

ANNUAL NOTICE TO PARENTS/GUARDIANS

2018-2019

DEAR PARENT/GUARDIAN:

California Education Code section 48980 requires that, at the beginning of the first semester or quarter of the regular school term, the governing board of each school district must notify parents/guardians of their rights 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 this notice be signed by the parent/guardian and returned to your child’s school. Your signature on this notice is an acknowledgment that you have received the notice and have been informed of your rights, but the signature does not indicate that consent to participate in any particular program has been either given or withheld.

Please sign and return the acknowledgment form.

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

KEY TO LEGAL REFERENCES

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

## **PUPIL DISCIPLINE**

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

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

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

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

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

REMOVE TRANSFERS SECTION

CIVILITY POLICY (EC §44050): A written copy of the district's section on employee interactions with pupils in its code of conduct is attached to this notice.

## **PUPIL RECORDS**

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

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

- *Responsible Officials*. Your child's Principal is responsible for the maintenance of pupil records located at your child's school. For pupil records maintained at the District office, the responsible official is the District Registrar, Ginger Hooper.
- *Location of Log/Record*: The law requires that a log or record be maintained for each pupil's record which lists all persons, agencies, or organizations requesting or receiving information from the record and the legitimate interests therefore. For records maintained at your child's school, the log is located in the Principal's office. For records maintained at the District office, the log is located in the Records office.
- *School Officials and Employees/Legitimate Educational Interests*: School officials and employees who are authorized to review pupil records are school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, certificated employee, or support staff member (including, but not limited to, paraeducator, health or medical staff and school law enforcement personnel); a person serving on the school board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, educational consultant or therapist); an agency caseworker of a state or local child welfare agency that has legal responsibility for the care and protection of a pupil, other public agencies providing services to pupils, as well as employees of other public schools or school systems where educational programs leading to high school graduation are provided or where a District pupil intends to or is directed to enroll; a minor's counsel of record. Access to pupil records is permitted only for records that are relevant to the legitimate educational interests of the requester. Upon request, the District discloses educational records without consent to officials of another school district in which the pupil seeks or intends to enroll. Legitimate educational interests are described in California Education Code section 49076.
- *Right of Access and Review/Expungement*: You have an absolute right to access to any and all pupil records related to your child, which are maintained by the District. A homeless child or youth or an unaccompanied youth who is 14 years of age or older may access his/her pupil records. If you wish to review records located at your child's school, please contact the Principal's office, or submit a written request that identifies the record(s) you wish to inspect. If you wish to review records located at the District office, please contact the district office at 949-234-9200. The Principal or District office has five (5) business days from the day of the receipt of a request to provide access to the records. Upon satisfactory completion of the rehabilitation assignment of a pupil whose expulsion has been suspended by the District 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 pupil, the County Board may direct the District Governing Board to expunge the record of the pupil and records of the District of any references to the expulsion action. When you submit a written revocation of consent after the initial provision of special education and related services for your child, the District is not required to amend the education records of your child to remove any reference to your child's receipt of special education and services.

- *Challenging the Content of Records*: You have the right to challenge the content of any pupil record by filing a written request with the District Superintendent to correct or remove any information recorded in the written records concerning your child which you allege to be any of the following: (1) inaccurate, (2) an unsubstantiated personal conclusion or inference, (3) a conclusion or inference outside the observer's area of competence, (4) not based on the personal observation of a named person with the time and place of the observation noted, (5) misleading, or (6) in violation of the privacy or other rights of the pupil.
- *Copying Costs*: You may receive copies of your child's pupil records, at a cost of \$0.15 per page and up to \$5.00 per transcript.
- *Transfer of Records*: The District is required to transfer a copy of your child's permanent pupil records within 10 schooldays to the school your child intends to enroll.
- *Complaints*: You have the right to file a complaint with the United States Department of Education, concerning an alleged failure by the District to comply with the provisions of the United States Family Educational Rights and Privacy Act (20 USC §1232g).
- *Prospectus of School Curriculum*: The curriculum for your child's school is compiled at least once annually in a prospectus which is available at the Principal's office.
- *Statement or Response to Disciplinary Actions*: Whenever information is included in a pupil record concerning any disciplinary action taken in connection with your child, you have the right to include a written statement or response concerning the disciplinary action in your child's pupil record.
- *Destruction of Pupil Records*: The Governing Board of the District is required to retain indefinitely the original or an exact copy of mandatory permanent pupil records (Class 1 - Permanent Records) which schools have been directed to compile by California regulations; maintain for stipulated periods of time mandatory interim pupil records (Class 2 - Optional Records) until the information is no longer needed to provide educational services to a child and are retained until reclassified as Class 3 – Disposable Records, and then destroyed as per California regulations (5 CCR 432). Prior to destroying pupil records of a child who has received special education services, the IDEA requires parental notification when the District decides that personally identifiable information is no longer needed to provide educational services to a child. Once parents/guardians have been notified that personally identifiable information is no longer needed, they have the option of requesting access to and/or copies of pupil records prior to destruction, and to request that pupil records be destroyed, unless the District determines that the information could be needed to provide educational services in the future or is needed for auditing purposes (34 CFR 300.624, 5 CCR 16026). Unless classified as permanent records, all other pupil records are destroyed five years after the information is no longer needed to provide educational services (5 CCR 16027).
- REMOVE SOCIAL MEDIA INFO SECTION

RELEASE OF DIRECTORY INFORMATION (EC §49073): The District has designated the following items as "Directory Information": pupil's name, address, telephone number, e-mail address, date of birth, major field of study, participation in officially recognized activities and

sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous public or private school attended by the pupil. The district has determined that individuals and vendors such as microsoft, google, jostens, illuminate, aeries, curriculum providers, and other vendors chosen by the district to satisfy standards, enhance curriculum, supplement instruction, or provide any service in support of students. Directory information may also be disclosed to outside organizations without your prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks; a playbill, showing your pupil's role in a drama production; Honor roll or other recognition lists; graduation programs and sports activity sheets. However, no information may be released to a private profit making entity other than employers, prospective employers and representatives of the news media, including, but not limited to, newspapers, magazines, and radio and television stations. The names and addresses of pupils enrolled in grade 12 or who have terminated enrollment prior to graduation may be provided to a private school or college. No directory information regarding your child may be released if you notify the District that the information shall not be released. Please submit a written notice to the Principal of your child's school if you wish to deny access to directory information concerning your child. Release of directory information of a homeless child or youth is prohibited unless a parent or eligible pupil has given written consent that such information may be released.

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

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

SURVEILLANCE CAMERAS: If your school site has surveillance cameras, there is no expectation of privacy in those locations where the cameras are/will be placed. Images and video from the cameras may be used in disciplinary proceedings and may be turned over to law enforcement.

### HEALTH AND SAFETY

HEALTH SCREENING AND EVALUATION SERVICES (H&SC §124085): Within 90 days after your child's entrance into first grade, you must provide a certificate documenting that within the prior 18 months your child has received appropriate health screening and evaluation services, including a physical examination. These services are available from the Orange County Public Health Department. In lieu of the certificate, you may submit a signed waiver indicating that you do not want or are unable to obtain the health screening and evaluation services for your child.

If the waiver indicates that you were unable to obtain the services, then the reasons why should be included in the waiver.

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

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

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

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

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

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

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

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

DISTRICT REPORTABLE DISEASES AND CONDITIONS (Title 17, California Code of Regulations [CCR] § 2500): The District is required to report specific diseases and conditions, as listed at <http://ochealthinfo.com/civicax/filebank/blobdload.aspx?BlobID=55445>, to the Epidemiology Department at the Orange County Health Care Agency.

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

INSTRUCTION FOR PUPILS WITH TEMPORARY DISABILITIES (EC §§48206.3, 48980): If your child should suffer a temporary disability which makes attendance in regular day classes or an alternative education program in which the child is enrolled impossible or inadvisable, your child shall receive individual instruction provided by the district in which he/she is deemed to reside. Individual instruction includes instruction provided in your home, in a hospital or other residential health facility, excluding state hospitals, or under other circumstances prescribed by state law.

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

such circumstances, it is your responsibility to notify the school district in which you are deemed to reside of your child's presence in a qualifying hospital.

TYPE 2 DIABETES (EC §49452.7) Please refer to Attachment 5 for information required to be provided to parents of 7<sup>th</sup> grade pupils regarding type 2 diabetes.

#### REMOVE PROOF OF ORAL HEALTH ASSESSMENT

FREE AND REDUCED PRICE MEALS (EC §§49510, et seq., 48980): Depending on annual household income or if a household member starts receiving CalFresh, CalWORKs, or FDPIR, your child may be eligible for free or reduced price meals. New applications will be available to the household with a letter about the free and reduced-price meal program after July 1st of each year. Households that want to apply for meal benefits must fill out one application for all children in the household and give it to the Food and Nutrition Services office at 32972 Calle Perfecto, San Juan Capistrano, CA 92675. For a simple and secure method to apply, use our online application at <https://www.lunchapplication.com>. Contact Food and Nutrition Services at (949) 234-9509 for help filling out the application. Food and Nutrition Services will let you know if your application is approved or denied for free or reduced-price meals.

NOTIFICATION OF PESTICIDE USE (EC §§17611.5, 17612, 48980.3): A copy of the school's integrated pest management plan is posted on the school's website. Please refer to <http://capousd-ca.schoolloop.com/file/1456826680226/1484460895198/8927536373590375112.pdf> for a list of all pesticide products expected to be applied at your child's school during the upcoming year.

ASBESTOS MANAGEMENT PLAN (40 CFR §763.93): The District's updated asbestos management plan for each school is available for inspection at <https://capousd-ca.schoolloop.com/file/1514016268915/1484460895198/1566796110853431308.pdf?filename=AHERA%252C%2B6-Month%2BPeriodic%2BSurveillance%252C%2B11-2017.pdf>.

### ATTENDANCE

STATUTORY ATTENDANCE OPTIONS (EC §48980): The District is required to advise each parent/guardian of all existing statutory attendance options and local attendance options available in the District. These are options for attending schools other than the school designated for the local attendance area in which the parent/guardian resides. The options include intradistrict transfer, interdistrict transfer, transfer based on parental employment, "district of choice" if established by Governing Board resolution, and district of enrollment pursuant to the Open Enrollment Act, as specified. Please refer to Attachment 2 for a complete summary of these attendance options.

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



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

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

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

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

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

### NON-DISCRIMINATION

STATEMENT OF NON-DISCRIMINATION (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): The District 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 child has a right to a free public education, regardless of immigration status. Please refer to attachment 6 "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 Rich Montgomery, at 949-234-9200. A copy of the District's nondiscrimination policy is available from the District office.

SEXUAL HARASSMENT POLICY (EC §§231.5, 48980; 5 CCR §4917): The District's written sexual harassment policy is available on the district website, [www.capousd.org](http://www.capousd.org) with the board policies.

## PUPILS WITH DISABILITIES

SPECIAL EDUCATION (EC §56000 et seq.; 20 USC §1401 et seq.): Both California and United States law require that a free appropriate public education (FAPE) in the least restrictive environment (LRE) be offered to qualified pupils with disabilities. Information on pupil eligibility, procedural safeguards, and additional matters is available from [www.capousd.org](http://www.capousd.org).

CHILD FIND (EC §§56300, 56301): The District has a duty to identify, locate and assess children with disabilities who are in need of special education and related services. If you believe that your child is in need of special education and related services, you may initiate a referral for assessment by contacting Student Support Services at 949-234-9200.

## MISCELLANEOUS

COMPREHENSIVE SEXUAL HEALTH AND/HIV/AIDS PREVENTION EDUCATION (EC §§51938, 48980): The District will provide instruction in comprehensive sexual health and HIV/AIDS prevention education and research on 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 your student's school. The education will be taught by school district personnel/outside consultants. A copy of the California Comprehensive Sexual Health and HIV/AIDS Prevention Education Act is available from CA Healthy Youth Act website ([https://leginfo.legislature.ca.gov/faces/billNavClient.xhtml?bill\\_id=201520160AB329](https://leginfo.legislature.ca.gov/faces/billNavClient.xhtml?bill_id=201520160AB329)). You have the right to request in writing that your child shall not receive comprehensive sexual health education or HIV/AIDS prevention education. The District may administer anonymous, voluntary and confidential research and evaluation tools to measure students' health behaviors and risks, including tests, questionnaires, and surveys containing age-appropriate questions about pupils' attitudes concerning or practices relating to sex. You will be notified in writing that any such test, questionnaire or survey is to be administered, and you will be given the opportunity to review the test, questionnaire or survey and request in writing that your child not participate. Depending on the student's age, parent consent may be required before a student is allowed to participate in such a test, questionnaire, or survey.

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

CAASPP STATE EXAMS (5 CCR 852): During the spring, students in grades 3-8, 11, and 12 will take the annual state exams. Parents may annually submit to the school a written request to excuse their child from any or all parts of the CAASPP.

ADVANCED PLACEMENT EXAMS (EC §§ 52242, 48980)

The District may be able to help pay for all or part of the costs of one or more advanced placement examinations that are charged to economically disadvantaged pupils. Information regarding fee waivers may be obtained from [Collegeboard.org](http://Collegeboard.org) or at your student's school.

#### REMOVE FINGERPRINT PROGRAM

#### REMOVE HIGH SCHOOL OPEN CAMPUS

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

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

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

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

UC: [www.universityofcalifornia.edu/admissions/undergrad\\_adm/paths\\_to\\_adm/](http://www.universityofcalifornia.edu/admissions/undergrad_adm/paths_to_adm/)

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

- ***Career Technical Education:*** The California Department of Education defines "career technical education" as a program of study that involves a multiyear sequence of courses that integrates core academic knowledge with technical and occupational knowledge to provide pupils with a pathway to postsecondary education and careers. Career technical education includes agriculture education, home economics, industrial and technology education, and regional occupational centers and programs, among other educational programs.
- 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 our website at [capousd.org](http://capousd.org).

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

[www.cde.ca.gov/ci/ct/](http://www.cde.ca.gov/ci/ct/)

- Counseling: Your child has the right to meet with a school counselor for help in choosing courses that will meet college admission requirements, or enrolling in career technical education courses, or both. If you wish to schedule a meeting with a school counselor, please contact your school site guidance office.

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

LANGUAGE PROGRAMS (EC §310) Information on the types of language programs available at the district and a description of each program is on the district website. Please refer to [els-capousd-ca.schoolloop.com/](http://els-capousd-ca.schoolloop.com/) for a description of each program.

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

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

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

UNIFORM COMPLAINT PROCEDURES (5 CCR §4622): The District has adopted policies and procedures for the filing, investigation and resolution of complaints regarding alleged violations of federal or state law or regulations governing educational programs, including allegations of unlawful discrimination. A copy of the District's Uniform Complaint Procedures is available from the District office. Please refer to Attachment #6, which is the District's Notice of Uniform Complaint Procedures.

EVERY STUDENT SUCCEEDS ACT (ESSA ("ESSA", 20 USC §6301 *et seq.*; EC 313.2, 440):

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

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

If your child is LEP and has been identified for participation or is participating in the language instruction educational program, please contact the District Office at 949-234-9200 for the above information that is specific to your child.

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

- (1) whether the teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
- (2) whether the teacher is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived;

(3) the baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree; and

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

This information is available at [capousd.org](http://capousd.org). The District will provide timely notice if your child has been assigned, or has been taught for four or more consecutive weeks by, a teacher who is not highly qualified.

- ***Information on Child's Level of Achievement:*** The District will provide timely information on the level of achievement of your child in each of the state academic assessments.
- ***Homeless Liaison:*** Homeless pupils have certain rights under California and United States law. For information concerning these rights, please contact the District's liaison for homeless children and youths, Stacy Yogi, Executive Director, State and Federal Programs who may be contacted at 949-234-9244 or [syogi@capousd.org](mailto:syogi@capousd.org).
- ***Release of Pupil Information to Military Recruiters:*** Please see entry under Pupil Records.

## Model Notification of Rights for Elementary and Secondary Schools

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

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

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

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

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

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

- School officials with legitimate education interest (including vendors chosen by the district to satisfy standards, enhance curriculum, supplement instruction, or provide any service in support of students.;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

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

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date of birth, email address, major field of study, participation

in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous public private school attended by the student. However, schools must inform parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. School official must notify parents and eligible students annually of their rights under FERPA. The actual means of notification is left to the discretion of each school.

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

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



## STATUTORY ATTENDANCE OPTIONS

Prepared by the California Department of Education

### CHOOSING YOUR CHILD'S SCHOOL

#### A Summary of School Attendance Alternatives in California

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

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

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

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

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

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

### 1. Interdistrict Transfers

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

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

### 2. Parental Employment Transfers (Discretionary)

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

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

that district if one or both of the pupil's parents or guardians continues to be employed within the attendance boundaries of the school district, subject to certain conditions.

### 3. Districts of Choice (Discretionary)

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

- Either the district of choice or the district of residence may deny a transfer if it will negatively affect the racial and ethnic balance of the district, or a court-ordered or voluntary desegregation plan. The district of residency may also limit the total number of pupils transferring out of the district each year to a specified percentage of its total enrollment, depending on the size of the district.
- The district of choice may not prohibit a transfer based on the additional cost of educating the pupil but may prohibit a transfer if it would require the district to create a new program, except that a school district of choice shall not reject the transfer of a special needs pupil and an English learner.
- No pupil who currently attends a school or lives within the attendance area of a school can be forced out of that school to make room for a pupil transferring under these provisions.
- Siblings of pupils already attending school in the "***district of choice***" must be given transfer priority. Children of military personnel may also be given priority.
- A parent/guardian may request transportation assistance within the boundaries of the "***district of choice.***" The district may provide transportation only to the extent it already does so.

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

#### 4. Open Enrollment

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

- An application requesting a transfer must be submitted by the parent of a pupil to the school district of enrollment prior to January 1 of the school year preceding the school year for which the pupil is requesting a transfer. The application deadline does not apply to a request for transfer if the parent is enlisted in the military and was relocated by the military within 90 days prior to submitting the transfer application.
- The application may request enrollment of the pupil in a specific school or program within the school district.
- A pupil may enroll in a school in the school district of enrollment in the school year immediately following the approval of the transfer application.
- A school district of enrollment shall establish a period of time to provide priority enrollment for pupils residing in the school district prior to accepting transfer applications.
- The school district of residence in which the pupil resides or a school district of enrollment to which a pupil has applied to attend may prohibit the transfer of the pupil or limit the number of pupils who transfer if the governing board of the district determines that the transfer would negatively impact a court-ordered or voluntary desegregation plan, the racial and ethnic balance of the district.
- A resident pupil who is enrolled in one of the district's schools shall not be required to submit an application in order to remain enrolled.
- Pupil applying for a transfer shall be assigned priority for approval as follows:
  - a. First priority for the siblings of children who already attend the desired school.
  - b. Second priority for pupils transferring from a program improvement school ranked in decile 1.
  - c. If the number of pupils who request a particular school exceeds the number of spaces available at that school, a lottery shall be conducted in the group priority order identified in (a) and (b), above, until all available spaces are filled.
- Initial applications for transfer to a school within a school district of enrollment shall not be approved if the transfer would require displacement from the desired school of any other pupil who resides within the attendance area of that school or is currently enrolled in that school.
- A pupil approved for a transfer to a school district of enrollment shall be deemed to have fulfilled the residency requirements for school attendance.

Effective: January 1, 2017

West's Annotated California Codes Currentness

Education Code (Refs & Annos)

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

Division 4. Instruction and Services (Refs & Annos)

Part 27. Pupils (Refs & Annos)

▣ Chapter 2. Compulsory Education Law (Refs & Annos)

▣ Article 1. Persons Included (Refs & Annos)

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

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

(1) Due to the pupil's illness.

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

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

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

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

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

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

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

(9) For the purpose of spending time with a member of the pupil's immediate family, who is an active duty member of the uniformed services, as defined in Section 49701, and has been called to duty for, is on leave from, or has immediately returned from, deployment to a combat zone or combat support position. Absences granted pursuant to this paragraph shall be granted for a period of time to be determined at the discretion of the superintendent of the school district.

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

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

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

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

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

## Students BP 5112(a)

### ABSENCES AND EXCUSES

The Board of Trustees believes that regular attendance plays an important role in student achievement. The Board recognizes its responsibility under the law to ensure that students attend school regularly. Parents/guardians of children between the ages of 6 and 18 are obligated to send their children to school unless otherwise provided by law. The Superintendent or designee shall work with parents/guardians and students to ensure their compliance with all state attendance laws, and may use interventions and appropriate legal means to correct problems of chronic absences or truancy. The Board shall abide by all state attendance laws and may use any legal means to correct the problems of excessive absence or truancy.

#### Excused Absences

The Board believes that excessive absenteeism, whether caused by excused or unexcused absences, may result in poor academic achievement and put students at risk for dropping out of school. The Board desires to ensure that all students attend school in accordance with the state’s compulsory education law and take full advantage of educational opportunities provided by the District. Absence from school shall be excused only as permitted by law or Board policy. No student under 18 years of age can be released from school without permission from a parent/guardian.

Insofar as class participation is an integral part of each student’s learning experiences, parents/guardians and students are asked to schedule medical appointments during non-school hours.

A student’s absence shall be excused for the following reasons:

1. Personal illness.
2. Quarantine under the direction of a county or city health officer.
3. Medical, dental, optometric, or chiropractic appointments. In as much as class participation is an integral part of students’ learning experiences, parents/guardians and students shall be encouraged to schedule medical appointments during non-school hours.
4. Student absence for religious instruction or participation in religious exercises away from school property may be considered excused subject to administrative regulations and law.
  - a. Written verification for student participation in religious instruction or exercises must indicate the beginning time, ending time, and the date of the religious holiday observance. Such absence shall not be deemed as an absence in computing average daily attendance if the student’s attendance totals a minimum day. The absence shall be without penalty to the student.
  - b. Observation of a holiday or ceremony of his/her religion.
  - c. Attendance at religious retreats for no more than four hours per semester.
  - d. The student shall be excused for these purposes on no more than four school days per month.
5. Attendance at funeral services for a family member.
  - a. Excused absence in this instance shall be limited to one day if the service is conducted in California or three days if the service is conducted out of state.
  - b. “Family member” shall be defined as mother, father, grandmother, grandfather, spouse, son, son-in-law, daughter, daughter-in-law, brother, sister, stepmother, stepfather, step grandmother, step grandfather, stepson, stepdaughter, stepbrother, stepsister, or any relative living in the immediate household of the student.

6. Jury duty in the manner provided for by law.
7. A student's absence shall be excused for justifiable personal reasons including but not limited to:
  - a. Appearance in court.
  - b. Employment conference.
8. A student also shall be excused when he/she is the custodial parent of a child who is ill or has a medical appointment during school hours.
9. Students shall not be absent from school without the knowledge or consent of a parent or guardian except in cases of medical emergency or confidential medical appointment. (Education Code 46010.1)
10. Service as a member of a precinct board for an election pursuant to Elections Code 12302.
11. To spend time with a member of his/her immediate family who is an active duty member of the uniformed services, as defined in Education Code 49701, who has been called to duty for deployment to a combat zone or a combat support position, or is on leave from, or has immediately returned from, such deployment

#### Unexcused Absences/Truancy

If a student's absence is excused under Education Code 48205, he/she shall be allowed to complete any missed assignments or tests that can be reasonably given, including but not limited to reasonable and appropriate copies of all notes, information, instruction, and access to all missed instructional materials and information as determined by the teacher of that class. The student shall be given full credit for the assignment or test if he/she satisfactorily completes the assignment or test within one school day time period for every one full school day missed. When such instruction cannot be recreated, the instructor will create an appropriate alternative assignment and the student will not be penalized. A student's grades may be affected by excessive unexcused absences in accordance with Board policy.

If a student arrives at school after the instructional day has begun, a parent or guardian may be required to sign in at the office before the child enters the classroom. If a parent or guardian is not present, they may be contacted by office staff to explain the reason for the tardy.

1. Absences, with parental knowledge and consent, for reasons other than those enumerated above as excused absences shall be deemed unexcused absences.
2. Students who are tardy more than 30 minutes without a valid excuse shall be classified as truant. Such students shall be reported to the principal or designee.
3. The parent/guardian of a student classified as a truant shall be notified of the following:
  - a. The student has been truant.
  - b. The parent/guardian is obligated to compel the student to attend school.
  - c. The parent/guardian who fails to meet this obligation may be guilty of an infraction of the law and subject to prosecution pursuant to Education Code 48290 et. seq.
  - d. The parent/guardian has the right to meet with appropriate school personnel to discuss possible solutions to the student's truancy.
  - e. The student may be subject to prosecution under section 48264 of the California Education Code.
  - f. The student may be subject to delay, restriction, or suspension, of driving privileges pursuant to section 13202.7 of the California Vehicle Code.
  - g. The parent/guardian may be compelled to accompany the student to school
4. Truant students' parents/guardians shall also be informed, as appropriate, of alternative educational programs in the District to which the student may be assigned. Consequences of continued truancy will be described to truant students and their parents/guardians.

5. Any student who has been classified as a truant and is again absent from school without a valid excuse for one or more days or tardy for more than 30 minutes on one or more days shall again be reported to the principal or designee.

#### School Attendance Review Board (SARB)

The District operates a School Attendance Review Board (SARB) as allowed by law in order to meet the special needs of students with school attendance or school behavior problems.

1. When a student continues to be truant, an appropriate District staff member shall make a conscientious effort to hold at least one conference with the student and the parent/guardian. Further trancies may result in the student being declared a habitual truant and referred to the SARB.
2. Prior to the referral to SARB, the school may recommend consideration of the involuntary transfer of the student to an alternative school program. Involuntary transfer is defined as a transfer to an alternative placement which is initiated by a school site in response to a student's violation of school rules and regulations. Alternative placements may include: enrollment in another district comprehensive elementary or secondary school or enrollment in an Alternative Education Program.
3. Upon determining that the student's attendance problems cannot be resolved or that the student and parent/guardian have failed to respond to directives to correct the problem, the School Attendance Review Board may ask the Orange County Probation Department to request a juvenile court petition on behalf of the student or may refer the student to the Orange County District Attorney.
4. A Pupil Services administrator shall gather the information necessary to comply with Education Code 48273 relating to truants. This administrator shall gather and transmit to the County Superintendent of Schools the number of referrals and types of referrals made to the School Attendance Review Board and the number of requests for petitions made to the juvenile court.

#### Verification of Student Absences

When students who have been absent return to school, they must present a satisfactory explanation verifying the reason for the absence. The following methods may be used to verify student absences.

1. Written note from parent/guardian or parent representative. Students who are 18 years of age or older may provide their own excuses for absences.
2. Conversation, in person or by telephone, between the verifying employee and the student's parent/guardian or parent representative. The employee shall subsequently record the following:
  - a. Name of student
  - b. Name of parent/guardian or parent representative
  - c. Name of verifying employee
  - d. Date or dates of absence
  - e. Reason for absence
3. Visit to the student's home by the verifying employee.
4. Physician's verification.
  - a. When excusing students for confidential medical services or verifying such appointments, district staff shall not ask the purpose of such appointments but may contact a medical office to confirm the time of the appointment.
  - b. When a student has had 14 absences in the school year for illness verified by methods listed in #1-3 above, any further absence for illness shall be verified by a physician.



5. Any other reasonable method which establishes that the student was actually absent for the reasons stated. A written recording shall be made, including information outlined above.

Legal Reference:

EDUCATION CODE

- 1740 Employment of personnel to supervise attendance (county superintendent)
- Attendance report by county superintendent
- Request for one-time base revenue limit adjustment 37201 School month
- 37223 Weekend classes
- 41601 Reports of average daily attendance
- Attendance report by governing board
- Request for one-time base revenue limit adjustment 45194 Bereavement leave
- 46000 Records (attendance)
- 46010-46015 Absences
- 46100-46118 Attendance in kindergarten and elementary schools 46140-46161 Attendance in junior high and high schools
- 48200 Children between ages of 6 and 18 years (compulsory full-time attendance) 48205 Excused absences, ADA computation
- 48240-48246 Supervisors of attendance
- 48260-48273 Truants
- 48292 Filing complaint against parent
- 48320-48324 School Attendance Review Boards 48340-
- 48342.5 Improvement of pupil attendance 49067 Unexcused absences as cause of failing grade

CIVIL CODE

- 25.9 Mental health treatment or counseling services; consent to outpatient

BP 5112(g)

ABSENCES AND EXCUSES

- treatment by minor over 12; liability of parents or legal guardian
- 34.5 Minors; contracts not disaffirmable; pregnancy care
- 34.7 Minors; diagnosis or treatment of communicable or sexually transmitted diseases; consent not disaffirmable
- 34.8 Minors; medical treatment for rape; consent not disaffirmable
- 34.9 Minors; sexually assaulted; consent to diagnosis; treatment and collection of evidence; not disaffirmable; contact with parent, parents or guardian
- 34.10 Minors; 12 years of age or older; consent to medical care and counseling; not disaffirmable; liability of parent, parents or guardian for care

VEHICLE CODE

- 13202.7 Driving privileges; minors; suspension or delay for habitual truancy CODE OF REGULATIONS, TITLE 5
- 306 Explanation of absence
- 420 et seq. Record of verification of absence due to illness and other causes 66 OPS CAL. ATTY. GEN. 245, 249 (1983)

Policy CAPISTRANO UNIFIED SCHOOL DISTRICT

adopted: August 18, 1997 San Juan Capistrano, California

- revised: April 19, 2004
- revised: March 8, 2017

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## **NOTICE OF ALTERNATIVE SCHOOLS**

### **California Education Code Section 58501**

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

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

- (a) Maximize the opportunity for students to develop the positive values of self-reliance, initiative, kindness, spontaneity, resourcefulness, courage, creativity, responsibility, and joy.
- (b) Recognize that the best learning takes place when the student learns because of his/her desire to learn.
- (c) Maintain a learning situation maximizing student self-motivation and encouraging the student in his/her own time to follow his/her own interests. These interests may be conceived by him/her totally and independently or may result in whole or part from a presentation by his/her teachers of choices of learning projects.
- (d) Maximize the opportunity for teachers, parents, and students to cooperatively develop the learning process and its subject matter. This opportunity shall be a continuous, permanent process.
- (e) Maximize the opportunity for the students, teachers, and parents to continuously react to the changing world, including but not limited to the community in which the school is located.

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

## Type 2 Diabetes Information

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

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

### Description

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

- Until a few years ago, type 2 diabetes was rare in children, but it is becoming more common, especially for overweight teens.
- According to the U.S. Centers for Disease Control and Prevention (CDC), one in three American children born after 2000 will develop type 2 diabetes in his or her lifetime.

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

- The body turns the carbohydrates in food into glucose, the basic fuel for the body's cells.
- The pancreas makes insulin, a hormone that moves glucose from the blood to the cells.
- In type 2 diabetes, the body's cells resist the effects of insulin, and blood glucose levels rise.
- Over time, glucose reaches dangerously high levels in the blood, which is called hyperglycemia.
- Hyperglycemia can lead to health problems like heart disease, blindness, and kidney failure.

### Risk Factors Associated with Type 2 Diabetes

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

#### Risk Factors

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

- **Being overweight.** The single greatest risk factor for type 2 diabetes in children is excess weight. In the U.S., almost one out of every five children is overweight. The chances are more than double that an overweight child will develop diabetes.
- **Family history of diabetes.** Many affected children and youth have at least one parent with diabetes or have a significant family history of the disease.
- **Inactivity.** Being inactive further reduces the body's ability to respond to insulin.
- **Specific racial/ethnic groups.** Native Americans, African Americans, Hispanics/Latinos, or Asian/Pacific Islanders are more prone than other ethnic groups to develop type 2 diabetes.
- **Puberty.** Young people in puberty are more likely to develop type 2 diabetes than younger children, probably because of normal rises in hormone levels that can cause insulin resistance during this stage of rapid growth and physical development.

### Warning Signs and Symptoms Associated with Type 2 Diabetes

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

- Increased hunger, even after eating
- Unexplained weight loss
- Increased thirst, dry mouth, and frequent urination
- Feeling very tired
- Blurred vision
- Slow healing of sores or cuts

- Dark velvety or ridged patches of skin, especially on the back of the neck or under the arms
- Irregular periods, no periods, and/or excess facial and body hair growth in girls
- High blood pressure or abnormal blood fats levels

## **Type 2 Diabetes Prevention Methods and Treatments**

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

- Eat healthy foods. Make wise food choices. Eat foods low in fat and calories.
- Get more physical activity. Increase physical activity to at least 60 minutes every day.
- Take medication. If diet and exercise are not enough to control the disease, it may be necessary to treat type 2 diabetes with medication.
- The first step in treating type 2 diabetes is to visit a doctor. A doctor can determine if a child is overweight based on the child's age, weight, and height. A doctor can also request tests of a child's blood glucose to see if the child has diabetes or pre-diabetes (a condition which may lead to type 2 diabetes).

## **Types of Diabetes Screening Tests That Are Available**

- Glycated hemoglobin (A1C) test. A blood test measures the average blood sugar level over two to three months. An A1C level of 6.5 percent or higher on two separate tests indicates diabetes.
- Random (non-fasting) blood sugar test. A blood sample is taken at a random time. A random blood sugar level of 200 milligrams per deciliter (mg/dL) or higher suggests diabetes. This test must be confirmed with a fasting blood glucose test.
- Fasting blood sugar test. A blood sample is taken after an overnight fast. A fasting blood sugar level less than 100 mg/dL is normal. A level of 100 to 125 mg/dL is considered pre-diabetes. A level of 126 mg/dL or higher on two separate tests indicates diabetes.
- Oral glucose tolerance test. A test measuring the fasting blood sugar level after an overnight fast with periodic testing for the next several hours after drinking a sugary liquid. A reading of more than 200 mg/dL after two hours indicates diabetes.

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

[Last Reviewed: Monday, April 3, 2017](#)

## **Attachment # 6**

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## **Know Your Educational Rights**

## **Your Child has the Right to a Free Public Education**

- All children in the United States have a Constitutional right to equal access to free public education, regardless of immigration status and regardless of the immigration status of the students' parents or guardians.
- In California:
  - All children have the right to a free public education.
  - All children ages 6 to 18 years must be enrolled in school.
  - All students and staff have the right to attend safe, secure, and peaceful schools.
  - All students have a right to be in a public school learning environment free from discrimination, harassment, bullying, violence, and intimidation.
  - All students have equal opportunity to participate in any program or activity offered by the school, and cannot be discriminated against based on their race, nationality, gender, religion, or immigration status, among other characteristics.

## **Information Required for School Enrollment**

- When enrolling a child, schools must accept a variety of documents from the student's parent or guardian to demonstrate proof of child's age or residency.
- You never have to provide information about citizenship/immigration status to have your child enrolled in school. Also, you never have to provide a Social Security number to have your child enrolled in school.

## **Confidentiality of Personal Information**

- Federal and state laws protect student education records and personal information. These laws generally require that schools get written consent from parents or guardians before releasing student information, unless the release of information is for educational purposes, is already public, or is in response to a court order or subpoena.
- Some schools collect and provide publicly basic student "directory information." If they do, then each year, your child's school district must provide parents/guardians with written notice of the school's directory information policy, and let you know of your option to refuse release of your child's information in the directory.

## **Family Safety Plans if You Are Detained or Deported**

- You have the option to provide your child's school with emergency contact information, including the information of secondary contacts, to identify a trusted adult guardian who can care for your child in the event you are detained or deported. You have the option to complete a Caregiver's Authorization Affidavit or a Petition for Appointment of Temporary Guardian of the Person, which may enable a trusted adult the authority to make educational and medical decisions for your child.

## **Right to File a Complaint**

- Your child has the right to report a hate crime or file a complaint to the school district if he or she is discriminated against, harassed, intimidated, or bullied on the basis of his or her actual or perceived nationality, ethnicity, or immigration status.
- Complaints may be completed using the form in Board Policy 1312.3 at [www.capousd.org](http://www.capousd.org)



## Uniform Complaint Form

To:

Uniform Complaint Officer	
Capistrano Unified School District	
33122 Valle Road	
San Juan Capistrano, CA 92675	
Phone: (949) 234-9200	Fax: (949) 487-1453

From:

Name	
Address	
City, State, ZIP Code	
Phone (cell)	
Phone (other)	
E-Mail	

**PROGRAM(S) CONCERNED (Please check below)**

A. \_\_\_ Discrimination or harassment in programs receiving state financial assistance based on one of the following protected classes:

<input type="checkbox"/> Race/Ethnicity	<input type="checkbox"/> Color	<input type="checkbox"/> Ancestry
<input type="checkbox"/> Nationality	<input type="checkbox"/> National Origin	<input type="checkbox"/> Ethnic Group Identification
<input type="checkbox"/> Immigration Status	<input type="checkbox"/> Age	<input type="checkbox"/> Religion
<input type="checkbox"/> Marital or Parental Status	<input type="checkbox"/> Physical or Mental Disability	<input type="checkbox"/> Sex
<input type="checkbox"/> Sexual Orientation	<input type="checkbox"/> Gender	<input type="checkbox"/> Gender Identity
<input type="checkbox"/> Gender Expression	<input type="checkbox"/> Genetic Information	<input type="checkbox"/> Other

**OR**

B. \_\_\_ A violation of federal or state law or regulation governing the following program(s) :

<input type="checkbox"/> After School Education/Safety	<input type="checkbox"/> Course Periods w/o Ed. Content	<input type="checkbox"/> PE Instructional Minutes
<input type="checkbox"/> American Indian Ed. Centers	<input type="checkbox"/> Early Childhood Education/Assessments	<input type="checkbox"/> Pupil Fees
<input type="checkbox"/> Bilingual Education	<input type="checkbox"/> Education of: Foster; Homeless, Military; Juvenile Court School Students	<input type="checkbox"/> Reasonable Accommodations – Lactating Pupil
<input type="checkbox"/> Career Technical/Tech Ed. Training	<input type="checkbox"/> English Learner Programs	<input type="checkbox"/> Regional Occupational Centers
<input type="checkbox"/> Child Care and Development	<input type="checkbox"/> Every Student Succeeds Act (Titles I – VII)	<input type="checkbox"/> School Safety Plans
<input type="checkbox"/> Child Nutrition	<input type="checkbox"/> LCAP	<input type="checkbox"/> Special Education
<input type="checkbox"/> Compensatory Education	<input type="checkbox"/> Migrant Education	<input type="checkbox"/> State Preschool
<input type="checkbox"/> Consolidated Categorical Aide	<input type="checkbox"/> Peer Assistance and Review for Teachers	<input type="checkbox"/> Tobacco-Use Prevention Education

**NATURE OF COMPLAINT: (This should be a description in your own words of the grounds of your**





## **Attachment #7**

*The following CTE courses satisfy the subject matter requirements for admission to the CSU and UC systems.*

### UC a-g Approved CTE Courses

- 3D Media Design (f)
- Accounting (g)
- Architectural Design (f)
- Art of Animation (f)
- Art of Graphic Design (f)
- Automotive Technology (g)
- Biotechnology (d)
- Business Management/Entrepreneurship (g)
- Culinary Arts (g)
- Cyber Security (g)
- Dance Company (f)
- Dance Performance 2 (f)
- Dance Performance 3 (f)
- Dance Performance 4 (f)
- Dental Assisting (g)
- Digital Photography I (g)
- Engineering and Manufacturing Technology (g)
- Engineering Design and Development (g)
- Engineering Design Intro (g)
- Environmental Field Studies (d)
- Fashion Design (f)
- Forensic Science (d)
- Game Design (g)
- Graphic Production Technologies (f)
- Medical Assisting Foundations/Prep Therapy – Med OFC (g)
- Medical Core (g)
- Multimedia Design (f)
- Multimedia Production (f)
- Pharmacy Technician (g)
- Renewable Energy Science (g)
- Robotics (g)
- Sports Medicine (d)
- Stagecraft (g)
- Theater Performer (f)
- TV Broadcast Journalism (f)
- Video Production (f)
- Virtual Enterprise (g)

