c) For purposes of this section, attendance at religious retreats shall not exceed four hours per semester.
- (d) Absences pursuant to this section are deemed to be absences in computing average daily attendance and shall not generate state apportionment payments.
- (e) "Immediate family," as used in this section, has the same meaning as that set forth in §45194, except that references therein to "employee" shall be deemed to be references to "student."

CREDIT(S)

(Added by Stats. 1979, c. 236, p. 491, §2. Amended by Stats. 1986, c. 112, §1; Stats. 1987, c. 1452, §412; Stats. 1990, c. 315 (S.B. 2706), §1; Stats. 1994, c. 134 (A.B. 2466), §1; Stats. 1998, c. 846 (S.B. 1468), §17, eff. Sept. 25, 1998; Stats. 1999, c. 312 (S.B. 1208), §1; Stats. 2007, c. 204 (S.B. 278, §1.)

ATTACHMENT 5

NOTICE OF ALTERNATIVE SCHOOLS

California Education Code §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 students, 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 students to develop the positive values of self-reliance, initiative, kindness, spontaneity, resourcefulness, courage, creativity, responsibility, and joy.
- (b) Recognize that the best learning takes place when the student learns because of his/her desire to learn.
- (c) Maintain a learning situation maximizing student self-motivation and encouraging the student in his/her own time to 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 students to cooperatively develop the learning process and its subject matter. This opportunity shall be a continuous, permanent process.
- (e) Maximize the opportunity for the students, teachers, and parents to continuously react to the changing world, including but not limited to the community in which the school is located.

In the event any parent, student, 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 governing board of the district to establish alternative school programs in each district.

ATTACHMENT 6

Board Policy No. 5145.7, SEXUAL HARASSMENT

The Board of Trustees is committed to maintaining a school environment that is free from harassment and discrimination. The Board prohibits sexual harassment of students by other students, employees, or other persons, at school or at school-sponsored or school-related activities. The Board of Trustees also prohibits retaliatory behavior or action against any persons who complain, testify, assist or otherwise participate in District complaint processes.

Instruction/Information

The Superintendent or designee shall ensure that all District students receive age-appropriate instruction and information on sexual harassment. Such instruction and information shall include:

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

Complaint Process

Any student who feels that he/she is being or has been sexually harassed by a school employee, another student, or a non-employee on school grounds or at a school-related activity (e.g., a visiting athlete or coach) shall immediately contact his/her

teacher or any other employee. An employee who receives such a complaint shall report it in accordance with administrative regulation.

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

Disciplinary Actions

Any student who engages in sexual harassment of anyone at school or at a school-sponsored or school-related activity is in violation of this policy and shall be subject to disciplinary action. For students in grades 4-8, disciplinary action may include suspension and/or expulsion, provided that, in imposing such discipline, the entire circumstances of the incident(s) shall be taken into account.

Confidentiality and Record-Keeping

All complaints and allegations of sexual harassment shall be kept confidential except as necessary to carry out the investigation or take other subsequent necessary action.

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

Regulation Revised: 01/11/11

ATTACHMENT 7

Administrative Regulation No. 1312.3, UNIFORM COMPLAINT PROCEDURES

Compliance Officers

The Board of Trustees designates the following compliance officers to receive and investigate complaints and ensure District compliance with law:

Director, Human Resources

17200 Pinehurst Lane, Huntington Beach, California 92647

714-847-2551

The Superintendent or designee ensures that employees designated to investigate complaints are knowledgeable about the laws and programs for which they are responsible. Such employees may have access to legal counsel as determined by the Superintendent or designee.

Notifications

The Superintendent or designee shall meet the notification requirements of the Code of Regulations, Title 5, Section 4622, including the annual dissemination of District complaint procedures and information about available appeals, civil law remedies, and conditions under which a complaint may be taken directly to the California Department of Education. The Superintendent or designee shall ensure that complainants understand that they may pursue other remedies, including actions before civil courts or other public agencies.

Procedures

The following procedures shall be used to address all complaints which allege that the District has violated federal or state laws or regulations governing educational programs. Compliance officers shall maintain a record of each complaint and subsequent related actions, including all information required for compliance with 5 CCR 4632.

All parties involved in allegations shall be notified when a complaint is filed, when a complaint meeting or hearing is scheduled, and when a decision or ruling is made.

Step 1: Filing of Complaint

Any individual, public agency, or organization may file a written complaint of alleged noncompliance by the District.

Complaints alleging unlawful discrimination may be filed by a person who alleges that he/she personally suffered unlawful discrimination or by a person who believes that an individual or any specific class of individuals has been subjected to unlawful discrimination. The complaint must be initiated no later than six months from the date when the alleged discrimination occurred or when the complainant first obtained knowledge of the facts of the alleged discrimination.

The complaint shall be presented to the compliance officer, who shall maintain a log of complaints received, providing each with a code number and a date stamp.

If a complainant is unable to put a complaint in writing due to conditions such as illiteracy or other handicaps, District staff shall help him/her to file the complaint.

Step 2: Mediation

Within three days of receiving the complaint, the compliance officer shall informally discuss with the complainant the possibility of using mediation. If all parties agree to mediation, the compliance officer shall make all arrangements for this process.

Before initiating the mediation of a discrimination complaint, the compliance officer shall ensure that all parties agree to make the mediator a party to related confidential information.

If the mediation process does not resolve the problem within the parameters of law, the compliance officer shall precede with his/her investigation of the complaint.

The use of mediation shall not extend the District's time lines for investigating and resolving the complaint unless the complainant agrees in writing to such an extension of time.

Step 3: Investigation of Complaint

The compliance officer is encouraged to hold an investigative meeting within ten calendar days of receiving the complaint or an unsuccessful attempt to mediate the complaint. This meeting shall provide an opportunity for the complainant and/or his/her representative to complete the complaint orally.

The complainant and/or his/her representatives and the District's representatives shall also have an opportunity to present information relevant to the complaint. Parties to the dispute may discuss the complaint and question each other or each other's witnesses.

Step 4: Response

Within 30 calendar days of receiving the complaint, the compliance officer shall prepare and send to the complainant a written report of the District's investigation and decision, as described in Step 5 below. If the complainant is dissatisfied with the compliance officer's decision, he/she may, within five calendar days, file his/her complaint in writing with the Board of Trustees.

The Board of Trustees may consider the matter at its next regular Board of Trustees meeting or at a special Board of Trustees meeting convened in order to meet the 30 calendar day time limit within which the complaint must be answered. The Board of Trustees may decide not to hear the complaint, in which case the compliance officer's decision is final.

If the Board of Trustees hears the complaint, the compliance officer shall send the Board of Trustees' decision to the complainant within 30 calendar days of the District's initially receiving the complaint or within the time period that has been specified in written agreement with the complainant.

Step 5: Final Written Decision

The report of the District's decision shall be in writing and sent to the complainant. The report of the District's decision shall be written in English and in the language of the complainant whenever feasible or required by law. If it is not feasible to write this report in the complainant's primary language, the District will arrange a meeting at which a community member will interpret it for the complainant.

This report shall include:

1. The findings and disposition of the complaint, including corrective actions, if any.
2. The rationale for the above disposition.
3. Notice of the complainant's right to appeal the decision within 15 calendar days to the California Department of Education, and procedures to be followed for initiating such an appeal.
4. For discrimination complaints, notice that the complainant must wait until 60 calendar days have elapsed from the filing of an appeal with the California Department of Education before pursuing civil law remedies.
5. A detailed statement of all specific issues that were brought up during the investigation and the extent to which these issues were resolved.

If an employee is disciplined as a result of the complaint, this report shall simply state that effective action was taken and that the employee was informed of District expectations. The report shall not give any further information as to the nature of the disciplinary action.

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. For good cause, the Superintendent of Public Instruction may grant an extension for filing appeals.

When appealing to the California Department of Education, the complainant must specify the reason(s) for appealing the District's decision and must include a copy of the locally filed complaint and the District's decision.

A complainant may pursue available civil law remedies outside the District's complaint procedures. Complainants may seek assistance from mediation centers or public/private interest attorneys. Civil law remedies that may be imposed by a court include but are not limited to, injunctions and restraining orders. For discrimination complaints, however, a complainant must wait until 60 calendar days have elapsed from the filing of an appeal with the California Department of Education before pursuing civil law remedies. The moratorium does not apply to injunctive relief and is applicable only if the District has appropriately, and in a timely manner, apprised the complainant of his/her right to file a complaint in accordance with 5 CCR 4622.

Regulation Revised: 3/2/10

ATTACHMENT 8

Board Policy No. 1250, VISITORS/OUTSIDERS

The Board of Trustees encourages parents/guardians and interested members of the community to visit the schools and view the educational program.

To ensure the 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 noninstructional time.

To ensure the safety of students and staff and avoid potential disruptions, all visitors shall register immediately upon entering any school building or grounds when school is in session.

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.

Policy Revised: 3/2/10

Administrative Regulation No. 1250, VISITORS/OUTSIDERS/Visits to the Classroom

The Superintendent or designee shall post at every entrance to each school and school grounds a notice setting forth visitor registration requirements, hours during which registration is required, the registration location, the route to take to that location, and the penalties for violation of registration requirements.

Unless otherwise directed by the principal or designee, a staff member shall accompany visitors while they are on school grounds.

In order to register, visitors shall, upon request, furnish the principal or designee with the following information.

1. His/her name, address and occupation
2. His/her age, if less than 21
3. His/her purpose for entering school grounds
4. Proof of identity
5. Other information consistent with the provisions of law

Denial of Registration

1. The principal or designee may refuse to register any visitor if he/she reasonably concludes that the outsider's presence or acts would disrupt the school, students, or employee; would result in damage to property; or would result in the distribution or use of a controlled substance. The principal or designee or school security officer may revoke an outsider's registration if he/she has a reasonable basis for concluding that the outsider's presence on school grounds would interfere or is interfering with the peaceful conduct of school activities or would disrupt or is disrupting the school, students or staff.
2. The principal or designee may request that a visitor who has failed to register, or whose registration privileges have been denied or revoked, promptly leave school grounds. When an outsider is directed to leave, the principal or designee shall

inform the outsider that if he/she reenters the school within seven days he/she will be guilty of a misdemeanor subject to a fine and/or imprisonment.

Appeal Procedure

Any person who is denied registration or whose registration is revoked may appeal to the Superintendent or principal by submitting, within five days after the person's departure from school, a written request for a hearing. This request must state why he/she believes the denial or revocation was improper and must provide an address to which the hearing notice may be sent. Upon receipt of the request for a hearing, the Superintendent or principal shall promptly mail a notice of the hearing to the person requesting it. A hearing before the Superintendent or principal shall be held within seven days after receipt of the request.

Visits to the Classroom

In order to ensure that classroom visits are not disruptive to the instructional program, the following procedures shall be observed:

1. Visitors wishing to observe a specific classroom shall contact the site administrator prior to the visit to establish a time that is convenient for the teacher, administrator, and visitor.
2. Visitors are to register in the school office prior to going to a classroom.
3. Parent/teacher conferences during instructional periods are not permitted.
4. The frequency of visits shall not exceed two per trimester nor shall they extend beyond one thirty (30) minute instructional period or one full instructional lesson, whichever is applicable.
5. Activities of visitors shall be limited to observation, except when arranged with an approved in advance by the teacher.
6. When requested by a teacher, the visitor shall be accompanied by the site administrator.

Nothing in these Administrative Regulations shall inhibit the use of volunteers in schools. Volunteerism is strongly encouraged.

Regulation revised: 3/2/10

ATTACHMENT 9

Board Policy No. 6020, PARENT INVOLVEMENT

The Board of Trustees 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 student 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.

Policy revised: 6/19/07

ATTACHMENT 10

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.

CDE Last Reviewed: April 27, 2010

ATTACHMENT 11

Notice to Parents/Guardians: CALIFORNIA LOCAL EDUCATIONAL AGENCY PROGRAM

Ocean View School District, in cooperation with the California Department of Health Services and Education, has a program to allow the District to be reimbursed with federal Medicaid dollars for selected health services (such as hearing and vision screenings, health assessments, and treatments) provided to eligible students at school. In accordance with Local Education Agency rules and guidelines, we are notifying you that eligible student records may be forwarded to the District's billing agency. These records will be forwarded in a confidential manner. Our vendor holds a contract with the District that contains a specific confidentiality clause to ensure information is not disclosed inappropriately. Further, our vendor is HIPAA compliant (Federal Health Insurance Portability & Accountability Act).

School health services currently provided to all students will not be changed by this program. Students will not be denied services they require to attend school, and parents will never be billed for services by the school district.

ATTACHMENT 12

SCHEDULE OF MINIMUM AND LATE START DAYS	
October 17 – 21, 2011	K-5 Parent Conference Week (Minimum Days)
October 24 – 28, 2011	Middle School Conference Week (Minimum Days)
TBD	Late Start Day – Middle Schools
TBD	Minimum Day – All Grades
TBD	Late Start Day – Middle Schools
March 12 – 16, 2012	K-5 Parent Conference Week (Minimum Days)
TBD	Late Start Day – Middle Schools
March 19 – 23, 2012	Middle School Conference Week (Minimum Days)
TBD	Late Start Day – Middle Schools
June 20, 2012	Last Day of School Minimum Day – All Grades

FURLOUGH DAYS 2011-2012
TBD
TBD
TBD
TBD
TBD
TBD

ATTACHMENT 13

Notice to Parents/Guardians: SCOLIOSIS SCREENING

The governing board of any school district shall, subject to Section 49451 and in addition to the physical examinations required pursuant to Sections 100275, 124035, and 124090 of the Health and Safety Code, provide for the screening of every female pupil in grade 7 and every male pupil in grade 8 for the condition known as scoliosis. The screening shall be in accord with standards established by the State Department of Education. The screening shall be supervised only by qualified supervisors of health as specified in Sections 44871 to 44878, inclusive, and Section 49422, or by school nurses employed by the district or the county superintendent of schools, or pursuant to contract with an agency authorized to perform these services by the county superintendent of schools of the county in which the district is located pursuant to Sections 1750 to 1754, inclusive, and Section 49402 of this code, Section 101425 of the Health and Safety Code, and guidelines established by the State Board of Education. The screening shall be given only by individuals who supervise, or who are eligible to supervise, the screening, or licensed chiropractors, or by certificated employees of the district or of the county superintendent of schools who have received in-service training, pursuant to rules and regulations adopted by the State Board of Education, to qualify them to perform these screenings. It is the intent of the Legislature that these screenings be performed, at no additional cost to the state, the school district, or the parent or guardian, during the regular school day and that any staff time devoted to these activities be redirected from other ongoing activities not related to the pupil's health care.

In-service training may be conducted by orthopedic surgeons, physicians, registered nurses, physical therapists, and chiropractors, who have received specialized training in scoliosis detection.

Pupils suspected of having scoliosis during the initial screening shall be rescreened by an orthopedic surgeon when there will be no cost to the state, the school district, or the parent or guardian.

No person screening pupils for scoliosis pursuant to this section shall solicit, encourage, or advise treatment or consultation by that person, or any entity in which that person has a financial interest, for scoliosis or any other condition discovered in the course of the screening.

The governing board of any school district shall provide for the notification of the parent or guardian of any pupil suspected of having scoliosis. The notification shall include an explanation of scoliosis, the significance of treating it at an early age, and the public services available, after diagnosis, for treatment. Referral of the pupil and the pupil's parent or guardian to appropriate community resources shall be made pursuant to Sections 49426 and 49456.

No action of any kind in any court of competent jurisdiction shall lie against any individual, authorized by this section to supervise or give a screening, by virtue of this section.

In enacting amendments to this section, it is the intent of the Legislature that no participating healing arts licentiate use the screening program for the generation of referrals or for his or her financial benefit. The Legislature does not intend to deny or limit the freedom of choice in the selection of an appropriate health care provider for treatment or consultation.

ATTACHMENT 14

California Schools Vaccine Requirements for Kindergarten through 12th Grade					
California School Immunization Laws: Health and Safety Code, Division 105, Part 2, Chapter 1, Sections 120325 – 120380; California Code of Regulations, Title 17, Division 1, Chapter 4, Subchapter 8, Sections 6000-6075					
School Grade or equivalent age	Polio	DTaP/Tdap Diphtheria, Tetanus, pertussis	MMR Measles, mumps, rubella	Hep B Hepatitis B	Varicella Chickenpox
Kindergarten Entry (4 to 6 yrs old)	4 doses required 3 is OK if one was given on or after 4 th birthday	5 doses required 4 is OK if one was given on or after 4 th birthday	2 doses required Both on or after 1 st Birthday	3 doses required Given at any age	1 dose required If had disease, vaccine is not required, must be confirmed by MD.
School Grade or equivalent age	Polio	DTaP/Tdap Diphtheria, Tetanus, pertussis	MMR Measles, mumps, rubella	Hep B Hepatitis B	Varicella Chickenpox
2nd through 6th Grade (7 - 11 yrs old)	4 doses required 3 is OK if one was given on or after 2 nd birthday	4 doses required 3 is OK if one was given on or after 2 nd birthday	2 doses required Both given on or after 1 st Birthday	3 doses required Given at any age	1 dose required If had disease, vaccine not required, must be confirmed by MD.
School Grade or equivalent age	Polio	DTaP/Tdap Diphtheria, Tetanus, pertussis	MMR Measles, mumps, rubella	Hep B Hepatitis B	Varicella Chickenpox
7th grade Entry (age 11 – 13 yrs old)	4 doses required 3 is OK if one was given on or after 2 nd birthday	4 doses plus booster Tdap booster given on or after the 7 th birthday	2 doses required Both given on or after 1 st birthday	3 doses required Given at any age	1 dose required If had disease, vaccine not required, must be confirmed by MD.
School Grade or equivalent age	Polio	DTaP/Tdap Diphtheria, Tetanus, pertussis	MMR Measles, mumps, rubella	Hep B Hepatitis B	Varicella Chickenpox
9th through 12th Grades (age 14 – 17 yrs old)	4 doses required 3 is OK if one was given on or after 2 nd birthday	4 doses plus booster (2011 – 2012) school year Tdap booster given on or after the 7 th birthday	2 doses required Both given on or after 1 st Birthday	3 doses required Given at any age	1 dose required 2 if immunized on or after 13 th birthday

ATTACHMENT 15

[insert Program Improvement District Letter here]