



# CUSD Welcomes You

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## *Our School District*

Capistrano Unified School District serves a substantial portion of south Orange County, including portions or all of the following communities:

*Aliso Viejo*

*Coto de Caza*

*Dana Point*

*Dove Canyon*

*Ladera Ranch*

*Laguna Niguel*

*Las Flores*

*Mission Viejo*

*Rancho Mission Viejo*

*Rancho Santa Margarita*

*Sendero*

*San Clemente*

*San Juan Capistrano*

*Talega*

*Wagon Wheel*

Founded in 1965, Capistrano Unified encompasses 200 square miles in seven cities and a portion of the unincorporated area of Orange County. With 63 campuses, it is the largest employer in south Orange County.

Instruction to CUSD students is offered in preschool, elementary school, middle school, high school, adult school, and through various alternative educational programs. A Regional Occupational Program (ROP) is also available to develop entry-level job skills and vocational opportunities for students and adults.

CUSD's school program is keenly responsive to the needs of its students, parents, and community members. The communities within school district boundaries are involved in the development of school district policies and operating procedures.



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## ***Our Mission:***

*To prepare our students to meet the challenges of a rapidly changing world.*

## ***Our Vision:***

*An unwavering commitment to student success.*

## ***Wildly Important Goals (WIGs):***

### Teaching and Learning

*Engage students in meaningful, challenging, and innovative educational experiences to increase post-secondary options for all students.*

### Communications

*Communicate with, and engage students, parents, employees, and community members in Districtwide and community-specific decisions.*

### Facilities

*Optimize facilities and learning environments for all students.*



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## *Our Board of Trustees*

Capistrano Unified School District has a seven-member Board of Trustees, with each trustee representing one of seven distinct areas within the school district. Trustees are elected by area and serve four-year terms of office. As the policy-making body for the school district, the Board is charged with providing a quality educational program for students in grades Kindergarten through Grade 12 in accordance with the California Constitution, the laws of the state, adopted board policy, and the desires of the community.

In addition to the seven Trustees, a student representative to the Board of Trustees is selected from one of the District's six high schools and serves for one school year. He/She sits with the Board of Trustees at public board meetings and casts a preferential vote on each agenda item.

As elected officials, Trustees are state officers responsible for the governance of an apolitical subdivision of the state. The District is independent of city and county governments but cooperates with them.

In addition to establishing school district policies, the Board adopts an annual budget and approves all expenditures; employs personnel; approves curriculum, textbooks and courses of study; and makes decisions on school sites, building plans, and construction contracts.

Trustees have no power to act individually in the name of the entire Board. Action can be taken only when the Board is in formal session with a majority of its members present.

The chief administrative officer of the school district is the Superintendent, who executes the policies established by the Board of Trustees. He/She is responsible for the effective operation of the entire school program, as well as the development of plans, programs, and policies for Board action.

Regular meetings of the Board of Trustees are open to the public and are generally held at 7:00 p.m. at the CUSD Education Center in San Juan Capistrano.



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## Helpful Links

- **Payroll:** [Click Here](#) for this site (located at [www.capousd.org](http://www.capousd.org)).
- **Human Resource Services:** <http://cusdjobs-capousd-ca.schoolloop.com/>
- **Insurance Programs :** <http://insurance-capousd-ca.schoolloop.com/>
- **Calendars:** [Click Here](#) for this site (located at [CapoNet Intranet](#))
- **Directory of Schools & Directions to Schools:** [Click Here](#) for this site
- **Teacher Induction:** <https://sites.google.com/capousd.org/teacherinduction>

## Board Policies/Administrative Regulations

CUSD Board Policies are located on our public website at:

<http://capousd.ca.schoolloop.com/policies>

CUSD Administrative Regulations are located on our Intranet at:

<https://sites.google.com/a/capousd.org/administrative-regulations/>

- [Employee/Student Non-Fraternization](#) – The relationship between the school employee and the student shall be one of professional cooperation and respect. All employees, whether certificated or classified, have a responsibility to conduct themselves in a manner that will maintain an atmosphere that is conducive to learning. (BP 4010)
- [Sexual Harassment Policy](#) – The penalties for violating this policy are high but it also lets employees know what constitutes sexual harassment and your right to a comfortable work place. (BP 4119.11)
- [Drug Free Workplace Policy](#) – Use of drugs or alcohol in connection with the District prohibited. Arrests for drug or alcohol abuse will result in District sanctions.(BP 4020)
- [Employee Use of Technology](#) – It is very important to know what you can and cannot do with the District's computers and that everything within them is District property, not yours. (BP 4040) (AR 4.21)
- [Tobacco Free Schools Policy](#) – Use of tobacco products on District property is prohibited. (BP 3513.3)



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## Board Policies/Administrative Regulations (continued)

- [Uniform Complaint Policy](#) – Specific instructions on how to handle complaints of all types, but specifically discrimination, William’s legislation and federal programs listed in the law. (BP 1312.3)
- [Williams Uniform Complaint Procedures](#) – This document includes the District’s procedures to resolve complaints of any of the following: 1. Charging fees for school activities 2. Instructional materials 3. Teacher vacancy or misassignment 4. High School exit examination 5. Facilities. (BP 1312.4)
- [Customer Services Policy](#) – CUSD expects its employees to be civil, courteous and helpful in all exchanges. (BP 1170)
- [Civility Policy](#) – This policy establishes protections for all employees and community members from un-civil behavior including e-mail. (BP 1313)
- [Exposure Control Plan for Bloodborne Pathogens Policy](#) (BP 4119.42) - The District Blood Bourne Pathogens prevention plan is a component of the IIPP that outlines specific practices that are deemed essential to the safe daily operation of the District. These procedures are designed to ensure the District has a safe and healthy environment for students and employees.
- [Family and Medical Leave Act \(FMLA\)](#) – FMLA (Federal) Under the Federal Family and Medical Leave Act, if you have more than 12 months of service with Capistrano Unified School District and have worked at least 1,250 hours in the 12-month period before the date you want to begin your leave, you may have a right to an unpaid family care or medical leave (FMLA leave). This leave may be up to 12 workweeks in a 12 month period for the birth, adoption, or foster care placement of your child or for your own serious health condition or that of your child, parent, or spouse.



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## Board Policies/Administrative Regulations (continued)

- [District Code of Safe Practices](#) - The Capistrano Unified School District is committed to maintaining a safe employment, educational, and business environment. To that end, an Illness and Injury Prevention Program (IIPP) was developed in accordance with applicable laws. [Click Here](#) The District Code of Safe Practices is a component of the IIPP that outlines specific practices that are deemed essential to the daily operation of the District. Complete copies of the IIPP and the District Code of Safe Practices are available under the "General" link on the Personnel Website. All employees are required to adhere to the Injury and Illness Prevention Program and follow the District Code of Safe Practices as directed by management. [Click Here](#)