



Annual Notification To Parents/Guardians 2011-2012

September 2011

Dear Parents:

Welcome to the new school year! The Saddleback Valley Unified School District is proud of the accomplishments and quality of our fine schools and is continually working to raise standards and make them even better. We encourage you to take full advantage of the educational programs and services offered.

An important factor in pupil achievement is the support and direction that parents give to their children. A partnership where the parent supports the learning environment offers the best opportunity for your child to succeed. We urge you to become informed about all of your child's activities at school.

Please read all of the following material with your child so that everyone can benefit from the services provided by the Saddleback Valley Unified School District.

The Board of Education also encourages daily attendance and positive behavior, so we particularly ask that you review with your child the District's requirements in these areas. You may access additional District information by visiting our website at www.svUSD.k12.ca.us

We wish your child a great success this coming year, and we will make every effort to be an active partner with you in your child's education.

Sincerely,
Clint Harwick, Ed.D.
Superintendent
Saddleback Valley Unified School District
25631 Peter A. Hartman Way
Mission Viejo, California 92691

Please review the material in this booklet, then SIGN and RETURN the Annual Notification to Parents /Guardians Signature Form that is a separate card included in the parent

I. ATTENDANCE

A. Absences and Excuses

The Governing Board believes that regular attendance plays a key role in pupil achievement. The Board recognizes its responsibility under the law to ensure that pupils attend school regularly. Parents/guardians of children aged six to eighteen are obligated to send their children to school unless otherwise provided by law. To assist in achieving this goal, the Board of Education has developed a 10 point policy (available in pupil handbooks and/or on school websites) that addresses absences, trancies and tardies (B.P. 5113). The Board shall abide by all state attendance laws and may use appropriate legal means (School Attendance Review Board – SARB) to correct the problems of excessive absence or truancy [B.P. 5113]. Parents are reminded that schools are funded based on pupil attendance. Each pupil absence, regardless of the reason, is a reduction in funding of \$35 per day.

B. Excused Absences - Make-up Allowed

Absences listed below are excused when verified in accordance with the Education Code and Board Policy [E.C. 48205, C.C.R. Title 5, Sec. 420, B.P. 5113]:

- a. Illness.
- b. Quarantine directed by county or city health officer.
- c. Medical, dental, optometric, or chiropractic appointments:
 1. Pupils are encouraged to make medical appointments after school hours whenever possible.
 2. Pupils will be released for and will receive excused absences for appointments only on the written approval of parent/guardian.
- d. Attending funeral services of a member of the pupil's immediate family, so long as such absence is not more than one day if the service is conducted in California and not more than three days if the service is conducted outside of California.
- e. For the purpose of jury duty in the manner provided for by law.
- f. Due to the illness or medical appointment during school hours of a child of whom the pupil is the custodial parent.

C. Excused Absences/Personal Reasons - Make-up Allowed (prior approval required)

Absences listed below are excused when verified in accordance with the Education Code and Board Policy, and receiving prior approval [E.C. 48205, E.C. 46014, B.P. 5113]:

- a. A pupil's absence shall be allowed provided the absence is for one of the following justifiable personal reasons:
 1. An appearance in court.
 2. An employment conference.
 3. A pupil/family hardship situation, as authorized by the principal.
 4. An observance of a holiday or ceremony of the pupil's religion, or to receive moral or religious instruction.
 5. Attendance at religious retreats not to exceed four (4) hours per semester.
 6. Attending a funeral service of a person who is not an immediate family member.
 7. For any pupil 16 years old or older, with a GPA of 2.5 or higher, for the purposes of serving as a member of a precinct board for an election pursuant to Sec. 12302 of the Elections Code.
 8. For attendance at an educational conference on the legislative or judicial process offered by a nonprofit organization.
- b. **Prior** to an absence described in this regulation, a signed parental request must be received and approved by the principal or administrative designee.
- c. Only in the case of extreme emergency will the principal approve an absence after the absence occurs.

D. Excused Absences

Absence from school shall be excused only for health reasons, family emergencies and justifiable personal reasons, as permitted by law, Board policy, and administration regulations. [E.C. 46010, 46010.1, 46014, 48216, 48205]

Insofar as class participation is an integral part of pupils' learning experiences, parents/guardians and pupils shall be encouraged to schedule medical appointments during non-school hours.

At the beginning of each academic year, notifications shall be sent to the parents/guardians of all pupils and to all pupils in grades 7 through 12, informing them that school authorities may excuse any pupil from school to obtain confidential medical services without the consent of the pupil's parent/guardian.

Pupils in grades K-6 should not be absent from school without their parents/guardians' knowledge or consent except in cases of medical emergency. Pupils in grades 7-12 should not be absent from school without their parents/guardians' knowledge or consent except in cases of medical emergency or confidential medical appointment.

Pupil absence for religious instruction or participation in religious exercises away from school property may be considered excused subject to administrative regulations and law.

E. Unexcused Absences/Truancy

The Superintendent or designee shall implement positive steps to reduce truancy, such as communication with parents/guardians and the use of Student Study Teams. [E.C. 48260 (a), 48263]

The District participates in the county school attendance review board as allowed by law in order to meet the special needs of pupils with school attendance or school behavior problems.

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

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

When the pupil's attendance problems cannot be resolved through the high school 10 point policy in B.P. 5113, and the pupil and parent/guardian have failed to respond to directives to correct the problem, a pupil who has been classified as truant may be referred to the district attorney or probation officer for truancy mediation, or to the School Attendance Review Board (SARB), or the pupil's probation officer may ask the County Superintendent of Schools to request a juvenile court petition on behalf of the pupil. The driving privileges of a pupil may be suspended or restricted [V.C. 13202.7].

F. Saturday School Absence Recovery

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

G. Make-up Work – Excused and Unexcused Absences

No pupil may have his or her grade reduced or lose academic credit for any excused absences if missed assignments and tests can reasonably be provided and are satisfactorily completed within a reasonable period of time. [E.C. 48980(j), 48205]

A pupil's grades may be affected by excessive unexcused absences in accordance with Board Policy. [B.P. 5113]

H. Individualized Instruction

If your child has a temporary disability preventing him/her from attending regular classes, the district will provide individual instruction when possible. [E.C. 48206.3, 48980(b)]

I. Pupils in Hospitals Outside of School District

If, due to a temporary disability, your child is in a hospital or other residential health facility which is located outside your school district, he/she shall be deemed a resident of the school district in which the hospital is located. If this situation should arise, you should notify both the district where you reside and where the hospital is located so that individualized instruction, if possible, can be provided. [E.C. 48207, 48208]

J. Homeless Liaison

Homeless pupils are entitled to certain protections under the McKinney-Vento Act. For information contact Monique Yessian, Coordinator of Pupil Services at (949) 580-3212.

K. Minimum Days/Pupil Free Days

The dates for minimum days, furlough days, and pupil-free staff development days are printed in the calendar in this booklet. [E.C. 48980(c)]

II. SCHOOL OPTIONS/CHOICE/TRANSFERS

Many districts accept the transfer of pupils residing outside the district's attendance area. It is the intent of the Legislature that the board of education of each district annually review the enrollment options available to pupils within their districts and that the districts strive to make available enrollment options that meet the diverse needs, potential, and interests of California pupils. [E.C. 48301, 48306, 48308, 48314, 48980(h)]

A. Open Enrollment Act of 2009

The Open Enrollment Act is based on regulations and guidelines for the federal Race to the Top Fund authorized under the federal American Recovery and Reinvestment Act of 2009. The goal is to provide additional options to pupils enrolled in designated low achieving public schools without regard to the residence of their parents. Parents may apply for their child to be enrolled in a school with a higher academic performance index than the school in which the pupil was previously enrolled, and are selected through a random, unbiased process that prohibits an evaluation based on the individual academic or athletic performance.

Pupils applying for a transfer shall be assigned priority approval as follows:

1. First priority for the siblings of children who already attend the desired school.
2. Second priority for pupils transferring from a program improvement school ranked in decile 1 on the Academic Performance Index.
3. If the number of pupils who request a particular school exceeds the number of spaces available at that school, pupils will be selected at random until all the available spaces are filled.

Within 60 days of receiving an application, a school district of enrollment shall notify the applicant parent and the school district of residence in writing whether the application has been accepted or rejected. If an application is rejected, the school district of enrollment shall state in the notification the reasons for the rejection. [E.C. 48300-48318, 48350-48354]

B. Intra/Inter District Transfer Procedures

The Saddleback Valley Unified School District has established an Intra/Inter District School Transfer Committee and procedures to consider school transfer requests. All transfer requests are subject to space availability and must have no negative impact on staffing at either the sending or receiving school. **Pupils who reside in SVUSD and apply through the Choice Process will be given priority over transfer applicants.** The School Choice process uses certain rules in determining which pupils are offered the option to attend a school of choice. When there are more requests to attend a school than there are openings, the selection process will be random and unbiased. Pupils are not guaranteed placement at a non-resident school that a sibling attends. It should be noted that the "No Child Left Behind Act of 2001" (NCLB) has established enrollment priorities in two categories.

1. If a district school receiving Title 1 funds is identified for program improvement, corrective action or restructuring, all pupils enrolled in that school shall be provided an option to transfer to another district school or charter school. [P.L. 107-110, Section 1116]

2. If while on school grounds a pupil becomes a victim of a violent criminal offense, as defined by the State Board of Education, or attends a school designated by the California Department of Education as persistently dangerous, he/she shall be provided an option to transfer to another district school or charter school. [P.L. 107-110, Section 9532]

Once a transfer is granted, with the exception of the two paragraphs described above, the parent is responsible for transportation. Childcare facilities, such as TLC, are not guaranteed. Pupils enrolled in Special Education Special Day Class (SDC) programs must go through the IEP process to request a change of school, not the Choice or Intra-district transfer process. It is the intent of the school administration that a pupil is granted the transfer through the level of that school (elementary, intermediate or high school) pending space availability or unless specified by the Principal. When a pupil transitions from elementary to intermediate or intermediate to high school, the Choice process or Intra/Inter-district transfer application must be completed. The pupil's school of residence determines the pupil's next school placement between either grades 6th to 7th or grades 8th to 9th, not the school they are attending. (Transfer and Choice forms cannot be faxed, emailed or mailed. Choice and a standard Inter/Intra District Transfer forms are available to download from the SVUSD website.) [E.C 35160.5]

C. Intra-District Transfers (between SVUSD schools)

New pupils complete a transfer form at their resident school and that school will forward the transfer to the school requested. Pupils who move within SVUSD boundaries during the school year and want to remain at their attending school must complete a transfer form at their attending school and continued attendance will be considered.

D. Inter-District Transfers (from other districts to SVUSD)

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

If a pupil wishes to attend a school in SVUSD, the parent must apply for an Inter-District transfer from their district of residence. **(Transfers must be renewed annually in grades K-10.)** 11th and 12th grade pupils may continue in their schools of attendance.

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

E. Inter-District Transfers (to other districts from SVUSD)

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

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

F. Inter-District Transfer Conditions

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

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

school. Transportation, if needed, shall be the responsibility of the parent/guardian. Childcare, if needed, shall be the responsibility of the parent/guardian.

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

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

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

If an Inter-District transfer request is denied, you have the opportunity to appeal the decision to Orange County Department of Education (OCDE) within 30-calendar days.

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

G. Attendance Where Caregiver Resides

If your child lives in the home of a caregiving adult, as defined by law, your child may attend the school district in which that residence is located. Execution of an affidavit under penalty of perjury pursuant to the Family Code by the caregiving adult is required to determine that your child lives in the caregiver's home. [E.C. 48204(d), 48980 (g)]

H. Financial Conditions

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

I. Special Education Pupils

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

III. ACCREDITED SCHOOLS/ALTERNATIVE SCHOOLS

A. Academic Credit Reciprocity/Transfers from Accredited Schools

Pupils transferring into SVUSD from an accredited high school shall receive appropriate academic credit for previously completed courses when the sending district verifies that the pupil has satisfactorily completed those courses. The District will evaluate all coursework and credits granted by the accredited high school and make an individual determination on how those credits will be applied to SVUSD's graduation requirements.

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

Pupils transferring into the District (SVUSD) from a non-accredited school *will not receive credit* for work completed at that institution.

An "accredited" school is one that has received accreditation by the Western Association of Schools and Colleges (WASC) or one of the other five regional associations that accredit public and private schools, colleges and universities in the United States, or in the case of a school outside of the United States, by the equivalent governmental accrediting agency in that jurisdiction. [E.C. 35160, 35160.1, 48645.5, 48667, 51003, 51225.3]

C. Notice of Alternative Schools

California state law authorizes all school districts to provide for alternative schools. 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 pupils 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 pupil learns because of his desire to learn. (c) Maintain a learning situation maximizing pupil self-motivation and encouraging the pupil in his own time to follow his own interests. These interests may be conceived by him totally and independently or may result in whole or in part from a presentation by his teachers of choices of learning projects. (d) Maximize the opportunity for teachers, parents and pupils to cooperatively develop the learning process and its subject matter. This opportunity shall be a continuous, permanent process. (e) Maximize the opportunity for the pupils, 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. [E.C. 58500, 58501]

IV. PUPIL DISCIPLINE GUIDELINES

A. Substance Abuse

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

All pupils will abide by this prohibition as a condition of attendance. Any violations of District or school standards of conduct, rules and regulations or state or federal laws regarding illicit drugs, alcohol and tobacco will be investigated. Violators will be subject to prosecution in accordance with local, state and federal law and District disciplinary action, up to and including suspension, expulsion, and/or be required to satisfactorily complete an online intervention class and participate in a community intervention program selected by the District in conformance with law.

B. Suspension/Expulsion/Substance Abuse

Suspension/expulsion means that a pupil may not attend any school in the District for a period of time as determined by the Board of Education. A pupil may be suspended or recommended for expulsion for committing an expellable offense (as described below): 1. while on school premises, 2. while at a school-related activity, 3. while going to and from school or a school-related activity, including lunch period on or off campus, or 4. for any violation at any time or place which reasonably relates to school attendance or attendance at school related activities.

Any pupil for whom there is reasonable cause to suspect the possession or use of alcohol, drugs/narcotics, anabolic steroids or non-prescription drugs, or for whom there is reasonable cause to suspect the selling or furnishing of alcohol, drugs/narcotics, (including over the counter medication) or anabolic steroids, or substances represented to be alcohol, drugs/narcotics,

anabolic steroids or non-prescription drugs, shall be immediately suspended from school for 5 days and all school activities pending the outcome of an investigation. If the allegations are substantiated, the student will be placed on a behavior contract that will prohibit participation in extracurricular activities for a prescribed period of time. Failure to respond to corrective action or repeated violations of drug, alcohol, controlled substance, or dangerous object violations will result in a recommendation for expulsion [E.C. 48900(c), 48915 (a)]

C. Other Expellable Offenses

Any pupil for whom there is reasonable cause to suspect he/she has committed any one of the 23 offenses listed below (including violations associated with gang activity on campus or in any way related to a school activity), shall be suspended from school and all school-related activities pending the outcome of a subsequent investigation. If the pupil is suspected of committing acts listed as numbers 1-7 below law enforcement will be contacted as required by law. If progressive consequences fail to bring about proper conduct, or the pupil presents a danger to the campus, the pupil can expect to be recommended to the Panel for a hearing to determine whether cause for expulsion exists.

1. Caused, attempted to cause, or threatened to cause serious physical injury to another person, or willfully used force except in self-defense.
2. Possessed, sold, or otherwise furnished any firearm, knife, explosive devices, or other dangerous object, including replicas, without permission of school officials.
3. Committed or attempted to commit robbery or extortion.
4. Assault or battery upon any school employee.
5. Committed or attempted to commit sexual assault.
6. Sale or possession of illegal drugs or controlled substances.
7. Sale or delivery of material represented to be a controlled substance.

If a pupil has committed a violation of items 8 through 23 as listed below, the pupil may be referred to the Panel for a hearing to determine whether cause for expulsion exists, or discipline may be imposed by the local school administration.

8. Caused or attempted to cause damage to school property or private property (this includes graffiti).
9. Stole or attempted to steal school property or private property.
10. Possessed or used tobacco or tobacco products.
11. Committed an obscene act or engaged in habitual profanity or vulgarity.
12. Unlawfully possessed, or unlawfully offered, arranged or negotiated to sell any drug paraphernalia.
13. Disrupted school activities or otherwise willfully defied the valid authority of school officials.
14. Knowingly received stolen school property or private property.
15. Possessed an imitation firearm. An "imitation firearm" is a replica that is so similar in physical properties as to lead a reasonable person to conclude that the replica is a firearm.
16. Bullying or Cyber Bullying
17. Committed, engaged in, or attempted to engage in hazing as a misdemeanor or felony as defined in Penal Code Section 245.6.
18. Harassed, threatened, intimidated, or retaliated against a pupil witness.
19. Committed harassment, threats, or intimidation directed toward an individual or group which disrupts the educational process.
20. Committed or threatened to cause an act of hate violence.
21. Committed terrorist threats against school officials or school property.
22. Committed sexual harassment as defined in Education Code Section 212.5
23. Sold or arranged to sell/provide the drug Soma.

Pupils who have knowledge of other pupils who are in possession of a weapon or an object represented to be a weapon or any other dangerous object on school facilities or at a

school-related activity shall immediately report this information to a certificated staff member. Failure to do so shall be considered defiance of authority and is subject to appropriate disciplinary action.

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

The Board of Education intends to accomplish this goal by enforcing its stated policies and procedures. It is most important that parents and pupils fully understand the Board of Education's intent because pupils who violate this policy are subject to progressive consequences up to and including expulsion from the schools of the District. [E.C. 35291]

D. Expulsion Referral Procedures

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

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

E. Parent Responsibility

Parents/guardians are liable for all the damages caused by the willful misconduct of their minor children that result in death or injury to other pupils, school personnel, or damage to school property. Parents are also liable for any school property loaned to the pupil and willfully not returned. Parents' or guardians' liability may be as much as \$16,650 in damages and another maximum of \$16,650 for payment of a reward, if any. The school district may withhold the grades, diplomas, or transcripts of the pupil responsible until such damages are paid or the property returned or until completion of a voluntary work program in lieu of payment of money. If your child commits an obscene act or engages in habitual profanity or vulgarity, disrupts school activities, or otherwise willfully defies the authority of school personnel, and is suspended for such misconduct, you may be required to attend a portion of a school day in your child's classroom. [E.C. 48900.1, 48904; C.C. 1714.1; G.C. 53069.5]

F. Release of Pupil to Peace Officer

If a school official releases your child from school to a peace officer for the purpose of removing him/her from the school premises, the school official shall take immediate steps to notify you or a responsible relative of your child, except when a pupil has been taken into custody as a victim of suspected child abuse. In those cases, the peace officer will notify the parent or guardian. [E.C. 48906; P.C. 11165.6]

G. Pupil Search

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

H. Mobile Phones, Electronic Signaling Devices

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

I. Pupil's Dress Code

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

1. Standards: The Board expects pupils to give proper attention to personal cleanliness and to wear clothes that are suitable for the school activities in which they participate. Pupils' clothing must not present a health or safety hazard or a distraction which would interfere with the educational process. Pupils and parents/guardians shall be informed about dress and grooming standards at the beginning of the school year and whenever these standards are revised. A pupil who violates these standards shall be subject to appropriate disciplinary action. [B.P. 5132]

2. Gang-Related Apparel: The principal, staff and parents/guardians at a school may establish a reasonable dress code that prohibits pupils from wearing gang-related apparel that disrupts or threatens to disrupt the school's activities. Such a dress code may be included as part of the school safety plan and must be presented to the Board for approval. The Board shall approve the plan upon determining that it is necessary to protect the health and safety of the school's pupils.

3. Uniforms: In order to promote pupil safety and discourage theft, peer rivalry and/or gang activity, the principal, staff, and parents/guardians at a school may establish a reasonable dress code requiring pupils to wear uniforms. Such a dress code may be included as part of the school safety plan and must be presented to the Board for approval. The Board shall approve the plan upon determining that it is necessary to protect the health and safety of the school's pupils.

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

J. Discipline Guidelines - Extra Curricular Activities

Any pupil who is suspended for possession or use of alcohol, drugs/narcotics, anabolic steroids or prescription/non-prescription drugs, or for whom there is reasonable cause to suspect the selling or furnishing of alcohol, over the counter medication, or anabolic steroids, or substances represented to be alcohol, drugs/narcotics, anabolic steroids or non-prescription drugs, will be placed on a behavior contract upon their return to campus. The behavior contract includes a provision prohibiting participation in extracurricular activities for the remainder of the current semester the incident occurred plus the following semester, which will include a provision prohibiting participation in extracurricular activities for up to 180 school days from the date of the incident.

The Board of Education may consider allowing the pupil to participate in extracurricular activities at the end of 90 days from the date of the incident. In this case, the pupil must complete "Terms and Conditions" as specified in the district behavior contract. Pupils in positions of leadership may be suspended from the appointed or elected position during the period that the pupil is on the district behavior contract. "Terms and Conditions" may include requirements such as: grade point average, improvement, community service, participation in a community intervention program, successful completion of an on-line intervention course, research projects or reports, and other activities that are related to individual needs.

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

V. PERSONAL BELIEFS AND CURRICULUM

A. Comprehensive Sexual Health Education

School districts must ensure that all pupils receive sexual health instruction from adequately trained personnel in appropriate courses. In SVUSD, adequately trained instructors give such instruction in appropriate courses. If taught by a consultant or in an assembly, parents will be given the dates, name of organizations and affiliation of speakers in this booklet or receive notice at least 14 days prior to the dates of the class or assembly. You have the right to request, in writing, that your child not attend all or part of the instruction in sexual health education and HIV/AIDS prevention. You may withdraw this request at any time. You also have the right to inspect and review the materials used in these classes prior to the start of classes. [E.C. 51937, 51938, 51939]

Parents shall be notified of such instruction at least 14 days prior to the commencement of the instruction and advised of the right to inspect instructional materials to be used and request in writing that the pupil not attend the instruction. Under the law, a pupil shall not be subject to disciplinary action, academic penalty, or other sanction if a parent withholds the pupil from the instruction. Also, during the time of the instruction, an alternative educational activity shall be made available to pupils whose parents have requested that they not receive instruction.

B. Healthy Behavior/Personal Belief Assessments

Schools may administer anonymous assessments relating to pupils' health behaviors and risks, including tests, questionnaires, and surveys. Parents shall be given prior notice of these assessments, the opportunity to review the assessment instrument, and may withdraw their child from the assessment. In grades seven through twelve, schools may use either a passive consent ("opt-out" policy) for parental consent for assessments or prior written consent. In earlier grades, schools shall use an active consent or "opt-in" policy for parental consent for assessments. [E.C. 51933, 51934, 51938]

Unless you give written permission, your child will not be given any test, questionnaire, survey, examination, or marketing material containing questions about your child's, or his/her parents' or guardians' personal beliefs or practices in politics, mental health, anti-social, illegal, self incriminating, or demeaning behavior, critical appraisals of others close to the family, about legally confidential relationships such as ministers or doctors, income (unless to determine eligibility in a program or for receiving assistance), sex, family life, morality, or religion. Parents may also opt their child out of supplying information to be used for marketing. Parents have the right to review any survey or educational materials related to the survey on any of the above items. The District has developed policies relating to surveys and personal information. [E.C. 60650, 51513, 60614, 60615; PPRA, 20 U.S.C.; NCLB]

C. Dissection of Animals

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

D. Religious Beliefs

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

VI. PUPIL SUPPORT SERVICES/SAFETY ISSUES

A. Drug, Alcohol and Tobacco Prevention Programs

The District's drug, alcohol and tobacco education and prevention programs are designed to address the legal, social and health consequences of drug, alcohol and tobacco use, and to provide pupils with effective techniques for resisting peer pressure to use illicit drugs, alcohol or tobacco. Information about any drug, alcohol and tobacco counseling, rehabilitation, and re-entry programs available to pupils may be obtained by contacting the pupil's school. This information may include programs sponsored or maintained by various community groups or agencies. The District neither supports nor endorses any specific program, agency or firm. The information is provided only to assist parents and pupils who may desire information regarding the resources available to assist them.

B. Pupil Lunch Program

Applications for free and reduced price lunch based on income are available at each school. Families that qualify for the Pupil Lunch Program may also be eligible for Healthy Families and Medi-Cal free or low cost medical services. See Medi-Cal/Healthy Families Services in this booklet. [E.C. 49500, 49510, 49520]

C. Campus Supervision

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

D. Security Cameras

The Saddleback Valley Unified School District is committed to providing safe and secure school sites for all of our pupils and staff. We constantly video record our school sites both during the school day and after hours and on weekends.

To effectuate the District's goals to ensure the health and safety of all pupils and staff, and to protect school property, the District has installed digital security camera systems on our school sites. The systems do not monitor classrooms or other pupil and teaching support areas but concentrate on entry and exit areas and other areas of the school sites that are subject to damage, graffiti or the unauthorized entry of persons or groups.

We are working closely with local law enforcement agencies to assist us. All cameras were installed in easily seen locations and there are no "hidden" cameras. Only authorized site administrators and law enforcement personnel have access to the camera images.

E. Leaving School at Lunch Time

The governing board of the Saddleback Valley Unified School District has decided to permit eleventh and twelfth grade pupils enrolled at El Toro HS, Laguna Hills HS, Mission Viejo HS and Trabuco Hills HS to leave the school grounds during the lunch period. Neither the school district nor any officer or employee thereof shall be liable for the conduct/safety of any pupil during such time as the pupil left the school grounds. [E.C. 44808.5]

F. Noncurricular-related Clubs

Noncurricular-related clubs or groups are recognized by SVUSD, but not sponsored nor supported by the District. While pupil participants are on campus, they will be monitored by a District employee; however, that employee will not be involved in any of the group's financial regulations or in its off-campus activities. The District does not have any responsibility for the club or group when pupils are not on campus. [B.P. 5133.1]

G. School Safety Plan

Every year each school reviews and updates its Schoolwide Safety Plan. This plan is submitted to the district office each year by October 1st. The safety plan addresses physical safety, disaster preparedness, bullying issues, Schoolwide discipline and illness & injury prevention. This plan is shared with faculty. Regularly-scheduled drills allow pupils and staff to practice procedures in the event of an emergency. [E.C. 32286, 32288]

H. School Accountability Report Card

The annual SARC (School Accountability Report Card) includes school specific information on many topics including: Measures of Progress, Student Achievement, Students, Climate for Learning, Leadership, Teachers & Staff, Resources, School Expenditures and Adequacy of Key Resources. A copy of the annual School Accountability Report Card will be provided by each school upon request and is available at www.svusd.k12.ca.us. There is also a District Accountability Report Card including district wide data and policies. [E.C. 33126, 35256, 35258, 52056]

I. Management Plan for Asbestos-Containing Material

The District has available upon request a complete and updated management plan for asbestos-containing material. [40 CFR 763.93]

J. Pesticide Use

The District is providing parents the name of all pesticide products expected to be applied at school facilities this school year. That identification includes the name and active ingredients. Parents and guardians may register with the District if they wish to receive notification of pesticide applications at a particular school or facility. Please request a “Request for Pesticide Notification” from a school or on the website at www.svusd.k12.ca.us/forms. Further information is available from the California Department of Pesticide Regulation, P.O. Box 4015, Sacramento, CA 95812-4015, www.cdpr.ca.gov. [E.C. 17612]

Product Name	Manufacturer	Active Ingredient	EPA Registration Number	Use of Ingredients
Fumitoxin	Pestcon	Aluminum Phosphide	72959-1-5857	Gophers, Ground Squirrels
Conrac	Bell Laboratories	Bromadiolone	12455-79	Rats, Mice
Diphacinone	CA Dept. of Food and Agriculture	Diphacinone	10965-5001-ZA	Mice, Ground Squirrels
Zinc Phosphide	CA Dept. of Food and Agriculture	Zinc Phosphide	10965-50014-ZA	Ground Squirrels, Microtus

VII. INSTRUCTION/PUPIL PROGRESS

A. District Courses

Annually, the district publishes the High School Registration Guide listing courses offered at each comprehensive high school (in English and in Spanish). The full description of these courses is available in the school’s guidance office and on the SVUSD website. Intermediate schools each publish and distribute to each family, a description of courses offered at that school. Elementary schools teach from curriculum standards available at each site. [E.C. 49063, 49091.14]

SVUSD offers options for pupils who display Limited English Proficiency based on testing when entering the district. English Learners have a variety of options depending on their level of proficiency and what is offered at the school. Parents of English Learners are informed regarding the identification method, the level of proficiency of their child, the method of instruction, and requirements for exiting the program. [NCLB, 20 USC 6301]

B. Intermediate School Guidelines

All four Saddleback Valley Unified School District Intermediate schools operate on the trimester system, which divides the academic year into three twelve –week sessions.

To be promoted from the 7th and 8th grades, a pupil must:

- a. Earn a cumulative grade point average of 1.50 in all classes and earn at least a 1.0 GPA in English and mathematics each year;

- b. Successfully pass 85% of 18 trimester classes per year. An 85% passing level at the 7th and 8th grade means that pupils who fail more than three courses at either the 7th grade level or 8th grade level must repeat all the course requirements at that grade level;
- c. Score on the California Standards Tests under the STAR Program or other comparable District standards-based benchmarks at performance level 2 or above (including the use of the standard error of measurement) in English / Language Arts and mathematics.

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

REQUIRED COURSES FOR PROMOTION

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

<u>7th Grade</u>	<u>8th Grade</u>
<u>Course</u> <u>Requirements</u>	<u>Course</u> <u>Requirements</u>
English3 trimesters	English3 trimesters
Math3 trimesters	Math3 trimesters
Social Science3 trimesters	Social Science3 trimesters
Science2 trimesters	Science3 trimesters
Science/Quest.....1 trimesters	Physical Education/Health1 trimesters
Physical Education.....3 trimesters	Physical Education.....2 trimesters
Electives.....3 trimesters	Electives.....3 trimesters

At the time this notification was printed, the intermediate promotion requirements were being recommended for revision and presented to the Board in July 2011. The new promotion requirements will be posted on the SVUSD website.

C. High School Guidelines

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

To receive a diploma from the Saddleback Valley Unified School District, a pupil must:

1. Earn a minimum of “C-” average (1.75 total G.P.A.);
2. Earn a minimum of 220 units of coursework: 165 required units; 55 elective units;

SUBJECT	SUBJECT
English40 units	Health5 units
Math30 units*	Physical Education **20 units
Science30 units	Foreign Language, and/or Fine Arts, and/or
Social Science30 units	Applied Arts/Technical.....10 units

*must include the content of a Saddleback Valley Unified School District Algebra 1 course (10 units of Algebra 1 or 20 units of Algebra 1A and 1B), in the three-year math requirement;

** A pupil in 9th grade must enroll in physical education. If a pupil meets the Physical Fitness Test (PFT) “Healthy Fitness Zone” (HFZ) proficiency level in 9th grade, the pupil may elect to take the remaining two semesters during either the 10th, 11th or 12th grade. Pupils who do not meet the PFT HFZ performance level in 9th grade must take PE in 10th grade. No pupil will receive credit for more than eight (8) semesters of physical education.

3. Demonstrate grade level writing proficiency on a district benchmark activity (California High School Exit Exam writing sample or District portfolio), given first at grade 10;
4. Submit verification of a minimum of eight hours of community service or equivalent project to be completed during their high school career;

5. Pass both sections (English Language Arts and Mathematics) of the California High School Exit Exam (CAHSEE).

To participate in a high school graduation ceremony and receive a comprehensive high school diploma, a pupil must have completed all graduation requirements prior to the ceremony. [B.P. 6146.1, B.P. 5127]

D. High School Exit Exam

Each pupil completing 12th grade is required to pass the California High School Exit Examination (CAHSEE) in order to receive a high school diploma. Pupils are expected to take the CAHSEE only one time during their 10th grade year. SVUSD will provide 10th grade pupils who were absent during the March administration with a makeup opportunity. The makeup administration is provided only for the absent 10th grade pupils who missed the initial administration. For 11th grade pupils who have not passed one or both parts of the CAHSEE, there will be two testing opportunities. [E.C. 48980(e)] As determined by their IEP or 504 plan, there is an exemption from this requirement for eligible pupils with disabilities. [E.C. 60852.3]

All seniors who have not previously passed the CAHSEE will have five opportunities during the year to complete this graduation requirement. In addition, pupils who have not passed one or both parts of the CAHSEE by the end of grade twelve have the opportunity to receive intensive instruction and services for up to two consecutive years after the completion of grade twelve or until the pupil has passed both parts of the CAHSEE. [E.C. 37254]

Scheduled CAHSEE testing dates are listed. Each school's guidance department will monitor pupils' CAHSEE status and send home reminders of CAHSEE administration dates.

English/Language Arts

Tuesday, July 26, 2011

Tuesday, November 1, 2011

Tuesday, February 7, 2012

Tuesday, March 13, 2012

Tuesday, May 8, 2012

Mathematics

Wednesday, July 27, 2011

Wednesday, November 2, 2011

Wednesday, February 8, 2012

Wednesday, March 14, 2012

Wednesday, May 9, 2012

E. Regulations Regarding Pupil Achievement

The Board of Education believes good communication between parents and teachers is important in the educational process. All appropriate forms of communication should be used. The progress report should reflect pupil progress in class work and proficiency levels and indicate educational growth in relation to the pupil's ability, citizenship and effort. [E.C. 49067]

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

F. Special Needs Pupils

If you have reason to believe your child (ages 0-21 years) has a disability requiring special services or accommodations, tell or write the school. Your child's care will be reviewed by a Student Study Team to determine whether he/she would need further evaluation and testing for Special Education.

All pupils with special needs have a right to participate in appropriate programs of publicly supported education. Each pupil with a disability is assured a free appropriate public education appropriate to his/her needs in publicly supported programs through completion of secondary education programs. Each pupil with a disability shall have his/her educational goals and objectives specified in a written Individualized Education Program. The law gives pupils and their parents or guardians certain rights to due process hearings with respect to the identification, assessment, and placement of pupils. For information about these programs and rights, contact the Director of Special Education at (949) 580-3206. Any individual, public education agency or organization may file a written complaint which, if true, would constitute a violation by that public agency of federal or state law or regulation governing special education and related

services. The complaint should be filed with the Coordinator of Pupil Services for the Saddleback Valley Unified School District, 25631 Peter A. Hartman Way, Mission Viejo, CA 92691, (949) 580-3204. If unresolved, the complaint should be filed with the Superintendent of Public Instruction, California State Department of Education, 721 Capitol Mall, Sacramento, CA 95814. [E.C. 56020 et.seq. 56040, 56301; 20 USC 1412, (10) (A) (ii); 34 CFR 300.121]

G. English Learners

Upon initial enrollment in SVUSD, all parents receive an orientation to the program options for English Learners which includes Structured English Immersion, Mainstream English, or Alternative Bilingual (Two-Way Language Immersion). Parents are also informed about the parental exception waiver process by the Language Assessment Center (LAC) personnel. The following process is used [E.C. 305,306,310,311]:

1. Parents interested in the waiver process meet with the principal or designee.
2. English-only instruction may be waived by parent request; thus, parents can request a waiver into the Alternative Bilingual (Two-Way Language Immersion Program).
3. Any parent who applies for a waiver can request that the State Board of Education review the district's guidelines or procedures.
4. The waiver requires the principal's approval. Each application for a waiver will be considered on its individual merits.
5. Approval of Parental Exception Waivers occurs unless staff determines that the alternative program would not be better suited for the overall educational development of the pupil.

H. Career Counseling

High school counselors are trained to help pupils prepare for college and career planning. Counselors help guide pupils by providing information about financial aid, college requirements, and careers. This information is provided to pupils in classrooms and to parents during evening presentations. At other times, counselors in the intermediate schools and high schools are available by appointment to meet with pupils and their families. When all pupils are provided career counseling and course selection opportunities, they are provided equal services. [E.C. 221.5, 48980, 51229, 53086]

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

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

UC and CSU require a minimum 15-unit pattern of courses for admission as a first-time freshman. Each unit is equal to a year of study in a subject area. A grade of C or higher is required for each course used to meet any subject requirement. To satisfy the UC requirement, at least seven of the 15 yearlong courses must be taken in the last two years of high school. The SVUSD Educational Planning Guide and the following links contain further details.

<http://www.universityofcalifornia.edu/admissions/undergraduate>

<http://www.calstate.edu/admissions>

http://www.csumentor.edu/planning/high_school

<http://www.ucop.edu/doorways>

J. Career Technical Education (CTE)

CTE is defined as a program of study that involves a multiyear sequence of courses that integrates core academic knowledge with technical and occupational knowledge to provide pupils with a pathway to postsecondary education and careers. SVUSD and Coastline ROP offer

numerous courses in this category which can be viewed in the High School Registration Guide. More information is available about Career Technical Education at California Department of Education, <http://www.cde.ca.gov/ci/ct>. [E.C. 48980, 51229]

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

Each of the comprehensive SVUSD high schools offers the opportunity for pupils to take AP and IB exams. State funding is available to qualified low-income pupils to cover the costs of advanced placement exam fees. A grant program also exists to defray costs to low-income pupils taking the AP and/or IB. [E.C. 48980(k), 52240, 52244]

L. Professional Qualifications of Classroom Teachers

In January 2002, the "No Child Left Behind Act of 2001" (NCLB), reauthorized the Elementary and Secondary Education Act (ESEA). A provision of this Title I part of the law requires all districts to notify parents of all children in Title I schools that they have the right to request and receive timely information on the professional qualifications of their children's classroom teachers and paraprofessionals.

M. Program Improvement Schools

Schools in SVUSD that are identified as "Program Improvement Schools" have certain rules under the No Child Left Behind Act. These schools will inform parents of the definition of a Program Improvement School, why that school received the designation, how the school is addressing the issues, and how parents may become involved. Parents will also be informed regarding the option to transfer their child to another school in the district. [NCLB]

VIII. PUPIL RECORDS

A. Pupil Records

Parents/guardians have the right to review, get copies, and inspect their child's school records within five business days of a written request or oral request or before any meeting regarding an individualized education program or a hearing. Those records are confidential, and privacy will be maintained except in some instances such as when your child transfers to another school. The records include transcripts, discipline letters, commendations, attendance, health, and enrollment data. The records are maintained at your school site by the registrar or office manager. Help is available to interpret the material, if needed. When more than one child is named in the records, parents may only see material related to their child. If requested, the district will provide a list of types and locations where materials are held. There is a log of who has viewed the records that is kept at the same location as the records. Education records may be disclosed to school officials without written consent. District administrative regulation Board Policy 5125 sets forth the criteria by which school officials and employees can look at the files and what constitutes a legitimate educational interest. Files may be reviewed to identify pupils eligible for public school choice or supplemental educational services. Parents may have copies made of their child's records for fifteen cents (15¢) per page. If you cannot afford the cost of copies they will be provided free of charge. [E.C. 49062, 49065, B.P. 5125]

You also have the right to file a written request with the superintendent challenging the records. You can challenge how your request was handled with the district or with United States Department of Education if you think there is an inaccuracy, unsubstantiated conclusion or inference, a conclusion outside the observer's expertise, comment not based on personal observation with time and date noted, misleading information, and violation of privacy rights. You will get to meet with the superintendent or designee within 30 days. If your challenge is sustained, the changes will be made. If not, you can appeal to the school board, which has final authority. If you still have a different view, your view can be included in the pupil's record. [E.C. 49063, 49060, 49069, 49070, 56504; FERPA; 34 CFR Part 99]

B. Records of Special Education Pupils

All requests for a copy of Special Education pupil records shall be made in writing and addressed on the outside of the envelope to the **Custodian of Special Education Pupil Records**

(who is the District Director of Special Education). If the Custodian of Special Education Pupil Records is unavailable, a Program Specialist III shall have the authority to receive the request and copy and release the records. All records so requested will be copied and made available for pick up within five (5) business days of the receipt of the written request. All requests for Special Education Pupil Records will be date stamped and logged in on a spreadsheet by the Secretary to the Custodian of Special Education Pupil Records who will also record the date the records were picked up or sent and any problems that were encountered. Should any problems surface, the Director of Special Education will address them immediately. Requests for Special Education Pupil Records can also be addressed to the Custodian of Special Education Pupil Records via FAX at 949-454-1711.

All requests for copies of Special Education Pupil Records will be responded to within five (5) business days of receipt. The five (5) business day rule for copying these records will begin when that letter is opened and the request for Special Education Pupil Records is made known. During periods when schools are closed (e.g. Winter Break, summer) all requests will be complied with by the Custodian of Special Education Pupil Records upon receipt. [E.C. 56043(n)]

Prior to destroying Special Education pupil records a parent will be notified that personally identifiable information is no longer needed. Parents have the option of requesting access to pupil records prior to destruction. [34 CFR 300.624, 5 CCR 16026, 5 CCR 16027]

C. Release of Directory Information

The law allows schools to release “directory information” to certain persons or organizations including military recruiters. Directory information may include a pupil’s name, address, telephone information, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous public or private school attended by the pupil. You may choose to have the District withhold any of this information. With parent permission on the Registration Form, directory information may be released to: PTA, PTSA, PTO; press, television, Internet, and other news media (including information concerning participation in athletics or other school activities, the winning of scholastic or other honors and awards); Orange County Registrar of Voters; official employment or recruitment representatives of private industry; federal and state legislators; federal, state and local government agencies; military forces of the United States; and colleges and scholarship organizations for application and scholarship requirements (including a transcript with grades, GPA, class rank and test scores). [E.C. 56515, 49063, 49073, 49061(c), 49070; FERPA; NCLB]

IX. HEALTH SERVICES

We recognize that pupils need to be healthy, rested, and well fed in order to learn to the best of their ability. To protect your child and others from the spread of contagious diseases, a doctor-signed note is required as proof your child was immunized. Additionally, State law requires that schools observe and refer for childhood diseases and other health-related matters. For your child’s safety, we need to know if your child is taking medication on a regular basis.

A. First Grade Physical Exam

State law requires that for each child enrolling in the first grade, the parent must present a “Report of Health Examination for School Entry” (form PM171 A), signed by a licensed physician or nurse practitioner, verifying that the child has received a physical examination within the last 18 months (but no later than 90 days after beginning attendance). Parents can obtain the required form from the school district. Parents are encouraged to have their child’s physical exam done any time after March of the year their child will begin kindergarten to meet this requirement. If the pupil does not receive this exam, the parent must file with the school district a “Waiver of Health Examination for School Entry” (form PM171 B) stating the reasons

you are unable to obtain such services. Parents can obtain the required form from the school district. Parents should understand that their child may be sent home if they fail to provide the “Health Exam” (PM 171 A) or “Waiver” (PM171 B), or if the pupil is suspected to be suffering from a contagious disease. Parents may find it convenient to have their child immunized at the same time that the physical examination is conducted. [E.C. 49450; H.S.C.124085, 124100, 124105, 120475, CCR, Title 5, Section 432]

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

South Orange County Health Care Agency	or	Camino Health Center
1725 West 17 th Street		33081 Calle Perfecto Suite A
Santa Ana, CA 92806		San Juan Capistrano, Ca. 92675
1-800-564-8448		(949)240-2272

B. Kindergarten Immunization Guidelines

A pupil may not be admitted to school unless he/she has been immunized against diphtheria, pertussis (whooping cough), tetanus, poliomyelitis, measles, mumps, and rubella. Pupils entering kindergarten and the seventh grade are required to have three doses of Hepatitis B vaccine and a second dose of measles-containing vaccine. Pupils must be immunized for Varicella (chicken pox) or provide proof from a doctor stating the child has had the disease. The required immunizations are available from the Orange County Health Care Agency or a licensed physician. Documented proof of immunization is required upon admission. It is the policy of this district that there is no "conditional" admittance to schools; immunizations must be up-to-date before admission to school is granted. This requirement does not apply if the “Personal Belief Affidavit” section of the California School Immunization Record” (PM 2686 01/02) is signed by parent/guardian, stating that the immunization is contrary to the beliefs of the parent or guardian, or a licensed physician writes a letter indicating the immunizations are contraindicated. If an outbreak of a communicable disease occurs at a school, the non-immunized pupil will be excluded for his/her own safety until such a time as directed by health officials or district administration. Parents or guardians may refuse to allow the sharing of personal information related to their child’s immunization records by notifying the County Health Department listed in this section. [H.S.C. 120335, 120440; E.C. 49403]

C. Oral Health Screenings

California law, *Education Code* Section 49452.8, requires parents or guardians to have their child’s oral health assessed by May 31 of the pupil’s first public school year (kindergarten or first grade). Assessments within the 12 months before the child enters school also meet this requirement. The assessment must be done by a licensed dentist or licensed or registered dental health professional and recorded on the “Oral Health Assessment/ Waiver Request.”

The Oral Health Assessment/Waiver Request form is available from the school or online at www.cde.ca.gov/ls/he/hn and must be filled out and signed by the dentist. If you cannot fulfill this requirement, please give the reason in Section 3 of the form. By law, pupil health information is confidential.

The following resources can help you complete this requirement:

1. Medi-Cal/Denti-Cal at 800-322-6384, <http://www.denti-cal.ca.gov>;
2. County Health Department at 800-564-8448, <http://www.dhs.ca.gov/mcs/medi-Calhome/countyListing1.htm>;
3. Healthy Families at 800-880-5305, <http://www.dhs.ca.gov/mcs/medi-Calhome/CountyListing1.htm>.
4. Oral Health Assessments/Free Dental Screenings at 310-928-3611, www.healthcarevolunteer.com/dental.

5. Camino Health Center Dental Clinic 949-240-2272,
<http://www.mission4health.com/content.php/services/75>

Many things impact a child's school progress and success, including health. Children must be healthy to learn, and children with cavities are not healthy. Baby teeth are not just teeth that will fall out. Children need their teeth to eat properly, talk, smile, and feel good about themselves. Children with cavities may have difficulty eating, stop smiling, and have problems paying attention and learning at school. [E.C. 49452.8]

D. Administering Medication

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

1. The district designee has received an "OCDE Parent/Guardian and Authorized Health Care Provider Request for Medication" form (rev 05/05) signed by the physician, containing:
2. A written statement from the physician detailing the medication name, method, amount, and time schedules by which the medication is to be taken; and
3. Parent/guardian signs the written statement on the required form, indicating his/her desire that the school district assist his/her child in taking the medication; and
4. Parent and physician both sign the release statement on the form.
5. A copy of the "OCDE Parent/Guardian and Authorized Health Care Provider Request for Medication (rev 05/05) is available from the school district. [E.C. 49423 and 49480]

Children may carry and self-administer inhaled asthma medication and/or auto-injectable epinephrine only if the rules in items one through four above are met, and the physician has initialed the section that states the pupil has been instructed in, and demonstrates understanding of the proper usage of the epi-pen or asthma inhaler. This does not apply to any other medication. [E.C. 49423, 49480]

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

E. Physical Screenings/Prevention

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

If you want your child to be exempt from physical screenings at school, file a written statement with the school refusing such a screening. However, when there is a good reason to believe that your child is suffering from a recognized contagious or infectious disease, he/she may be sent home and shall not be permitted to return to school until the contagious or infectious disease does not exist. [E.C. 49451]. In addition there are other screenings that are conducted.

1. Scoliosis Screening

During 7th and 8th grades, your child may be screened for scoliosis (curvature of the spine), unless you submit a written denial of consent. [E.C. 49452.5]

2. Vision and Hearing Screening

Your child's vision and hearing will be screened by an authorized person between kindergarten and grade 8, unless you present to the school a certificate from a physician or optometrist verifying prior testing or a written denial of consent. [E.C. 49455, 49452]

F. Confidential Medical Services

School authorities may excuse any pupil in grades 7 through 12 from school for the purpose of obtaining confidential medical services without the consent of the pupil's parent or

guardian. However, the Saddleback Valley Unified School District does not release pupils under the age of 18 without parental or guardian consent. [E.C. 46010.1; B.P. 5145.1)

G. Medical Insurance for Pupils

The safety of our pupils is one of our most important concerns. Even so, accidents do happen and resulting medical treatment can be very expensive.

SVUSD **does not** provide insurance on individual pupils and **does not assume** responsibility for these costs. However, as a service to you and your pupil, California Education Code 49472 allows school districts to distribute printed material concerning pupils' insurance programs offering you access to a low cost, parent-purchase pupil accident/health insurance program. The programs are arranged and administered by Myers-Stevens & Toohey & Co., Inc. a firm that has specialized in such coverage for 40 years. These insurance programs are voluntary, but may meet particular needs of many families, especially those families with no insurance coverage. Although you may already have medical insurance for your family, purchase of this additional coverage will assist you by paying deductibles and balances left after your primary carrier has paid. This insurance provides coverage for your child while on school grounds or in school buildings during the time your pupil is required to be there because of attendance during a regular school day or while being transported by the District to and from school or other places of instruction. Enrolling your pupil in this low-cost insurance will ease your concerns in the future should an injury occur. Volunteer Pupil Accident Insurance brochures from Myers-Stevens & Toohey & Co., Inc. are included in your child's 2011-12 school summer registration packet. If you misplace this brochure, you may obtain another brochure from the Myers-Stevens website at www.myers-stevens.com or the school office manager. [E.C. 3221.5, 49472]

SVUSD requires its athletics to be covered by accidental injury insurance. Brochures for the Volunteer Athletic Pupil Accident Insurance may be obtained from all the high school athletic secretaries or at www.myers-stevens.com.

SVUSD strongly advises families to consider purchasing this inexpensive insurance coverage for their children.

H. Medi-Cal / Healthy Families Services

Applications for free or low cost medical services based on family income may be found on the SVUSD website: www.svusd.k12.ca.us/forms or by calling Martha Morrissey at the Language Assessment Center at (949) 951-1074. Families that qualify for Healthy Families services may also be eligible for free or reduced pupil lunches. See "Pupil Lunch Program" in this booklet.

X. INTERNET/COMPUTER POLICIES

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

A. Parent/ Guardian Responsibilities

I, as a parent/guardian, will discuss this policy with my child and instruct my child regarding any restrictions against accessing material that are in addition to the restrictions set forth in the district policy. I will emphasize to my child the importance of following the rules for personal safety.

B. Educational Purpose

The district Internet system has been established for a limited educational purpose. This means that pupils may use the system for curricular activities and educational related research.

Use of the district's technology resources is a privilege, not a right. The district may place reasonable restrictions on the material pupils' access or post through the system, and may revoke access to these resources if pupils violate the law or this policy. Violations of the law or this policy also may be addressed through the district's discipline guidelines. Pupils may not use the district Internet system for commercial purposes. This means they may not offer, provide, or purchase products or services through the district Internet system.

The material that pupils access through the district's Internet system should be for class assignments, curriculum development, and/or research. Use for entertainment purposes, such as personal blogging, instant messaging, on-line shopping, or gaming is not allowed.

- Pupils will not use the district Internet system to access the following: material that is obscene; pornography; material that depicts, or describes in an offensive way, violence, sex, death, or material that has been designated as for adults only; material that promotes or advocates illegal activities; material that promotes the use of alcohol or tobacco, school cheating, or weapons; or material that advocates participation in hate groups or other potentially dangerous groups.
- If they mistakenly access inappropriate information, they should immediately report this access to a teacher or school administrator. This will protect them against a claim that they have intentionally violated this policy.

C. Safety Requirements/Privacy

It is important to protect pupils' personal contact information, which includes the full name, together with other information that would allow an individual to locate them, including the family name, home address or location, school address or location, or phone number.

- Pupils will not disclose their full name or any other personal contact information online for any reason.
- They will not disclose names, personal contact information, or any other private or personal information about other pupils.
- They will promptly disclose to their teacher or other staff member any message or document received that contain inappropriate language or makes them feel uncomfortable. Pupils should not delete such messages until instructed to do so by a staff member.

Pupils are responsible for their individual account and should take all reasonable precautions to prevent others from being able to use the account. Under no conditions should pupils provide their password to another person. Users should not allow others to use their accounts. Users should not attempt to log into accounts or systems for which they are not authorized. They will immediately notify a teacher or the system administrator if they have identified a possible security problem. They will not misuse district, school, or personal distribution lists or discussion groups for sending irrelevant, inappropriate or political lobbying messages.

Pupils should not expect privacy in the contents of their personal files on the district Internet system and records of their online activity. All pupil use of the Internet will be supervised and monitored. The district's monitoring of Internet usage can reveal all activities engaged in using the district Internet system.

If there is reasonable suspicion that a pupil has violated this policy or if maintenance and monitoring of the district Internet system leads to discovery of a violation of this policy, the discipline guidelines, or the law, an individual search will be conducted. The investigation will be reasonable and related to the suspected violation. Parents have the right to request to see the contents of their child's computer files at any time.

D. Unlawful, Unauthorized, and Inappropriate Uses

1. The following activities are unlawful:

- Attempting to gain unauthorized access to the district Internet system or to any other computer system through the district Internet system or go beyond the authorized access. This includes attempting to log in through another person's account or to access another person's files.
 - Making deliberate attempts to disrupt the district Internet system or any other computer system or destroy data by spreading computer viruses or by any other means.
 - Using the district Internet system to engage in any other unlawful act, including arranging for a drug sale or the purchase of alcohol, engaging in criminal gang activity, or threatening the safety of any person.
 - Pupils who knowingly and without consent credibly impersonate an actual person through or on an Internet Website or by other electronic means, as specified, for purposes of harming, intimidating, threatening, or defrauding another person is guilty of a misdemeanor.
2. Pupils must avoid inappropriate language in their electronic communications, including.
 - Obscene, profane, lewd, vulgar, inflammatory or threatening language.
 - Posting information that could cause damage or a danger of disruption to the school or any other organization or person.
 - Engaging in personal attacks, including prejudicial or discriminatory attacks.
 - Harassing or bullying another person. Cyberbullying is prohibited by state law and district policy.
 - Knowingly or recklessly posting false or defamatory information about a person or organization.
 3. Pupils will not plagiarize works that they find on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were yours. Pupils will respect the rights of copyright owners in their use of materials found on, disseminated through, or posted to the Internet. Copyright infringement occurs when someone inappropriately reproduces or shares a work that is protected by a copyright. Pupils may not quote extensively from any source without proper attribution and permission. They may not make or share copies of copyrighted songs or albums, digital images, movies or other artistic works. Unlawful peer-to-peer network file-sharing may be a criminal offense.
 4. SVUSD will cooperate fully with local, state, or federal officials in any investigation related to any unlawful activities conducted through the district Internet system. In the event there is a claim that a pupil has violated the law or this policy in use of the district Internet system, access to the district's computer resources may be terminated and/or the pupil may be disciplined under SVUSD's discipline guidelines.
 5. Parents can be held financially responsible for any harm that may result from their child's intentional misuse of the system. Pupils may use the system only if parents have signed a disclaimer of claims for damages against the district.

E. SVUSD Internet Based Google Applications Policy

Google Applications (Apps) is a service provided by Google that allows users to communicate and collaborate effectively. Pupils will use these tools available to all Google Account Members:

- Calendar to enter school assignments and activities
- Docs for individual or shared online word processing document, presentation document and spreadsheet document
- Mail to communicate with other pupils and teachers

The free tools provided by Google are available to pupils at school and at home online and some tools can be used offline. It does not matter whether a pupil is working on an Apple or a Windows based computer, a mobile device or tablet such as an iPad or Android device. These tools help pupils keep organized, prevent lost homework, and allow pupils to work individually

or collaboratively on school assignments. When using Google Apps and Tools, pupils work in a safe environment because uninvited guests are not allowed to access the assignment. In order to access the assignment, a person must be added to the site as a "shared collaborator."

SVUSD has a registered Google domain and pupils are monitored when using Google Apps and Tools at school. The District administrator has rights to regulate pupil services depending on the guidelines stated in this Acceptable Use Policy. This Acceptable Use Policy (AUP) extends to all pupils for the duration of their enrollment at any of SVUSD's schools. A pupil will not receive a Google account without authorized permission.

The use of Google will be supportive and consistent with educational goals of SVUSD.

- Pupils will adhere to the SVUSD Pupil Internet Policy and Agreement in regards to Google use.
- Pupils will only share and collaborate on projects that have been assigned by a teacher.
- Pupils will respect the collaborative work of teachers and peers. In other words, they will not delete the work of others unless they have that person's permission.

F. Software Licensing Policy/User Agreement

Computer software is intellectual property that is owned by the people who create it. Without express permission, it is illegal to use software or any other copyrighted material (e.g. music, movies) no matter how obtained. That permission usually takes the form of a license purchased from or given by the owner that accompanies authorized copies of the software or copyrighted material. When people "buy" software, what they're really doing, in almost every case, is purchasing a license to use it. The buyer does not have the right to reproduce and distribute it, unless it is spelled out in the license agreement.

Normally a licensed copy of a program can be installed and used on only one computer at a time, although there are usually provisions allowing one to make a backup copy for archival or disaster recovery purposes. Software installed on any computer or device must be properly licensed for use on that device. Without prior authorization the user does not have the right to download or upload unlicensed software via the Internet. Computer operating systems like Windows or MacOS need licenses, too.

According to copyright law, persons involved in the illegal reproduction of software can be subject to civil damages and criminal penalties including fines and imprisonment. Saddleback Valley Unified School District does not condone the illegal use of software. Anyone who either creates, acquires, or uses unauthorized copies of computer software shall be subject to disciplinary action up to and including suspension or expulsion. Any doubts concerning whether any user may copy or use a given software program or file should be raised with a user's administrator/supervisor before proceeding. Pupil/staff wishing to use the Internet and local District network must sign the Internet Acceptable Use Policy. By signing the Annual Notification to Parents/Guardians Signature Card, SVUSD pupils verify that they understand and accept the conditions stated above, and agree to hold blameless, and release from any liability, the Saddleback Valley Unified School District, the sponsoring school, its subcontractors, and employees. Every user is expected to use good judgment and follow the Internet and Local District Network Acceptable Use and Software Licensing Policies in making electronic contact with others. Should any user breach the guidelines suggested, the user may lose all privileges on the SVUSD network.

XI. DUE PROCESS PROTECTIONS AND COMPLAINTS

A. Discrimination

Unlawful discrimination on the basis of actual or perceived sex, sexual orientation, gender, ethnic group identification, race, ancestry, national origin, religion, color, or mental or physical disability, or age, or on the basis of a person's association with a person or group with one or more of these actual or perceived characteristics in any district program or activity that

receives or benefits from state financial assistance is prohibited. Complaints may be filed under the District's Uniform Complaint Procedure.

B. Filing a Complaint

The District has established procedures to address allegations of unlawful discrimination and complaints alleging failure to comply with state and/or federal laws in Adult Education, Career/Technical Education, Child Development, Consolidated Categorical Aid, No Child Left Behind (NCLB), State Compensatory Education, State Program for Pupils of Limited English Proficiency, School Improvement, Tenth-Grade Counseling, Tobacco-Use Prevention Education, Peer Assistance and Review, School Safety and Violence Prevention Act, Migrant and Indian Education, Nutrition Services, Special Education, Discrimination, Harassment, Civil rights Guarantees that receive state or federal financial assistance as well as Williams Settlement issues and other areas designated by the District. If you wish further details in this regard, or wish to file a complaint, please contact the District's Uniform Complaint Officer. Confidentiality and privacy shall be respected in all complaint investigations. Complaints alleging discrimination may be filed by a person on their own behalf or by a person who believes that an individual or specific class of individuals has been subjected to unlawful discrimination within six months of the occurrence or when facts became known. Staff has been trained to deal with these types of complaints. [E.C. 234, 260 et seq., 56501; P.C. 422.55; Title IX of the Education Amendments of 1972; 20 USC 1681-1688, 42 USC 2000d-2000d7; 34 CFR 106.9; Title VI of the Civil Rights Act of 1964; Section 504; IDEA; 5 CCR 4622]

C. Uniform Complaint Procedure

A copy of the District's Uniform Compliance Procedures is available in the school's office or the District office. The complaint procedure can be used for a variety of issues including unlawful discrimination, noncompliance with state and federal laws regarding educational programs, and policies and procedures of the District.

1. Complaints made under this procedure shall be directed to the Uniform Complaint Officer who is responsible for processing the claims.
2. Within three days of receiving the complaint, the complainant may be offered the choice to have the complaint mediated.
3. An investigative meeting will be held within five days of receiving the complaint or an unsuccessful attempt to mediate the complaint.
4. Within 30 days, the compliance officer shall send a written report about the investigation and decision. There are five days to appeal to the Board of Education.
5. If the Board hears the appeal, they will respond in 60 days. If the complainant is not happy with the results, the complainant then has 15 days to appeal to the California Department of Education (CDE). The appeal must include a copy of the locally filed complaint and a copy of the District's decision.
6. The complaint must be forwarded directly to CDE and they may choose to intervene immediately based on established criteria.

There is nothing in this process to preclude a complainant from pursuing available civil law remedies outside of the District's complaint procedures. Such remedies may include mediation, attorneys, and legal remedies. For discrimination complaints, 60 days must elapse from the time an appeal is filed with CDE before pursuing civil remedies except for an injunction. Complaints should be forwarded to appropriate state or federal agencies in the following cases:

American Civil Liberties Act 504 – Office of Civil Rights

Child Abuse – Dept. of Social Services, Protective Services Division, or law enforcement

Health and Safety/Child Development – Department of Social Services

General Education – this school district

Discrimination/Nutritional Services – US Secretary of Agriculture

Employment Discrimination - Department of Fair Employment and Housing, Equal Employment Opportunity Commission.

(20 USC 11138; 34 CFR 300.510-511, 300.513; EC 232, 262.3, 33031, 33032, 33381, 48985, 56000-56885, 59000-59300, 64000(a); 5CCR 4620-4632)

D. Williams Settlement Complaints and Procedures

Parents should use the District’s Williams Uniform Complaint Procedures to identify and resolve any deficiencies regarding textbooks and instructional materials, facility cleanliness and safety, emergency or urgent facility conditions that pose a health or safety threat to pupils or staff, teacher vacancy or misassignments, or high school exit exam intensive instruction and services. [E.C. 35186, 37254, 52378, 48985]

Forms are available, free of charge, at the school, the District Office, or can be downloaded from the District’s website. The Williams Uniform Complaint Procedures shall be used for filing and investigating Williams related complaints as follows:

1. Forms can be turned into the principal or designee at the school, who will forward a copy of the complaint to the superintendent.
2. The complaint review shall be completed within 60 calendar days from the date of receipt of the complaint unless the complainant agrees in writing to an extension of the timeline.
3. All reasonable efforts will be made to investigate. A valid complaint shall be remedied within 10 days.
4. Complaints may be filed anonymously. If the complainant has indicated on the complaint form that he/she would like a response, appropriate contact information must be provided. The response will be sent to the mailing address provided within 30 days, and will indicate the resolution of the complaint.
5. If the district is required to provide material in a foreign language based on California Department of Education census data and if requested, the response and report shall be written in English and the primary language in which the complaint was filed.
6. If unsatisfied with the resolution, a complainant may describe the complaint to the governing board at the next regularly scheduled meeting or at a special Board meeting convened in order to meet the 60-day time limit within which the complaint must be answered.
7. For complaints regarding a facility condition that poses an emergency or urgent health or safety threat, a complainant not satisfied with the resolution may file an appeal with the Superintendent of Public Instruction within 15 days of receiving the response.
8. The District will report quarterly on the number of resolved and unresolved complaints and summarize data regarding complaints and resolutions to the county superintendent and the local governing board in public session making it part of the public records.

E. Complaints Regarding Discrimination, Exceptional Needs Pupils

The District is committed to equal opportunity for all individuals in education. The district programs and activities shall be free from discrimination based on age, disability, gender, nationality, race or ethnicity, religion, sexual orientation, or association with a person or group with one or more of these actual or perceived characteristics equal rights and opportunities. The District shall promote programs that ensure that these discriminatory practices are eliminated in all District activities. [E.C. 56501]

You have certain rights under the law, including Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Individuals with Disabilities Education Act (IDEA). The California Department of Education and the Office for Civil Rights of the U.S. Department of Education have authority to

enforce these laws and all programs and activities that receive Federal funds. [E.C. Sections 260, et seq., above cited federal statutes] If you wish further details in this regard, or wish to file a complaint, please contact the District's Uniform Complaint Officer.

F. Complaints Regarding Sexual Harassment

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

Any pupil who feels that he/she is being or has been subjected to sexual harassment shall immediately contact a school employee. A school employee to whom a complaint is made shall, within 24 hours of his/her getting the complaint, report it to the principal or designee. Any school employee who observes any incident of sexual harassment on any pupil shall similarly report his/her observation to the principal or designee, whether or not the victim makes a complaint. [E.C. 48980 (h), 231.5, 212.5; B.P. 5145.7]

Prohibited sexual harassment includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, and other verbal, visual or physical conduct of a sexual nature when:

1. Submission to the conduct is explicitly or implicitly made a term or condition of an individual's academic status or progress.
2. Submission to or rejection of the conduct by an individual is used as the basis for academic decisions affecting the individual.
3. The conduct has the purpose or effect of a negative impact on the pupil's academic performance, creating an intimidating, hostile or offensive educational environment.
4. Submission to or rejection of the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through the school.

Types of conduct which are prohibited in the district and which may constitute sexual harassment include, but are not limited to:

1. Unwelcome sexual flirtations or propositions
2. Sexual slurs, leering, epithets, threats, verbal abuse, derogatory comments or sexually degrading descriptions
3. Graphic verbal comments about an individual's body, or overly personal conversation
4. Sexual jokes, notes, stories, drawings, pictures or gestures
5. Spreading sexual rumors
6. Teasing or sexual remarks about pupils enrolled in a predominantly single-sex class
7. Touching an individual's body or clothes in a sexual way
8. Purposefully cornering or blocking normal movements
9. Limiting a pupil's access to educational tools
10. Displaying sexually suggestive objects

For complaints regarding sexual harassment site-level grievance procedures are:

1. The principal or designee shall promptly investigate all complaints of sexual harassment. In so doing, he/she shall talk individually with:
 - A. The pupil who is complaining
 - B. The person accused of harassment
 - C. Anyone who saw the harassment take place
 - D. Anyone mentioned as having related information
2. The pupil who is complaining shall have an opportunity to describe the incident, present witnesses, other evidence of the harassment, and put a complaint in writing.
3. The principal or designee shall discuss the complaint only with the people described above. When necessary to carry out his/her investigation or for other good reasons that apply to the particular situation, the principal or designee also may discuss the complaint with the following persons:
 - A. The Superintendent or designee

- B. The parent/guardian of the pupil who complained
 - C. The parent/guardian of the person accused of harassing someone
 - D. A teacher or staff member whose knowledge of the pupils involved may help in determining who is telling the truth
 - E. Child protective agencies responsible for investigating child abuse reports
 - F. Legal counsel for the District
4. The principal or designee shall write a report of his/her findings, decision, and reasons for the decision and shall present this report to the pupil who complained and the person accused.

G. Uniform Complaint Officer

The Governing Board designates the following Title IX Coordinator as the compliance officer(s) to receive and investigate all complaints and ensure district compliance with law:

Tammy Blakeley, Director of Pupil Services
 25631 Peter A. Hartman Way, Mission Viejo, California 92691, (949) 580-3204

XII. FURTHER INFORMATION

Further information regarding our district schools, programs, policies, and procedures is available to any interested person upon request at your school or at the District office, 25631 Peter A. Hartman Way, Mission Viejo CA, 92691. Visit the district Website at www.svusd.k12.ca.us [E.C. 48209.13, FERPA, 34 CFR Section 99.7(b)]

Further information on California Law can be found at www.leginfo.ca.gov.

GLOSSARY OF ABBREVIATIONS

- | | |
|--|---|
| A.B. = Assembly Bill (California) | G.C. = Government Code (California) |
| B.P. = SVUSD Board Policy | H.S.C. = Health & Safety Code (California) |
| C.C. = Civil Code (California) | I.D.E.A. = Individuals with Disabilities Education Act |
| C.C.R. = California Code of Regulations | I.E.P. = Individualized Education Plan |
| C.F.R. = Code of Federal Regulations | N.C.L.B. = No Child Left Behind |
| E = Exhibit for SVUSD Board of Education | P.C. = Penal Code (California) |
| E.C. = Education Code (California) | P.L. = Public Law (part of NCLB) |
| 504 = Section 504 of the Rehabilitation Act of 1973 | P.P.R.A. = Protection of Public Rights Amendment |
| FERPA = Family Education Rights & Privacy Act | U.S.C. = United States Code |
| | V.C. = Vehicle Code (California) |

**SADDLEBACK VALLEY UNIFIED SCHOOL DISTRICT
SCHOOL YEAR CALENDAR FOR STUDENTS AND STAFF 2011/2012**

	FIRST WEEK					SECOND WEEK					THIRD WEEK					FOURTH WEEK					DAYS TAUGHT
	Mon	Tue	Wed	Thu	Fri	Mon	Tue	Wed	Thu	Fri	Mon	Tue	Wed	Thu	Fri	Mon	Tue	Wed	Thu	Fri	
First School Month Sept 5 – Sept 30	H 5	F 6	M 7	8	9	12	13	14	15	16	19	20	21	22	23	26	27	28	(29)	30	17
Second School Month Oct 3 – Oct 28	October 3	4	M 5	M 6	7	10	11	12	M 13	14	17	18	19	M 20	21	24	25	26	27	28	20
Third School Month Oct 31 – Nov 25	31	November 1	2	3	4	7	8	9	10	H (11)	M 14	M 15	M 16	M 17	M 18	F (21)	F (22)	F (23)	H (24)	H (25)	14
Fourth School Month Nov 28 – Jan 6	28	29	December 30	M 1	M 2	Winter Recess					December 19 - Jan 2 12	13	14	15	16	H (2)	January 3	4	5	6	19
Fifth School Month Jan 9 – Feb 3	9	10	11	12	13	H (16)	17	18	19	20	23	24	M 25	M 26	M 27	February					19
Sixth School Month Feb 6 – March 2	6	7	8	9	10	13	14	15	16	H (17)	H (20)	21	22	23	24	27	28	29	March 1 2		18
Seventh School Month Mar 5 – Mar 30	5	6	7	M 8	M 9	M 12	M 13	M 14	M 15	M 16	M 19	20	21	22	23	26	27	28	29	30	20
Eighth School Month April 2 – April 27	April 2	3	4	5	6	H (9)	(10)	(11)	(12)	(13)	16	17	18	M 19	20	23	24	25	M 26	27	15
Ninth School Month April 30 – May 25	April 30	May 1	2	3	4	7	8	9	10	11	14	15	16	17	18	21	22	M 23	24	25	20
Tenth School Month May 28 – June 22	H (28)	29	30	M 31	June 1	4	5	6	7	8	M 11	M 12	M 13	M 14	F (15)	F (18)	F (19)	F (20)	F (21)	22	13
																				175	

First day for teachers: Wednesday, September 7
First day for students: Wednesday, September 7

Last day for teachers: Thursday, June 14
Last day for students: Thursday, June 14

NON SCHOOL RECESS DAY FOR STUDENTS - O		END OF HIGH SCHOOL QUARTER	
July 4	Independence Day	1 st quarter, Thurs, Nov 10	46 days
September 5	Labor Day	2 nd quarter, Friday, Jan 27	38 days
September 6	Furlough Day	3 rd quarter, Friday, March 30	43 days
September 29	Fall Recess Day	4 th quarter, Thursday, June 14	48 days
November 11	Veteran's Day		175 days
November 21-23	Furlough Days		
November 24-25	Thanksgiving		
December 19-Jan 2	Winter Recess		
		END OF TRIMESTER	
January 16	Dr. Martin Luther King, Jr. Day	ELEMENTARY	
February 17, 20	February Recess	Friday, Nov 18	51 days
April 9-13	Spring Recess	Friday, March 16	66 days
May 28	Memorial Day	Thursday, June 14	58 days
June 15, 18-21	Furlough Days		175 days
			175 days
		INTERMEDIATE	
September 7	Elementary Minimum Day/Late Start	FEBRUARY RECESS (February 17, 20)	
October 5	Elementary Back to School Night	Includes holidays for Washington's Birthday and Lincoln's Birthday	
October 6	Intermediate Back to School Night		
October 13	High School Back to School Night		
October 19	Esperanza Back to School Night		
November 14-18	Elementary Parent Conference Days	PROMOTION/GRADUATION	
December 1, 2	Intermediate Trimester Exam Schedule	Intermediate School: Thursday, June 14	
January 25, 26, 27	High School Exam Schedule	High School: Thursday, June 14	
March 8-9	Intermediate Trimester Exam Schedule		
March 12-19	Elementary Parent Conference Days		
April 19	High School Open House	SUMMER SCHOOL 2012	
April 26	Intermediate School Open House	Elementary, Intermediate & High School Summer School dates to be determined.	
May 23	Esperanza Open House		
May 31	Elementary School Open House		
June 12, 13, 14	High School Exam Schedule		
June 13, 14	Intermediate Exams		
June 14	8 th Grade Promotion		
June 14	Elementary Minimum Day		
O – Non school recess day for students		H – Holidays	
M – Minimum Day for students (see above for levels)		F – Furlough Days/Non school days for students and staff	

Board Approved: 9/14/10 (REV 2/7/11)