



# Annual Notification To Parents/Guardians 2022-2023

July 2022

Dear Parents/Guardians:

Welcome to the new school year! The Saddleback Valley Unified School District is proud of the accomplishments and quality of our fine schools and we appreciate partnering with you to help all of our students reach their fullest academic potential and prepare for a successful future.

An important factor in student achievement is the support and direction that parents give to their children and we urge you to become informed about all of your child's activities at school. Information provided in this booklet was developed for parents/guardians of students enrolled in our schools as a reference guide of rights and responsibilities. Thank you for taking the time to read this important information. After reviewing the annual notification, your signature on the Data Confirmation page is an acknowledgment that you have received the notice and have been informed of your rights. In addition, you will need to sign and return the Annual Notification to Parents/Guardians Signature Form. The Signature Form is a separate form that is required to complete the registration process.

SVUSD also encourages daily attendance and positive behavior, so we ask that you review the district's requirements with your child in these areas. You may access additional district information by visiting our website.

We value communication and engagement with our entire community and are committed to sharing the great things happening in SVUSD through the District's eNews and social media (Facebook-@SaddlebackValleyUSD, Instagram-saddlebackvalleyusd, and Twitter-@SVUSDSchools). Please follow us on social media and join our listserv to receive eNews by visiting our website, scrolling near the bottom of the homepage, and clicking on the social media and eNews subscription buttons.

Thank you for supporting our schools and our Saddleback Valley USD community. We wish your child great success this coming year!

Sincerely,

A handwritten signature in cursive script that reads "Crystal Turner".

Crystal Turner, Ed.D.  
Superintendent

**Please review the material in this booklet then SIGN and RETURN  
the Annual Notification to Parents/Guardians Signature Form.**  
The Signature Form is a separate document included in the registration packet.

**Saddleback Valley Unified School District  
25631 Peter A. Hartman Way  
Mission Viejo, CA 92691  
[www.svUSD.org](http://www.svUSD.org)**

## **I. Non-Discrimination Statements**

### **A. Non-Discrimination General Policy**

[EC 200, 220; Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973]: SVUSD is committed to equal opportunity for all individuals in education. District programs and activities shall be free from discrimination based on gender, race, color, religion, ancestry, national origin, ethnic group identification, marital or parental status, physical or mental disability, immigration status, gender identity or expression, sexual orientation or genetic information; the perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics. SVUSD shall promote programs which ensure that discriminatory practices are eliminated in all district activities. Your student has the right to a free public education, regardless of immigration status. A student's citizenship status, immigration status, place of birth, or any other information indicating national origin will not be release without parental consent or a court order. Further information regarding "Know Your Educational Rights" related to immigration can be found under the Annual Notification to Parents tab on our website. Additional resources for immigrant students and family members developed by the California Attorney General are accessible at <http://oag.ca.gov/immigrant/rights>. SVUSD will take steps to assure that the lack of English will not be a barrier to admissions and participation in district programs. Complaints alleging noncompliance with the district's policy of nondiscrimination should be directed to the Student Services Department. A copy of the district's nondiscrimination policy is available from the district office [BP 0410, BP 5145.13].

### **B. Married, Pregnant, Parenting**

Married, pregnant and parenting students shall have the same educational and extracurricular opportunities as all students. An educational institution shall not exclude or deny any student from any educational program or activity including class or extracurricular activity solely on the basis of a student's pregnancy, childbirth, false pregnancy, termination of pregnancy or recovery therefrom. Expecting and parenting students retain the right to participate in any comprehensive school or educational alternative programs for which they would otherwise be eligible [BP 5146].

A pregnant or parenting student is entitled to eight weeks of parental leave from school, as specified, but is not required to take all or part of the leave. Absences taken for parental leave shall be excused absences until the student is able to return to school. A student will not be penalized academically for leave taken and is entitled to opportunities to make up work missed during their leave, including makeup work plans and re-enrollment in courses. Further information can be found under the Annual Notification to Parents tab on our website [EC 222.5, 46015, 48205, 48980].

### **C. Extracurricular Programs**

No extracurricular or cocurricular program or activity shall be provided or conducted separately on the basis of any actual or perceived characteristic listed as a prohibited category of discrimination in state or federal law, nor shall any student's participation in an extracurricular or cocurricular activity be required or refused on those bases. The Superintendent or designee shall ensure that disabled students have access, to the extent possible, to extracurricular and cocurricular activities, student organizations and school-related social events, regardless of the severity or nature of their disabilities [BP 6145].

### **D. Sexual Harassment**

SVUSD is committed to maintaining a school environment that is free from harassment and/or bullying based on gender, gender identity, or gender expression. The Board prohibits sexual harassment of any student by another student, an employee or other person, at school or at a school-sponsored or school-related activity. The Board also prohibits retaliatory behavior or action against any person who complains, testifies, assists or otherwise participates in the complaint process in accordance with this policy [BP 5145.7].

### **E. Nondiscrimination/Harassment**

District programs and activities shall be free from harassment/bullying with respect to a student's actual or perceived sex, gender, or gender expression, ethnic group identification, race, national origin, religion, color, physical or mental disability, ancestry, age, sexual orientation, or association with a person or group with one or more of these actual or perceived characteristics. This policy applies to all acts related to school activity or school attendance occurring within a school under the jurisdiction of the Superintendent [5145.3].

### **F. Uniform Complaint Procedures**

SVUSD has primary responsibility to comply with applicable state and federal laws and regulations governing educational programs. SVUSD shall investigate any complaints alleging unlawful discrimination, (such as

discriminatory harassment, intimidation or bullying); complaints alleging violation of state or federal laws governing educational programs; and complaints alleging sexual harassment. SVUSD shall seek to resolve those complaints in accordance with the district complaint procedures [BP1312.3].

### **G. Compliance Officers**

Section 504—Director of Student Services (949) 580-3492

Title II (Americans with Disabilities Act)—Assistant Superintendent of Human Resources (949) 580-3226

Title IX (Uniform Complaint Procedures)—Assistant Superintendent of Human Resources (949) 580-3226

CCR Title 5—Director of Facilities, Construction, & Maintenance (949) 580-3229

## **II. ATTENDANCE**

### **A. Absences and Excuses**

The Governing Board believes that regular attendance plays a key role in student achievement. The Board recognizes its responsibility under the law to ensure that students attend school regularly. The Board shall abide by all state attendance laws and may use appropriate legal means to correct the problems of excessive absence or truancy. Parents/guardians of student aged six to eighteen are obligated to send their students to school unless otherwise provided by law (available in student handbooks and/or on school websites) that addresses absences, trancies and tardies [BP 5113]. The Board shall abide by all state attendance laws and may use appropriate legal means (School Attendance Review Board – SARB) to correct the problems of excessive absence or truancy [BP 5113]. Parents are reminded that schools are funded based on student attendance. For each student absence, regardless of the reason, there is a reduction in funding of approximately \$60 per day [EC 48980, AR 5113.1]

### **B. Excused Absences - Make-up Allowed**

Notwithstanding Section 48200, a student shall be excused from school when the absence is verified in accordance with the Education Code and Board Policy [EC 48205, 5CCR 420, BP 5113, AR 5113]:

1. Illness or for the benefit of mental or behavior health.
2. Quarantine directed by county or city health officers.
3. Medical, dental, optometric, or chiropractic appointments:
  - a. Students are encouraged to make medical appointments after school hours whenever possible.
  - b. Students will be released for and will receive excused absences for appointments only on the written approval of parent/guardian.
4. Attending funeral services of a member of the student's immediate family, so long as such 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 of 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 student of whom the student is the custodial parent, including absences to care for a sick student for which the school shall not require a note from a doctor.
7. Upon advance written request by the parent/guardian and the approval of the principal or designee, justifiable personal reasons including, but not limited to [EC 48205, 46014, BP 5113, AR 5113]:
  - a. Appearance in court
  - b. Attendance at a funeral service
  - c. Observation of a holiday or ceremony of their religion
  - d. Attendance at religious retreats not to exceed four hours per semester
  - e. Attendance at an employment conference
  - f. Attendance at an educational conference on the legislative or judicial process offered by a nonprofit organization Saddleback Valley Unified School District [AR 5113 Page 2 of 6]
  - g. A total of five (5) school days per year in the student's junior and senior year may be excused for college visits.
8. Service as a member of a precinct board for an election pursuant to Elections Code 12302 [EC 48205]
9. To spend time with their immediate family member who is an active duty member of the uniformed services, as defined in Education Code 49701, and has been called to duty for deployment to a combat zone or a combat support position or is on leave from or has immediately returned from such deployment [EC 48205]. Absences granted pursuant to this paragraph shall be granted for a period of time to be determined at the discretion of the superintendent/designee of the school district
10. For the purpose of attending the student's naturalization ceremony to become a United States citizen.

11. Participation in religious instruction or exercises in accordance with district policy [EC 46014].

a. In such instances, the student shall attend at least the minimum school day.

b. The student shall be excused for this purpose on no more than four school days per month.

Absences pursuant to this section are deemed to be absences in computing average daily attendance and shall not generate state apportionment payments. "Immediate family," as used in this section, means the parent or guardian, brother or sister, grandparent, or any other relative living in the household of the student. Further information can be found under the Annual Notification to Parents tab on our website.

### **C. Unexcused Absences/Truancy**

The Superintendent or designee shall implement positive steps to reduce truancy, such as communication with parents/guardians and the use of Student Study Teams [EC 48260 (a)].

SVUSD participates in the county school attendance review board as allowed by law in order to meet the special needs of students with school attendance or school behavior problems [EC 48263].

Students who are habitual truants may be referred to the county probation department, as follows:

*E.C. 48260 (a) Any student subject to compulsory full-time education or to compulsory continuation education who is absent from school without a valid excuse three full days in one school year, or tardy or absent for more than any 30-minute period during the school day without a valid excuse on three occasions in one school year, or any combination thereof, is a truant and shall be report to the attendance supervisor or to the superintendent of the school district.*

When the student's attendance problems cannot be resolved through school site interventions and/or the student and their parent/guardian have failed to respond to directives to correct the problem, a student who has been classified as truant may be referred to the district attorney or probation officer for truancy mediation, or to the School Attendance Review Board (SARB), or the student's probation officer may ask the County Superintendent of Schools to request a juvenile court petition on behalf of the student. The driving privileges of a student may be suspended or restricted [VC 13202.7, BP 5113, AR 5113.1].

### **D. Saturday School Absence Recovery**

With parent permission, Saturday School may be used to recover lost funding as a result of a full day student absence. Therefore, the district would like to credit a student's Saturday School assignment against a previous all-day absence. Unless we are notified otherwise, your receipt of this notification will serve as parental permission for your student to attend Saturday School as an absence "makeup day" in lieu of mandatory attendance for a disciplinary infraction.

### **E. Make-up Work - Excused and Unexcused Absences**

No student may have their grade reduced or lose academic credit for any excused absences if missed assignments and tests can reasonably be provided and are satisfactorily completed within a reasonable period of time. [EC 48980(j), 48205]. The teacher of the class from which a student is absent shall determine which tests and assignments shall be reasonably equivalent to, but not necessarily identical to, the tests and assignments that the student missed during the absence.

A student's grades may be affected by excessive unexcused absences in accordance with Board Policy [BP 5113, AR 6154].

### **F. Instruction for Students with Temporary Disabilities**

If your student has a temporary disability preventing them from attending school on a regular basis, the district will provide "home hospital" instruction, or an independent study contract, when possible and appropriate [EC 48206.3, 48980(b)].

If, due to a temporary disability, your student is in a hospital or other residential health facility which is located outside your school district, they shall be deemed a resident of the school district in which the hospital is located. If this situation should arise, you should notify both the district where you reside and where the hospital is located so that individualized instruction, if possible, can be provided [EC 48207, 48208, 48206.3, 48980, AR 6183].

If your student is well enough to return to school during the school year in which individual instruction began, they must be allowed to return to the school that they attended prior to receiving individual instruction. Individual instruction in your home must commence no later than five working days after the district determines your student shall receive this instruction [EC 48206.3, 48207.3, 48207.5].

### **G. Homeless Liaison**

Homeless students are entitled to certain protections under the McKinney-Vento Act. Education code requires the district liaison for homeless youth to ensure that public notice of their educational rights is disseminated in

schools. For information contact Student Services at (949) 580-3492 [EC 48850, 48852.5]. Please refer to Attachment #7 under the ANTP tab on our website.

#### **H. Minimum Days/Student Free Days**

The dates for minimum days and student-free staff development days are printed in the calendar in this booklet [EC 48980(c), BP 6111].

### **III. SCHOOL OPTIONS/RESIDENCY/CHOICE/TRANSFERS**

Many districts accept the transfer of students residing outside the district's attendance area. It is the intent of the Legislature that the board of each district annually review the enrollment options available to students within their districts and that the districts strive to make available enrollment options that meet the diverse needs, potential, and interests of California students [EC 48301, 48308, 48314, 48980(h), BP 5116.1, AR 5116.1]. Please refer to Attachment #15 under the ANTP tab on our website.

#### **A. Establishing Residency**

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. Reasonable evidence of residency for a student is established by two forms of documentation showing the name and address of the parent/guardian including: Property tax payment receipts, rental property contract, lease, or payment receipts; utility service contract, statement, or payment receipts; pay stubs; correspondence from a government agency. If a student moves out of the attendance boundary of the school they are attending, but within the SVUSD boundaries, the parent/guardian must fill out a Residence Verification Form [EC 48204, AR 5111.1].

#### **B. Intra-District Transfer Procedures**

SVUSD has established Intra-District School Transfer procedures to consider school transfer requests. All transfer requests are subject to space availability. **Students who reside in SVUSD and apply through the "School Choice Intra-District Transfer" process will be given priority over Inter-District transfer applicants.** The School Choice Intra-District Transfer process uses certain rules in determining which students are offered the option to attend a school of choice. When there are more requests to attend a school than there are openings, the selection process will be random and unbiased. Students are not guaranteed placement at a non-resident school.

Once a transfer is granted, the parent is responsible for transportation. Childcare facilities, such as The Learning Connection (TLC), are not guaranteed. It is the intent of the school administration that a student is granted the transfer through the level of that school (elementary, intermediate or high school) pending space availability or unless specified by the Principal. When a student transitions from elementary to intermediate or intermediate to high school, the School Choice Intra-District Transfer process or Inter-District transfer application must be completed. The student's school of residence determines the student's next school placement between either grade 6<sup>th</sup> to 7<sup>th</sup> or grade 8<sup>th</sup> to 9<sup>th</sup>, not the school they are attending. School Choice Intra-District Transfer forms cannot be faxed, emailed or mailed. School Choice Intra-District Transfer forms are available during specific timelines that are advertised and posted on the SVUSD website and via email and phone messages. Inter-District Transfer forms are available online on the SVUSD website [EC 48301, 48308, 48311, BP 5117, AR 5117].

#### **C. Inter-District Transfers (from Other Districts to SVUSD)**

Students who reside in another school district and wish to attend a school in SVUSD will be given every consideration based on space and staffing availability. Attendance, discipline, and academic progress may be considered. Transportation is the parent's responsibility. Childcare, such as TLC, is not guaranteed.

If a student wishes to attend a school in SVUSD, the parent must apply for an Inter-District transfer from their district of residence. **Transfers must be renewed annually in grades K-10; 11<sup>th</sup> and 12<sup>th</sup> grade students may continue in their schools of attendance.**

A request for a school transfer during the transition from one level to another (elementary to intermediate, and intermediate to high school) is considered each year based on space and staffing availability and not the student's school of attendance) [BP 5117, AR 5117].

#### **D. Inter-District Transfers (to Other Districts from SVUSD)**

An Inter-District transfer request form must be initiated at SVUSD offices. **All requests for transfer require support documentation and must meet SVUSD board policy guidelines.** If the Inter-District transfer meets board policy guidelines and includes all support documentation, the transfer is forwarded to the requested district and it is the decision of the receiving school district to accept or deny the application [BP 5117, AR 5117].

The receiving school district will notify the parents of new students if they have been accepted. If the requested district denies the transfer, SVUSD will send a denial letter.

### **E. Inter-District Transfer Conditions**

The Inter-District transfer process applies to those parents who wish their students to attend school in a district other than that in which they reside. All Inter-District transfer requests must be initiated in the district of residence. Inter-District transfers are valid for one year only and must be renewed annually in grades K-10. 11<sup>th</sup> and 12<sup>th</sup> grade students may continue in their schools of attendance.

When a student's residence is changed, the parent or guardian shall notify the school of the change in residence. An approved Inter-District transfer must be in effect between the district of residence and the school district of desired attendance before a student can attend the desired school. Transportation, if needed, shall be the responsibility of the parent/guardian. Childcare, if needed, shall be the responsibility of the parent/guardian.

Students admitted to SVUSD under the Inter-District transfer process shall be assigned to schools where space is available at the discretion and determination of SVUSD administration.

All students and schools are subject to all California Interscholastic Federation (CIF) athletic eligibility rules and regulations. Approved transfers should not be understood to mean that any CIF rules or regulations have been waived. A student, parent, or guardian found to have given a false address and/or other pertinent data as a basis for enrollment in any school in the district shall have the transfer revoked. The revocation shall be immediate and notice promptly given to the student and parent/guardian.

If the attendance, behavior and scholarship of the student are reviewed and any, or all, are found to be unsatisfactory, as determined by school administration, the transfer may be revoked.

Once an Inter-District transfer request is received, SVUSD will send their final decision in writing within 30 days. If the request has been denied, you have the opportunity to appeal the decision to Orange County Department of Education (OCDE) within 30-calendar days [EC 46600, 46603].

SVUSD reserves the right to deny transfer requests or release students for the following reasons: adverse impact on ethnic balance; insufficient state aid; lack of documentation confirming employment within the identified district; lack of documentation confirming childcare provider information which must include name of childcare provider, address, telephone number, and hours of childcare provided; lack of facilities either district wide or in a specific attendance area/school; lack of suitable or impacted special education programs; student history of unsatisfactory attendance; scholarship [EC 46600, 46601, BP 5117, AR 5117].

### **F. Attendance Where Caregiver Resides**

If your student lives in the home of a caregiving adult, as defined by law, your student may attend the school district in which that residence is located. Execution of an affidavit under penalty of perjury pursuant to the Family Code by the caregiving adult is required to determine that your student lives in the caregiver's home [EC 48204, AR 5111.1].

### **G. 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 physically employed within the boundaries of the district for a minimum of 10 hours during a school week, or if a student lives at their parent/legal guardian's placement of employment outside of the boundaries of their school district of residence for a minimum of 3 days during the school week. A school district is not required to accept a 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 student.
- 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 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 12<sup>th</sup> 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.

#### **H. Financial Conditions**

Inter-District attendance agreements shall be non-tuition unless Federal Impact Aid is involved. Under a non-tuition agreement, the financial apportionment for regular education students shall be credited to the district of attendance and not the district of residence.

#### **I. Special Education Students**

With regard to Inter-District transfers of special education programs, funding agreements between districts shall be in accordance with the AB 602 funding model. This transfer does not authorize release of Special Education funds to the receiving district from SVUSD, unless done via an Individualized Education Plan (IEP).

### **IV. ACCREDITED SCHOOLS/ALTERNATIVE SCHOOLS**

#### **A. Academic Credit Reciprocity/Transfers from Accredited Schools**

Students transferring into SVUSD from a high school accredited from the Accrediting Commission for Schools (ACS) shall receive appropriate academic credit for previously completed courses when the sending district verifies that the student has satisfactorily completed those courses. SVUSD will evaluate all coursework and credits granted by the accredited high school and make an individual determination on how those credits will be applied to SVUSD's graduation requirements.

#### **B. Academic Credit Reciprocity/Transfers from Non-Accredited Schools**

Students transferring into the district from a non-accredited school *will not receive credit* for work completed at that institution.

An "accredited" school is one that has received accreditation by the Accrediting Commission for Schools, Western Association of Schools and Colleges (ACS WASC) or one of the other five regional associations that accredit public and private schools, colleges and universities in the United States, or in the case of a school outside of the United States, by the equivalent governmental accrediting agency in that jurisdiction [EC 51003].

#### **C. Notice of Alternative Schools**

Information can be found under the Annual Notification to Parents tab on our website.

### **V. STUDENT DISCIPLINE GUIDELINES**

Every student is expected to conform to the regulations of the school, be respectful of and obey promptly all the directions of their teacher and others in authority, observe good order and propriety of behavior, be diligent in study, be kind and courteous to peers and refrain from profane and vulgar language. Students will be held accountable for their conduct on the way to and from school, on the playgrounds and during recess and on all school property. [EC 44807, 48908, 5 CCR 300, BP 5131, BP 5144, BP 5144.1]

#### **A. Substance Abuse**

The Board of Education of the Saddleback Valley Unified School District is sincerely dedicated to providing a safe and secure environment for all students. It is also the Board's goal to keep our campuses free of alcohol and drugs and to educate students about the harmful effects of substance abuse. This notice is provided in compliance with the requirements of state and federal law as a part of SVUSD's drug, alcohol, and tobacco prevention programs, and in accordance with state health and safety codes. The unlawful manufacture, distribution, dispensation, possession, or use of illicit drugs, alcohol, or any form of tobacco/nicotine product, vapor product, or e-cigarette product on district or school premises or as a part of any of its activities or events, regardless of location, is wrong, harmful and is strictly prohibited at all times. This includes grounds, public access areas, parking lots, vehicles, etc.

All students will abide by this prohibition as a condition of attendance. Any violations of district or school standards of conduct, rules and regulations or state or federal laws regarding illicit drugs, alcohol and tobacco/nicotine will be investigated. Violators will be subject to prosecution in accordance with local, state and federal

law and district disciplinary action, up to and including suspension, expulsion, and/or be required to satisfactorily complete an online intervention class and participate in a school or community intervention program selected by the district in conformance with law [HSC 104420].

### **B. Suspension/Expulsion/Substance Abuse**

Suspension/expulsion means that a student may not attend any school in the district for a period of time as determined by the Board of Education or its administrative designee(s). A student may be suspended or recommended for expulsion for committing an expellable offense (as described below):

1. While on school premises
2. While at a school-related activity
3. While going to and from school or a school-related activity, including lunch period on or off campus
4. For any violation at any time or place which reasonably relates to and substantially interferes with the normal course of school activities or another student's ability to participate in or benefit from school activities

Any student for whom there is reasonable cause to suspect the possession or use of alcohol, drugs/narcotics, controlled substances, anabolic steroids or non-prescription drugs, or for whom there is reasonable cause to suspect the selling or furnishing of alcohol, drugs/narcotics, controlled substances, (including over the counter medication) or anabolic steroids, or substances represented to be alcohol, drugs/narcotics, controlled substances, anabolic steroids or non-prescription drugs, shall be immediately suspended from school from 3- 5 days and all school activities pending the outcome of an investigation. If the allegations are substantiated, the student will be placed on a behavior contract that will prohibit participation in extracurricular activities for a prescribed period of time (with a minimum of 45 schools days) and a possible recommendation for expulsion. Failure to respond to corrective action or repeated violations of drug, alcohol, controlled substance, or dangerous object violations will result in a recommendation for expulsion [EC 48900(b), 48915 (a), 48911, BP 5144.1, AR 5144.1].

### **C. Other Expellable Offenses**

Any student for whom there is reasonable cause to suspect they have committed any one of the 22 offenses listed below (including violations associated with gang activity on campus or in any way related to a school activity), may be suspended from school and all school-related activities pending the outcome of a subsequent investigation. If the allegations are substantiated, the student will be placed on a behavior contract that will prohibit participation in extracurricular activities for a minimum of 45 school days, and may be recommended for expulsion. If the student is suspected of committing acts listed as numbers 1-7 below, law enforcement will be contacted as required by law. If progressive consequences fail to bring about proper conduct, or the student presents a danger to the other persons, the student may be recommended for expulsion for any of the offenses listed below:

1. Caused, attempted to cause, or threatened to cause serious physical injury to another person, or willfully used force except in self-defense.
2. Possessed, sold, or otherwise furnished any firearm, knife, explosive devices, or other dangerous object, including replicas, without permission of school officials.
3. Committed or attempted to commit robbery or extortion.
4. Assault or battery upon any school employee.
5. Committed or attempted to commit sexual assault or sexual battery as defined in EC 48900 (n) and corresponding Penal Code provisions.
6. Use, sale or possession of illegal drugs or controlled substances, alcoholic beverages, or an intoxicant of any kind.
7. Offering, arranging or negotiating to sell or deliver a material represented to be a controlled substance.
8. Caused or attempted to cause damage to school property or private property (this includes graffiti).
9. Stole or attempted to steal school property or private property.
10. Possessed or used tobacco/nicotine or tobacco/nicotine products including vapor devices and e-cigarettes.
11. Committed an obscene act or engaged in habitual profanity or vulgarity.
12. Unlawfully possessed, or unlawfully offered, arranged or negotiated to sell any drug paraphernalia.
13. Knowingly received stolen school property or private property.
14. Possessed an imitation firearm. An "imitation firearm" is a replica that is so similar in physical properties as to lead a reasonable person to conclude that the replica is a firearm.
15. Bullying or Cyber Bullying as defined in EC 48900 (r) and EC 32261.
16. Committed, engaged in, or attempted to engage in hazing as defined in EC 48900 (q).



17. Harassed, threatened, intimidated, or retaliated against a student witness.
18. Committed harassment, threats, or intimidation directed toward an individual or group which is sufficiently severe or pervasive so as to have the actual and reasonably expected effect of disrupting the educational process in general or for any specific student.
19. Committed or threatened to cause an act of hate violence.
20. Committed terrorist threats against school officials or school property.
21. Committed sexual harassment as defined in EC 212.5
22. Offered, sold or arranged/negotiated to sell/provide the drug Soma.

Students who have knowledge of other students who are in possession of a weapon or an object represented to be a weapon or any other dangerous object on school facilities or at a school-related activity shall immediately report this information to a certificated staff member. Failure to do so shall be considered defiance of authority and is subject to appropriate disciplinary action.

To enforce these policies, the district will use its legal authority to search grounds, facilities, and student lockers as necessary and appropriate. The Board of Education has unanimously agreed to place a high priority upon keeping the schools within the district safe for all students, and free from dangerous objects/weapons, drugs alcohol and other chemical substances.

The Board of Education intends to accomplish this goal by enforcing its stated policies and procedures. It is most important that parents and students fully understand the Board of Education's intent because students who violate this policy are subject to progressive consequences up to and including expulsion from the schools of the district [EC 35291, EC 48900, BP 5144.1, AR 5144, 5144.1].

#### **D. Expulsion Referral Procedures**

When a student fails to respond to corrective action or if the student presents a danger to persons, the following actions occur:

1. The student will be immediately suspended for five days and will be referred by the school principal to an Expulsion Hearing Panel for an expulsion hearing. Under certain circumstances, the suspension may be extended pending the expulsion hearing and subsequent action by the Board of Education.
2. At the sole discretion of the student's individual teachers, tests and assignments, which occur during the period of the suspension, may be made up when the student returns to school after the period of the suspension is over, and/or while the Expulsion Hearing Panel hearing is pending.
3. The student will be immediately suspended from participation in all extracurricular activities on any SVUSD campus pending the Expulsion Hearing decision and action by the Board of Education.
4. The Board of Education has taken the position that any student who sells or in any manner provides drugs, alcohol, or illegal substances; brandishes a knife; commits an act of violence; possesses a firearm; or commits a sexual assault, will receive the fullest possible disciplinary action [EC 48911, AR 5144.1].

#### **E. Parent Responsibility**

Parents/guardians are liable for all the damages caused by the willful misconduct of their minor children that result in death or injury to other students, school personnel, or damage to school property. Parents are also liable for any school property loaned to the student and willfully not returned. Parents' or guardians' liability may be as much as \$18,100 in damages and another maximum of \$18,100 for payment of a reward, if any. SVUSD may withhold the grades, diplomas, or transcripts of the student responsible until such damages are paid or the property returned or until completion of a voluntary work program in lieu of payment of money. If your student commits an obscene act or engages in habitual profanity or vulgarity, disrupts school activities, or otherwise willfully defies the authority of school personnel, and is suspended for such misconduct, you may be required to attend a portion of a school day in your student's classroom [EC 48900.1, 48904; CC 1714.1; GC 53069.5, AR 5125.2].

#### **F. Release of Student to Peace Officer**

If a school official releases your student from school to a peace officer for the purpose of removing them from the school premises, the school official shall take immediate steps to notify you or a responsible relative, except when a student has been taken into custody as a victim of suspected child abuse. In those cases, the peace officer will notify the parent or guardian [EC 48906; PC 11165.6, BP 5145.1, 5145.11, AR 5145.11].

#### **G. Student Search**

The school principal or designee may search the person of a student, the student's locker, backpack or purse if there is a reasonable suspicion to believe the student may have a concealed weapon, narcotics, stolen property, or contraband [U.S. Supreme Court Case: New Jersey v. T.L.O. (1985) 469 U.S. 325; BP 5145.12].

## **H. Mobile Phones, Electronic Signaling Devices**

Districts may regulate the possession or use of any mobile phones or electronic signaling device while students are on campus, while attending school-sponsored activities, or while under the supervision and control of school district employees [EC 48901.5, BP 5131, AR 5131].

## **I. Student's Dress Code**

The Board believes that appropriate dress/grooming contribute to a productive learning environment.

1. Standards: The Board expects students to give proper attention to personal cleanliness and to wear clothes that are suitable for the school activities in which they participate. Students' clothing must not present a health or safety hazard, which would interfere with the educational process. Students and parents/guardians shall be informed about dress and grooming standards at the beginning of the school year and whenever these standards are revised. A student who violates these standards shall be subject to appropriate disciplinary action. Please be aware your student's school may have additional dress code rules. [BP 5132]
2. Gang-Related Apparel: The principal, staff and parents/guardians at a school may establish a reasonable dress code that prohibits students from wearing gang-related apparel that disrupts or threatens to disrupt the school's activities. Such a dress code may be included as part of the school safety plan and must be presented to the Board for approval. The Board shall approve the plan upon determining that it is necessary to protect the health and safety of the school's students.
3. Uniforms: In order to promote student safety and discourage theft, peer rivalry and/or gang activity, the principal, staff, and parents/guardians at a school may establish a reasonable dress code requiring students to wear uniforms. Such a dress code may be included as part of the school safety plan and must be presented to the Board for approval. The Board shall approve the plan upon determining that it is necessary to protect the health and safety of the school's students.
4. Students may wear traditional tribal regalia or recognized objects of religious significance as an adornment at school graduation ceremonies [EC 35183.1].

If a school's plan to require uniforms is adopted, the Superintendent or designee shall establish procedures whereby parents/guardians may choose to have their students exempted from the school uniform policy. Students shall not be penalized academically, otherwise discriminated against or denied attendance to school if their parents/guardians so decide. The Superintendent or designee shall ensure that resources are identified to assist economically disadvantaged students in obtaining uniforms [EC 35183, BP 5132].

## **I. Discipline Guidelines - Extra Curricular Activities**

Any student who is suspended for possession or use of alcohol, drugs/narcotics, anabolic steroids or prescription/non-prescription drugs, or for whom there is reasonable cause to suspect the selling or furnishing of alcohol, over the counter medication, or anabolic steroids, or substances represented to be alcohol, drugs/narcotics, anabolic steroids or non-prescription drugs, or in possession of a dangerous object (which may include, but are not limited to, a knife, dirk, dagger, razor blade, or explosive device), will be placed on a behavior contract for 90 days upon their return to campus.

The Board of Education may consider allowing the student to participate in extracurricular activities at the end of 45 school days from the date of the incident. In this case, the student must complete "Terms and Conditions" as specified in the behavior contract. Students in positions of leadership may be suspended from the appointed or elected position during the period that the student is on the district behavior contract. "Terms and Conditions" may include requirements such as: grade point average, improvement, community service, participation in a school or community intervention program, successful completion of an on-line intervention course, research projects or reports, and other activities that are related to individual needs.

Students recommended for expulsion will be placed on a behavior contract that includes a provision prohibiting participation in extracurricular activities for the remainder of the current semester the incident occurred plus the following semester, which will include a provision prohibiting participation in extracurricular activities for up to 180 school days from the date of the incident.

Students should understand that acts, which may not result in suspension or recommendation for expulsion, may still be in violation of a particular school's policy for extracurricular activities, including athletics, and, therefore, the student may still be subject to disciplinary action [BP 5144.1].

## **VI. PERSONAL BELIEFS AND CURRICULUM**

### **A. Comprehensive Sexual Health Education**

School districts must ensure that all students receive comprehensive sexual health and HIV prevention instruction that is medically accurate and age appropriate. In SVUSD, adequately trained instructors give such instruction in appropriate courses. You have the right to request, in writing, that your student not attend all or part of the instruction in sexual health education and HIV/AIDS prevention. You may request this any time by writing to the school principal. You also have the right to inspect and review the materials used in these classes prior to the start of classes. Parents shall be notified of such instruction as part of the Annual Notification to Parents prior to the start of classes. Under the law, students shall not be subject to disciplinary action, academic penalty, or other sanction if a parent withholds the student from the instruction. Also, during the time of the instruction, an alternative educational activity shall be made available to students whose parents have requested that they not receive instruction [EC 51933 -51939, 48980, BP 6142.1, AR 6142.1]. Further information can be found under the Annual Notification to Parents tab on our website.

### **B. Healthy Behavior/Personal Belief Assessments**

Schools may administer anonymous assessments relating to students' health behaviors and risks, including tests, questionnaires, and surveys. Parents shall be given prior notice of these assessments, the opportunity to review the assessment instrument, and may withdraw their student from the assessment. In grades 7 through 12, schools may use either a passive consent ("opt-out" policy) for parental consent for assessments or prior written consent. In earlier grades, schools shall use an active consent or "opt-in" policy for parental consent for assessments [EC 51938].

Unless you give written permission, your student will not be given any test, questionnaire, survey, examination, or marketing material containing questions about your student's, or their parents' or guardians' personal beliefs or practices in politics, mental health, anti-social, illegal, self-incriminating, or demeaning behavior, critical appraisals of others close to the family, about legally confidential relationships such as ministers or doctors, income (unless to determine eligibility in a program or for receiving assistance), sex, family life, morality, or religion. Parents may also opt their students out of supplying information to be used for marketing. Parents have the right to review any survey or educational materials related to the survey on any of the above items. The district has developed policies relating to surveys and personal information [EC 51513, 60614, 60615; PPR, 20 USC 1232h; NCLB, AR 5022].

In continuing its efforts to advance social-emotional learning (SEL), SVUSD has partnered with Panorama Education to administer a survey to measure 3rd - 12th grade students' SEL competencies. Panorama was first administered in 2019 and has provided data that schools use to make improvements in student success outcomes via effective implementation of social-emotional learning. Panorama is a quick online survey that provides targeted, personalized feedback about students' strengths and areas for growth in the SEL competencies of self-awareness, self-management, social awareness, relationship skills and responsible decision making. These data will help schools to better support students in their overall wellness as it relates to academic performance, chronic absenteeism, supportive learning environments, and improved attitudes about self, others, and school. Further information can be found under the Annual Notification to Parents tab on our website.

### **C. Dissection of Animals**

If your student chooses not to participate in the dissection of animals, and if the teacher believes that an adequate alternative education project is possible, the teacher may work with the student to develop and agree upon an alternative education project for the purpose of providing your student an alternate avenue for obtaining the information required by the class. The school will need a signed note from you indicating your student's objection [EC 32255, 48980, AR 5145.8].

### **D. Religious Beliefs**

Whenever any part of health, family life education, or sex education conflicts with the religious beliefs of a parent/guardian, a student may be excused from the part of the training. Parents/guardians must submit a written request to excuse their students from this instruction [EC 51240].

## **VII. STUDENT SUPPORT SERVICES/SAFETY ISSUES**

### **A. Drug, Alcohol and Tobacco Prevention Programs**

SVUSD's drug, alcohol and tobacco education and prevention programs are designed to address the legal, social and health consequences of drug, alcohol and tobacco use, and to provide students with effective techniques for

resisting peer pressure to use illicit drugs, alcohol or tobacco. Information about any drug, alcohol and tobacco counseling, rehabilitation, and re-entry programs available to students may be obtained by contacting the student's school. This information may include programs sponsored or maintained by various community groups or agencies. The district neither supports nor endorses any specific program, agency or firm. The information is provided only to assist parents and students who may desire information regarding the resources available to assist them.

### **B. New Lung Education & Cessation Classes**

In an effort to address the significant rise in vaping use among students, SVUSD is contracting with the Anaheim Regional Medical Center, through its New Lung program, to implement vaping and tobacco education and cessation training with students.

Specifically, students in grades 7-12 who are found to be vaping or consuming nicotine and tobacco based products on campus, are referred to a one-time 60 minute vaping and tobacco education and cessation seminar class. If you are notified that your student has been referred to a cessation class, you will have the opportunity to opt them out if you do not want them to attend. In order to opt your student out of the class, you will need to submit a written request to the school's referring administrator, stating that you do not want them to attend the specific scheduled class. Parents will be notified by an administrator for each referral.

The classes occur one time per month and are hosted at various secondary schools across the District or via Zoom dependent on referral numbers. During this informational class, the cessation specialist reviews the risks and hazards of vaping and tobacco use, the various chemicals that are contained in vapes, e-cigarettes, and vape juices, investigates reasons why students are vaping, and discusses replacement behaviors or different ways students can feel a more "natural high" or stress release, without engaging in the at-risk behavior of vaping or tobacco use. During the class, students are also asked to complete a questionnaire about their history of tobacco or vaping/e-cigarette use. At the end of the seminar, the specialist gives students the opportunity to chart their goals and list what steps need to occur to achieve their goals pertaining to tobacco or vaping/e-cigarette use. The cessation staff member will also conduct follow-up with students at 30, 90, and 180 days after they go through the class to check on their progress.

For students who receive 2<sup>nd</sup> offenses for vaping or tobacco related incidents, they are referred to a four-class series, where they attend four consecutive one-hour classes. Classes are hosted at various secondary schools across the District or via Zoom dependent on referral numbers. During the series, the cessation specialist reviews more in-depth education and strategies for students to implement. You will also have the opportunity to opt out of the four-class series in the same manner as the one class seminar.

Alternatively, if a class from the Anaheim Regional Medical Center is not available, at the discretion of the site administrator, students may be referred to an online program. Students in grades 9-12 may be referred to the YVAPE program through the University of California, San Diego. This program requires both parent and student participation. Students participate in a 20 minute counseling session via phone focused on vape use. They then complete a series of online videos and discussions, lasting between 30 to 60 minutes. A follow up counseling session via phone is conducted after the completion of the online program. Students in grades 7-8 may be referred to an online program through Everfi called "Vaping: Know the Truth". The program is completed online and takes approximately 60 minutes. It will be completed while the student is at school.

### **C. Student Lunch Program**

Free and reduced price meal applications/alternative income forms will be available online through the student registration/data confirmation process. Paper applications/income forms will also be available at the Nutrition Center and at each school site office [EC 49500, 49510, 49520, 48980, BP 3553, AR 3553].

### **D. Campus Supervision**

Staff and/or campus supervisors supervise the school grounds before school opens, during recesses and passing periods and during lunch. Students should not arrive at school earlier than when supervision begins and should go home promptly when dismissed, unless they are participating in school-sponsored activities. Parents should contact their student's school to determine the campus supervision starting and ending times.

### **E. Security Cameras**

SVUSD is committed to providing safe and secure school sites for all of our students and staff. We regularly video record many of our school sites both during the school day and after hours and on weekends. To effectuate the district's goals to ensure the health and safety of all students and staff, and to protect school property, the district has installed digital security camera systems on most of our school sites. The systems do not monitor

classrooms or other students and teaching support areas but concentrate on entry and exit areas and other areas of the school sites that are subject to damage, graffiti or the unauthorized entry of persons or groups.

SVUSD is working closely with local law enforcement agencies to assist us in managing these cameras and the video feed/images. All cameras are installed in easily seen locations and there are no "hidden" cameras. Only authorized law enforcement personnel have access to the feed/images. Such video feed/images are not contained in an individual student's educational record, and thus are not subject to a request for educational records unless such video/image is the sole basis upon which discipline is issued for that student.

#### **F. Leaving School at Lunch Time**

The Governing Board of the Saddleback Valley Unified School District has decided to permit 11<sup>th</sup> and 12<sup>th</sup> grade students enrolled at El Toro HS, Laguna Hills HS, Mission Viejo HS and Trabuco Hills HS to leave the school grounds during the lunch period. Neither the district nor any officer or employee thereof shall be liable for the safety of any student during such time as the student left the school grounds [EC 44808.5, 48980, BP 5112.5, AR 5112.5].

#### **G. Noncurricular-Related Clubs**

Noncurricular-related clubs or groups are recognized by SVUSD, but not sponsored nor supported by the district. A district employee will monitor student participants while they are on campus; however, that employee will not be involved in any of the group's financial regulations or in its off-campus activities. The district does not have any responsibility for the club or group when students are not on campus [BP 5133.1, AR 5133.1].

#### **H. Comprehensive School Safety Plan**

During the annual review of the School Safety Plans, site staff includes clear guidelines on the roles and responsibilities of specified school and community professionals to include strategies creating and maintaining a positive school climate. This plan is submitted to the district office each year by October 1<sup>st</sup>. The safety plan addresses physical safety, disaster preparedness, bullying issues, school-wide discipline and illness & injury prevention. This plan is shared with faculty. Regularly scheduled drills allow students and staff to practice procedures in the event of an emergency [EC 32286, 32288].

#### **I. School Accountability Report Card**

The annual SARC (School Accountability Report Card) includes school specific information on many topics including: Measures of Progress, Student Achievement, Students, Climate for Learning, Leadership, Teachers & Staff, Resources, School Expenditures, and Adequacy of Key Resources. A copy of the annual School Accountability Report Card will be provided by each school upon request and is available on our SVUSD website [EC 33126, 35256, 35258, 32286, BP 0510, AR 0510].

#### **J. Title I Schools**

Title I, Part A, of the Elementary and Secondary Education Act (ESEA), as reauthorized by the Every Student Succeeds Act (ESSA), requires that local educational agencies (LEAs), conduct outreach to all parents and family members and implement programs, activities, and procedures for the involvement of parents and family members. Such programs, activities, and procedures shall be planned and implemented with meaningful consultation with parents of participating children [ESSA Section 1116[a][1]]. An LEA that receives Title I, Part A funds shall develop jointly with, agree on with, and distribute to, parents and family members of participating children a written parent and family engagement policy. Individual Title I schools will distribute their school level family engagement policies to caretakers, however annual distribution to all families is also an LEA responsibility [BP6020]. As such, SVUSD shall include the parent involvement policy in the ANTP to ensure timely distribution. Further information can be found under the Annual Notification to Parents tab on our website.

#### **K. Visitors to Schools**

SVUSD encourages guardians to visit during regular school days and all visitors must first register at the school office. To ensure minimum interruption, school visits should be arranged with the teacher. If a conference is desired, an appointment should be set with the teacher for a time before school, after school, or during the teacher's preparation period. A school administrator or office personnel may refuse to register, or revoke registration for any visitor whose presence is judged to disrupt normal school operations, threaten the health and safety of students or staff, or cause property damage [EC 32212, PC 627.4, BP 1250, AR 1250].

#### **L. School Dances**

All school rules, regulations and appropriate behavior is expected at school dances. All attendees may be subject to a random alcohol-screening test given by school administration. In addition, any student or guest exhibiting observable signs of using alcohol or any controlled or illegal substance will be subject to an alcohol-screening test and removed from the dance by school administration. Law enforcement and parents will be notified. *(EC48900(c) & 48900(s) prohibits the use/possession of alcohol, intoxicants and controlled substances at*

school, on the way home from school, or at any school related activity.) All students and their guests may be checked by security for illegal or controlled substances prior to entry of the dance area. Any student or guest who refuses to be checked will be denied entry. No dancing such as freaking, moshing or slamming will be permitted.

**M. Management Plan for Asbestos-Containing Material**

SVUSD has available upon request a complete and updated management plan for asbestos-containing material [40 CFR 763.93, AR 3514].

**N. Pesticide Use**

SVUSD is providing parents the name of all pesticide products expected to be applied at school facilities this school year. That identification includes the name and active ingredients. To access our Integrated Pest Management Plan, you can find the document under the Annual Notification to Parents tab on our website. Parents and guardians may register with the district if they wish to receive notification of pesticide applications at a particular school or facility. Please obtain a “Request for Pesticide Notification” from a school or you can find the document under the Annual Notification to Parents tab on our website. Further information is available from the California Department of Pesticide Regulation, P.O. Box 4015, Sacramento, CA 95812-4015, State of California Pesticide Regulation website [EC 17611.5, 17612, 48980.3, AR 3514.1].

**VIII. INSTRUCTION/STUDENT PROGRESS**

SVUSD is committed to equal opportunity for all individuals in education. For more information, please see Non-Discrimination Statements and Compliance Officers on Page 2.

**A. District Courses**

Annually, SVUSD publishes the High School Registration Guide listing courses offered at each comprehensive high school (in English and in Spanish). The full description of these courses is available in the school’s guidance office and on the SVUSD website. Each intermediate school publishes and distributes to families, a description of courses offered at that school. Elementary schools teach from California State Frameworks and curriculum standards available at each site [EC 49091.14, BP 6000].

**B. Intermediate School Guidelines**

All SVUSD Intermediate schools operate on the trimester system, which divides the academic year into three twelve–week sessions.

To be promoted from the 7<sup>th</sup> and 8<sup>th</sup> grades, a student must:

1. Earn a cumulative grade point average (GPA) of 1.50 in all classes and earn at least a 1.0 GPA in English and mathematics each year;
2. Earn no more than a total of three (3) F’s in English, Math, History and/or Science courses during each school year. Students who fail more than three English, Math, History, and/or Science courses at either the 7<sup>th</sup> grade level or 8<sup>th</sup> grade level must repeat all the course requirements at that grade level.

To participate in the 8<sup>th</sup> grade promotion ceremony, or culminating year-end activities, a student must have earned academic promotion from the 8<sup>th</sup> grade prior to the ceremony or planned activity. A student not meeting the above requirements may be promoted to the next grade level if all of the above requirements are successfully completed during summer school, provided summer school is offered. If not, students may be retained [BP 6146.5].

**REQUIRED COURSES FOR PROMOTION**

To be promoted to the next grade, a student must complete the following required subjects:

<b>7<sup>th</sup> Grade</b>		<b>8<sup>th</sup> Grade</b>	
<b><u>COURSE</u></b>	<b><u>REQUIREMENTS</u></b>	<b><u>COURSE</u></b>	<b><u>REQUIREMENTS</u></b>
English .....	3 trimesters	English.....	3 trimesters
Math.....	3 trimesters	Math.....	3 trimesters
Social Science .....	3 trimesters	Social Science.....	3 trimesters
Science .....	3 trimesters	Science.....	3 trimesters
Physical Education.....	3 trimesters	Physical Education/Wellness.....	1 trimester
Electives .....	3 trimesters	Physical Education.....	2 trimesters
		Electives.....	3 trimesters

**C. High School Guidelines**

All SVUSD comprehensive high schools operate on the semester system, which divides the academic year into two grading periods. Progress grades are given at the quarter.

To receive a diploma from the SVUSD, a student must earn a minimum of 220 units of coursework: 165 required units; 55 elective units and the following:

**SUBJECT**

English ..... 40 units  
Math ..... 30 units\*  
Science ..... 30 units\*\*  
Social Science ..... 30 units

**SUBJECT**

Health.....5 units  
Physical Education \*\*\* .....20 units  
Visual or Performing Arts, World Language,  
American Sign Language or Career  
Technical Education.....10 units

\*Must include the content of a SVUSD Algebra 1 course, in the three-year math requirement; 9th grade math placement is based on district placement protocol [BP 6152.1].

\*\* Starting with the class of 2022, science courses meeting SVUSD graduation requirements are based on courses aligned with CA Next Generation Science Standards [BP 6146.1].

\*\*\*A student in 9<sup>th</sup> grade must enroll in Physical Education (PE). If a student meets the Physical Fitness Test (PFT) "Healthy Fitness Zone" (HFZ) proficiency level in 9<sup>th</sup> grade, the student may elect to take the remaining two semesters during either the 10<sup>th</sup>, 11<sup>th</sup> or 12<sup>th</sup> grade. Students who do not meet the PFT HFZ performance level in 9<sup>th</sup> grade must take PE in 10<sup>th</sup> grade. No student will receive credit for more than eight (8) semesters of PE.

Submit verification of a minimum of eight hours of community service or equivalent project to be completed during their high school career. The verification deadline is the end of the first semester of the student's 12th grade year.

To participate in a high school graduation ceremony and receive a high school diploma, a student must have completed all graduation requirements prior to the ceremony. To receive a diploma from a comprehensive high school in SVUSD, a student must be in attendance at that high school for their last semester prior to graduation [BP 5127, 6146.1, AR 6146.1].

**D. California Assessment of Student Performance and Progress (CAASPP) State Exams**

During the spring, students in grades 3-8 and high school will take the annual state exams. Parents may annually submit to the school a written request to excuse their student from any or all portions of the CAASPP [5 CCR 852].

**E. Regulations Regarding Student Achievement**

The Board of Education believes good communication between parents and teachers is important in the educational process. All appropriate forms of communication should be used and all parties shall use appropriate tone and language in any communication in accordance with the district's civility policy [BP 1313]. The district will provide timely information on the level of achievement of your student in each of the state academic assessments.

The progress report should reflect student progress in class work and proficiency levels and indicate educational growth in relation to the student's ability, citizenship and effort [EC 49067].

When grades are given, the determination of the student's grade by the teacher, in the absence of a clerical/mechanical mistake, fraud, bad faith, or incompetency, shall be final. The superintendent or Board shall not order a student's grade to be changed unless the teacher is included in all discussions relating to the changing of the grade [EC 49066, BP 5121, AR 5121].

**F. Students with Disabilities**

If you have reason to believe your student has a disability requiring special education services or accommodations, please contact your school who will provide you with the appropriate contact information for Section 504 (Elementary- Principal; Secondary- Counselor) or IDEA (School Psychologist). If you would like more information regarding Section 504 of the Rehabilitation Act of 1973, please visit <https://www.svusd.org/departments/educational-services/student-services/section-504>. If you would like more information regarding the Individuals with Disabilities Education Act, please visit <https://www.svusd.org/departments/educational-services/special-education> . Upon your request, the school will follow Child Find procedures under Section 504 or IDEA as appropriate.

All students with disabilities have a right to participate in appropriate programs of publicly supported education. Each student with a disability is assured a free appropriate public education ("FAPE") (either as defined by Section 504 or the IDEA) appropriate to meet their needs in publicly supported programs through completion of secondary education programs for each student found to be eligible under Section 504, consideration will be given to what supports, if any, are necessary outside of general education supports to enable the student to receive an equal opportunity to access the curriculum and activities of the school. Each student found to be eligible under

the IDEA shall have their educational goals and objectives specified in a written Individualized Education Program. Both Section 504 or IDEA gives students and their parents or guardians certain rights to due process hearings and/or local/state/federal complaint procedures with respect to the identification of, assessment of, placement of, and/or provision of a FAPE to students. For additional information about these programs and rights, or to file a local, state or federal complaint regarding Section 504 or IDEA matters, please contact Student Services at (949) 580-3492 for questions about Section 504 or Special Education at (949) 580-3206 for questions about IDEA or to obtain a copy of the pertinent procedural safeguards or, as applicable, the district's complaint forms/procedures [EC 56000 et. seq. 56040, 56300, 56301; 20 USC 1411, 1412; 34 CFR 300.121, BP 6164.4, AR 6164.4].

### **G. Multilingual Learners**

SVUSD offers options for students who display Limited English Proficiency (LEP) based on testing when entering the district. Upon enrollment when a language other than English is noted on the student's Home Language Survey, in accordance with state regulations, our school district is required to assess the English language proficiency of the student within thirty (30) calendar days of initial enrollment. The assessment used to determine **initial** English proficiency is the English Language Proficiency Assessments for California (ELPAC). On the basis of this English language assessment, students are classified as either Initially Fluent English Proficient (I-FEP) or Multilingual Learner (ML\*). This assessment is used to determine appropriate program placement that might include, but not limited to: Structured English Immersion, and Dual-Language Immersion. Parents of English Learners are informed regarding the identification method, the level of proficiency of their student, the method of instruction, and requirements for exiting the program [EC § 305[a][2], EC 306[c][3], EC 306[c][1], EC 306[c][2]BP 6174, AR 6174) and [EC §§ 313, 60810, 5CCR §§ 11510[k], 11511[a], 5 CCR §§ 11307[a], 11511].

At the time of parental notification, all placement options are explained to all parents of MLs. The benefits of each option are included in this explanation, and parents are informed of their right to choose a language acquisition program that best suits their student. Schools in which the parents or legal guardians of 30 students or more per school, or the parents or legal guardians of 20 students or more in any grade may request a language acquisition program designed to provide language instruction. Consequently, the district shall be required to offer such a program to the extent possible [20 U.S.C. Section 6312[e][3][A][viii][III]]; EC Section 310[a].

Parents may provide input regarding language acquisition programs during the development of the Local Control Accountability Plan [EC Section 52062]. If interested in a different program from those listed above, please contact the Director of Language Acquisition to ask about the process. Parents of Multilingual learners have a right to decline or opt their student out of the school district's language acquisition program or opt out of particular English learner service(s) within a language acquisition program [20 U.S.C Section 6312[e][3][A][viii]]. However, LEAs remain obligated to provide the student meaningful instruction) until the student is reclassified, inform the parent when progress is not made, and offer the parent programs and services to consider at that time [5 California Code of Regulations Section 11302]. Multilingual Learners in grades K-12 with an IEP will continue to receive English Language Development (ELD) support in conjunction and collaboration with the general education teacher. The Special Education Department and the site will work together with the parent to ensure parental request and educational goals are met.

Regardless of the program option provided, each ML is expected to make progress in English and in grade-level academics. Board Policy [BP 6174] for MLs states: "The Governing Board intends to provide English Learners with challenging curriculum and instruction that develop proficiency in English as rapidly and effectively as possible in order to assist students in accessing the full educational program and achieving the district's academic standards." All MLs are required to take the annual administration of the summative ELPAC until reclassification is reached.

Information on the types of language programs are available at the district and a description of each program is detailed in the Description of Language Programs document which can be found under the Annual Notification to Parents tab on our website. If your student is Limited English Proficient (LEP) and has been identified for participation or is participating in the language instruction educational program, please contact the Director of Language Acquisition, for the above information specific to your student.

*\* The Aeries Student Information System classifies Multilingual Learners as Limited English Proficient (LEP)*

### **H. Career Counseling**

High school counselors are trained to help students prepare for college and career planning. Counselors help guide students by providing information about financial aid, college requirements, CTE (Career Technical Education) courses, and careers. This information is provided to students in classrooms and to parents during evening presentations. At other times, counselors in the intermediate schools and high schools are available by



appointment to meet with students and their families. All students are provided career counseling and course selection opportunities [EC 221.5, 51229, BP 6164.2].

### **I. University of California (UC) and California State University (CSU) Admissions**

The requirements for admission to the University of California and California State University systems include a set of approved courses referred to as the "a-g" courses. The intent of the "a-g" courses ensures students can participate fully in the colleges' first-year programs in many fields. They are written for all students expecting to enter the state system, not to prepare for specific majors. The courses assure faculty that students have attained general knowledge that will provide breadth and perspective to new, more advanced study. Fulfillment of the "a-g" pattern demonstrates that students attained critical thinking and study skills [EC 51229, 48980 (m)].

UC and CSU require a minimum 15-unit pattern of courses for admission as a first-time freshman. Each unit is equal to a year of study in a subject area. A grade of C or higher is required for each course used to meet any subject requirement. To satisfy the UC requirement, at least 7 of the 15 yearlong courses must be taken in the last two years of high school. Eleven "a - g" courses must be completed prior to the beginning of the 12<sup>th</sup> grade or the last year of secondary school in order for applicants to receive a review of their application. The SVUSD High School Registration Guide provide the courses required for SVUSD graduation as well as CTE courses that meet the UC/CSU "a - g" criteria.

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

UC: <https://admission.universityofcalifornia.edu/admission-requirements/freshman-requirements>

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

### **I. Career Technical Education (CTE)**

Career Technical Education, also known as CTE, is defined as a program of study that involves a multiyear sequence of courses that integrates core academic knowledge with technical and occupational knowledge to provide students with a pathway to postsecondary education and careers. CTE is designed to help students develop the academic, career, and technical skills needed to succeed in a knowledge and skills-based economy. CTE courses satisfy the SVUSD graduation requirement of 10 Units of a "Visual and Performing Arts, World Language, American Sign Language or Career Technical Education" within the 165 Units of required courses. In addition, most CTE courses offered through SVUSD and Coastline ROP articulate with a nearby community college and several courses satisfy the subject matter requirements for admission to the University of California and the California State University system (primarily in the "f" Visual and Performing Arts or the "g" College Prep Electives categories). More information can be viewed on the SVUSD CTE website, and at the California Department of Education website [EC 48980 (m), 51229, BP 6030, 6178, AR 6030, 6178].

### **K. Advanced Placement (AP)/ International Baccalaureate (IB) Exams**

Each of the comprehensive SVUSD high schools offers the opportunity for students to take AP and IB exams. Students who are either enrolled or eligible to participate in the Federal Free or Reduced-Price Lunch Program may receive AP Exam and IB exam fee reductions [EC 48980(k), 52240, AR 6141.5].

### **L. Student Fees**

Section 49011 of the Ed Code and Section 5 of Article IX of the California Constitution, requires educational activities to be provided free of charge to all students without regard to their families' ability or willingness to pay fees. Thus, fees may not be charged, unless authorized by law, for items such as: registering for a class, a condition for participation in a class or an extracurricular activity; a security deposit, to obtain a lock, locker, book, class apparatus, musical instrument, uniform, or other materials or equipment; or to obtain materials, supplies, equipment, or uniforms associated with an educational activity [EC 49010, 49011].

### **M. Professional Qualifications of Teachers and Paraprofessionals**

The Every Student Succeeds Act (ESSA) grants parents the right to request information regarding the professional qualifications of the student's classroom teachers [20 USC 6301 et seq.], 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 student is provided services by paraprofessionals and, if so, their qualifications.

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

## **IX. STUDENT RECORDS**

### **A. Student Records**

Parents/guardians have the right to review, get copies, and inspect their student's school records within five business days of a written request or oral request or before any meeting regarding an individualized education program or a hearing. Those records are confidential and privacy will be maintained except in some instances such as when your student transfers to another school. The records include transcripts, discipline letters, commendations, attendance, health, and enrollment data. The registrar or office manager maintains the records at your school site. Help is available to interpret the material, if needed. When more than one student is named in the records, parents may only see material related to their student. If requested, the district will provide a list of types and locations where materials are held. There is a log of who has viewed the records that is kept at the same location as the records. Education records may be disclosed to school officials as well as certain state and local officials and in specific circumstances pursuant to EC 49076 without written consent. District administrative regulation Board Policy 5125 sets forth the criteria by which school officials and employees can look at the files and what constitutes a legitimate educational interest. Files may be reviewed to identify student eligible for public school choice or supplemental educational services. Parents may have copies made of their student's records for twenty-five cents (25¢) per page. If you cannot afford the cost of copies they will be provided free of charge. For students records maintained at the District Office, call the Custodian of Records at (949) 580-3212 [EC 49062, 49063, 49065, BP 5125, AR 5125].

Parents/Guardians also have the right to file a written request with the superintendent challenging the records. Parents/Guardians can challenge how your request was handled with the district or with United States Department of Education if you think there is an inaccuracy, unsubstantiated conclusion or inference, a conclusion outside the observer's expertise, comment not based on personal observation with time and date noted, misleading information, and violation of privacy rights. You will get to meet with the superintendent or designee within 30 days. If your challenge is sustained, the changes will be made. If not, you can appeal to the school board, which has final authority. If you still have a different view, your view can be included in the student's record [EC 49060, 49070, 56504; FERPA; 34 CFR Part 99, USC §1232g, AR 5125.3].

If a student transfers from one public or private school to another public or private school within the state, the student's permanent record (or copy) shall be transferred no later than 10 school days following the date the request is received [EC 49068].

The Governing Board 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 student 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 student 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 student. 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).

### **B. Special Education Records (Additional Information)**

**A parent/guardian shall have the right to examine records or receive a copy of their student's educational records upon request within five business days.**

All requests for a copy of Special Education student's records shall be to the Custodian of Special Education Student Records (District Director of Special Education). If the Custodian of Special Education Student Records is unavailable, a designee shall have the authority to receive the written or verbal request and copy and release the records. If a request is made verbally, it shall be documented on the day it is received by Custodian of Special Education Student Records or their designee. All records requested will be copied and made available for pick up

within five (5) business days of the receipt of the written/verbal request. All requests for Special Education Student Records will be documented and date stamped and logged in on a spreadsheet by the Secretary to the Custodian of Special Education Student Records who will also record the date the records were picked up or sent and any problems that were encountered. Should any problems surface, the Director of Special Education will address them immediately. Requests for Special Education Student Records can also be addressed to the Custodian of Special Education Student Records via FAX at (949) 454-1711.

All requests for copies of Special Education Student Records will be responded to within five (5) business days of receipt. The five (5) business day rule for copying these records will begin when that letter is opened/fax or email is received and the request for Special Education Student Records is made known. During periods when administrative offices are closed, all requests will be complied with by the Custodian of Special Education Student Records upon receipt [EC 56043(n)].

Prior to destroying Special Education Student Records, a parent will be notified that personally identifiable information is no longer needed. Parents have the option of requesting access to student records prior to destruction [34 CFR 300.624, 5 CCR 16026, 5 CCR 16027]. This shall serve as notice that special education hard-copy records are generally only maintained for a three-year period. Outdated records are offered to parents prior to destruction. For those who have graduated/received a certificate of completion/discontinued, records are destroyed three years after date of scheduled graduation/completion. If students transfer to another district, SVUSD forwards special education records to the new school and does not maintain copies. Electronic data-base records may be kept beyond this time period. At the end of the 2022-2023 school year, all special education records with graduation/completion/discontinuation record dated prior to June 2020 will be destroyed.

### **C. Release of Directory Information**

Directory information may include a student's name, address, phone, e-mail, birthdate, major field, participation in official activities and sports, weight/height of members of athletic teams, attendance dates, degrees/awards received, and the recent previous public or private school attended by the student; not pictures. The law allows schools to release "directory information" to certain persons or organizations without written consent including companies that manufacture class rings or publish yearbooks, honor roll or other recognition lists, graduation programs and sports activity sheets. No directory information regarding your student 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 student's school if you wish to deny access to directory information concerning your student. Release of directory information of a homeless student is prohibited unless a parent or eligible student has given written consent that such information may be released. With parent permission on the Registration Form, directory information may be released to: PTA, PTSA, PTO; press, television, Internet, and other news media; Orange County Registrar of Voters; official employment or recruitment representatives of private industry; federal and state legislators; federal, state and local government agencies; military forces of the United States; and colleges and scholarship organizations for application and scholarship requirements (including a transcript with grades, GPA, class rank and test scores) [EC 49061(c), 49063, 49073; FERPA; NCLB, 20USC 7908; BP 5125.1, AR 5125.1].

United States law set forth in FERPA grants parents certain rights with respect to their student's records. Please refer to Attachment #8 for Model FERPA Notice under the Annual Notification to Parents tab on our website.

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

### **D. 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. Please refer to Attachment #8 under the Annual Notification to Parents tab on our website.

## **X. HEALTH SERVICES**

### **A. First Grade Physical Exam**

State law requires that for each student enrolling in the first grade, the parent must present a "Report of Health Examination for School Entry" (form PM171 A), signed by a licensed physician or nurse practitioner, verifying that the student has received a physical examination within the last 18 months (but no later than 90 days after beginning attendance). Parents can obtain the required form from the school district or their student's school.

Parents are encouraged to have their student's physical exam done any time after March of the year their student will begin kindergarten to meet this requirement. If the student does not receive this exam, parents must file a "Waiver of Health Examination for School Entry" (form PM171 B) with the school district stating the reasons they are unable to obtain such services. Parents can obtain the required form from the school district or their student's school. Parents should understand that their student may be sent home if they fail to provide the "Health Exam" (PM 171 A) or "Waiver" (PM171 B), or if the student is suspected to be suffering from a contagious disease. Parents may find it convenient to have their student immunized at the same time that the physical examination is conducted [EC 49450, 49451; HSC 124085, 124100, 124105, 120475, 5CCR 432, AR 5141.32].

These services may be available to families at no cost through the Child Health and Disability Prevention Program (CHDP). For information, parents may contact:

County of Orange Health Care Agency

1725 West 17<sup>th</sup> Street, Santa Ana, CA 92806, (800) 564-8448

or

Camino Health Center

33081 Calle Perfecto Suite A, San Juan Capistrano, CA 92675, (949) 240-2272

### **B. K-12 Immunization Guidelines**

A student may not be admitted to school unless they have been immunized against Diphtheria, Pertussis (whooping cough), Tetanus, Poliomyelitis, Measles, Mumps, Rubella, Varicella (chickenpox) and Hepatitis B.

Students entering Transitional Kindergarten (TK) or Kindergarten are required to have three doses of Hepatitis B vaccine, four doses of Polio, five doses of Dtap, two doses of Varicella, and a second dose of measles-containing vaccine. These requirements also apply to new admissions and transfers for all grades.

Before entering the 7<sup>th</sup> grade, students are required to have a second dose of Varicella and a Tdap booster (Tetanus, reduced diphtheria and pertussis). The Tdap, DTap, or DTP vaccine given on or after their 7<sup>th</sup> birthday will meet the requirement for Tdap. In addition, the TK-12 immunization requirements apply to 7<sup>th</sup> graders who are new admissions, previously had a valid personal beliefs exception filed before 2016 upon entry between TK/Kindergarten and 6<sup>th</sup> grade, or a medical exemption note completed by a licensed physician.

Medical exemptions issued prior to January 1, 2020 from a physician who has had any disciplinary action taken by the Medical Board of California or Osteopathic Medical Board of California are no longer valid. This applies to students in any grade level. Students with medical exemptions that are no longer valid, will need to provide records of the above immunization requirements or obtain a new medical exemption through the California Immunization Registry-Medical Exemptions (CAIR-ME) system in order to enroll for in-person instruction [H&S § 120372].

The required immunizations are available from the Orange County Health Care Agency or a licensed physician. Documented proof of immunization is required upon admission. Students who lack one or more required vaccine doses that are not currently due may be admitted on condition that they receive the remaining doses when due (Title 17, Section 6035).

The above requirements do not apply if the student has a medical exemption issued through the CAIR-ME system. Schools may continue to accept personal belief exemptions on file at a public/private school prior to January 1, 2016, and unconditionally admit a student until the student enrolls in the next grade span, as specified. After July 1, 2016, schools may not unconditionally admit or advance a student on the basis of a personal beliefs exemption [H&S § 120335].

If an outbreak of a communicable disease occurs at a school, any non-immunized student may be excluded for their own safety until such a time as directed by health officials or district administration [HSC 120335, 120365, 120370, 120375, 120440; EC 49403, 48216, 48980, BP 5141.31, AR 5141.31].

For more information on school immunization requirements, visit [www.shotsforschool.org](http://www.shotsforschool.org).

### **C. Oral Health Screenings**

California Law, Education Code Section 49452.8, encourages parents or guardians to have their student's oral health assessed by May 31<sup>st</sup> of the student's first public school year (kindergarten or first grade), however this screening is not required for school entry. Assessments within the 12 months before the student enters school also meet this recommendation. The assessment must be done by a licensed dentist or licensed or registered dental health professional.

The following resources can help you complete this recommendation:

1. Medi-Cal/Denti-Cal's toll-free number or website can help you to find a dentist who takes Denti-Cal: Call (800) 322-6384 or online on [Denti-Cal's website](#).

2. Medi-Cal Overview: Call (800) 300-1506 on [Medi-Cal's website](#).
3. For additional resources that may be helpful, contact the County Health Department at 800-564-8448 or on the [County Health Department website](#).
4. Oral Health Assessments/Low Cost Dental Screenings—California Dental Association: Call 800-CDA.SMILE or on the [California Dental website](#).  
Camino Health Center Dental Clinic: Call (949) 240-2272 or on the [Camino Health Center website](#).

#### **D. Administering Medication**

Students may take medication, which is prescribed by a physician, with assistance from designated school personnel during the school day if:

1. The district designee has received an "SVUSD Parent/Guardian and Authorized Health Care Provider Request for Medication" form (revised 8/20/2020) signed by a physician, licensed by the state of California, containing:
  - a. A written statement from a physician, licensed by the state of California, detailing the medication name, method, amount, and time schedules by which the medication is to be taken; and
  - b. Parent/guardian signs the written statement on the required form, indicating their desire that the district assist their student in taking the medication; and
2. Parent and physician both sign the release statement on the form.
3. A copy of the "SVUSD Parent/Guardian and Authorized Health Care Provider Request for Medication" (rev 8/20/2020) is available from the district [EC 49423 and 49480].

Students 10 years of age and older may carry and self-administer inhaled asthma medication and/or auto-injectable epinephrine only if the rules in items one through four above are met, and the physician has initialed the statement stating that the student has been instructed in, and demonstrates understanding of the proper usage of the epi-pen or asthma inhaler. This does not apply to any other medication [EC 49423, 49480, BP 5141.21, AR 5141.21].

If the student is on a continuing medication regimen for a non-episodic condition, parents are required to notify the district designee of the medication being taken, the current dosage, and the name of the supervising physician [EC 49480].

#### **E. Student Suicide Prevention Hotline**

The telephone number to reach the National Suicide Prevention Lifeline (1-800-273-8255) is printed on the back of student identification cards [E.C. 215.5, 48980].

#### **F. Student Mental Health Services**

Information on how to initiate access to available mental health services on campus or in the community, or both, is available on the school's website and the student handbook [E.C. 49428, 48980].

#### **G. Physical Screenings/Prevention**

Students when outdoors can wear sun protective clothing, including, but not limited to hats. Students may also apply sunscreen during the day without a doctor's note or prescription [E.C. 35183.5, 35291].

If parents want their student to be exempt from physical screenings at school, they must file a written statement with the school refusing such a screening. However, when there is a good reason to believe that a student is suffering from a recognized contagious or infectious disease, they may be sent home and shall not be permitted to return to school until the contagious or infectious disease does not exist [EC 49451, 48980; BP 5141.3, AR 5141.3].

In addition, Vision and Hearing Screening is also conducted. Students' vision and hearing will be screened by an authorized person if they are enrolled in Transitional Kindergarten, Kindergarten, 2<sup>nd</sup> grade, 5<sup>th</sup> grade, 8<sup>th</sup> grade, or a high school student new to the district. Students who are referred by a parent or teacher, may also be screened. If the parent does not wish for their student to be screened, parents must present a certificate from a physician or optometrist verifying screening or a written denial of consent to the school prior to testing [EC 49455, 49452, BP 5141.3, AR 5141.3].

#### **H. Confidential Medical Services**

School authorities may excuse any student in grades 7-12 from school for the purpose of obtaining confidential medical services without the consent of the student's parent or guardian [EC 46010.1; BP 5145.1].

#### **I. Tobacco-Free Campus Policy**

The Governing Board has adopted and enforces a tobacco-free campus policy. The policy prohibits the use of tobacco products, including e-cigarettes, at any time, in district-owned or leased buildings, on district property and in district vehicles [H&SC Section 104420; BP 5145.1].

## **I. Type 2 Diabetes**

Information required to be provided to parents of 7<sup>th</sup> grade students regarding Type 2 diabetes can be found under the Annual Notification to Parents tab on our website [EC 49452.7].

## **K. Medical Insurance for Students**

SVUSD **does not** provide insurance on individual students and **does not assume** responsibility for these costs. However, as a service to you and your student, California Education Code 49472 allows school districts to distribute printed material concerning students' insurance programs offering you access to a low cost, parent-purchase student accident/health insurance program. The programs are arranged and administered by Myers-Stevens & Toohey & Co., Inc. a firm that has specialized in such coverage for 40 years. These insurance programs are voluntary, but may meet particular needs of many families, especially those families with no insurance coverage. Although you may already have medical insurance for your family, purchase of this additional coverage will assist you by paying deductibles and balances left after your primary carrier has paid. This insurance provides coverage for your student while on school grounds or in school buildings during the time your student is required to be there because of attendance during a regular school day or while being transported by the district to and from school or other places of instruction. Enrolling your student in this low-cost insurance will ease your concerns in the future should an injury occur. Volunteer Student Accident Insurance brochures from Myers-Stevens & Toohey & Co., Inc. are included in; the Data Confirmation process, are available from the school office manager, and from the Myers-Stevens & Toohey & Co., Inc. website: [www.myers-stevens.com](http://www.myers-stevens.com) [EC 32221.5, 49472, BP 5143]. SVUSD strongly advises families to consider purchasing this inexpensive insurance coverage for their student.

## **L. Student Athletes**

SVUSD does not provide medical insurance or make available hospital services for students who are injured while participating in athletic activities. However, SVUSD requires its athletes to be covered by accidental injury insurance. Brochures for the Volunteer Athletic Pupil Accident Insurance may be obtained from all the high school athletic secretaries or on the Meyers-Stevens & Toohey & Col, Inc. website, [www.myers-stevens.com](http://www.myers-stevens.com).

As per Ed. Code, an athlete who is suspected of sustaining a concussion or head injury in an athletic activity shall be immediately removed from the athletic activity for the remainder of the day, and shall not be permitted to return to the athletic activity until the athlete is evaluated by a licensed health care provider. The athlete shall not be permitted to return to the athletic activity until the athlete receives written clearance to return to the athletic activity from a licensed health care provider. If the licensed health care provider determines that the athlete sustained a concussion or a head injury, the athlete shall also complete a graduated return-to-play protocol of no less than seven days in duration under the supervision of a licensed health care provider. SVUSD will annually provide a concussion and head injury information sheet as part of the SVUSD Athletic Clearance process prior to practice or competition. [EC 49471, 49475]

Ed. Code also states that if a school district elects to offer an athletic program, the school district shall give the Opioid Factsheet for Patients published by the Centers for Disease Control and Prevention to each athlete annually. Within SVUSD, the athlete and the athlete's parent/guardian receive the Opioid Factsheet for Patients as part of the SVUSD Athletic Clearance process prior to practice or competition. The Opioid Factsheet for Patients can also be found under the Annual Notification to Parents tab on our website. [Ed. Code 49476]

## **M. Medi-Cal Services**

Applications for free or low cost medical services based on family income may be obtained by calling the South Orange County Family Resource Center at (949) 364-0500 or Medi-Cal at (800) 281-9799. Families that qualify for Medi-Cal services may also be eligible for free or reduced student lunches. See "Student Lunch Program" in this booklet [EC 49472].

# **XI. INTERNET/COMPUTER POLICIES**

Computers and computing resources are important tools for furthering the district's educational mission. This policy outlines the expectations for you to use these resources responsibly [EC 51871.5]. Technology use in SVUSD complies with Family Education Rights and Privacy Act (FERPA) and Child Internet Protection Act (CIPA) regulations.

## **A. Parent/Guardian Responsibilities**

Parents/guardians must discuss this policy with their student and instruct them regarding any restrictions against accessing material that are in addition to the restrictions set forth in the district policy. Please emphasize the importance of following the rules for personal safety.

## **B. Acceptable Use Policy (AUP)**

1. Purpose
  - a. It is the policy of SVUSD to maintain an environment that promotes ethical and responsible conduct in all online network activities by staff and students. This document serves as the guidelines and expectations of all employees, students, and other individuals working within SVUSD with regards to acceptable use of network and online resources.
2. Responsibilities
  - a. User Responsibilities
    - i. Use of electronic media provided by SVUSD is a privilege that offers a wealth of information and resources for research. In order to maintain the privilege, users agree to learn and comply with all of the provisions of this policy.
    - ii. Users may not use the district Internet system for commercial purposes.
3. Guidelines
  - a. Access to Online Materials
    - i. The material users may access through the district's systems should be for educational use only. Use of district systems for entertainment purposes and/or non-academic social media use is strictly prohibited.
    - ii. Users will not use the district systems to access, publish, send, or receive any material in violation of applicable law. This includes, but is not limited to: material that is obscene; child pornography; material that depicts or describes in an offensive way, violence, nudity, sex, death, or bodily functions; material that promotes or advocates illegal activities, material that promotes the use of alcohol, tobacco, or weapons; material that advocates participation in hate groups or other potentially dangerous groups; materials that promote illegal behavior; material protected as a trade secret or material that can be construed as harassment or disparagement of others based on their race/ethnicity gender, sexual orientation, age disability, religion, or political beliefs.
    - iii. Students who mistakenly access inappropriate information must immediately report such access to a teacher or school administrator.
    - iv. Students may not download apps or software on district-purchased devices or alter system configurations unless they have received approval from a teacher or administrator.
  - b. Safety
    - i. To protect users' personal contact information, users shall not share online students full name or information that would allow an individual to locate a student including: family name, home address or location, work address or location, or phone number.
    - ii. Any message a user receives that is inappropriate or makes a student feel uncomfortable should be reported as well. Students should not delete such messages until instructed to do so by a school staff member.
  - c. Unlawful, Unauthorized, and Inappropriate Uses, Activity, and Language
    - i. Users shall not attempt to gain unauthorized access to the district Internet system or any other computer system through the district internal or external systems. This includes logging in to someone else's account and/or accessing someone else's files.
    - ii. Users shall not use the district systems to engage in any other unlawful act, including arranging for a drug sale or the purchase of alcohol, engaging in criminal gang activity, or threatening the safety of any person.
    - iii. Users shall avoid inappropriate language in their electronic communications including collaborative communications within software such as commenting in Google Docs.
    - iv. Users shall not post information that could cause damage or danger of disruption to offices, schools, organizations, or persons.
    - v. Users shall not engage in personal attacks, including prejudicial or discriminatory attacks. This includes knowingly or recklessly posting false or defamatory information about a person or organization.
    - vi. Users will not harass or bully another person. Cyberbullying is prohibited by state law and district policy.
  - d. Plagiarism, Copyright, and User Agreement Infringement

- i. Users will not plagiarize works from any source.
    - ii. Users will not inappropriately share or reproduce a work that is protected by a copyright including songs, digital images, movies, or other artistic works.
    - iii. Users must honor their user agreements with personal accounts such as Netflix, and other streaming/software accounts where the terms of use prohibit using the account for anything other than “personal and noncommercial use.” SVUSD does not guarantee access to these services.
    - iv. When introducing a new software or app to more than one district device, the user, department, or site must purchase enough licenses for each device the user adds it to. Legal action may be taken in such cases that an app or software has not been purchased for each device in cases where the license agreement requires it.
  - e. Personal Devices
    - i. Permission to have a device at school is contingent upon an understanding and agreement of this AUP policy. In student cases, parents must have this understanding and agreement.
    - ii. All costs for data plans and fees associated with devices are the responsibility of the owner.
    - iii. Mobile devices with Internet access capabilities are required to use district provided Internet through the district’s filtered network while on school property.
    - iv. Student use of personal devices during class time must be authorized by the teacher.
    - v. Users may not photograph, videotape, or record any individuals without the written permission of the teacher or administrator and the students being photographed. Recordings made in a classroom require the advance written permission of the teacher or administrator.
    - vi. Users may not take, possess, or share obscene photographs or videos.
    - vii. Users may not photograph, videotape, or otherwise record instructional materials and assessments.
  - f. System and Account Security
    - i. Users shall not share passwords or account information and must take reasonable precautions to prevent others from using your accounts. This includes NT Username/Passwords and district WiFi passwords.
  - g. Privacy
    - i. Users should not expect privacy in the contents of their personal files and in their overall district Internet use on the district systems. All Internet usage is monitored. Violations will be reported to site and/or district personnel who will conduct further investigations as warranted.
    - ii. Parents have the right to request to see the contents of their student’s files and/or Internet history at any time.
  - h. Vandalism
    - i. Vandalism, in addition to physical damage, is also defined as any malicious attempt to access, harm, alter, or destroy data, data of another user, or any other agencies or networks that are connected to the system. This includes but is not limited to creating/uploading viruses or hacking.
4. Violations of this Agreement
- a. In the event there is a claim that a user has violated the law or this policy, the user’s access to the district’s computer resources may be terminated and/or offending users may be disciplined under SVUSD’s discipline guidelines.
  - b. SVUSD will cooperate fully with local, state, or federal officials in any investigation related to any unlawful activities conducted through the district systems.
5. Responsibility for Loss or Damages
- a. Users can be financially responsible for any harm that might result from the user’s intentional misuse of the system. In the case of student misuse, parents will be held responsible.
  - b. SVUSD assumes no responsibility for the loss, destruction, or theft of any personal devices including but not limited to cell phones, computers, and/or personal electronic devices. School officials and district office staff are not required to investigate lost or stolen personal electronic equipment.
  - c. SVUSD is not responsible for online material accessed off campus on a non-district network.
  - d. If a district-purchased device is checked out to a student with written parent permission for use off-campus, parents can be held financially responsible for loss or damage to the device.



- e. Devices should not be left unattended.
6. Actions
- a. The principal or administrator may cancel a user's privileges whenever the user is found to have violated this policy.
  - b. Inappropriate use may include discipline under SVUSD's discipline's guidelines, suspension or expulsion, in accordance with law, school, and board policy.

### **C. Student Privacy**

Apps and online services are used in SVUSD in compliance with legal requirements for safety and security, including but not limited to the Family Education Rights and Privacy Act (FERPA), the Protection of Pupil Rights Amendment (PPRA), the Children's Online Privacy Protection Act (COPPA), the Children's Internet Protection Act (CIPA), and the Student Online Personal Information Protection Act [SOPIPA or SB 1177]. For more information, please see "A Parent's Guide to FERPA at <https://studentprivacy.ed.gov/resources/ferpa-general-guidance-parents> or "Student Online Personal Information Protection Act (SOPIPA)" at <https://www.common sense media.org/kids-action/about-us/our-issues/digital-life/sopipa>

#### 1. Google Workspace for Education

- a. SVUSD provides students access to Google Workspace for Education. Google Workspace includes web-based programs providing word processing, spreadsheet, presentation, calendaring, research, and collaboration tools for all SVUSD students and teachers. The effective use of these tools will help prepare and engage our 21<sup>st</sup>-century learners.

We believe that the tools provided by the Google Workspace neatly align with international standards for technology integration as well as with our own Board of Education policies. While a full suite of tools will be available for all SVUSD schools, each teacher will determine which specific ones are most appropriate for their individual educational setting. Access to Google Workspace is login/password protected and internally monitored for suspicious activity.

Google Workspace runs on an Internet domain (mysaddleback.org) owned by SVUSD and is intended for educational use only. As a cloud-based collection, Google Workspace will be available at school and at home via the web, and students can only gain access with their set monitored login and password.

Even though a strict content filter will be in place while students are in school, there is always a chance, students could be exposed to inappropriate content. School staff will monitor students' use of Google Workspace when home. Students are responsible for their own behavior at all times and their strict adherence to SVUSD's students are at school. Parents are responsible for monitoring their student's use of Google Workspace when accessing programs from Acceptable Use Policy is expected. Google Workspace can include various services, such as Drive, Calendar, Sites, Hangouts, and Classroom. Each school will choose which tools best suit their educational goals; please contact your school directly with questions regarding the access provided for that location.

- b. The following safety features are in place:
  - 1. Firewall and content filters to block viruses and inappropriate content;
  - 2. SSL certificates and authentication for security for all tools where applicable.
- c. For more information about student data privacy in Google Workspace for Education, please see the Google Workspace Privacy Policy.

#### 2. Other Cloud-based Services

- a. SVUSD may release personally identifiable information about students to the following agents, among others:
 

<ul style="list-style-type: none"> <li>● Amplify Science</li> <li>● Benchmark Education</li> <li>● Big Ideas Learning</li> <li>● Brain Pop</li> <li>● Clever</li> <li>● Ellevation</li> <li>● Follett Learning</li> <li>● Google</li> <li>● Harcourt School Publishers</li> </ul>	<ul style="list-style-type: none"> <li>● Houghton Mifflin Harcourt</li> <li>● Illuminate Education</li> <li>● Instructure</li> <li>● McGraw Hill Education</li> <li>● Panorama Education</li> <li>● Scholastic</li> <li>● Seesaw Learning Journal</li> <li>● Turnitin</li> </ul>
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Students' personally identifiable information is only used within the system, for educational purposes, and is not shared with outside agencies. Most of these companies have signed the Student Privacy Pledge at [studentprivacypledge.org](http://studentprivacypledge.org), and all of them comply with relevant statutes, regulations, and best practices for protecting student data.

- b. If you have questions or concerns about SVUSD's protection of student data, please contact the Technology Services office at (949) 580-3714.

## **XII. COMPLAINTS**

SVUSD is committed to equal opportunity for all individuals in education. For more information, please see Non-Discrimination Statements and Compliance Officers on Page 2.

### **A. Uniform Complaint Procedures**

SVUSD has the primary responsibility to ensure compliance with applicable state and federal laws and regulations governing educational programs. The Board encourages early resolution of complaints whenever possible. To resolve complaints which may require a more formal process, the Board adopts the uniform system of complaint processes specified in 5 CCR 4600-4670 and the accompanying administrative regulation.

SVUSD's Uniform Complaint Procedures (UCP) shall be used to investigate and resolve complaints regarding the following programs and activities:

1. Accommodations for pregnant or parenting students [Education Code 46015]
2. Adult Education Programs [Education Code 8500-8538, 52334.7, 52500-52617]
3. After School Education and Safety Programs [Education Code 8482-8484.65]
4. Agricultural Career Technical Education [Education Code 52460-52462]
5. Career Technical Education [Education Code 52300-52462]
6. Childcare and Development programs [Education Code 8200-8498]
7. Compensatory Education [Education Code 54400]
8. Consolidated Categorical Aid Programs [(Education Code 33315; 34 CFR 299.10-299.12)]
9. Course periods without educational content, when students in grades 9-12 are assigned to such courses more than one week in any semester or in a course the student has previously satisfactorily completed, unless specified conditions are met [Education Code 51228.1-51228.3]
10. Discriminatory harassment, intimidation, or bullying in district programs and activities, including in those programs or activities funded directly by or that receive or benefit from any state financial assistance, based on the person's actual or perceived characteristics of race or ethnicity, color, ancestry, nationality, national origin, immigration status, ethnic group identification, age, religion, marital status, pregnancy, parental status, physical or mental disability, medical condition, sex, sexual orientation, gender, gender identity, gender expression, or genetic information, or any other characteristic identified in Education Code 200 or 220, Government Code 11135, or Penal Code 422.55, or based on the person's association with a person or group with one or more of these actual or perceived characteristics [5 CCR 4610]
11. Educational and graduation requirements for students in foster care, homeless students, students from military families, students formerly in a juvenile court school, migrant students, and immigrant students participating in a newcomer program [Education Code 48645.7, 48853, 48853.5, 49069.5, 51225.1, 51225.2]
12. Every Student Succeeds Acts [Education Code 52059; 20 USC 6301 et seq.]
13. Local Control and Accountability Plan [Education Code 52075]
14. Migrant Education [Education Code 54440-54445]
15. Physical education instructional minutes [Education Code 51210, 51222, 51223]
16. Student fees [Education Code 49010-49013]
17. Reasonable accommodations to a lactating student [Education Code 222]
18. Regional Occupational Centers and programs [Education Code 52300-52334.7]
19. School Plans for Student Achievement as required for the consolidated application for specified federal and/or state categorical funding [Education Code 64001]
20. School Safety Plans [Education Code 32280-32289]
21. School Site Councils as required for the consolidated application for specified federal and/or state categorical funding [Education Code 65000]
22. State Preschool Programs [Education Code 8235-8239.1]
23. State preschool health and safety issues in license-exempt programs [Education Code 8235.5]

24. Any complaint alleging retaliation against a complainant or other participant in the complaint process or anyone who has acted to uncover or report a violation subject to this policy
25. Any other state or federal educational program the Superintendent of Public Instruction or designee deems appropriate

Complaints must be filed in writing with the following compliance officer:

Assistant Superintendent, Human Resources  
Saddleback Valley Unified School District  
25631 Peter A. Hartman Way, Mission Viejo, CA 92691  
Phone: (949) 580-3217, Fax: (949) 586-4378  
Email: HUMAN.RESOURCES@SVUSD.ORG

A complaint alleging unlawful discrimination (such as discriminatory harassment, intimidation, or bullying) may be filed only by a person who alleges having personally suffered unlawful discrimination, who believes that any specific class of individuals has been subjected to unlawful discrimination, or a duly authorized representative who alleges that an individual student has been subjected to discrimination, harassment, intimidation, or bullying. The complaint shall be initiated no later than six months from the date that the alleged unlawful discrimination occurred, or six months from the date that the complainant first obtained knowledge of the facts of the alleged unlawful discrimination. The time for filing may be extended for up to 90 days by the Superintendent or designee for good cause upon written request by the complainant setting forth the reasons for the extension [5 CCR 4630].

Complaints will be investigated and a written final decision or report shall be sent to the complainant within 60 calendar days from the receipt of the complaint unless the complainant agrees in writing to an extension of the timeline. Within 30 calendar days of receiving the complaint, the compliance officer shall prepare and send a written report. If the complainant is dissatisfied with the compliance officer's decision, the complainant may, within 5 business days, file their complaint in writing with the Board. The Board may consider the matter at its next regular Board meeting or at a special Board meeting convened in order to meet the 60-day time limit. If the Board hears the complaint, the compliance officer shall send the Board's decision to the complainant within 60 calendar days of the district's initial receipt of the complaint. In resolving any complaint alleging unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), the respondent also shall be sent, within the same timeframes as the complainant, the district's decision and, in the same manner as the complainant, may file a complaint with the Board if dissatisfied with the decision.

The complainant has a right to appeal the district's final written decision to the California Department of Education (CDE) by filing a written appeal within 30 calendar days of receiving the District's Decision. The appeal must include a copy of the complaint filed with the district and a copy of the District's Decision.

For complaints alleging unlawful discrimination based on state law, (such as discriminatory harassment, intimidation, and bullying), the investigation report shall also include a notice to the complainant that:

1. The complainant may pursue available civil law remedies outside of the district's complaint procedures, including seeking assistance from mediation centers or public/private interest attorneys, 60 calendar days after the filing of an appeal with the CDE [Education Code 262.3].
2. The 60 days moratorium does not apply to complaints seeking injunctive relief in state courts or to discrimination complaints based on federal law [Education Code 262.3].

Complaints alleging discrimination based on race, color, national origin, sex, gender, disability, or age may also be filed with the U.S. Department of Education, Office for Civil Rights at [www.ed.gov/ocr](http://www.ed.gov/ocr) within 180 days of the alleged discrimination.

A copy of the SVUSD's UCP policy and complaint procedures shall be available free of charge and are available online from the Complaint section of our district website [BP1312.3; AR1312.3; EC 234, 260 et seq. 56501; PC 422.55; Title IX of the Education Amendments of 1972; 20 USC 11138, 1681-1688, 42 USC 2000d-2000d7; 34 CFR 106.9, 300.510-511, 513; Title VI of the Civil Rights Act of 1964; IDEA; 5 CCR 4620 - 4632; Section 504 of the Rehabilitation Act of 1973].

### **B. Williams Uniform Complaint Procedures**

Parents should use the district's Williams Uniform Complaint Procedures to identify and resolve any deficiencies regarding insufficiency of textbooks and instructional materials, facility cleanliness and safety, emergency or urgent facility conditions that pose a health or safety threat to students or staff, teacher vacancy or misassignments pursuant to Education code Section 35186 as follows:

1. There should be sufficient textbooks and instructional materials. That means each student, including English learners, must have a textbook or instructional material, or both, to use in class and to take home.

2. Conditions of school facilities must be clean, safe, and maintained in good repair.
3. There should be no teacher vacancies or misassignments. There should be a teacher assigned to each class and not a series of substitutes or other temporary teachers. The teacher should have the proper credential to teach the class, including the certification required to teach English learners, if present.
  - a. Misassignment means the placement of a certificated employee in a teaching or services position for which the employee does not hold a legally recognized certificate or credential or the placement of a certificated employee in a teaching or services position that the employee is not otherwise authorized by statute to hold.
  - b. Teacher vacancy means a position to which a single designated certificated employee has not been assigned at the beginning of the year for an entire year or, if the position is for a one-semester course, a position to which a single designated certificated employee has not been assigned at the beginning of a semester for an entire semester.

To file a complaint regarding any of the above matters, a Williams Uniform Complaint Form can be obtained in the school office and filed with the principal or designee at the school in which the complaint arises. A complaint about problems beyond the authority of the principal or designee shall be forwarded to the Superintendent or designee in a timely manner, but not to exceed 10 working days. Complaints may be filed anonymously [EC 37254, 48985, 35186; 5CCR 4680].

### **C. Complaints Regarding Discrimination, Exceptional Needs Students**

You have certain rights under the law, including Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Individuals with Disabilities Education Act (IDEA). The California Department of Education and the Office for Civil Rights of the U.S. Department of Education have authority to enforce these laws and all programs and activities that receive Federal funds [E.C. Sections 260, et seq., above cited federal statutes]. If you wish further details in this regard, or wish to file a complaint, please contact the district's Uniform Complaint Officer.

### **D. Complaints Regarding Student to Student Nondiscrimination/Harassment**

Any student who engages in unlawful discrimination or harassment or sexual violence at school or at a school-sponsored or school-related activity is in violation of this policy and shall be subject to disciplinary action. Disciplinary action may include suspension and/or expulsion.

SVUSD strongly encourages any student who feels that they are being or have been sexually harassed on school grounds or at a school-sponsored or school-related activity by another student or an adult, or who have experienced off-campus sexual harassment that has a continuing effect on campus, to immediately contact their teacher, the principal, the district's Title IX Coordinator, or any other available school employee. Any employee who receives a report or observes an incident of sexual harassment shall notify the Title IX Coordinator. The Title IX Coordinator shall offer supportive measures to the complainant and respondent, as deemed appropriate under the circumstances.

Any student who believes that they are being or has been subjected to unlawful discrimination sexual harassment are strongly encouraged to immediately report the incident to the principal or any other staff member. In addition, students who observes any such incident are strongly encouraged to report the incident to the compliance officer or principal, whether or not the alleged victim files a complaint. Within one school day of receiving such a report, the school employee shall forward the report to the principal or the district's compliance officer identified in AR 1312.3. In addition, any school employee who observes an incident of unlawful discrimination, including discriminatory harassment, intimidation, retaliation, or bullying involving a student shall, within one school day, report their observation to the principal or a district compliance officer. The employee shall take these actions, whether or not the alleged victim files a complaint [EC 48980 (h), 231.5, 212.5; BP 5145.3, BP 4119.11, BP 5145.7, AR 4119.11, AR5145.7, 5CCR 4917].

Sexual harassment includes, but is not limited to, unwelcome sexual advances, unwanted requests for sexual favors, and other unwanted verbal, visual or physical conduct of a sexual nature made against another person of the same or opposite sex in the educational setting, under any of the following conditions:

1. Submission to the conduct is explicitly or implicitly made a term or condition of an individual's academic status or progress.
2. Submission to or rejection of the conduct by a student is used as the basis for academic decisions affecting the student.
3. The conduct has the purpose or effect of having a negative impact on the student's academic performance, or of creating an intimidating, hostile or offensive educational environment.

4. Submission to or rejection of the conduct by the student is used as the basis for any decision affecting the student regarding benefits and services, honors, programs, or activities available at or through any district program or activity.

Types of conduct which are prohibited in the district and which may constitute sexual harassment under state and/or federal law, in accordance with the definitions above include, but are not limited to:

1. Unwelcome leering, sexual flirtations or propositions
2. Unwelcome sexual slurs, epithets, threats, verbal abuse, derogatory comments or sexually degrading descriptions
3. Graphic verbal comments about an individual's body, or overly personal conversation
4. Sexual jokes, derogatory posters, notes, stories, cartoons, drawings, pictures or obscene gestures, or computer-generated images of a sexual nature
5. Spreading sexual rumors
6. Teasing or sexual remarks about students enrolled in a predominantly single-sex class
7. Massaging, grabbing, fondling, stroking, or brushing the body
8. Touching an individual's body or clothes in a sexual way
9. Impeding or blocking movement or any physical interference with school activities when directed at an individual on the basis of sex
10. Limiting a student's access to educational tools
11. Displaying sexually suggestive objects
12. Sexual assault, sexual battery, or sexual coercion
13. Electronic communications containing comments, words, images described above

### **E. Complaints Regarding Nondiscrimination/Harassment BP 5145.3, AR 5145.3**

#### **Process for Initiating and Responding to Complaints**

Any student who feels that they have been subjected to unlawful discrimination described above or in district policy is strongly encouraged to immediately contact the compliance officer, principal, or any other staff member. In addition, any student who observes any such incident is strongly encouraged to report the incident to the compliance officer or principal, whether or not the alleged victim files a complaint.

Any school employee who observes an incident of unlawful discrimination, including discriminatory harassment, intimidation, retaliation, or bullying, or to whom such an incident is reported shall report the incident to the compliance officer or principal within a school day, whether or not the alleged victim files a complaint.

Any school employee who witnesses an incident of unlawful discrimination, including discriminatory harassment, intimidation, retaliation, or bullying, shall immediately intervene to stop the incident when it is safe to do so [Education Code 234.1].

When any report of unlawful discrimination, including discriminatory harassment, intimidation, retaliation, or bullying, is submitted to or received by the principal or compliance officer, the principal or compliance officer shall inform the student or parent/guardian of the right to file a formal complaint in accordance with AR 1312.3 - Uniform Complaint Procedures or, for complaints of sexual harassment that meet the federal Title IX definition, AR 5145.71 - Title IX Sexual Harassment Complaint Procedures. Once notified verbally or in writing, the compliance officer shall begin the investigation and shall implement immediate measures necessary to stop the discrimination and ensure that all students have access to the educational program and a safe school environment. Any interim measures adopted to address unlawful discrimination shall, to the extent possible, not disadvantage the complainant or a student who is the victim of the alleged unlawful discrimination.

Any report of unlawful discrimination involving the principal, compliance officer, or any other person to whom the complaint would ordinarily be reported or filed shall instead be submitted to the Superintendent or designee. Even if the student chooses not to file a formal complaint, the principal or compliance officer shall implement immediate steps to stop the discrimination and to ensure all students have access to the educational program and a safe school environment.

Upon receiving a complaint of discrimination, the compliance officer shall immediately investigate the complaint in accordance with the district's uniform complaint procedures specified in AR 1312.3.

#### **F. Transgender and Gender-Nonconforming Students**

*Gender identity* means a student's gender-related identity, appearance, or behavior, whether or not that gender-related identity, appearance, or behavior is different from that traditionally associated with the student's physiology or assigned sex at birth.

*Gender expression* means a student's gender-related appearance and behavior, whether stereotypically associated with the student's assigned sex at birth.

*Gender transition* refers to the process in which a student changes from living and identifying as the sex assigned to the student at birth to living and identifying as the sex that corresponds to the student's gender identity.

*Gender-nonconforming* student means a student whose gender expression differs from stereotypical expectations.

*Transgender student* means a student whose gender identity or gender expression is different from that traditionally associated with the assigned sex at birth.

SVUSD prohibits acts of verbal, nonverbal, or physical aggression, intimidation, or hostility that are based on sex, gender identity, or gender expression, or that have the purpose or effect of producing a negative impact on the student's academic performance or of creating an intimidating, hostile, or offensive educational environment, regardless of whether the acts are sexual in nature. Examples of types of conduct which are prohibited in the district and which may constitute gender-based harassment include, but are not limited to:

1. Refusing to address a student by a name and the pronouns consistent with their gender identity
2. Disciplining or disparaging a student or excluding the student from participating in activities, for behavior or appearance that is consistent with the student's gender identity, or that does not conform to stereotypical notions of masculinity or femininity, as applicable.
3. Blocking a student's entry to the bathroom that corresponds to their gender identity because the student is transgender or gender-nonconforming
4. Taunting a student because the student participates in an athletic activity more typically favored by a student of the other sex
5. Revealing a student's transgender status to individuals who do not have a legitimate need for the information
6. Use of gender-specific slurs
7. Physical assault of a student motivated by hostility toward the student because of their gender, gender identity, or gender expression

### **XIII. EMPLOYEE CODE OF CONDUCT POLICY**

A written copy of the district's section on employee interactions with students in the code of conduct can be found under the Annual Notification to Parents tab on our website [EC 44050].

### **XIV. FURTHER INFORMATION**

Further information regarding our district schools, programs, policies, and procedures is available to any interested person upon request at your school or at Saddleback Valley Unified School District, 25631 Peter A. Hartman Way, Mission Viejo, CA 92691, or by visiting the district website. Further information on California Law can be found on the California Legislative Information website.

## **GLOSSARY OF ACRONYMS**

**AB** = Assembly Bill (California)

**AP** = Advanced Placement

**ACS** = Accrediting Commission for Schools

**ANTP** = Annual Notification to Parents/Guardians

**AR** = Administrative Regulation (SVUSD)

**AUP** = Acceptable Use Policy

**B & PC** = Business & Professional Code

**BP** = Board Policy (SVUSD)

**CAASPP** = California Assessment of Student Performance and Progress

**CAIR-ME** = California Immunization Registry-Medical Exemptions

**CC** = Civil Code (California)

**CCR** = California Code of Regulations

**CDE** = California Department of Education

**CFR** = Code of Federal Regulations

**CIF** = California Interscholastic Federation

**CIPA** = Children's Internet Protection Act

**COPPA** = Children's Online Privacy Protection Act

**CSU** = California State University

**CTE** = Career Technical Education

**E** = Exhibit for SVUSD Board of Education

**EC** = Education Code (California)

**EL** = English Learner

**ELPAC** = English Language Proficiency Assessment for California

**ESEA** = Elementary and Secondary Education Act

**ESSA** = Every Student Succeeds Act

**504** = Section 504 of Rehabilitation Act of 1973

**FAPE** = Free Appropriate Public Education

**FERPA** = Family Education Rights & Privacy Act

**GC** = Government Code (California)

**GPA** = Grade Point Average

**HFZ** = Healthy Fitness Zone

**HSC** = Health & Safety Code (California)

**IB** = International Baccalaureate

**IDEA** = Individuals with Disabilities Education Act

**IEP** = Individualized Education Plan

**I-FEP** = Initially Fluent English Proficient

**LEP** = Limited English Proficient

**ML** = Multilingual Learner

**NCLB** = No Child Left Behind Act of 2001

**OCDE** = Orange County Department of Education

**PC** = Penal Code (California)

**PFT** = Physical Fitness Test

**PL** = Public Law (part of NCLB)

**PPRA** = Protection of Public Rights Amendment

**PTA** = Parent Teacher Association

**PTSA** = Parent Teacher Student Association

**PTO** = Parent Teacher Organization

**ROP** = Regional Occupation Program

**SARB** = School Attendance Review Board

**SARC** = School Accountability Report Card

**SB** = Smarter Balance

**SEI** = Structured English Immersion

**SEL** = Social Emotional Learning

**SOPIPA** = Student Online Personal Information Protection Act

**SVUSD** = Saddleback Valley Unified School District

**TLC** = The Learning Connection

**UC** = University of California

**WASC** = Western Association of Schools and Colleges

**UCP** = Uniform Complaint Procedures

**USC** = United States Code

**VC** = Vehicle Code (California)

**WIC** = Welfare & Institutions Code

**YVAPE** = Youth Vaping Alternative Program Education