

Annual Notification To Parents/Guardians 2023-2024

July 2023

Dear Parents/Guardians:

Welcome to the new school year! Saddleback Valley Unified School District (SVUSD) is proud of the accomplishments and quality of our schools. We appreciate partnering with you to help each and every student reach their fullest academic potential and prepare for a successful future.

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

Education Code section 48982 requires that acknowledgment of this notice be signed by the parent/guardian and returned to your student's school. 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, but the signature does not indicate that consent to participate in any particular program has been either given or withheld. 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.

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

SVUSD encourages daily attendance and positive behavior, so we ask that you review the District's requirements with your student 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. Stay informed by activating your ParentSquare account to receive District and school communications and follow us on social media (Facebook-@SaddlebackValleyUSD, Instagram-saddlebackvalleyusd, and Twitter-@SVUSDSchools). Please follow us on social media and join our listserve 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 SVUSD community. We wish your student great success this coming year!

Sincerely,



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.

I. NON-DISCRIMINATION STATEMENTS

A. Statement of Non-Discrimination (EC §§200, 220; Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, § 504 of the Rehabilitation Act of 1973)

SVUSD does not discriminate on the basis of race, color, national origin, ethnic group identification, religion, sex/gender (gender identity, gender expression) physical/mental disability or immigration status. Your student has a right to a free public education, regardless of immigration status. Please refer to Attachment #1 “Know Your Educational Rights” related to immigration. Additional resources for immigrant students and family members developed by the California Attorney General are accessible at <http://oag.ca.gov/immigrant/rights>. The District will take steps to assure that the lack of English will not be a barrier to admission and participation in District programs. Complaints alleging noncompliance with the District’s policy of nondiscrimination should be directed to the following:

Title IX (Uniform Complaint Procedures)-Assistant Superintendent of Human Resources (949) 580-3226
Section 504—Director of Student Services (949) 580-3212

California Code of Regulations Title V—Director of Facilities, Construction, & Maintenance (949) 580-3250

A copy of the District’s nondiscrimination policy is available from the District office.

B. Pregnant and Parenting Students (EC §§ 222.5, 46015, 48205, 48980)

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 reenrollment in courses. Please refer to Attachment #2 under the ANTP tab on our website for the full text of section 48205.

C. Extracurricular Programs (BP 6145)

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.

D. Sexual Harassment Policy (EC §§231.5, 48980; 5 CCR §4917)

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]. Please refer to Attachment #3 under the ANTP tab on our website.

E. Nondiscrimination/Harassment (BP 5145.3)

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.

II. ATTENDANCE

A. Absences for Religious Purposes (EC §§46014, 48980)

With your written consent, your student may be excused from school in order to participate in religious exercises or to receive moral and religious instruction at your student’s place of worship or at other suitable place or places away from school property designated by the religious group. Your student may not be excused from school for this purpose on more than four days per school month.

B. Excused Absences - Make-up Allowed (EC §§48205, 48980)

Your student may be excused from school when the absence is for medical or justifiable personal reasons. Your student will be allowed to complete all assignments and tests missed during such an excused absence. Please refer to Attachment #2 under the ANTP tab on our website for the full text of section 48205.

C. 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.

D. Grade Reduction/Loss of Academic Credit (EC §§48205, 48980)

Your student may not have their grade reduced or lose academic credit for any absence or absences excused under Education Code section 48205, when missed assignments and tests that can reasonably be provided are satisfactorily completed within a reasonable period of time. Please refer to Attachment #2 under the ANTP tab on our website for the full text of section 48205.

E. Instruction for Students with Temporary Disabilities (EC §§48206.3, 48207.3, 48207.5, 48980)

If your student should suffer a temporary disability which makes attendance in regular day classes or an alternative education program in which the student is enrolled impossible or inadvisable, your student shall receive individual instruction provided by the district in which they are deemed to reside. Individual instruction includes instruction provided in your home, in a hospital or other residential health facility, excluding state hospitals, or under other circumstances prescribed by state law. 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.

1. *Homeless Liaison:* Homeless students have certain rights under California and United States law. For information concerning these rights, please contact the District's liaison for homeless children and youths, Mikey Park who may be contacted at 949-580-3212.

F. Schedule of Minimum Days and Student-Free Staff Development Days (EC § 48980)

The District is required to advise all parents/guardians of the schedule of minimum days and student-free staff development days. Please refer to Attachment #4 under the ANTP tab on our website for the District's schedule. If any minimum or student-free staff development days are scheduled following the distribution of this notice, the District will notify you as early as possible, but not later than one month before the scheduled minimum or student-free day.

H. Excuse to Obtain Confidential Medical Services (EC §46010.1)

Students in grades 7 to 12 may be excused from school for the purpose of obtaining confidential medical services, without the consent of the student's parent/guardian.

I. Students with Temporary Disabilities (EC §§48207, 48208, 48980)

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

III. SCHOOL OPTIONS/RESIDENCY/CHOICE/TRANSFERS

A. Statutory Attendance Options (EC §§35160.5, 46600, 48204, 48980)

The District is required to advise each parent/guardian of all existing statutory attendance options and local attendance options available in the District. These are options for attending schools other than the school designated for the local attendance area in which the parent/guardian resides. The options

include intradistrict transfer, interdistrict transfer, transfer based on parental employment, "district of choice" if established by Governing Board resolution, and district of enrollment pursuant to the Open Enrollment Act, as specified. You may access interdistrict transfer permit information and policy on the District's website at svusd.org/departments/educational-services/student-services/school-choice-intra-district-transfer. Please refer to Attachment #5 under the ANTP tab on our website for a complete summary of these attendance options.

B. Attendance Where Caregiver Resides (EC 48204, AR 5111.1)

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.

C. 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 12th 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.

D. 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.

IV. NOTICE OF ALTERNATIVE SCHOOLS (EC §58501)

Please refer to Attachment #6 under the ANTP tab on our website for a copy of the notice specified in Education Code section 58501.

V. RULES PERTAINING TO STUDENT DISCIPLINE (EC §§35291, 48980)

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. Duty Concerning Conduct of Students (EC §44807)

Every District teacher has a responsibility to hold students to a strict account for their conduct on the way to and from school, on the playgrounds, or during recess.

B. Duties of Students (EC §48908, 5 CCR §300)

Every student must attend punctually and regularly, conform to the regulations of the school, obey promptly all the directions of their teacher and others in authority, observe good order and propriety of deportment, be diligent in study, be respectful to their teacher and others in authority, be kind and courteous to schoolmates, and refrain entirely from the use of profane and vulgar language.

C. Safe Storage of Firearms (EC §§48980, 48986, 49392)

Please refer to Attachment #7 under the ANTP tab on our website for information regarding student firearm access prevention laws and laws relating to the safe storage of firearms.

D. Attendance of Suspended Student's Parent/Guardian (EC §48900.1, LC §230.7)

The District Governing Board has adopted a policy authorizing teachers to require the parent/guardian of a student who has been suspended by a teacher, to attend a portion of a school day in the student's classroom. No employer may dismiss or in any manner discriminate against an employee for taking time off from work to comply with this requirement.

VI. PERSONAL BELIEFS AND CURRICULUM

A. Comprehensive Sexual Health Education and HIV/AIDS Prevention Education (EC §§51938, 48980)

The District will provide instruction in comprehensive sexual health and HIV/AIDS prevention education and research on student health behaviors and risks for the coming school year. Written and audiovisual educational materials used in this education are available for your inspection at the Principal's office. The education will be taught by school district personnel. You have the right to request in writing that your student shall not receive comprehensive sexual health education or HIV/AIDS prevention education. The District may administer anonymous, voluntary and confidential research and evaluation tools to measure students' health behaviors and risks, including tests, questionnaires, and surveys containing age-appropriate questions about students' attitudes concerning or practices relating to sex. You will be notified in writing that any such test, questionnaire or survey is to be administered, and you will be given the opportunity to review the test, questionnaire or survey and request in writing that your student not participate. Please refer to Attachment #8 under the ANTP 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. Please refer to Attachment #9 under the ANTP tab on our website

C. Dissection or otherwise Harming or Destroying Animals (EC 32255, 48980, AR 5145.8)

If your student has a moral objection to dissecting or otherwise harming or destroying animals, they have the right to notify the teacher regarding this objection and to refrain from participation in an education project involving the harmful or destructive use of animals which must be substantiated with a note from a parent/ guardian.

If an adequate alternative education project is possible, the teacher may work with the student to develop and agree upon the 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.

D. Health Instruction/Conflicts with Religious Training and Beliefs (EC §51240)

If any part of the school's instruction in health conflicts with your religious training and beliefs, you may submit a written request that your student be excused from the part of the instruction that conflicts with your religious training and beliefs.

VII. STUDENT SUPPORT SERVICES/SAFETY ISSUES

A. New Lung Education and 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 a 2nd offense 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.

B. Free and Reduced Price Meals (EC §§49510, et seq., 48980)

All meals, breakfast and lunch, will be provided to students free of charge. Free and reduced applications are no longer applicable. Alternative income forms will be accessible online through the student registration/data confirmation process. This data can be used to determine eligibility for additional benefits previously provided to families completing meal applications.

C. 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, 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 at 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 works closely with local law enforcement agencies to assist us in placing these cameras. All cameras are installed in easily seen locations and there are no "hidden" cameras. Law enforcement personnel is permitted 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.

D. Leaving School at Lunch Time (EC 44808.5, 48980, BP 5112.5, AR 5112.5)

The Governing Board of the SVUSD has decided to permit 11th and 12th 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.

E. Comprehensive School Safety Plan (EC 32286, 32288)

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 November 1st. 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

F. School Accountability Report Card (EC §§35256, 33126, 32286)

The District Governing Board annually issues a School Accountability Report Card (SARC) for each school in the District. You may obtain a copy of the SARC from the Principal's office or via the SVUSD

website. The SARC includes, but is not limited to, assessment of school conditions specified in California Education Code section 33126. The SARC also includes an annual report on the status of the safety plan for your student's school, including a description of its key elements.

G. 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 students [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 students 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. Please refer to Attachment #10 under the ANTP tab on our website.

H. Visitors to Schools (EC 32212, PC 627.4, BP 1250, AR 1250)

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. Please refer to Attachment #11 under the ANTP tab on our website for Board Policy 1250.

I. 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.

J. Asbestos Management Plan (40 CFR §763.93, AR 3514)

The District's updated asbestos management plan for each school is available for inspection upon request.

K. Notification of Pesticide Use (EC 17611.5, 17612, 48980.3, AR 3514.1)

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, please refer to Attachment #12 under the ANTP 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 refer to Attachment #13 under the ANTP tab on our website. Please obtain a "Request for Pesticide Notification" from a school or please refer to Attachment #14 under the ANTP 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

VIII. INSTRUCTION/STUDENT PROGRESS

A. District Courses (EC 49091.14, BP 6000)

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

B. California Assessment of Student Performance and Progress (CAASPP) State Exams (EC 60615; 5 CCR 852)

During the spring, students in grades 3-8 and 11 will take the annual state exams. Parents may annually submit to the school a written request to excuse their student from any or all parts of the CAASPP.

C. Advanced Placement (AP) Exams (EC §§ 52242, 48980)

The District may be able to help pay for all or part of the costs of one or more advanced placement examinations that are charged to economically disadvantaged students.

D. Information on Student's Level 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 a policy [BP 1313]. The district will provide timely information on the level of achievement of your student in each of the state academic assessments.

E. Students with Disabilities

1. *Special Education and Section 504 (EC §56000 et seq.; 20 USC §1401 et seq.)*

Both California and United States law require that a free appropriate public education (FAPE) in the least restrictive environment (LRE) be offered to qualified students with disabilities. Information on student eligibility, procedural safeguards, and additional matters is available from your student's school site or the District Office.

2. *Child Find (EC §§56300, 56301)*

The District has a duty to identify, locate and assess students with disabilities who are in need of special education and related services, and Section 504. If you believe that your student is in need of special education and related services, you may initiate a referral for assessment by contacting your student's school site or the District Office.

F. 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].

Structured English Immersion (SEI): SEI is a specialized process of teaching the English language to students whose first language is not English. The goal is for students to develop academic proficiency in English, together with mastery of academic core content and multicultural proficiency. Instruction is conducted in English while primary language support is used for clarification and explanation when appropriate.

Dual Language Immersion (DLI): The goal of this language development program is the acquisition of academic and linguistic proficiency in two languages: English and Spanish. Both languages are used to

help students develop their first language while acquiring communication and literacy skills in a second language. Academic content is taught and assessed in both languages and language separation is differentiated based on grade level and language development standards. The program uses a 90-10 model in which instruction in Kindergarten is 90% in Spanish and 10% in English until students reach 6th grade when instruction is conducted in 50% Spanish and 50% English. Once students reach 9th grade, one-third of the day is in Spanish and ultimately decreasing to about 15% by the time students reach 11th grade.

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.

Additional information on the types of language programs are available at the district. 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)*

I. University of California (UC) and California State University (CSU) Admissions; Career Technical Education (EC §§51225.3, 51229, 48980)

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

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

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

UC: admission.universityofcalifornia.edu/admission-requirements/freshman-requirements

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

1. *Career Technical Education:* The California Department of Education defines “career technical education” as a program of study that involves a multiyear sequence of courses that integrates core academic knowledge with technical and occupational knowledge to provide students with a pathway to postsecondary education and careers. Career technical education includes agriculture education, home economics, industrial and technology education, and regional occupational centers and programs, among other educational programs.

For a list of career technical education courses offered by the district that satisfy the subject matter requirements for admission to the Cal State and UC systems, please see SVUSD Career Technical Education Website.

2. *Website for Career Technical Education:* Students can learn more about career technical education at the following California Department of Education website: www.cde.ca.gov/ci/ct/
3. *Counseling:* Your student has the right to meet with a school counselor for help in choosing courses that will meet college admission requirements, or enrolling in career technical education courses, or both. If you wish to schedule a meeting with a school counselor, please contact your school site.

J. Sex Equity in Career Counseling and Course Selection (EC §221.5)

You have the right to participate in counseling sessions and decisions concerning career counseling and course selection, commencing with course selection for grade 7.

K. Rights to Information Regarding the 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 , 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. 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. Rights of Parents/Guardians (EC §49063 et seq.)

1. *Types of Student Records:* A student record is any item of information directly related to an identifiable student, other than directory information, which is maintained by the District or required to be maintained by a District employee in the performance of their duties, whether recorded by handwriting, print, tapes, film, microfilm or other means. Student records include a student’s health record.
2. *Responsible Officials:* Your student’s Principal is responsible for the maintenance of student records located at your student’s school. For student records maintained at the District Office, the responsible official is the Educational Services Department.
3. *Location of Log/Record:* The law requires that a log or record be maintained for each student’s record which lists all persons, agencies, or organizations requesting or receiving information from the record and the legitimate interests therefor. For records maintained at your student’s school,

the log is in your student's file located in the Principal's office. For records maintained at the District office, the log is located in the Educational Services Department.

4. *School Officials and Employees/Legitimate Educational Interests*: School officials and employees who are authorized to review student records are school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, certificated employee, or support staff member (including, but not limited to, paraeducator, health or medical staff and school law enforcement personnel); a person serving on the school board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, educational consultant or therapist); a vendor, contractor, or other party to whom the District has outsourced institutional services or functions; an agency caseworker of a state or local child welfare agency that has legal responsibility for the care and protection of a student, other public agencies providing services to students, as well as employees of other public schools or school systems where educational programs leading to high school graduation are provided or where a District student intends to or is directed to enroll; a minor's counsel of record. Access to student records is permitted only for records that are relevant to the legitimate educational interests of the requester. Upon request, the District discloses educational records without consent to officials of another school district in which the student seeks or intends to enroll. Legitimate educational interests are described in California Education Code section 49076 and in District Board Policy 5125.
5. *Right of Access and Review/Expungement*: You have an absolute right to access to any and all student records related to your student, which are maintained by the District. A homeless student or youth or an unaccompanied youth who is 14 years of age or older may access their student records. If you wish to review records located at your student's school, please contact the Principal's office, or submit a written request that identifies the record(s) you wish to inspect. If you wish to review records located at the District Office, please contact Educational Services. The Principal or District office has five (5) business days from the day of the receipt of a request to provide access to the records. Upon satisfactory completion of the rehabilitation assignment of a student whose expulsion has been suspended by the District Governing Board, the Board may order the expungement of any or all records of the expulsion proceedings. If the Orange County Board of Education enters an order reversing the decision of the District Governing Board to expel a student, the County Board may direct the District Governing Board to expunge the record of the student and records of the District of any references to the expulsion action. When you submit a written revocation of consent after the initial provision of special education and related services for your student, the District is not required to amend the education records of your student to remove any reference to your student's receipt of special education and services.
6. *Challenging the Content of Records*: You have the right to challenge the content of any student record by filing a written request with the District Superintendent to correct or remove any information recorded in the written records concerning your student which you allege to be any of the following: (1) inaccurate, (2) an unsubstantiated personal conclusion or inference, (3) a conclusion or inference outside the observer's area of competence, (4) not based on the personal observation of a named person with the time and place of the observation noted, (5) misleading, or (6) in violation of the privacy or other rights of the student.
7. *Copying Costs*: You may receive copies of your student's student records, at a cost of twenty-five cents (25 ¢) per page.
 - a. *Transfer of Records*: The District is required to transfer a copy of your student's permanent student records within 10 schooldays to the school your student intends to enroll.
 - b. *Complaints*: You have the right to file a complaint with the United States Department of Education, concerning an alleged failure by the District to comply with the provisions of the United States Family Educational Rights and Privacy Act (20 USC §1232g).

- c. Prospectus of School Curriculum: The curriculum for your student's school is compiled at least once annually in a prospectus which is available at the Principal's office.
- d. Statement or Response to Disciplinary Actions: Whenever information is included in a student record concerning any disciplinary action taken in connection with your student, you have the right to include a written statement or response concerning the disciplinary action in your student's student record.
- e. Destruction of Student Records: 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).

This shall serve as notice that special education hard-copy records are generally only maintained for a three-year period. 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 2023-2024 school year, all special education records with graduation/completion/discontinuation record dated prior to June 2021 will be destroyed.

B. Release of Directory Information

The District has designated the following items as "Directory Information": The District has determined that the following individuals, officials, or organizations may receive directory information: District approved online instructional materials and systems, colleges and scholarship organizations for application and scholarship requirements. Directory information may also be disclosed to outside organizations without your prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks; a playbill, showing your student's role in a drama production; Honor roll or other recognition lists; graduation programs and sports activity sheets. However, with parent permission via Data Confirmation, information may be released to a private profit or non-profit making entity other than employers, prospective employers and news media representatives, including, but not limited to, PTA, PTSA, PTO, newspapers, magazines, and radio and television stations. The names and addresses of students enrolled in grade 12 or who have terminated enrollment prior to graduation may be provided to a private school or college. No directory information regarding your 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 or youth is prohibited unless a parent or eligible student has given written consent that such information may be released.

C. Release of Information to Military Recruiters (20 USC §7908)

United States law requires school districts to provide, on a request made by military recruiters or an institution of higher education, access to secondary school students' names, addresses and telephone listings. However, you have the right to request that your 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 #15 under the ANTP tab on our website for Model FERPA Notice.

X. HEALTH SERVICES

A. Health Screening and Evaluation Services (H&SC §124085)

Within 90 days after your student's entrance into first grade, you must provide a certificate documenting that within the prior 18 months your student has received appropriate health screening and evaluation services, including a physical examination. These services are available from the Orange County Public Health Department. In lieu of the certificate, you may submit a signed waiver indicating that you do not want or are unable to obtain the health screening and evaluation services for your student. If the waiver indicates that you were unable to obtain the services, then the reasons why should be included in the waiver. Parents/guardians may obtain the required form from their student's school or the Health Services Office.

B. Proof of Oral Health Assessment (EC §49452.8)

Your student must have an oral health assessment (dental check-up) by no later than May 31 of the first year entering kindergarten or first grade. Dental check-ups in the 12 months before starting school meet this requirement. Ask your dentist to fill out the Oral Health Assessment Form provided by the school. You may be excused from complying with the dental-check-up requirement by completing a Waiver of Oral Health Assessment Form.

C. Administration of Prescribed Medication (EC §§49423, 49423.1, 48980)

If your student is required to take prescription medication during the regular school day, you may request assistance for your student by the school nurse or other designated school personnel. If you wish such assistance, you must provide both a written statement from the physician and surgeon or physician assistant detailing the name of the medication, method, amount, and time schedules by which the medication is to be taken, and your own written statement indicating your desire that the District assist your student in the matters set forth in the physician's statement. Your student may also carry and self-administer prescription auto-injectable epinephrine or asthma medication if the District receives written statements from you and the student's physician, in the form required by law. You may request the "SVUSD Parent/Guardian and Authorized Health Care Provider Request for Medication" form from your student's school, the Health Services office, or the District website.

D. Student Suicide Prevention and Domestic Violence Hotline (EC §§215.5, 48980)

The telephone number to reach the National Suicide Prevention Lifeline (988) is printed on the back of student identification cards.

E. Student Mental Health Services (EC §§49428, 48980)

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.

G. Refusal to Consent to Physical Examination (EC §§49451, 48980)

You may file an annual written statement with the Principal of your student's school, stating that you will not consent to a physical examination of your student. However, whenever there is good reason to believe that the student is suffering from a recognized contagious or infectious disease, the student shall be sent home and shall not be permitted to return until school authorities are satisfied that any contagious or infectious disease does not exist.

H. Excuse to Obtain Confidential Medical Services (EC §46010.1)

Students in grades 7 to 12 may be excused from school for the purpose of obtaining confidential medical services, without the consent of the student's parent/guardian.

I. Tobacco-Free Campus Policy (H&SC Section 104420; BP 5145.1)

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

J. Type 1 Diabetes (EC §49452.6)

Please refer to Attachment #16 for information required to be provided to parents regarding type 1 diabetes.

K. Type 2 Diabetes (EC §49452.7)

Please refer to Attachment #17 for information required to be provided to parents regarding type 2 diabetes.

L. Medical Insurance for Students (EC §§49471, 48980)

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 [EC 32221.5, 49472, BP 5143]. SVUSD strongly advises families to consider purchasing this inexpensive insurance coverage for their student.

M. 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.

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.

Please refer to Attachment #18 under the ANTP tab on our website for the Opioid Factsheet. [Ed. Code 49476]

N. Continued Medication Regimen for Nonepisodic Condition (EC §49480)

If your student is on a continuing medication regimen for a nonepisodic condition, you are required to inform the school nurse or other designated certificated school employee of: (1) the medication being taken, (2) the current dosage, and (3) the name of the supervising physician. With your consent, the school nurse may communicate with your student's physician and may counsel with school personnel regarding the possible effects of the drug on your student's physical, intellectual, and social behavior, as well as possible behavioral signs and symptoms of adverse side effects, omission, or overdose. If your student is on a continuing medication regimen, you may request an SVUSD Release of Information form from your school site.

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 Wi-Fi 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

studentprivacy.ed.gov/resources/ferpa-general-guidance-parents or “Student Online Personal Information Protection Act (SOPIPA)” at commonsensemedia.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 21st-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 students are at school. Parents are responsible for monitoring their student’s use of Google Workspace when accessing programs from home. Students are responsible for their own behavior at all times and their strict adherence to SVUSD’s Acceptable Use Policy is expected.

Google Workspace can include various services, such as Drive, Calendar, Sites, Meet, 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 at workspace.google.com/terms/education_privacy.html.

2. Other Cloud-based Services

- a. SVUSD may release personally identifiable information about students to the following agents, among others:
 - Amplify Science
 - Benchmark Education
 - Big Ideas Learning
 - Brain Pop
 - Clever
 - Ellevation
 - Follett Learning
 - Google
 - Harcourt School Publishers
 - Houghton Mifflin Harcourt
 - Illuminate Education
 - Instructure
 - McGraw Hill Education
 - Panorama Education
 - Scholastic
 - Seesaw Learning Journal
 - Turnitin

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, 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

A. Uniform Complaint Procedures (5 CCR §4622)

The District has adopted policies and procedures for the filing, investigation and resolution of complaints regarding alleged violations of federal or state law or regulations governing educational programs, including allegations of unlawful discrimination. A copy of the District's Uniform Complaint Procedures is available from the District office. Please refer to Attachment #19 under the ANTP tab on our district website for more information.

B. Williams Uniform Complaint Procedures (EC 37254, 48985, 35186; 5CCR 4680)

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.

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 observe 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 Process for Initiating and Responding to Complaints (BP 5145.3, AR 5145.3)

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. CIVILITY POLICY (EC §44050)

A written copy of the district's section on employee interactions with students in the code of conduct is attached to this notice. Please refer to Attachment #20 under the ANTP tab on our website.

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)	E = Exhibit for SVUSD Board of Education	OCDE = Orange County Department of Education
AP = Advanced Placement	EC = Education Code (California)	PC = Penal Code (California)
ACS = Accrediting Commission for Schools	EL = English Learner	PFT = Physical Fitness Test
ANTP = Annual Notification to Parents/ Guardians	ELPAC = English Language Proficiency Assessment for California	PL = Public Law (part of NCLB)
AR = Administrative Regulation (SVUSD)	ESEA = Elementary and Secondary Education Act	PPRA = Protection of Public Rights Amendment
AUP = Acceptable Use Policy	ESSA = Every Student Succeeds Act	PTO = Parent Teacher Organization
B & PC = Business & Professional Code	§504 = Section 504 of Rehabilitation Act of 1973	ROP = Regional Occupation Program
BP = Board Policy (SVUSD)	FAPE = Free Appropriate Public Education	SARB = School Attendance Review Board
CAASPP = California Assessment of Student Performance and Progress	FERPA = Family Education Rights & Privacy Act	SARC = School Accountability Report Card
CAIR-ME = California Immunization Registry- Medical Exemptions	GC = Government Code (California)	SB = Smarter Balance
CC = Civil Code (California)	GPA = Grade Point Average	SEI = Structured English Immersion
CCR = California Code of Regulations	HFZ = Healthy Fitness Zone	SEL = Social Emotional Learning
CDE = California Department of Education	H&SC = Health & Safety Code (California)	SOPIPA = Student Online Personal Information Protection Act
CFR = Code of Federal Regulations	IB = International Baccalaureate	TLC = The Learning Connection
CIF = California Interscholastic Federation	IDEA = Individuals with Disabilities Education Act	UC = University of California
CIPA = Children's Internet Protection Act	IEP = Individualized Education Plan	WASC = Western Association of Schools and Colleges
COPPA = Children's Online Privacy Protection Act	I-FEP = Initially Fluent English Proficient	UCP = Uniform Complaint Procedures
CSU = California State University	LEP = Limited English Proficient	USC = United States Code
CTE = Career Technical Education	ML = Multilingual Learner	VC = Vehicle Code (California)
	NCLB = No Child Left Behind Act of 2001	WIC = Welfare & Institutions Code
		YVAPE = Youth Vaping Alternative Program Education

Saddleback Valley Unified School District
25631 Peter A. Hartman Way
Mission Viejo, CA 92691
www.svUSD.org

Saddleback Valley Unified School District

School Year Calendar for 2023/2024

2023

July 4	Tues	Independence Day Holiday	
Aug 10	Thurs	District Staff Development Day	
Aug 11	Fri	District Orientation Day	
Aug 14	Mon	First Day of School	
Aug/Sept	*	Back to School Night, <i>*Dates to be determined by Sites</i>	Minimum Day
Sept 4	Mon	Labor Day Holiday	
Sept 21	Thurs	Intermediate Back to School Night	Minimum Day
Sept 25	Mon	Fall Recess Day	Non-school day for students
Sept 28	Thurs	High School Back to School Night	Minimum Day
Nov 1	Wed	District Staff Development Day	Non-school day for students
Nov 8-9	Wed-Thurs	Intermediate Trimester Exam	Minimum Day
Nov 10	Fri	Veterans' Day Holiday	
Nov 20-24	Mon-Fri	November Recess	
Nov 27-30, Dec 1,4	Mon-Fri, Mon	Elementary Parent Conference Days	Minimum Day
Dec 20-22	Wed-Fri	High School Exam Schedule (Not Silverado)	Minimum Day
Dec 25-29	Mon-Fri	Winter Recess	
Dec 29	Fri	CA Admissions Day Observation	

2024

Jan-Feb	*	High School Showcases <i>* Dates to be determined by Sites</i>	Minimum Day
Jan 1-5	Mon-Fri	Winter Recess	
Jan 15	Mon	Dr. Martin Luther King, Jr. Day Holiday	
Jan 29	Mon	District Staff Development Day	Non-school day for students
Feb 16 & 19	Fri & Mon	Presidents' Days	
Feb 29-Mar 1	Thurs-Fri	Intermediate Trimester Exam	Minimum Day
Mar 4-8, 11	Mon-Fri, M	Elementary Parent Conference Days	Minimum Day
March-May	*	Elementary and Intermediate Showcases, <i>*Dates to be determined by Sites</i>	Minimum Day
Apr 1-5	Mon-Fri	Spring Recess	
May 27	Mon	Memorial Day Holiday	
May 29-30	Wed-Thurs	Intermediate Exams	Minimum Day
May 28-30	Tues-Thurs	High School Exam Schedule (Not Silverado)	Minimum Day
May 30	Thurs	High School Graduation	Minimum Day
May 30	Thurs	Elementary Minimum Day	Minimum Day
May 30	Thurs	Last Day of School	Minimum Day

End of High School Quarter: Q1, Fri, Oct 13; Q2, Fri, Dec 22; Q3, Fri, Mar 22; Q4, Thurs, May 30

End of Trimester Elem: Tri 1, Fri, Nov 17; Tri 2, Fri, Mar 1; Tri 3, Thurs, May 30

End of Trimester Int/Silverado: Tri 1, Thurs, Nov 9; Tri 2, Fri, Mar 1; Tri 3, Thurs, May 30