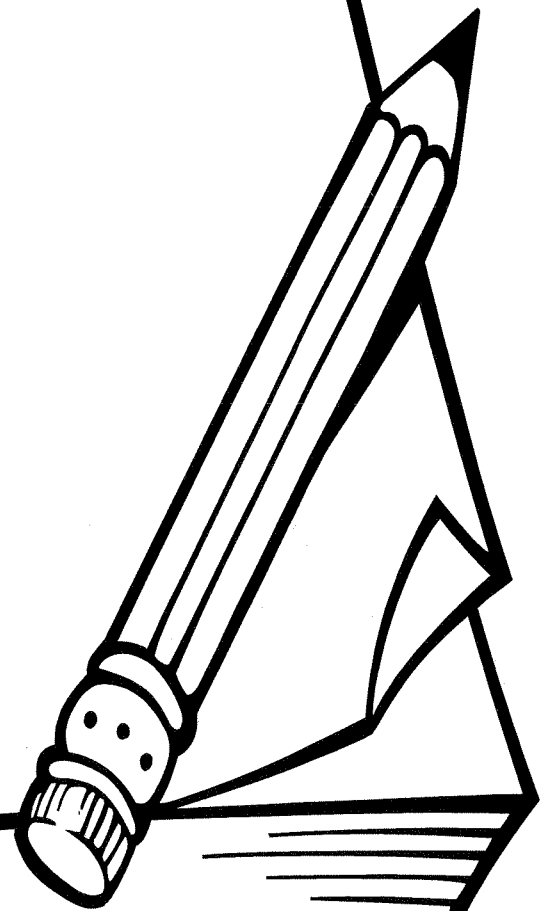


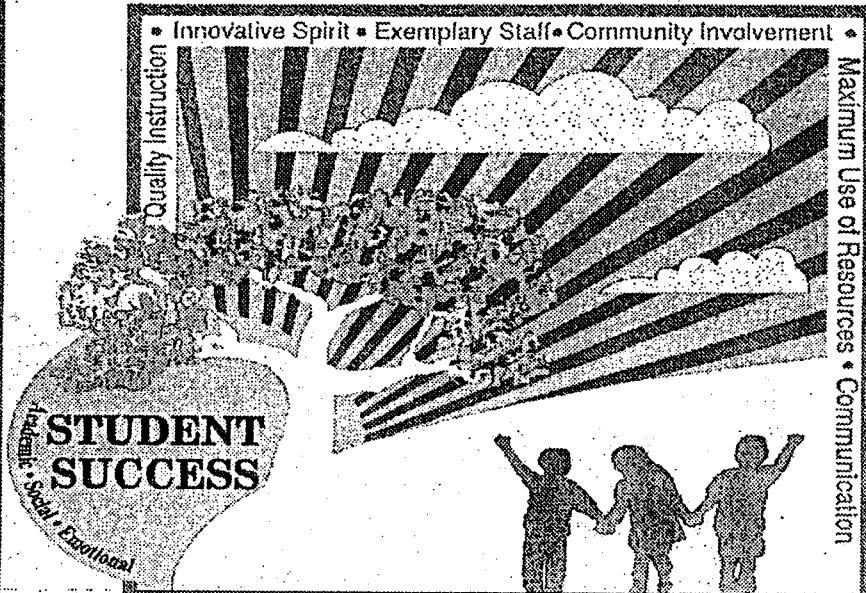
**2007 - 2008  
STUDENT BEHAVIOR  
AND  
PARENT INFORMATION  
HANDBOOK**



**OAK GROVE SCHOOL DISTRICT**  
Student Services  
6578 Santa Teresa Blvd.  
San Jose, CA 95119



# OUR VISION

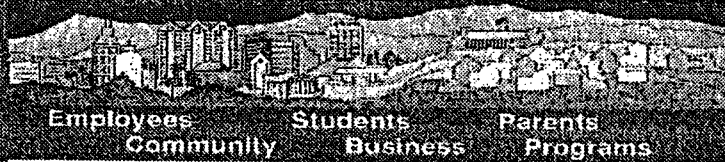


**OUR MISSION...**  
*to ensure that every child's potential is achieved*

## CORE VALUES



## WE ARE INTERCONNECTED



## WE HAVE VISIBLE STANDARDS OF EXCELLENCE



## Focus Areas

### Personnel Support

- Grades 4-6 classrooms
- Classified relationships
- Professional development

### Accountability

- Academic performance index (API)
- Closing the achievement gap (CEAG)
- Meeting promotion standards

### Staffing

- Recruitment
- Retaining personnel

*Making a Difference!*

---

Dear Families:

The Oak Grove School District values a safe, nurturing child-centered environment in which student success is the major focus for each of our schools. School staffs put a tremendous amount of time and effort into working with students and parents in providing mutual support, teamwork, and shared responsibility in student behavior. This handbook provides important parent information from the State Education Code and District policies, as well as standards and expectations of students in our schools. In addition, each school has developed a school-wide discipline plan that is consistent with the policies and practices in this handbook.

It is important to us for parents/guardians to have access to assistance in working as partners with Oak Grove School District to ensure success for each and every student. Parent/guardian assistance is available through the district bilingual Community Liaisons and Safe School Specialists to aid in this partnership. In addition, a major focus for the district continues to be parent education classes. There will be many classes offered on a wide variety of topics in various locations throughout the District. You may obtain further information about family services by calling 227-8300, extension 266, or contact your local school site for available parent resources.

**Oak Grove School District supports a zero tolerance approach to serious offenses. Zero tolerance of unlawful behavior is crucial in maintaining an orderly and safe school environment free from harassment, weapons, drugs, tobacco, vandalism and the threat of physical harm. Please take time to review this book with your child. It is important that your child's teacher knows that you have received and reviewed this handbook. The next several pages should be signed and returned to your child's teacher as soon as possible. This signature page contains the Network Acceptable Use Agreement for both parents/guardians and students as well as the video/photography consent. Please sign as appropriate if your child is in the grade levels indicated. Also, a "Pledge" form has been added for you to review with your child and sign.**

If you have any questions or comments about expectations for student behavior or the parent information, please don't hesitate to contact your child's teacher or principal. We value your support and cooperation in helping your child have a most productive and successful school year. This information is also available on the District's website [www.ogsd.k12.ca.us](http://www.ogsd.k12.ca.us).

Sincerely,

Risa Quon  
Director

The District Handbook is updated annually and is the District standard, taking precedent over District publications unless changes are necessary due to legislative or policy changes which occur after the date of publication. The Oak Grove Board of Trustees will make this determination in collaboration with the Superintendent. If necessary, appropriate notification will take place.

# OAK GROVE SCHOOL DISTRICT

## 2007 - 2008 School Calendar

### AUGUST/SEPTEMBER

13	14	15	16	17
20	21	22	23	24
27	28	29	30	31
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

### FEBRUARY

				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

### OCTOBER

1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

### MARCH

3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

### NOVEMBER

			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

### APRIL

	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

### DECEMBER

3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

### MAY

			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

### JANUARY

	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

### JUNE

2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27

### Events:

- 8/23 Certificated staff returns
- 8/24 AB1579 Staff Development K-8
- 8/27 Teacher Work Day
- 8/28 Students Return
- 9/3 Labor Day
- 11/7 AB1579 Day - 7-8 (no students)
- 11/7 K-6 conference prep/ conference (no students - K-6)
- 11/8-9 Conference days K-6 (school in session)
- 11/12 Veterans' Day
- 11/13-20 Conference days K-6 (school in session)
- 11/21-23 Thanksgiving
- 12/24-1/4 Winter Break
- 1/7 School reopens
- 1/18 Semester Break (no students 7-8)
- 1/18 AB 1579 Day - K-6 (no students K-6)
- 1/21 Martin Luther King, Jr.'s Day
- 2/18-22 February Break
- 3/7 K-6 conference prep/ conference (no students - K-6)
- 3/7 AB1579 Day - 7-8 (no students)
- 3/10-14 Conference days K-6 (school in session)
- 3/24-28 Spring Break
- 5/23 AB 1579 Day - K-6 (no students K-6)
- 5/26 Memorial Day
- 6/16 Last Day 7-8
- 6/17 Semester Break 7-8 (no students - 7-8)
- 6/17 Last Day K-6

Students: 180 Days Teachers: 187 Days



School Begins/Ends



Students Not in School



Holiday



Conf./No School



AB1579 Days



Conference Days/Semester Break

---

**PLEASE FILL IN/SIGN THE THREE SECTIONS BELOW AND HAVE EACH OF YOUR CHILDREN RETURN THIS PAGE TO HIS/HER TEACHER**

I have received and read Oak Grove School District **Student Behavior and Parent Information Handbook** including Annual Parent/Guardian Notice of Rights and Responsibilities.

Student \_\_\_\_\_ Grade \_\_\_\_\_ Date \_\_\_\_\_

Teacher \_\_\_\_\_ School \_\_\_\_\_ (Parent/Guardian Signature) \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_

---

**PARENT CONSENT FOR VIDEO/PHOTOGRAPHY**

Occasionally within our schools, there is a reason to either photograph or videotape our students in their everyday school activities. Sometimes, such photographs or videotapes are used outside the school for publication and/or public relations purposes. The intent of any such photo or video is to share many of the wonderful activities that take place in Oak Grove schools.

**Please complete only if you do or do not want your child to appear in photographs or videos that may be used outside of the school and return it to your child's teacher.**

\_\_\_\_\_ No, I do not give permission for my child to appear in photographs or videotapes that are used outside of the school except for yearbook pictures or other regular school publications.

\_\_\_\_\_ Yes, I do give permission for my child to appear in photographs or videotapes that are used outside of the school except for yearbook pictures or other regular school publications.

\_\_\_\_\_ (Child's Name) \_\_\_\_\_ (Parent/Guardian's Signature)

\_\_\_\_\_ (Teacher) \_\_\_\_\_ (School) \_\_\_\_\_ (Date)

---

Complete this form after reading Attachment G at the end of this handbook entitled, **Network Acceptable Use Agreement, G1**, and reviewing the information with your child at \_\_\_\_\_ School.

Student's Signature:

I understand and will abide by the provisions and conditions of this agreement. I understand that any violation of the rules described by the District may result in disciplinary and/or legal action. I also agree to report any misuse of the information system to the principal.

Student's Signature: \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian Signature:

As the parent or guardian of this student, I have read this agreement and understand that the Oak Grove School District network is designed for educational purposes. I understand that it is impossible for Oak Grove School District to restrict access to all controversial materials and I will not hold the District responsible for materials acquired on the network including cyberbullying. I also agree to report misuse of any information system or cyberbullying to the principal.

I accept full responsibility for supervision if and when my child's use of the network is not in a school setting. I hereby give my permission for my child to utilize the Oak Grove School District network.

Parent's or Guardian's Signature: \_\_\_\_\_ Date \_\_\_\_\_

---

**Parent:** Please sign after reading this document along with your child and return to the school office. A copy of this document is contained in Appendix D for your reference.

## **A PLEDGE FOR STUDENT SUCCESS PARTNERS IN LEARNING Child-Parent Agreement**

We know that learning can take place only when there is a combination of effort, interest, and motivation. We are all committed to \_\_\_\_\_ in grade \_\_\_\_\_ and his/her student success and progress in school, we are going to do our best to promote his/her achievement.

(Child's Name)

This agreement, taken partially from District Student Behavior And Parent Information Handbook, is a promise to work together. We believe that this agreement can be fulfilled by our team effort. Together we can improve teaching and learning.

### **Rights and Responsibilities of Students**

#### **Rights...**

- . To remain enrolled in school until graduated or removed under due process conditions as specified in the Education Code.
- . To have access to records upon reaching the age of sixteen.
- . To be informed in class of school rules and regulations.

#### **Responsibilities...**

- . To attend classes regularly and on time.
- . To obey school rules and regulations.
- . To respect the personal and property rights of school personnel and fellow students.
- . To be prepared for class with appropriate materials and work.
- . To do assigned homework.
- . To actively participate in learning and classroom activities.

### **Rights and Responsibilities of Staff**

#### **Rights...**

- . To expect students to behave in a manner which will not interfere with the learning of other students.
- . To have parental support related to academic and social progress of students.
- . To expect students to put forth effort and participate in class in order to receive a passing grade.

#### **Responsibilities...**

- . To provide an atmosphere that fosters learning, provide opportunities for success and help to develop responsible, caring, independent students.
- . To provide an integrated, balanced curricular program using the Oak Grove School District Curriculum guides and address the assessed needs of all students.
- . To recognize and respect the various cultures within the school community.
- . To communicate regularly with parents through newsletters and parent compacts.
- . To reach out into the community at large.

### **Rights and Responsibilities of Parents**

#### **Rights...**

- . To be informed of district policy and school rules and regulations applicable to their child.

Continued

- . To be informed of facts and school actions related to their child.
- . To inspect their child's records with the assistance of certificated staff member for proper interpretation.
- . To be informed of district policy and school rules applicable to their child in the language best understood by parents.

**Responsibilities...**

- . To visit periodically and to participate in conferences with teachers or counselors on the academic and behavioral status of their child.
- . To provide supportive action by making sure that their child has enough sleep, adequate nutrition, and appropriate clothing before coming to school.
- . To maintain consistent and adequate control over their child.
- . To be familiar with district policies and school rules and regulations.
- . To reinforce and support the behavioral and academic standards of the school.

**MOST IMPORTANT, WE PROMISE TO HELP EACH OTHER CARRY OUT THIS AGREEMENT.**

---

Student

---

Parent/Guardian

---

Date

---

School

---

## TABLE OF CONTENTS

Letter of Introduction .....	i
District Calendar .....	ii
Signature Pages .....	iii, iv
Superintendent's Message .....	1
Student Accountability/Behavior .....	2
Conflict Resolution .....	2
Behavioral Guidelines .....	3
Academic Honesty .....	3
Administrative Transfers .....	3
After School Sports .....	3
Appearance .....	3
Attendance/Tardiness .....	5
Bicycle Safety .....	6
Bomb Threat .....	6
Child Abuse/Mandatory Reports .....	6
Classroom Placement .....	6
Communicable Diseases .....	7
Conduct on School Bus .....	7
Confidentiality .....	7
Corporal Punishment .....	8
Discipline Plan .....	8
Due Process .....	8
Electronic Communication Devices .....	8
Emergencies and "Lockdowns" .....	8
Emergency Cards .....	9
Exclusion From School Attendance .....	9
Homework .....	9
Human Dignity Policy .....	9
Immunizations .....	10
Independent Study .....	10
Interdistrict Agreements .....	10
Interference With Educational Process .....	10
Lice .....	10
Littering .....	11
Loitering .....	11
Lost or Confiscated Items .....	11
Medication .....	11
Moving/Discontinuing Enrollment .....	12
Outside Activities .....	12
Parent/Guardian Visitation .....	12
Pets at School .....	13
Physical Education .....	13
Physical Education Clothing .....	13
Pornography .....	13
Profanity, Vulgarity, Obscene Acts .....	13
Promotion/Retention .....	13
Restitution .....	13
Review Policy .....	13
Saturday School .....	14
School Choice .....	14
Searches .....	14

---

---

Sexual Harassment .....	14
Skateboards .....	14
Soda Pop Law SB677 .....	14
Student Violence/Reporting Requirements .....	14
Threat to Employee .....	15
Wellness Policy .....	15
Zero Tolerance .....	15
Student Suspensions And Expulsion Disciplinary Guidelines .....	16-20
Definitions of Disciplinary Actions .....	21
Appendices .....	22
A. Suspension Form	
B. Expulsion Form	
C. Complaint Policies	
D. Parent Compact	
E. Annual Parent/Guardian Notice of Rights and Responsibilities	
F. Promotion/Retention Policy/Summer School	
G. Network Acceptable Use Agreement	
H. Interdistrict Attendance Request/Permit	
I. Field Trip Conduct/Supervision Information/Drivers Certification Form	
J. Notice of Information to Parents/Guardians	
K. Megan's Law: Sex Offender Information	
L. Family Involvement/Parent Rights	
M. Parent Guide to the Academic Performance Index	
N. Program Options for English Language Learners	
O. Keeping Schools Free of Teasing, Bullying and Harassment	
P. Healthy Schools Act	
Q. Title I Schools Notification (Davis, Stipe, Edenvale, Miner and Christopher Schools)	
R. High School Graduation & College Entrance Requirements (A-G)	
S. Asbestos Notification	

Manny Barbara, Superintendent  
*Board of Trustees*  
Jacquelyn Adams, Yvonne Cook  
Dennis Hawkins, Dianne Lemke, Jeremy Nishihara

---

---

## **SUPERINTENDENT'S MESSAGE**

We are pleased to provide you with the newest edition of the District's Student Behavior and Parent Information Handbook.

The District's discipline standards are based on the philosophy that student behavior should be the result of respect which students have for themselves, other people, and their environment. These standards establish a uniform set of behavioral expectations which apply to society as well as the school environment. They ensure that the school is a safe place to be, with the focus on student learning.

We ask parents to join the District staff in providing the example and support necessary to prepare our youth for responsible and productive adulthood.

Sincerely,

Manny Barbara  
Superintendent

**Oak Grove School District  
CORE VALUES**

**STUDENT LEARNING**

We value a safe, nurturing, child-centered environment in which student learning is the major focus.

**POSITIVE INTERDEPENDENCE**

We value a cooperative environment of mutual support, teamwork, shared responsibility, and success.

**QUALITY PERFORMANCE**

We value commitment to creativity, innovation, initiative, continuous growth, and a strong work ethic.

**INTEGRITY**

We value ethical and honest interactions.

**RESPECT**

We value and respect the individual differences and diversity of our students, employees, and community.

---

## STUDENT ACCOUNTABILITY

Every student should be accountable for significant standards of academic excellence and personal behavior.

An orderly and safe learning environment which supports and sustains high standards of academic excellence and personal behavior demands school management practices which establish: 1) strong behavior guidelines which reinforce positive qualities and restrict negative behavior; 2) consequences for unacceptable behavior; 3) strategies and skills to manage conflict and to enhance self-esteem of all students; 4) academic standards that balance the psychological, social, and physical needs of students; 5) safe school environment, and 6) strong parent support.

## EXPECTED STUDENT BEHAVIOR

Oak Grove School District students are expected to **RESPECT THEMSELVES, RESPECT OTHERS, AND RESPECT THEIR PROPERTY**. Therefore, students should be aware of possible consequences of their behavior. Disciplinary action taken by school officials is a direct consequence of unacceptable behavior (including academic dishonesty) by a student.

Rules and regulations are established to maintain an atmosphere conducive to learning. Students who fail to comply with these rules and regulations will be counseled, reprimanded, suspended and/or expelled, and/or arrested as the laws are applied and dependent on the situation.

All students shall comply with the regulations, pursue the required courses of study, and submit to the authority of the teachers of the schools. (Education code 48908)

Extracurricular activities are considered a part of the educational program. Participants and spectators carry responsibilities as representatives of their schools/communities. All rules of student conduct also apply to extracurricular activities.

The Board of Trustees may suspend and/or expel a student for reasons set forth in Education Code 48900 through 48915 and reviewed on pages 16, 17 and 18.

This publication has been prepared and distributed to advise the school staff and the parents of policies and procedures related to student behavior.

The Oak Grove School District strives to keep schools free of teasing, bullying and all forms of harassment. In doing so, students are taught refusal and social skills, cultural and racial awareness as well as appropriate ways to respond to teasing, bullying and all types of harassment. Curriculum selections are aligned with the District's Five-Year Goals and individual school's Safe School Plans.

This curriculum is science and researched-based and is State adopted. Supplemental programs, videos, films, guest speakers and activities help to further align the needs of individual schools and populations.

Should you like to preview any of these materials, please do not hesitate to contact your child's teacher and school.

## CONFLICT RESOLUTION AND SECOND STEPS PROGRAMS

Oak Grove School District has implemented conflict resolution and Second Steps programs for all students. Each year every student in the district is taught the appropriate steps for resolving conflicts effectively and expressing their feelings openly starting at the kindergarten level. Training in implementing these programs

---

has been provided to all teachers and other staff members. Students receive training in the use of the following steps:

- Stop and cool off
- Communicate and listen
- Identifying feelings
- Understanding the problem
- Empathy
- Brainstorm solutions
- Problem solving
- Choosing a solution
- Make a plan and implement it
- Applying strategies
  - Anger management
  - Reducing labeling and stereotyping
  - Dealing with peer pressure

In addition, many schools train student conflict managers to provide assistance to students in solving conflicts on the school grounds or provide additional training in controlling bullying, teasing, harassment and anger. Supplementary programs are also used to control teasing, bullying and harassment (racial, and sexual/gender or perceived gender identity/orientation).

It is the expectation of Oak Grove School District that all students, staff, and parents will employ appropriate, effective resolution strategies when faced with problems.

### **BEHAVIORAL GUIDELINES**

The following guidelines apply when going to and from school or to and from a school-related activity on school grounds and at any school-related activity supervised by school personnel.

### **ACADEMIC HONESTY**

All students will complete their academic work without cheating. If a student is caught cheating, that student will be disciplined.

### **ADMINISTRATIVE TRANSFERS**

Students may be transferred to a school or program other than their home school in Oak Grove School District for disciplinary reasons (see pages 16, 17 and 18). These transfers will be made in accordance with due process procedures.

### **AFTER SCHOOL SPORTS**

- Participants must maintain at least a 2.0 grade point average.
- Appropriate behavior is required at all times during practice, games, and meets. Respect toward coaches, parents, teammates, opposing teams, and officials is expected. Failure to show such behavior will result in dismissal from the team and possible discipline and/or consequences.

### **APPEARANCE**

For health and safety reasons, as well as to help students focus on learning, students shall dress appropriately for daily attendance at school. The type and style of clothing/garment, hairdo, fragrances, sprays, and makeup are individual and personal and must follow school rules. Appropriate footwear must be worn at all times for safety reasons. The school shall ensure that clothing/garment, hairdo, makeup, and/or personal appearance is not deemed a disturbance or the cause of school distraction, disruption, or unsafe conditions. (Ed. Code 35183)

Oak Grove School District Board Policy 4011.2 states “Human dignity is reflected in attitudes and behaviors toward others and self. Human dignity is characterized through respect, sensitivity, and care exhibited in the interaction of staff, students, and parents....In accordance with this aim, the school district will not tolerate behavior by members of the school community which insults, degrades, or stereotypes individuals or groups

---

of individuals or any race, gender, disability, physical characteristics, ethnic group, sexual orientation, or perceived sexual orientation." (See appendix O: Keeping Schools Free of Teasing, Bullying, and Harassment)

Appearance is one of the ways in which we convey attitudes toward others and self. In keeping with California State Educational Code and Oak Grove Board Policy, examples of **inappropriate** appearance may include but are not limited to the following:

- Clothing/garment where the torso or undergarments are inappropriately exposed, e.g. tube tops, half shirts, halters, spaghetti straps, bare backs, and tank tops, etc.
- Clothing/garment, accessories or buttons which show obscene words or pictures, weapons or violence, suggestive, insulting, or double meaning statements related to music groups, sports teams or alternative lifestyle which are demeaning or substances which are illegal to juveniles, e.g. tobacco, alcohol, and drugs
- Paraphernalia or accessories such as chains, body art, or tattoos (safety issue)
- Any clothing/garment or accessories that is associated with gangs, groups, risky behavior or gang-related activity or gang colors including such clothing/garment or accessories worn under outer garments, e.g. undergarments including any color t-shirts, sweater, sweat shirts, jackets, head coverings, rubber bands, chains, safety pins, etc.
- Clothing that is oversized, more than 1 size larger or where pants cannot stay up without a belt
- Camouflage clothing/garment in any color
- Clothing/garment or accessories where the thigh is inappropriately exposed, such as mini skirts, skirts with slits or short shorts - such clothing must be the length of the extended fingertip)
- Bathing suits, biking shorts, physical education clothing, jogging shorts, clinging or transparent attire, sagging or excessively oversized clothing, sleeping attire
- Flat, close-toed shoes without steel toes are required for safety reasons and for physical education activities. Shoes should be appropriate for physical education. Shoes not deemed appropriate, i.e., Heelies/other tennis shoes with wheels.
- Hair curlers or head coverings including bandanas, except for medical or religious reasons or by school permission for special events

For more information related to clothing/garment guidelines, visit [www.iir.com/NYGC/gang-legis/gang\\_relatedclothing.html](http://www.iir.com/NYGC/gang-legis/gang_relatedclothing.html), [www.ecs.org](http://www.ecs.org), [www.gangsorus.com/clothing.html](http://www.gangsorus.com/clothing.html), [http://calbar.ca.gov/calbar/html\\_unclassified/4kidstoc.html](http://calbar.ca.gov/calbar/html_unclassified/4kidstoc.html)

**Sun Shielding Clothing:** Recent legislation requires that students be allowed protection from the sun when outside for recess or P.E. Each school has adopted or is in the process of adopting policies that address these legal requirements while adhering to the district dress code guidelines and addressing individual school needs. Please refer to the school handbook for specific information regarding appearance requirements at your child's school.

**Common Student Dress:** **All students must adhere to the dress guidelines outlined above.** In addition, some schools participate in a Common Student Dress (CSD) program in which clothing of certain colors and styles are selected by parents, staff, and students for everyday school wear. It is expected that students will adhere to the clothing requirements of the program unless exempted by a waiver available from the school administration and signed by the parent. The waiver only exempts a student from common student dress and does not exempt him/her from adherence to the district

---

appearance guidelines outlined above. Students may be disciplined for not adhering to the CSD requirements if a waiver has not been submitted.

### **ATTENDANCE/TARDINESS**

Attendance and participation in class are essential if the student is to gain the maximum benefit of the educational program. Regular and punctual school attendance of students is expected, encouraged, and will be enforced. School attendance is an area which requires mutual cooperation among the school, the parents and the student so that the whereabouts of each student will be known at all times during the school day. Students may not arrive at school more than 15 minutes before the bell rings, since there is no supervision until that time. For the same reason, students must be picked up within 15 minutes of the school dismissal time or arrangements made for them to walk to a location where they will be properly supervised.

The California Education Code 48200, requires full-time student attendance for all children between ages 6 and 18.

The California Education Code and the Welfare and Institution Code provide that legal action may be taken against a student and/or parent when a student is declared a habitual truant. (Education Code 48264.5 and 48293)

- First Declaration as a Legal Truant: A student who is **ABSENT without a valid excuse on three or more days and/or TARDY in excess of 30 minutes on three or more occasions in a school year.** (Education Code 48260)
- Second Declaration as a Legal Truant: A student once reported as a legal truant who is absent without valid excuse on one or more days or is tardy in excess of 30 minutes on one or more days in a school year. (Education Code 48261)
- Declaration as an Habitual Truant: A student who has been declared to be a legal truant on three or more occasions in a school year. (Education Code 48262)

When a student is declared a habitual truant or is irregular in attendance, he/she and the parent(s) will be referred to the School Attendance Review Board (SARB) and then to the Santa Clara County's District Attorney's Office if attendance does not improve. (Education Code 48263)

Verification of student absences is accepted only from parents or guardians. Students may not verify their own absence either by note or telephone. When a student is absent from school, parents/guardians are asked to call the school office on the day of the absence. If this is not possible, a note from the parent/guardian must accompany the student when he/she returns to school. Excessive excused absences will also be monitored, as any absence, excused or unexcused, interferes with a child's educational progress. Excused illnesses exceeding 10% will be monitored and may require doctor verification of medical difficulty and needs. When a student has been absent or tardy 3 or more days unexcused, parents/guardians will receive written notification. (First Declaration as a legal truant). It is important that parents/guardians be informed of their child's attendance status as well as to promote school and parent collaboration in dealing with this issue. **Home visits may be made by the Community Liaisons or the Safe School Specialists to work with the family on attendance or truancy.**

Excused Absences: Education Code 48205(a) and Board policy 5113

- Personal illness or doctor appointment
- Death of a family member: 1 day excused for in state, and 3 days excused for out of state
- Quarantine due to a contagious illness
- Student is a subject of a court hearing or under subpoena or for other justifiable personal reasons such as religious holidays or ceremonies if the absence is required in writing by the parent and approved by principal or designee. (Education Code 48205)

---

## **BICYCLE SAFETY**

Students riding bicycles to and from school must wear an authorized bicycle safety helmet. Students must walk bicycles on school grounds. The school cannot be responsible for bicycle security in the event of theft or damage. (Vehicle Code 21212)

## **BOMB THREAT**

It is a criminal offense to make an actual or fictitious bomb threat either in writing or verbally. It is a misdemeanor to make a false fire alarm by triggering the school alarm system. (Penal Code 148.1, 148.4.)

## **CHILD ABUSE/MANDATORY REPORTS**

The following offenses require school personnel to file a report to the police and/or other legal agency:

1. Prior to suspending a student from school for an assault upon any person with a deadly weapon or by force likely to produce great bodily injury. (Education Code 48902(a) and Penal Code 245)
2. A deliberate act of inflicting physical injury upon a minor student by another student which requires medical attention beyond the level of school-applied first aid. (Penal Code 11165.6 and 11166)
3. Neglect or abuse of a child, including but not limited to, a deliberate act of inflicting physical injury by any person upon any minor which requires any medical attention. A report must be made to police. (Penal Code 11164 -11172)
  - a. Information relating to child abuse reports can be shared in only very limited circumstances with the entities expressly authorized by law to receive the information. A school is not allowed to share child abuse report information with a parent/guardian. Violating the confidentiality requirements is a misdemeanor. The identity of the reporting party is confidential. You may contact CPS with any questions. (Penal Code 11167 and 11167.5)
4. Actual or reasonably suspected sexual abuse or physical abuse of any minor child. A report must be made to police. (Penal Code 11165.1, 11165.6, 11166)
5. An attack or assault on, or a physical threat against, any school employee by a student. (Education Code 44014)
6. A directly communicated threat by a student or any person to inflict unlawful injury upon any person or property to keep a school employee from fulfilling any official duty or to get the school employee to do any act in the performance of his duties. (Education Code 44014; Penal Code 71)
7. Possession, use, sale or being under the influence of any controlled substance, drug paraphernalia, alcoholic beverages or intoxicants, including glue containing toluene. Possession of such materials is illegal, and upon confiscation, cannot be retained by school personnel on school premises. (Education Code 48902b, 48900(c))
8. Acts of school misconduct, including truancy or tardiness, in violation of court-imposed conditions of probation. (Education Code 48267)
9. Offering, arranging or negotiating to sell any controlled substance, alcohol or intoxicant and selling, delivering or furnishing a look-alike substance. (Education Code 48902(b) and 48900(d))
10. Violations of Penal 626.9 (firearm possession) and 626.10 bringing or possessing a dirk, dagger, ice pick, knife with a blade longer than 2 ½", folding knife with a locking blade, unguarded razor blades, taser, stun guns, BB or pellet guns or sport marker gun (e.g. paint gun). (Education Code 48902(c))

## **CLASSROOM PLACEMENT**

All classroom placement decisions will be made by the school principal. The school principal may consult with and/or receive input from teachers and school or district staff in determining the best classroom placements for children.

---

All school or district staff or administrators involved in the process shall make classroom placement decisions without regard to race, color, ethnicity, national origin, or any other basis protected by applicable law unless the school or district is specifically authorized to take such factors into account.

### **COMMUNICABLE DISEASES**

Santa Clara County Public Health Department has strict guidelines that all school districts must follow regarding communicable diseases. When a physician diagnoses a child with a communicable disease, notification is sent home to all students in that classroom regarding possible exposure. For health concerns that may involve an entire school community, the Public Health Department works very closely with our Oak Grove District Nursing Office to ensure appropriate information is distributed to all families within that community. The District Nursing Office can be reached at 227-8300 ext. 248 or 253.

### **CONDUCT ON SCHOOL BUS**

#### **SCHOOL BUS RULES AND REGULATIONS:**

1. Obey the driver's instructions.
2. Remain seated until the bus driver arrives at the stop and the bus door is opened.
3. Drinking or smoking are NOT permitted on the bus.
4. Show respect for others at all times and refrain from all forms of harassment or bullying.
5. Talk quietly; profane language is not allowed.
6. Pushing and fighting are prohibited.
7. Eating is not permitted on the bus except for students with diabetes.
8. Head, arms, hands, and legs must be kept in the seat while on board and cannot be hanging out the window.
9. Animals, glass containers, large articles, and radios shall not be brought on the bus.
10. Do not deface any property on the bus.

#### **CONSEQUENCES OF SEVERE OFFENSES OR ILLEGAL ACTIVITIES ON BUSES:**

1. Bus privileges will be suspended for open and persistent defiance of the driver's instructions.
2. Parents are responsible for providing transportation to and from school in cases where bus riding privileges have been suspended.

#### **BUS SAFETY SUGGESTIONS:**

1. Be careful when approaching the bus stop. If there are no sidewalks, walk on the left side of the road facing traffic.
2. Cross the road in front of the bus AFTER the driver has signaled it is safe.
3. While waiting for the bus, remain out of the road but away from private property.
4. All passengers should use care when getting on and off the bus. ALWAYS USE THE HANDRAIL.

### **CONFIDENTIALITY**

Information about your child's academic performance or behavior, or any other personal information shared in confidence with school employees for the purpose of providing help to your child is confidential and will be shared only with those employees directly responsible for providing necessary services to your child. Your child's cumulative record is also confidential and is available for your review by appointment with the school principal or his/her designee.

Release of Directory Information: Unless prohibited by the parent/guardian in accordance with law, directory information which school officials may disclose consists of the following: name of student, address, telephone number, date and place of birth, participation in officially recognized activities and sports, dates of attendance, awards received, most recent previous school attended. Directory information shall not be released regarding

---

any student whose parent/guardian notifies the district in writing that such information may not be disclosed. Directory information may be released to employer or prospective employers, the media and non-profit organizations unless the District denies or limits access based on a student's best interest. Directory Information may also be released to law enforcement or similar public entities for law enforcement or similar reasons.

### **CORPORAL PUNISHMENT**

Corporal punishment, defined as the deliberate infliction of physical pain as a disciplinary measure, is prohibited by law. Employees are authorized to exercise physical control over students to keep the students from harming themselves and others, to protect property and to maintain order and conditions conducive to learning. (Education Code Sections 49001 and 44807)

### **DISCIPLINE PLAN**

Each school in the district has developed a school-wide discipline plan consistent with policies in this handbook. A copy is provided to all students and their families at the beginning of the year and when families are new to a school during the year and is usually contained in the school handbook.

### **DUE PROCESS**

Students have the right to due process for suspension, expulsion or administrative transfer which includes the following: (See Attachment A and B for suspension and expulsion forms)

- Written notice (Form 04-2417) of the charges against the student
- An explanation of the evidence by school authorities
- The opportunity for the student to explain his/her position.

### **ELECTRONIC COMMUNICATION DEVICES**

Wireless electronic communication devices provide the ability to send and receive information utilizing radio frequencies. Such devices include, but are not limited to cell phones, pagers, personal data assistants (PDA), laptop computers with cellular/phone/email/video/PDA capability and two-way radios. **The school district reserves the right to determine the educational value of any new electronic wireless communication device, which may become available to the general public in the future.** Cell phones are the only devices of those listed which may be brought to school. Use of cell phones with a camera/video are not allowed. **Parents must request permission in writing to the school principal indicating the reason that a cell phone is needed by their child.** (Education Code Section 48901.5) **The principal may grant or deny requests.** All permitted cell phones must be turned off during the school day and at all school functions and kept out of sight. Cyber bullying is not allowed. (See Attachment O.1 and O.9) Students who violate the above restrictions shall be deemed to have created a disruption to the instructional environment and are subject to disciplinary action including suspension and/or expulsion as well as confiscation and return of the phone to the student's parents or guardians. Students shall be personally and solely responsible for the security of their cell phones. Oak Grove School District shall not assume responsibility for theft, loss, or damage to any items electronic or otherwise confiscated, e.g., Ipods, PDA, Phone, etc.

Students who engage in inappropriate use, access or sharing of personal, school or individual electronic data will be subject to disciplinary action. Inappropriate electronic communication which is demeaning, harassing, bullying or teasing based upon sex, race, ethnicity, religion, disability (physical and mental), sexual orientation or perceived sexual orientation will be subject to legal and/or disciplinary action. (See attachment O.10 for Cell Phone Permission Slip).

### **EMERGENCIES AND "LOCKDOWNS"**

The safety of children and personnel is the paramount priority of the Oak Grove School District. The Schools

---

and District have plans in place to deal with emergencies and provide a safe and secure learning environment.

**Lockdowns:** A "Code Red" alert refers to a set of school lockdown procedures to protect children and staff from a potential violent incident. In the event of a school "lockdown," students will be kept safe inside their school until the threat, or possible threat has been resolved. If your child's school is in a lockdown situation, you will not be able to gain access to the school until the incident causing the lockdown has been resolved. As parents pick up their child after an emergency, keep in mind that students will only be released to persons listed on your child's School Emergency Card. Each school conducts a "Code Red" drill annually, under the guidance of the District and the San Jose Police Department's School Liaison Unit. (See attachment T-1 for more detailed information regarding Code Blue and Bomb Threats.) A "Code Blue" alert refers to a set of perimeter "lockdown" procedures to protect children in response to an external threat, or police action in the immediate area that may potentially reach the school campus. Under this scenario, access to the school may be restricted or delayed, and classroom instruction may continue inside the building with controlled class change until further instructed.

### **EMERGENCY CARDS**

The school emergency card, completed by parents or guardians at the beginning of each school year, is a vital communication tool between parents and the school. The thorough completion of this card is essential in case of an emergency involving your child. Accurate phone numbers, emergency contact names, and complete medical information will mean that your child will get the very best care in your absence. If there is a restraining order forbidding contact of an individual with your child, legal custody orders, or parent custodial issues that the school needs to be aware of, a copy of such orders or an explanation of that situation should be submitted with the completed emergency card. A birth parent or legal guardian will be allowed to visit their child at school and participate in school activities unless a written court order expressly prohibits or limits such visits or participation. When it is necessary for a student to be checked out of school during the school day, an adult over the age of 18 who is listed on the emergency card must sign them out and may be asked to show identification. **We recommend that you keep a copy of the emergency card in a location at home where you will frequently review it and contact the school with any updated information on a regular basis.**

### **EXCLUSIONS FROM SCHOOL ATTENDANCE**

A student who is suffering from a contagious or infectious disease or whose presence constitutes a clear and present danger to life, safety or health may be excluded from school. Students who do not have state-required immunizations may be excluded and cannot be admitted until immunizations are completed. (Education Code 48213, 48216, 49451, Health and Safety Code 120325 and 120335.)

### **HOMEWORK**

Oak Grove School District believes that homework contributes toward building responsibility, self-discipline, and life-long learning habits, and that time spent on homework directly influences a student's ability to meet the district's academic standards. Homework assignments may reinforce concepts presented in class, enhance or further develop concepts, and/or provide opportunities for individual research. A method of communicating homework requirements and/or expectations to parents is established at the school site and will occur on a regular basis. The value of homework assignments is dependent upon the degree of cooperation, encouragement and guidance shown by parents. Students who miss schoolwork because of an excused absence or suspension will be given the opportunity to complete all assignments and tests that can be reasonably provided. Students will receive full credit for work satisfactorily completed within a reasonable period of time.

### **HUMAN DIGNITY POLICY**

The Board of Education, recognizing that we are a multiracial, multiethnic, and multilingual school district, believes it is part of our mission to provide a positive, harmonious environment in which respect for the diverse makeup of the school community is promoted. Human dignity is reflected in attitudes and behaviors toward others and self. Human dignity is characterized through respect, sensitivity and care

---

exhibited in the interaction of staff, students, and parents.

The school district will not tolerate behavior by members of the school community which insults, degrades, or stereotypes any race, gender, disability, physical characteristics, ethnic group, perceived sexual orientation, gender identity, age, national origin or religion. (5 CCR 4900)

## **IMMUNIZATION ENTRY REQUIREMENTS**

### **KINDERGARTEN**

- **Polio:** Four doses, however, three doses are acceptable if the last dose was given after 4 years of age.
- **DPT:** Five doses, however, four doses are acceptable if the last dose was given after 4 years of age.
- **MMR:** Two doses, both doses on or after the 1st birthday.
- **Hepatitis B:** Three doses.
- **TB Skin Test:** This must include the date it was given, the date it was read, measurement of induration and the physician's signature.
- **Varicella:** One dose or proof of immunity.

### **7th GRADE**

- **Polio:** Three doses, but one additional dose if last dose was given before 2nd birthday\*
- **DPT:** Three doses, but one additional dose if last dose was given before the 2nd birthday\*
- **MMR:** Two doses (both on or after 1st birthday)\*
- **Hepatitis B:** Three doses
- **Varicella:** None (*If student is entering from outside California, one dose of varicella vaccine or proof of immunity is required*)

***\*Receipt of the dose up to (and including) four days before the birthday will satisfy the school immunization requirement***

## **INDEPENDENT STUDY**

Your child may be eligible for independent study if he/she will be absent for reasons other than illness for a period of more than five days. Please contact the school at least three days prior to the absences to draw up a plan of study.

## **INTERDISTRICT AGREEMENTS**

Interdistrict transfers, between districts, must be approved by both districts. Oak Grove School District approves interdistrict agreements for up to five years, though the sending/receiving district may require more frequent approval. Interdistrict transfers can be revoked should all of the requirements not be met (e.g., maintaining grades and acceptable behavior). See Attachment H1 and H2 for more information.

## **INTERFERENCE WITH EDUCATIONAL PROCESS**

Any person who willfully interferes with the discipline, good order, lawful conduct or the administration of any school class or activity is guilty of a misdemeanor. (Education Code 44810; Penal Code 626.4-626.8)

## **LICE**

Head lice (pediculosis) is a common childhood condition and continues to be a problem in our community. Please assist us in keeping this problem under control. The following measures are recommended:

1. Check your child's head periodically (weekly) for live lice or nits (eggs). Check carefully in bright light

---

as the nits are tiny and difficult to see. If you do not know what they look like, the school health clerk can assist you.

2. Notify the school, your child care providers, and parents of your child's playmates, if you find your child has this condition.
3. Obtain the Health Department pamphlet from the school health clerk or contact the Health Department Vector Control (299-2050) for information.
4. Treat your child who has this condition as recommended by the Health Department and **remove ALL nits (eggs) before your child returns to school**. Children will not be allowed to stay in school, if found to have lice/nits.
5. Each child who has been found to have lice/nits is to be brought to the school office and his/her hair checked by school staff **prior** to returning to class.
6. If the school receives a report of a child having lice, all their classmates will be checked.
7. If parents are notified that a classmate of their child has lice, please check your child's hair daily for two weeks. This will help catch an infestation so it can be treated early.
8. Do not treat children with lice medication unless you are notified that your child has lice or you see the lice/nits in your child's hair. The medication **does not prevent** lice. Medication does **not remove nits (eggs)**. These must be removed by hand.
9. Product directions should be followed closely. **Hair should not be shampooed for 10 days following treatment.**
10. The head lice removal process should be completed immediately and students should be ready to return to school within three days. Absences beyond that time period are considered unexcused and truancy rules will apply.

### **LITTERING**

It is a misdemeanor or an infraction for anyone to leave litter on school property or public or private property. (Penal Code 374.3)

### **LOITERING**

Any person who loiters on or near any school property is a vagrant and is guilty of a misdemeanor. (Penal Code 653g)

### **LOST OR CONFISCATED ITEMS**

Oak Grove School District shall not assume responsibility for theft, loss or damage to any items, electronic or otherwise confiscated, i.e., Ipods, PDA, phone, etc.

### **MEDICATION**

Per Education Code, any pupil who must take prescribed medication at school and who desires assistance of school personnel must submit a written statement of instruction from the physician and a statement by the parent on the District form available from the school office indicating the parent's desire to have the school assist in administering the physician's instructions. Any student who wishes to carry and self-administer prescription auto-injectable epinephrine and/or self-administered inhaled asthma medication must submit a written statement of instruction from their physician, and a statement from the parent consenting to the self-administration, as well as a release, on the District form available from the school office. Any pupil who uses auto-injectable epinephrine or inhaled

---

asthma medication in a manner other than as prescribed is subject to discipline. (Education Code 49423, 49423.1) In addition, see Oak Grove School District Board Policy 5141.21.

Any student who is required to take medication prescribed by a physician during the school day may do so under the supervision of designated school personnel provided a "Medication Administration in School" form has been completed by **both** the physician and parent/guardian. A new "medication Administration in School" form must be completed in the beginning of each school year. The physician must detail the method, amount "dosage", and time schedule by which such medication is to be taken. **A parent may not instruct authorized school personnel to administer medication to his/her child at a time other than the time ordered by the physician. In addition, a parent may not change the dosage instructions of medication. This change must come from the physician.** A new "Medication Administration in School" form must be completed by the physician whenever there is a change in the medication dosage or time schedule.

Medication must be supplied by the parent/guardian in the original prescription container, clearly labeled with the student's name, medication, dosage, and directions (Education Code 49423). Medications are to be taken home at the end of the school year. Students are not allowed to carry medications. **Parents must consult with the health clerk/principal for students with serious medical needs who are required by their physician to carry a medication with them.**

No medication, including tylenol or other over-the-counter drugs, will be stored or dispensed without written physician authorization. All medication must be stored in a locked container or cabinet in the Health Office.

A parent of a pupil on a continuing medication regimen for a non episodic condition shall inform the school of the medication being taken, the current dosage, and the name of the supervising physician on the District form "Medication Administration in School" available from the school office. With a parent's consent, the school nurse or other designated employee may communicate with the physician with regard to the possible effects of the drug on the child's physical, intellectual, and social behavior, as well as possible behavioral signs and symptoms of adverse side effects, omission, or over dosage. (Education Code 49480)

### **MOVING/DISCONTINUING ENROLLMENT**

If you are moving and/or your child will no longer be attending the school where he/she is registered, please contact the school to inform them.

### **OUTSIDE ACTIVITIES**

The Oak Grove School District works hard to ensure that all of our students succeed in school. For that reason, we limit participation in after-school activities to those students achieving at least a 2.0 grade point average. We extend that philosophy and practice to non-school related activities also. We hope outside organizations support this concept also. Several outside organizations require the signature of an administrator from the child's school for the child to be eligible to participate in their sponsored activity. The principals in the Oak Grove School District will not sign any form, stamp, or place a seal on any form unless the child is at or above a 2.0 GPA.

### **PARENT/GUARDIAN VISITATION**

Oak Grove School District Board Policy # 1250 outlines appropriate classroom/school visitation guidelines which have been established to provide opportunities to visitors for observation, visitation, and parent/guardian staff contact while protecting the classroom learning environment. These guidelines are listed in the individual school site handbooks. It is important that parents/guardians realize that their presence in the classroom/school as an observer has an impact on their child and the class/school in general. The teacher and the school principal will help parents/guardians understand this impact and will make the final decision about the duration and time of the visit. A twenty-four 24 hour notice for visitation is required and may be waived by the school principal. All visitors must register at the office prior to beginning their visitation.

---

## **PETS AT SCHOOL**

Animals are not to be brought to school including programs, assemblies, and classroom without **prior** written consent of the teacher and principal (Education Code 32255).

## **PHYSICAL EDUCATION**

Students in grades 1 - 6 are provided 200 minutes of physical education each ten days. Physical fitness and performance assessment results are available upon request and are sent home with individual students. (Education Code 51210)

## **PHYSICAL EDUCATION CLOTHING**

A change of clothing is required for intermediate school physical education classes. Students will dress in shorts and tops in school colors, gym shoes, and/or sweats, as appropriate. At the elementary school level, low heeled or flat, closed toed shoes should be worn for safety during recess and physical education.

## **PORNOGRAPHY**

Any person who sells, rents, distributes, sends, causes to be sent, exhibits or offers, or displays any harmful matter to a minor, including pornographic matter, is guilty of a criminal violation and will be subject to disciplinary action. (Penal Code 313.1)

## **PROFANITY, VULGARITY, OBSCENE ACTS**

Students who commit an obscene or sexually explicit act or are engaged in habitual profanity or vulgarity are subject to disciplinary action e.g. suspension, expulsion. (Education Code 48900)

## **PROMOTION/RETENTION**

The district expects each student to progress systematically through the grade levels and to meet grade level standards of academic achievement. School staff will identify students who have failed to meet or who are at risk of failing to meet standards as early in the school year as possible. Final decisions related to retention will be made by the classroom teacher by May 30th. Attachments F.1 to F.9 provide additional details and timelines related to promotion/retention.

## **RESTITUTION**

In a situation of vandalism in which damage is done to school buildings, grounds, electronic equipment/data bases or the property of an individual at school, the parents of the minor(s) found to be responsible will be liable for costs incurred in the repair and restoration of the property to its original condition. (Education Code 48904)

## **REVIEW POLICY**

A student or the student's parent(s)/guardian(s) may request a review of any disciplinary action imposed upon a student for his/her school-related acts of misconduct.

- Appeals at the school level will be directed to the school principal.
- Appeals must be made at the school level before they are directed to the district level.
- Appeals at the district level will be directed to the Learning Community Director.
- If an appeal is denied, the parent may place a written rebuttal to the action in the student's file.

---

## **SATURDAY SCHOOL**

Each 7-8 school is authorized to maintain a Saturday School to which elementary and/or 7-8 students may be assigned for:

- unexcused absences
- tardiness
- other unacceptable behavior (in lieu of suspension)

## **SCHOOL CHOICE**

Oak Grove School District offers parents of elementary and intermediate students an opportunity to apply to the school you wish your children to attend within the boundaries of the District. This option is provided through an Open Enrollment policy called School Choice. For more information please call the district office at 227-8300 ext. 208.

## **SEARCHES (PATDOWN AND GENERAL)**

A student's attire, personal property, or school property (including books, desks, backpacks, and school lockers) may be searched by a principal or the principal's designee when there is reason to suspect a student possesses illegal items or illegally obtained and/or possessed items. These may include illegal substances, drug paraphernalia, weapons, or other objects or substances which may be injurious to the student or to others and are of no reasonable use.

## **SEXUAL HARASSMENT**

The school district is committed to providing an environment free of sexual harassment and maintains a strict policy prohibiting such harassment. A student in grades 4 through 12 may be suspended from school and/or recommended for expulsion if the principal of the school in which the student is enrolled determines that the student has committed sexual harassment including comments about perceived sexual orientation, sexual orientation and/or gender identity. The conduct described must be considered by a reasonable person of the same gender or sexual orientation as the victim to be sufficiently severe or pervasive to have a negative impact upon the individual's academic performance or to create an intimidating, hostile, or offensive educational environment. (Board Policy 5145.4. Education Code 48900.2, 212.5)

## **SKATEBOARDS**

Skateboards/scooters may not be ridden on school grounds nor is the school responsible for loss or damage to such equipment. Likewise, shoes with wheels are a safety hazard and so are inappropriate attire for school.

## **SODA POP LAW**

No soda pop may be sold on school property from one half hour before school starts to one half hour after the school day has ended. (Ed. Code 49431.5)

## **STUDENT VIOLENCE AND REPORTING REQUIREMENTS**

The school will not tolerate student threats, acts of violence, or jokes of violence that cause or are likely to cause a substantial disruption to school operations.

The welfare of our students requires that the school be notified immediately of potential security risks. You must **immediately** notify your principal, teacher or other school employee:

- when a person is acting in a suspicious manner in or around the school,
- when you know, suspect, or have heard that an individual has a weapon or dangerous object at school,

- 
- when you know, suspect, or have heard of any violent or potentially violent incidents, threats, jokes of threats or violence, or concerns of a risk for violence or other disturbance,
  - when you believe the school is otherwise not secure or safe.

The school will investigate and discipline students who breach this policy, up to and including suspension and/or expulsion. A student's failure to report any possible risk will be viewed as defiance of the school's valid authority under Education Code 48900(k) and will result in student discipline against the student who failed to report, including but not limited to, suspension, expulsion, and/or police referral as a possible accomplice.

### **THREAT TO EMPLOYEE**

A student who threatens to inflict injury upon a school employee is subject to suspension and/or expulsion from school. Verbal abuse of a teacher in or outside of the presence of other school personnel or students on school premises or at any assigned school activity or otherwise related to school activity or attendance will lead to suspension and/or expulsion if it causes or is likely to cause a substantial disruption to school operations. It is the duty of a school employee to report an attack, an assault, or a physical threat by a student promptly to law enforcement authorities. Failure to do so is an infraction punishable by a fine up to \$1000. Any person discouraging such a report is guilty of an infraction punishable by a fine of not less than \$500 and not more than \$1000. (Education Code 44014, 48900; Penal Code 71)

### **WELLNESS POLICY**

The Oak Grove School District recognizes the link between student health and learning, and desires to promote healthy eating and physical activities for students.

Student wellness and health literacy is supported, promoted and reinforced through health and physical education, psychological and counseling services, as well as a safe and healthy school environment.

### **ZERO TOLERANCE**

Oak Grove School District supports a ZERO TOLERANCE approach to serious offences. ZERO TOLERANCE of unlawful behavior is crucial in maintaining an orderly, purposeful and safe school environment free from harassment, weapons, drugs, tobacco, vandalism, and the threat of physical harm. Students who threaten physical harm to anyone will be appropriately disciplined. Students who threaten physical harm to anyone through the possession of, use of, or threatened use of weapons may be immediately arrested, suspended and recommended for expulsion. Similar disciplinary steps will be taken in cases involving the sale of controlled substances at school, on the way to or from school, while going to or coming from a school sponsored activity, while at any school sponsored event and during lunch whether on or off school grounds. All unlawful behavior will be reported to the police, followed by suspension and possible expulsion.

## STUDENT SUSPENSION AND EXPULSION DISCIPLINARY GUIDELINES\*\*\*

---

### **Aid or Abet Physical Injury** (or attempt)

- Corrections include and are not limited to: Parent conference, suspension, police notification, administrative transfer, expulsion if juvenile court conviction

### **Arson** (Fire damage or attempt to damage with combustible materials)

- Corrections include and are not limited to: Suspension, parent conference, police notification, restitution, administrative transfer, expulsion

### **Assault/Battery** (Action with intent to do bodily harm, willful and unlawful use of force or violence)

- Corrections include and are not limited to: Suspension, parent conference, police notification, administrative transfer, expulsion

### **Assault with Deadly Weapon**

- Corrections include and are not limited to: Suspension, parent conference, police notification, administrative transfer, expulsion

### **Battery** See Assault/Battery

### **Dangerous or Explosive Objects** (Includes but is not limited to possession or sale of firecrackers, stink bombs, aerosol cans, powder, matches, lighters, weapons or replicas, bombs, grenades, rockets, missiles, bullets, and similar devices and parts which can be assembled into a destructive device) See also Weapons

- Corrections include and are not limited to: Suspension, parent conference, police notification, administrative transfer, required expulsion for firearms, explosives or brandishing a knife, expulsion

### **Defiance of Authority** (Including academic dishonesty)

- Corrections include and are not limited to: Conference, possible suspension, parent involvement, administrative transfer, expulsion

### **Destruction of (Damage or Attempt) Property\*\***

- Corrections include and are not limited to: Suspension, parent involvement, restitution, police notification, administrative transfer, expulsion

### **Disorderly Conduct** See also Willful Disobedience

- Corrections include and are not limited to: Suspension, informal talk, parent involvement, police notification, administrative transfer, expulsion

### **Drugs** (Use, sale, furnish, possession, being under the influence of, or other prohibited involvement with marijuana, alcohol, Soma, any intoxicant, controlled substance, paraphernalia, or look-alike substance)

- Corrections include and are not limited to: Suspension, police notification, parent conference, administrative transfer, expulsion; required expulsion for sale of a controlled substance

### **Fighting** (Mutual combat)

- Corrections include and are not limited to: Alternative means of correction†, suspension, parent conference, police notification, administrative transfer, expulsion

### **Firearms** See Weapons

### **Forgery \*\***

- Corrections include and are not limited to: Parent conference, suspension, police notification, administrative transfer, expulsion

\*\*\* For some infractions, including and not limited to possession of any weapon (toy, imitation, or otherwise including BB/air soft or plastic pellet gun) or dangerous object, an administrative transfer will take place.

## STUDENT SUSPENSION AND EXPULSION DISCIPLINARY GUIDELINES\*\*\*

---

**Harassment** (Physical [habitual threats]; Bullying and Intimidation; Sexual, Racial or other unlawful harassment and Hate, Violence or Hate Crime) For grades 4 and up. See also Threats

- Corrections include and are not limited to: Alternative means of correction†, parent conference, suspension, police notification, administrative transfer, expulsion

**Hazing** (Dangerous, harmful, or degrading initiations associated with a group) For grades 4 and up.

- Corrections include and are not limited to: Alternative means of correction†, parent conference, suspension, police notification, administrative transfer, expulsion

**Knife** See Weapons

**Obscene Acts** (Gestures, verbal, written, drawn, physical contact)

- Corrections include and are not limited to: Suspension, parent conference, police notification, administrative transfer, expulsion

**Profanity or Vulgarity**

- Corrections include and are not limited to: Alternative means of correction†, suspension, parent conference, administrative transfer, expulsion

**Receipt of Stolen Property\*\***

- Corrections include and are not limited to: Suspension, parent conference, police notification, administrative transfer, expulsion

**Robbery or Extortion\*\***

- Corrections include and are not limited to: Suspension, parent conference, police notification, administrative transfer, expulsion

**Sexual Assault or Battery** (or attempt) Defined as inappropriate touching or conduct of a sexual nature, including touching breasts, buttocks, genitals, or groin

- Corrections include and are not limited to: Suspension, parent conference, police notification, required expulsion

**Smoking or Possession of Tobacco or Tobacco Products**

- Corrections include and are not limited to: Alternative means of correction†, suspension, parent conference, administrative transfer; expulsion

**Theft** (stealing or attempting to steal) \*\*

- Corrections include and are not limited to: Alternative means of correction†, suspension, parent conference, restitution, police notification, administrative transfer, expulsion

**Threats** (terroristic, bomb, other including bodily harm)

- Corrections include and are not limited to: Suspension, parent conference, police notification, administrative transfer, expulsion

**Trespassing**

- Corrections include and are not limited to: Alternative means of correction†, suspension, parent conference, police notification, administrative transfer, expulsion

**Vandalism** (graffiti, breaking of windows, etc.)

- Corrections include and are not limited to: Alternative means of correction†, suspension, parent conference, restitution, police notification, administrative transfer, expulsion

\*\*\* For some infractions, including and not limited to possession of any weapon (toy, imitation, or otherwise including BB/air soft or plastic pellet gun) or dangerous object, an administrative transfer will take place.

**Verbal Abuse**

- Corrections include and are not limited to: Alternative means of correction†, parent conference, suspension, administrative transfer, expulsion

**Weapons Including any Gun or Knife or Replica** (Including but not limited to pocket knives, kitchen knives, swiss army knives, utility knives, BB/Pellet/Air-soft guns, metal or plastic toy or otherwise guns or homemade dangerous objects, chains or any dangerous object of no reasonable use.)

- Corrections include and are not limited to: Parent conference, suspension, police notification, administrative transfer, expulsion (Required expulsion for firearms, explosives or brandishing a knife)

**Willful Disobedience, Disruption of School Activities, or Defiance of School Authority**

- Corrections include and are not limited to: Alternative means of correction†, suspension, parent conference, police notification, administrative transfer, expulsion

† Alternative means of correction include but are not limited to counseling, anger management program, etc.

\* All suspensions can be extended up until the expulsion hearing is held under Ed. Code 48911(g).

\*\* In some cases, where appropriate, restitution for damages may be required.

\*\*\* For some infractions, including and not limited to possession of any weapon (toy, imitation, or otherwise including BB/air soft or plastic pellet gun) or dangerous object, an administrative transfer will take place.

---

## **EXPULSION**

**Definition:** Expulsion is the removal from Oak Grove School District for up to one calendar year.

Education Code 48915(c) requires **mandatory suspension, recommendation of expulsion and expulsion** for the following acts:

- 1. Possessing, selling, or otherwise furnishing a firearm.**
- 2. Brandishing a knife at another person.**
- 3. Unlawfully selling controlled substances.**
- 4. Attempting or committing sexual assault or committing sexual battery.**
- 5. Possessing an explosive.**

Expulsion may be imposed for any expellable act that occurred while on school grounds, while going to or coming from school, while going to or coming from a school sponsored activity, while at any school sponsored activity and during lunch, whether on or off school grounds. The following acts (Education Code 48915a) will result in **expulsion being recommended**:

- 1. Causing serious physical injury to another person except in self-defense.**
- 2. Possession of any knife or other dangerous object of no reasonable use to the pupil.**
- 3. Unlawful possession of any controlled substance including Soma.**
- 4. Robbery or extortion.**
- 5. Assault or battery on a school employee.**

**Other actions that will result in an expulsion being recommended:**

- 1. Engaged in harassment, threats, hate violence, or hazing.**
- 2. Terrorist threats against school officials or school property.**
- 3. Other misconduct listed on pp 16-18, or listed in the Ed. Code sections authorizing expulsion.**

### **DUE PROCESS**

- The school principal or designee has the right to suspend a student for a period of up to five school days. In cases where suspension is being considered, an informal meeting between the principal and student will be conducted before the suspension. After the meeting is completed, the principal decides if suspension and/or expulsion is necessary. The principal or designee will attempt to notify parents by telephone. A written notice will be sent.
- The school principal has the right to recommend to the superintendent or designee that a student should be expelled from the district. In cases where the principal recommends expulsion, a hearing will be conducted. Parents will be notified of the due process hearing.
- When the school principal recommends to the superintendent or designee that a student should be expelled, the hearing will be conducted before an administrative panel who makes recommendations to the Board of Trustees.
- If a student has violated a school rule and is subject to a suspension or transfer to another school or expulsion, the student and his/her parents or guardians will be formally notified. Part of the notification process will include instructions regarding the due process procedure.

(See attachment B for the expulsion form)

---

## **SUSPENSION**

- A teacher may suspend any pupil from his/her class for the day of the suspension and the day following. The teacher shall immediately report the suspension to the principal of the school and send the pupil to the principal for appropriate action.
- The principal or his/her designee may suspend a student from class, classes, or the school premises for a period not to exceed five days unless the principal recommends expulsion and/or the superintendent or designee extends the suspension.
- The superintendent or designee may extend a student's suspension pending final Board of Trustees decision on a recommendation for expulsion. (Education Code 48911)

### Parent Notification by Administrator:

A school employee shall make a reasonable effort to contact the student's parent or guardian in person or by telephone at the time of the suspension. (Education Code 48911(d))

### Notification:

The administrator shall report all suspensions in writing to the Director of Student Services. (Education Code 48911(e))

### Administrative suspension procedure requires that:

1. An informal conference be held with the student. The principal or designee must inform the student of the reason for the disciplinary action and the evidence against the student. The student must be allowed the opportunity to present his or her version and evidence in his or her defense.
2. An attempt must be made to make telephone notice or personal notice of suspension with parent/guardian.
3. A parent/guardian must be given written notice of suspension.
4. A parent/guardian must respond to the school's request for a conference without delay, as per state law.
5. A parent/guardian must be informed that suspensions may be reviewed by the superintendent or designee. (Education Code 48914)
6. A student may not be suspended for more than five (5) consecutive school days for an incident, except when extended because the student is being considered for expulsion.
7. A student shall not be suspended for more than twenty (20) days in one school year unless the student enrolls in or is transferred to another school for disciplinary action. In this case, the student may be suspended for up to thirty (30) days. (Education Code 48903)
8. A suspended student shall be required to complete and receive credit for assignments and tests missed during the suspension. (Educational Code 48913)
9. A suspended student must remain under parent supervision and is not to be on any school campus or attend school activities for the duration of the suspension.

The parent or guardian of a student who has been suspended may be required to attend a portion of a school day in his/her child's classroom. (Education Code Section 48900.1)

(See attachment A for the suspension form)

---

## DEFINITIONS OF DISCIPLINARY ACTIONS

**ADMINISTRATIVE TRANSFER** - The student is transferred to another school in the District for the remainder of the semester in which the offense occurred and the following semester or completion of the year as decided by Administration.

**ALTERNATIVE MEANS OF CORRECTION** - A variety of interventions may be used, including but not limited to Saturday School, Independent Study, Home Teaching, transfer to another school, Community Schools, and The Academy.

**CONFERENCE** - A formal conference is held between the student and one or more school officials. During this conference, the student must agree to correct his/her behavior.

**DETENTION** - Students may be detained in school for disciplinary or other reasons for a maximum of one hour after the close of the school day. **Parent(s) or legal guardian must be notified of the detention.**

**EXPULSION** - The student is informed that he/she is subject to expulsion from the district for a calendar year or for the remaining semester and the semester following. The student's parent(s) or legal guardian is notified by telephone and a certified letter sent that the student is being recommended for expulsion.

Notification to the parent(s) or legal guardian must include clear instructions regarding the due process procedure. The Superintendent/designee will recommend to the Board of Trustees that the student be expelled. The due process procedure is initiated. The expulsion does not become effective until the due process procedures have been completed and the Board of Trustees votes to expel the student. A record is maintained in the student file.

**INFORMAL TALK** - A school official (teacher, administrator or counselor) will talk to the student and try to reach agreement regarding how the student should behave.

**PARENT INVOLVEMENT** - Parent(s) or legal guardian are notified by telephone, personal contact, letter or certified letter. A conference may be conducted between the student, his/her parent(s) or legal guardian, appropriate school personnel and any other individuals concerned. A student performance contract may be used. (Education Code 48900.1(d) and 48911(d) and (f))

**REMOVAL FROM CLASSES** - The student is removed from one or more classes, but remains at school during these class periods or receives appropriate disciplinary action, such as (1) serves one or more detention/work details, (2) assigned Saturday School, or (3) has privileges suspended.

**SARB** - (School Attendance Review Board) A panel of school and community representatives who meet with a student and his/her parents to recommend solutions to poor attendance.

**SATURDAY SCHOOL** - Students may be assigned to school on Saturday in lieu of more serious disciplinary actions.

**SUSPENSION** - The student is informed that he/she is subject to a suspension (five days or less). The student is also informed regarding the due process procedure. An attempt is made to notify the student's parent(s) or legal guardian by telephone that the student is subject to a suspension.

## APPENDIX

<b>A.</b>	<b>SUSPENSION FORM .....</b>	<b>A.1</b>
<b>B.</b>	<b>EXPULSION FORM .....</b>	<b>B.1</b>
<b>C.</b>	<b>COMPLAINT POLICIES .....</b>	<b>C.1-C.2</b>
<b>D.</b>	<b>PARENT COMPACT SAMPLES .....</b>	<b>D.1-D.2</b>
<b>E.</b>	<b>ANNUAL PARENT/GUARDIAN NOTICE OF RIGHTS AND RESPONSIBILITIES .....</b>	<b>E.1-E.12</b>
<b>F.</b>	<b>PROMOTION/RETENTION POLICY.....</b>	<b>F.1-F.9</b>
<b>G.</b>	<b>NETWORK ACCEPTABLE USE AGREEMENT .....</b>	<b>G.1</b>
<b>H.</b>	<b>INTERDISTRICT ATTENDANCE REQUEST/PERMIT .....</b>	<b>H.1-H.2</b>
<b>I.</b>	<b>FIELD TRIP INFORMATION SLIP .....</b>	<b>I.1-I.5</b>
<b>J.</b>	<b>NOTICE OF INFORMATION TO PARENTS/GUARDIANS .....</b>	<b>J.1-J.4</b>
	• ATTENDANCE	
	• DISCIPLINE	
	• DRUG EDUCATION COURSES	
	• FAMILY LIFE EDUCATION	
	• HUMAN DIGNITY	
	• IMMUNIZATIONS	
	• MEDICATION	
	• NONDISCRIMINATION POLICIES AND COMPLAINTS	
	• PUPIL RECORDS	
	• SANTA CLARA COUNTY TUBERCULOSIS SCHOOL MANDATE	
	• SCREENING FOR SCOLIOSIS	
	• SECTION 504 OF THE REHABILITATION ACT OF 1973	
	• SEXUAL HARASSMENT	
	• SPECIAL EDUCATION	
	• TEMPORARY DISABILITY	
<b>K.</b>	<b>MEGAN'S LAW: SEX OFFENDER INFORMATION .....</b>	<b>K.1</b>
<b>L.</b>	<b>FAMILY INVOLVEMENT/PARENT RIGHTS .....</b>	<b>L.1-L.2</b>
<b>M.</b>	<b>PARENT GUIDE TO THE ACADEMIC PERFORMANCE INDEX .....</b>	<b>M.1</b>
<b>N.</b>	<b>PROGRAM OPTIONS FOR ENGLISH LANGUAGE LEARNERS ..</b>	<b>N.1-N.2</b>
<b>O.</b>	<b>KEEPING SCHOOLS FREE OF TEASING, BULLYING, AND HARASSMENT .....</b>	<b>O.1-O.10</b>
<b>P.</b>	<b>HEALTHY SCHOOLS ACT .....</b>	<b>P.1-P.3</b>
<b>Q.</b>	<b>TITLE 1 SCHOOLS NOTIFICATION .....</b>	<b>Q.1</b>
<b>R.</b>	<b>HIGH SCHOOL GRADUATION &amp; COLLEGE ENTRANCE REQUIREMENTS (A-G) .....</b>	<b>R.1-R.3</b>
<b>S.</b>	<b>ASBESTOS NOTIFICATION .....</b>	<b>S.1</b>

OAK GROVE SCHOOL DISTRICT SUSPENSION FORM

Student: \_\_\_\_\_ M: \_\_\_\_\_ F: \_\_\_\_\_ Birthdate: \_\_\_\_\_ Grade: \_\_\_\_\_ School: \_\_\_\_\_

Parent/Guardian: \_\_\_\_\_ Address: \_\_\_\_\_ Phone: \_\_\_\_\_

The current suspension is: on \_\_\_ campus OR off \_\_\_ campus Misconduct occurred \_\_\_ on school grounds, \_\_\_ to/from school, or \_\_\_ school activity. Date of Incident: \_\_\_\_\_

On \_\_\_\_\_ Off \_\_\_\_\_ Campus Yes \_\_\_\_\_ No \_\_\_\_\_
Number of Days Suspended First Day of Suspension/Time Date and Time to Return (\_\_\_\_ Further action pending) Accumulated Days of Suspension (Including Present Suspension) Homework requested

Student's behavior is unacceptable and cause for suspension and expulsion as defined in California Ed. Code Sections 48900-48915. In particular, the behavior violated the Ed. Code including but not limited to the grounds and sections checked below (Check ALL that apply).

REASON(S) FOR SUSPENSION: CA. Ed. Code. References on Back

\*Requires Police Contact \*\*Please be Specific \*\*\*Mandatory Recommendation for Expulsion \*\*\*\*May be Quasi Mandatory Recommendation for Expulsion (§48915)

- A. PHYSICAL INJURY \*\*\*\*
A1 Mutual Combat
A1 Caused, attempted and/or threatened physical injury
A2 Willful use of force or violence not in self-defense (\* if assault with a deadly weapon or force likely to produce great bodily injury)
B. FIREARM /WEAPONS /EXPLOSIVES/ DANGEROUS OBJECTS \*
C. ALCOHOL /CONTROLLED SUBSTANCE /INTOXICANT \*
D. LOOK-ALIKE SUBSTANCE \*
E. ROBBERY/EXTORTION\*\*\*\*
F. VANDALISM (caused or attempted to cause damage)
G. THEFT /ATTEMPTED THEFT
H. TOBACCO
I. OBSCENITY
J. DRUG PARAPHERNALIA
K. DISRUPTION/DEFIANCE
L. STOLEN PROPERTY
M. POSSESSION OF AN IMITATION FIREARM
N. SEXUAL BATTERY/ASSAULT \* and \*\*\*
O. WITNESS INTIMIDATION
P. SOMA DRUG
Q. HAZING related to student organization
S. AIDED OR ABETTED
48900.2 SEXUAL HARASSMENT\*\*
48900.3 HATE VIOLENCE
48900.4 HARASSMENT/HOSTILE EDUCATIONALENVIRONMENT
48900.7 TERRORIST THREATS AGAINST SCHOOL OFFICIAL OR SCHOOL PROPERTY [also review A1]

DESCRIPTION OF INCIDENT/ADDITIONAL INFORMATION REQUIRED (attach behavior plan/contract, if applicable):\*\*

- Suspension is appropriate under EC§48900.5 because [check ALL that apply] (1) \_\_\_ this is not the first offense/other means of correction have failed to bring about proper conduct; (2) \_\_\_ the student violated EC§48900 (a), (b), (c), (d), or (e); and/or (3) \_\_\_ the student's presence causes a danger to person/s or property or threatens to disrupt the instructional process.
POLICE NOTIFIED: NO YES DATE CASE#
PARENT/GUARDIAN NOTIFIED: DATE PHONE LETTER IN PERSON
Special Education/IEP 504 LEP
RECOMMENDED FOR EXPULSION NO YES. If expulsion is recommended, Superintendent or designee will contact parent to discuss extension of suspension beyond five (5) days. (EC 48911g)
Extension of Suspension Meeting Date & Time

STUDENT: I was informed of the reason(s) for this discipline and given an opportunity to present my version and evidence in my defense.

Student's Signature \_\_\_\_\_ Signature of Principal or Designee \_\_\_\_\_

NOTE: During the period of off-campus suspension, this student is not to be on or about any school campus or attend any school activities within the Oak Grove School District without the express written permission of the school site administrator. During an on-campus suspension, this student is not to attend any school activity within the District without the express written permission of the school site administrator. (Penal Code Sections 626.2).

# Oak Grove School District

## Grounds for Expulsion Recommendation – Referral Document

Student Name		School		Incident Date
Birthdate	Age	M _____ F _____	Grade	Special Education
Mailing Address		City	Zip Code	Phone
Father/Guardian Name		Work Phone	Mother/Guardian	Work Phone

- DO NOT recommend expulsion of this student for this offense.
- DO recommend expulsion of this student for this offense: (**CIRCLE all applicable reasons in ALL three boxes below**)

1. The student has engaged in the following misconduct to cause this recommendation:

\_\_\_\_\_

\_\_\_\_\_

2. The misconduct is related to school activity or attendance because it occurred \_\_\_\_\_ on school grounds, \_\_\_\_\_ going to or from school, \_\_\_\_\_ during lunch, \_\_\_\_\_ during or going to or from school activities, or \_\_\_\_\_ other [describe] \_\_\_\_\_.

3. This expulsion recommendation is appropriate under EC§48915 because \_\_\_\_\_ other means of correction are infeasible or have repeatedly failed to bring about proper conduct **and/or** \_\_\_\_\_ student's presence causes a continuing danger to the physical safety of the student or others because \_\_\_\_\_

**(circle all that apply below)**

MUST RECOMMEND EXPULSION EC 48915(c) (Mandatory Recommendation)	MUST RECOMMEND EXPULSION EC 48915(a) (Quasi-Mandatory Recommendation)	MAY RECOMMEND EXPULSION EC 48900-48900.7 (Discretionary Recommendation)
Act must be committed at school or at a school activity off school grounds.	Act must be committed at school or at a school activity off school grounds.	Acts in first and second column if related to school activity or attendance but did not occur at school or at a school activity.
1. Firearm a. Possessing firearm when a district employee verified firearm possession and when student did not have prior written permission for firearm possession from a certificated employee concurred in by principal or designee. [EC48915(c)(1)] b. Selling or otherwise furnishing a firearm [EC48915(c)(1)] 2. Brandishing a knife at another person. [48915(c)(2)] 3. Unlawfully selling a controlled substance listed in Health and Safety Code [11053 et seq. [EC48915(c)(3)] 4. Attempting or committing sexual assault or committing sexual battery. [EC48915(c)(4)] 5. Possession of an explosive. [EC48915(c)(5)]	1. Causing serious physical injury to another person, except in self-defense. [EC 48915(a)(1)] 2. Possession of any knife, or other dangerous object of no reasonable use to the pupil. [EC48915(a)(2)] 3. Unlawful possession of any controlled substance listed in Health and Safety Code (11053 et seq) except for the first offense for the possession of not more than one avoirdupois ounce of marijuana, other than concentrated cannabis. [EC 48915(a)(3)] 4. Robbery or extortion. [EC 48915(a)(4)] 5. Assault or battery on a school employee. [EC 48915(a)(5)]  [NOTE: Please review EC48915(a) which requires that if the administrator does not recommend expulsion for these offenses, that the administrator find "that expulsion is inappropriate, due to the particular circumstances." ]	1. Physical injury (threat, attempt, or cause) [EC 48900(a)(1)] 2. Willful use of force or violence on a person, except in self-defense [EC 48900(a)(2)] 3. Dangerous objects [EC 48900(b)] 4. Drugs or alcohol [EC 48900(c)] 5. Sale of look-alike substance represented to be drug or alcohol [EC 48900(d)] 6. Robbery/Extortion [EC 48900(e)] 7. Damage to property [EC 48900(f)] 8. Theft [EC 48900(g)] 9. Tobacco [EC 48900(h)] 10. Obscenity/Profanity/Vulgarity [EC 48900(i)] 11. Drug paraphernalia [EC 48900(j)] 12. Disruption/Defiance [EC 48900(k)] 13. Receipt of stolen property [EC 48900(l)] 14. Imitation firearm possession [EC 48900(m)] 15. Witness harassment or intimidation [EC 48900(o)] 16. Soma: offered, arranged/negotiated to sell or sold [EC 48900(p)] 17. Hazing related to student organization [EC 48900(q)] 18. Aid/abet injury (juvenile court judgment)[EC48900(s)] 19. Sexual harassment (grade 4 and higher)[EC 48900.2] 20. Hate violence (grade 4 and higher)[EC 48900.3] 21. Hostile educational environment (grade 4 and higher)[EC 48900.4] 22. Terroristic Threats (school official or property) [EC 48900.7]

Additional rationale or comments (behavior plan, discipline record, suspensions, or contract/other, please attach): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Principal/Administrator

Date

## COMMUNITY RELATIONS

### Complaint Policy

The District shall provide appropriate opportunity for parents, guardians, students or community members to suggest improvements in or complain about District activities and operations. Persons wishing to make a complaint must complete a "Complaint Form" available in the Superintendent's office after following and completing the Complaint Procedure Checklist. The Superintendent or designee shall review and consider all submitted complaints and direct the complaint to the appropriate administrator. Whenever a complaint is against the Superintendent or a member of the Board of Trustees, the Board may designate a third party to investigate the complaint.

Parents, guardians, students, and community members are always encouraged to attempt to resolve the complaint informally before making a formal written complaint

As a legislative body, the Board of Trustees accepts public comment on every aspect of District operations, including District employee performance and attitude. Acting in its legislative capacity, the Board considers community criticisms and suggestions in shaping District policy, designing programs, and establishing District goals. The Board protects employee privacy during open Board meetings by refusing to listen to name-calling, ridicule, or comments regarding employee's private life.

As an employer, the Board of Trustees follows due process and statutory and negotiated procedures when evaluating staff performance, investigating allegations of staff misconduct, imposing appropriate discipline, and recognizing achievement. The Board protects employee privacy by confining Board criticism of employee conduct and attitude to the evaluation and disciplinary processes.

When individual Board members or District personnel are approached with complaints about the District, they may listen to the complaint and demonstrate concern by directing the complaining individual to the Superintendent's office.

### **UNIFORM COMPLAINT PROCEDURES**

#### Annual Notification

The Oak Grove School District has primary responsibility for ensuring the district complies with state and federal laws and regulations governing educational programs. Any complaints alleging unlawful discrimination or failure to comply with state or federal laws in adult education, consolidated categorical aid programs, migrant education, child care and development programs, child nutrition programs, vocational educational and special education programs will be reviewed and mediated or investigated by the district. The complainant will have the opportunity to provide relevant information during the investigation. Within sixty days of receipt of the complaint, the district will provide a written report to the complainant. Complaints alleging discrimination must be filed within six months from the alleged occurrence or when knowledge was first obtained. Complainants may also pursue civil law remedies through mediation centers, the county office of education, and public/private interest attorneys.

The district follows Uniform Complaints Procedures established in Board Policy #1312.3. Complaints should be directed to the district compliance officer, Assistant Superintendent of Educational Services, telephone number (408) 227-8300, ext. 270.

If dissatisfied with the district's resolution of a complaint, the complainant has the right to appeal to the California Department of Education within fifteen days after the district's report is issued. **In a discrimination complaint, the complainant has the right to seek legal remedies (such as court action) when at least sixty days have passed after filing an appeal with the California Department of Education.**

## COMMUNITY RELATIONS

### **Miscellaneous Complaint Procedure**

It is the policy of the District and the Board of Trustees to provide appropriate opportunity for parents, guardians, students, community members to complain about or suggest improvements in District activities and operations. To this end, the Board of Trustees and District administration have adopted numerous policies and administrative guidelines providing effective procedures for receiving, investigating, and resolving complaints. Persons having any complaint are directed to Policy 1312, "Complaint Policy."

The Board of Trustees recognizes that the wide variety of interactions that the District has with the community and with parents, guardians, students, and employees may result in complaints that do not fall neatly into predetermined categories. The Superintendent will establish a miscellaneous complaint procedure to respond to these complaints. This procedure will be broad enough to include complaints against District employees, while recognizing employees' rights.

Parents, guardians, students and community members are always encouraged to attempt to resolve the complaint informally before making a formal written complaint.

### **Annual Notice of Uniform Complaint Procedure for Oak Grove School District**

Board Policy 1312.3 lists the procedure for filing a complaint. Specifically, it details the process for filing complaints around categorical programs (library, school improvement, bilingual including those implemented under Proposition 227, Economic Impact Aid, Miller-Unruh Reading, compensatory education, and school plans developed by school site councils), special education, child nutrition, and Migrant Education, as well as alleged discrimination on the basis of ethnic group identification, religion, age, sex, color and physical or mental disability in any district or school site program.

Law requires staff, parents (including School Site Councils), and students be notified annually. Student and parent notification is contained in the District Student Handbook distributed each fall and to each parent who enrolls a new student during the year. Staffs are notified annually at the beginning of the school year when the location and existence of the complaint procedure is discussed or referenced in the weekly staff bulletin.

The Assistant Superintendent of Educational Services is available to discuss any aspects of the policy and procedure upon request.

**A PLEDGE FOR STUDENT SUCCESS**  
**PARTNERS IN LEARNING**  
**Child-Parent/Guardians Agreement**

We know that learning can take place only when there is a combination of effort, interest, and motivation. We are all committed to \_\_\_\_\_ in grade \_\_\_\_\_ and his/her student success and progress in school, we are going to do our best to promote his/her achievement.

(Child's Name)

This agreement, taken partially from District Student Behavior And Parent Information Handbook, is a promise to work together. We believe that this agreement can be fulfilled by our team effort. Together we can improve teaching and learning.

## **Rights and Responsibilities of Students**

### **Rights...**

- . To remain enrolled in school until graduated or removed under due process conditions as specified in the Education Code.
- . To have access to records upon reaching the age of sixteen.
- . To be informed in class of school rules and regulations.

### **Responsibilities...**

- . To attend classes regularly and on time.
- . To obey school rules and regulations.
- . To respect the personal and property rights of school personnel and fellow students.
- . To be prepared for class with appropriate materials and work.
- . To do assigned homework.
- . To actively participate in learning and classroom activities.

## **Rights and Responsibilities of Staff**

### **Rights...**

- . To expect students to behave in a manner which will not interfere with the learning of other students.
- . To have parental support related to academic and social progress of students.
- . To expect students to put forth effort and participate in class in order to receive a passing grade.

### **Responsibilities...**

- . To provide an atmosphere that fosters learning, provide opportunities for success and help to develop responsible, caring, independent students.
- . To provide an integrated, balanced curricular program using the Oak Grove School District Curriculum guides and address the assessed needs of all students.
- . To recognize and respect the various cultures within the school community.
- . To communicate regularly with parents through newsletters and parent compacts.
- . To reach into the community at large..

## **Rights and Responsibilities of Parents/Guardians**

### **Rights...**

- . To be informed of district policy and school rules and regulations applicable to their child.

- . To be informed of facts and school actions related to their child.
- . To inspect their child's records with the assistance of certificated staff member for proper interpretation.
- . To be informed of district policy and school rules applicable to their child in the language best understood by parents.

**Responsibilities...**

- . To visit periodically and to participate in conferences with teachers or counselors on the academic and behavioral status of their child.
- . To provide supportive action by making sure that their child has enough sleep, adequate nutrition, and appropriate clothing before coming to school.
- . To maintain consistent and adequate control over their child.
- . To be familiar with district policies and school rules and regulations.
- . To reinforce and support the behavioral and academic standards of the school.

**MOST IMPORTANT, WE PROMISE TO HELP EACH OTHER CARRY OUT THIS AGREEMENT.**

\_\_\_\_\_  
Student

\_\_\_\_\_  
Parent/Guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
School

---

**A PARENT NOTICE OF RIGHTS AND RESPONSIBILITIES**

---

The State of California requires that parents be notified of their rights and responsibilities in certain matters pertaining to their children's education. This Notice informs you of your rights and responsibilities under the applicable sections of the Education Code.

**1. Absence for Religious Exercises and Instruction:** Pupils may be excused, with written permission from a parent or guardian, in order to participate in religious exercises or receive moral and religious instruction away from school property. Every pupil so excused must attend at least the minimum school day. (Ed. Code, § 46014)

**2. Comprehensive Sexual Health Education and HIV/AIDS Prevention Education:** Parents may request in writing that their child not receive comprehensive sexual health education or HIV/AIDS prevention education. Parents may inspect the written and audio visual educational materials used in comprehensive sexual health education and HIV/AIDS prevention education. Parents have a right to request that the District provide them with a copy of Education Code section 51938, the State law on this subject.

Every child's parent will be notified prior to the commencement of any comprehensive sexual health education and HIV/AIDS prevention education instruction as to the date of such instruction and whether the instruction will be taught by District personnel or by outside consultants. If outside consultants are used, the name of the organization of each guest speaker will be identified. Parents have a right to request that the District provide them with a copy of Education Code sections 51933 and 51934, the State law on this subject.

**3. Excusal From Instruction:** Upon written request of a parent, a pupil may be excused from any part of instruction in health which conflicts with the parent(s)' religious training or beliefs (including personal moral convictions). (Ed. Code, § 51240)

**4. Administration of Medication:** Medication prescribed by a physician for a child may be administered during the school day by a registered nurse or other designated school personnel, or self-administered by the child if the medication is prescription auto-injectable epinephrine or prescription inhaled asthma medication, but only if the parent consents in writing and provides detailed written instruction from a physician. Forms for administering medication may be obtained from the school secretary. (Ed. Code, §§ 49403, 49423, 49423.1, 49423.5, 49480)

**5. Students on Medication:** Parents are to notify the principal if their child is on continuing medication. This notification shall include the name of the medication being taken, the dosage, and the name of the supervising physician. With parental consent, the principal or school nurse may confer with the physician regarding possible effects of the drug, including symptoms of adverse side effects, omission or overdose and counsel with school personnel as deemed appropriate. (Ed. Code, § 49480). Appropriate District form must be completed.

**6. Immunizations:** Immunization for communicable disease may be consented to in writing by a parent, for a licensed physician and surgeon, or registered nurse acting under the direction of such, to administer. (Ed. Code, § 49403)

**7. Physical Exams:** The District is required to conduct certain physical examinations and vision, hearing and scoliosis testing of students unless the parent has a current written objection on file. However, the child may be sent home if he or she is believed to be suffering from a recognized contagious or infectious disease. (Ed. Code, §§ 49451, 49452, 49452.5 and 49455, Health & Safety Code, § 124085)

**8. Confidential Medical Services:** For students in grades 7 through 12, the District may release a student for the purpose of obtaining confidential medical services without obtaining the consent of the student's parent or guardian. (Ed. Code, § 46010.1)

**9. Accident-Medical Coverage:** Medical and hospital services for pupils injured at school or school-sponsored events, or while being transported, may be insured at parent's expense. No pupil shall be compelled to accept such services without his or her consent, or if the pupil is a minor, without the consent of a parent or guardian. (Ed. Code, § 49472)

**10. Medical and Hospital Services Not Provided:** The District does not provide medical and hospital services for students injured while participating in athletic activities. However, all members of school athletic teams must have accidental injury insurance that covers medical and hospital expenses. (Ed. Code, §§ 32221.5, 49471)

---

**11. Services for Students with Exceptional Needs or a Disability:** State and federal law requires that a free and appropriate public education (FAPE) in the least restrictive environment be offered to qualified pupils with disabilities ages 3 through 21 years. Students classified as individuals with exceptional needs for whom a special education placement is unavailable or inappropriate may receive services in a private nonsectarian school. Please contact the local director of special education for specific information. (Ed. Code, § 56040 et seq.) In addition, services are available for students who have a disability which interferes with their equal access to educational opportunities. (Section 504 of the Rehabilitation Act of 1973, 34 C.F.R. §104.32) The District official listed below is responsible for handling requests for services under Section 504 and may be reached at the following address and telephone: Director of Special Education, 6578 Santa Teresa Blvd., San Jose, CA 95119, (408) 227-8300.

**12. No Academic Penalty for Excused Absence:** No pupil may have his or her grade reduced or lose academic credit for any absence or absences which are excused for the reasons specified below when missed assignments and tests that can reasonably be provided are satisfactorily completed within a reasonable period of time. (Ed. Code, § 48980(j))

A pupil shall be excused from school when the absence is:

- (1) Due to his or her illness.
- (2) Due to quarantine under the direction of a county or city health officer.
- (3) For the purpose of having medical, dental, optometrical, or chiropractic services rendered.
- (4) For the purpose of attending the funeral services of a member of his or her immediate family, so long as the absence is not more than one day if the service is conducted in California and not more than three days if the service is conducted outside California.
- (5) For the purpose of jury duty in the manner provided for by law.
- (6) Due to the illness or medical appointment during the school hours of a child of whom the pupil is the custodial parent.
- (7) For justifiable personal reasons, including but not limited to, an appearance in court, attendance at a funeral service, observance of a holiday or ceremony of his or her religion, attendance at religious retreats, or attendance at an employment conference, when the pupil's absence has been requested in writing by the parent or guardian and approved by the principal or a designated representative pursuant to uniform standards established by the governing board.
- (8) For the purpose of serving as a member of a precinct board for an election pursuant to section 12302 of the Elections Code.

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

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

"Immediate family," as used in this section refers to mother, father, grandmother, grandfather, or a grandchild of the pupil or of the spouse of the pupil, and the spouse, son, son-in-law, daughter, daughter-in-law, brother, or sister of the pupil, or any relative living in the immediate household of the pupil. (Ed. Code, § 48205)

**13. Equal Opportunity:** Equal opportunities for both sexes in all educational programs and activities run by the District is a commitment made by the District to all students. (Title IX of the Education Amendments of 1972.) Inquiries on all matters, including complaints, regarding the implementation of Title IX in the District may be referred to the District official listed below at the following address and telephone: Assistant Superintendent, Educational Services, 6578 Santa Teresa Blvd., San Jose, CA 95119, (408) 227-8300.

**14. Complaints (Special Education):** Parents may file a complaint concerning violations of federal or state law or regulations governing special education related services. To file a complaint, write a description of the manner in which parent believe special education programs for handicapped do not comply with state or federal law or regulations and file with the District official listed below at the following address and telephone: Director of Special Education, 6578 Santa Teresa Blvd., San Jose, CA 95119, (408) 227-8300. Cal. Code Regs., tit. 5, § 4630)

**15. Release of Student Information:** (Ed. Code, § 49060 et seq., 20 U.S.C. § 1232g, 34 C.F.R. § 99.7) The District does not release information or records concerning a child to noneducational organizations or individuals without parent consent except by court order, receipt of a lawfully issued subpoena, or when otherwise allowed by law. The following categories of directory information may be made available to various persons, agencies or institutions unless the parent or guardian notifies the District in writing not to release such information:

---

Name, address, telephone, date and place of birth, major field of study, class schedule, class roster, photographs, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, diplomas and awards received, and most recent previous educational institution attended.

**16. Inspection of Student Records:** State law requires that the District notify parents of the following rights which pertain to student records. (Ed. Code, §§ 49063, 49069, 34 C.F.R. § 99.7)

- a. A parent or guardian has the right to inspect and review student records relating directly to their child during school hours or obtain a copy of such records within five (5) business days of his/her request.
- b. Any parent who wishes to review the types of student records and information contained therein may do so by contacting the principal at his/her child's school. The principal of each school is ultimately responsible for maintenance of student records.
- c. A parent with legal custody has a right to challenge information contained in his/her child's records. Any determination to expunge a student's record is made after a review of said record(s) by site administrators and certificated staff. Following an inspection and review of student records, the parent may challenge the content of the student's record. The right to challenge becomes the sole right of the student when the student becomes eighteen (18) years of age.

The parent may file a written request with the Superintendent of the District to remove any information recorded in the written records concerning the child which is alleged to be:

- (1) Inaccurate.
- (2) An unsubstantiated personal conclusion or inference.
- (3) A conclusion or inference outside of the observer's area of competence.
- (4) Not based on the personal observation of a named person with the time and place of the observation.
- (5) Misleading.
- (6) In violation of the privacy or other rights of the pupil.

Within thirty (30) days, the Superintendent shall meet with the parent/guardian and the certificated employee who recorded the information, if any, and if the person is still employed with the District, and sustain or deny the allegations. If the allegations are sustained, the Superintendent shall order the correction, removal or destruction of the information. If the Superintendent denies the allegations, the parent may appeal the decision to the Governing Board within thirty (30) days. The Board shall determine whether or not to sustain or deny the allegations. If the Board sustains the allegations, it shall order the Superintendent to immediately correct, remove or destroy the information from the written records of the student. (Ed. Code, § 49070)

If the final decision of the Board is unfavorable to the parents, or if the parent accepts an unfavorable decision by the District Superintendent, the parent shall have the right to submit a written statement of objections to the information. This statement shall become a part of the student's school record until such time as the information objected to is removed.

Both the Superintendent and the Board have the option of appointing a hearing panel in accordance with Education Code sections 49070-49071 to assist in the decision making. The decision as to whether a hearing panel is to be used shall be made at the discretion of the Superintendent or the Board and not of the challenging party.

- d. A Student Records Log is maintained for each student. The Student Records Log lists persons, agencies or organizations requesting and/or receiving information from the records to the extent required by law. Student Record Logs are located at each school and are open to inspection by parents or guardians. (Ed. Code, § 49064)
- e. School officers or employees having a legitimate educational interest may access student records without first obtaining parental consent. "School officers and employees" are persons employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and District-employed law enforcement personnel) a Board member, a person or company with whom the District has contracted to perform a special service (such as an attorney, auditor, medical consultant, or therapist) or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A "legitimate educational interest" is one held by a school officer or employee whose duties and responsibilities create a reasonable need for access. (Ed. Code, §§ 49063(d), 49076)

- 
- f. Parents and guardians have the right to authorize the release of student records to themselves. Only parents and guardians with legal custody can authorize the release of student records to others.
  - g. Parents and guardians will be charged per page for the reproduction of student records.
  - h. Parents have a right to file a complaint with the U.S. Department of Education for alleged violations of parent rights related to student records. (20 U.S.C. § 1232(g))
  - i. Parents may obtain a copy of the District's complete student records policy by contacting the Superintendent.

**17. Family Education Rights Privacy Act:** In addition, parents have certain rights regarding student information and records which are guaranteed under federal law. A handout notifying parents of these rights is attached hereto.

**18. Student Discipline:** District and School rules pertaining to student discipline are available to parents or guardians of district students in the school office. (Ed. Code, § 35291)

**19. Dissection of Animals:** If a student has a moral objection to dissecting or otherwise (harming or destroying animals), or any part of an animal, the pupil must notify the teacher regarding such objection, and the objection must be substantiated with a note from the pupil's parent or guardian. If the pupil chooses to refrain from participating in such a project or test, and if the teacher believes that an adequate alternative education project or test is possible, then the teacher may work with the pupil to develop and agree upon an alternate education project or test for the purpose of providing the pupil an alternate avenue for obtaining the knowledge, information or experience required by the course of study. (Ed. Code, §§ 32255-32255.6)

**20. Temporary Disability:** A temporary disability which makes it impossible or inadvisable for a student to attend class may entitle the student to receive individualized instruction. It is the responsibility of the pupil's parent or guardian to notify the school district in which the pupil is deemed to reside of the pupil's need for individualized instruction. A student with a temporary disability who is in a hospital or other residential health facility, other than a state hospital, which is located outside the student's school district of residence shall be deemed to comply with the residency requirements of the school district in which the hospital is located. (Ed. Code, §§ 48206.3, 48207, 48208, 48980(b))

**21. Student Residency:** A student may be enrolled in the District if (1) the student's parent, legal guardian or other person having control and charge of the student resides in the District (Ed. Code, §48200); (2) one or both of the student's parents or legal guardian is employed within the District (Ed. Code, §48204); (3) the student is placed in a regularly established children's institution, licensed foster home, or family home; (4) he or she is an emancipated student who lives within the District; (5) the student lives in the home of an adult who has submitted a caregiver affidavit; or (6) the student resides in a state hospital within the District. (Ed. Code, § 48204)

**22. Attendance Options:** California law (Ed. Code, §48980(i)) requires all school boards to inform each student's parent(s) at the beginning of the school year of the various ways in which they may choose schools for their children to attend other than the ones assigned by school districts. Students who attend schools other than those assigned by the districts are referred to as "transfer students" throughout this notification. There is one process for choosing a school within the district which the parent lives (Choice Process), and a separate process for selecting schools in other districts (interdistrict transfer). The general requirements and limitations of each process are described as follows:

- a. **Choosing a School Within District in Which Parent Lives:** The law (Ed. Code, §35160.5(b)) requires the school board of each district to establish a policy that allows parents to choose the schools their children will attend, regardless of where the parent lives in the district. The law limits choice within a school district as follows:
  - Students who live in the attendance area of a school must be given priority to attend that school over students who do not live in the school's attendance area.
  - In cases in which there are more requests to attend a school than there are openings, the selection process must be "random and unbiased," which generally means students must be selected through a lottery process rather than on a first-come, first-served basis. A district cannot use a student's academic or athletic performance as a reason to accept or reject a transfer.
  - Either the district a student would transfer to or the district a student would transfer from may deny a transfer under legally authorized criteria such as a court-ordered desegregation plan. The district a student would be leaving may also limit the total number of students transferring out of the district each year to a specified percentage of its total enrollment, depending on the size of the district.

- 
- A district is not required to provide transportation assistance to a student that transfers to another school in the district under these provisions.
  - If a transfer is denied, a parent does not have an automatic right to appeal the decision. A district may, however, voluntarily decide to put in place a process for parents to appeal a decision.
- b. Choosing a School Outside District in Which Parent Lives: Parents have three different options for choosing a school outside the district in which they live. The three options are:
- i. Districts of Choice (Ed. Code, § 48300 - 48315): The law allows, but does not require, each school district to become a “district of choice” – that is, a district that accepts transfer students from outside the district under the terms of the referenced Education Code sections. The school board of a district that decides to become a “district of choice” must determine the number of students it is willing to accept in this category each year and make sure that the students are selected through a “random and unbiased” process, which generally means a lottery process. If the district chooses not to become a “district of choice”, a parent may not request a transfer under these provisions. Other provisions of the “district of choice” option include:
    - Either the district a student would transfer to or the district a student would transfer from may deny a transfer under legally authorized criteria such as a court-ordered desegregation plan. The district a student would be leaving may also limit the total number of students transferring out of the district each year to a specified percentage of its total enrollment, depending on the size of the district.
    - No student who currently attends a school or lives within the attendance area of a school can be forced out of that school to make room for a student transferring under these provisions.
    - Siblings of students already attending school in the “district of choice” must be given transfer priority.
    - A parent may request transportation assistance within the boundaries of the “district of choice”. The district is required to provide transportation only to the extent it already does so.
  - ii. Other Interdistrict Transfers (Ed. Code, §§ 46600 - 46611): The law allows two or more districts to enter into an agreement for the transfer of one or more students for a period of up to five years. New agreements may be entered into for additional periods of up to five years each. The agreement must specify the terms and conditions under which transfers are permitted. There are no statutory limitations on the kinds of terms and conditions districts are allowed to place on transfers. The law on interdistrict transfers also provides for the following:
    - Both the school district a parent is requesting a transfer to and the one a parent is transferring from are encouraged to take into consideration the childcare needs of the student. If the transfer is approved based on childcare needs, the student may be allowed to stay in the new district or the high school district to which it feeds through the 12th grade, subject to certain conditions.
    - If either district denies a transfer request, a parent may appeal that decision to the county board of education. There are specified timelines in the law for filing an appeal and for the county board of education to make a decision.
  - iii. Parental Employment in Lieu of Residency Transfers (Ed. Code, § 48204(b)): The law provides that if one or both parents of a student are employed in the boundaries of a school district other than the one in which they live, the student may be considered a resident of the school district in which his/her parents work. This code section does not require that a school district accept a student requesting a transfer on this basis, but a student may not be rejected on the basis of race/ethnicity, sex, parental income, academic achievement, or any other “arbitrary” consideration. Other provisions of Education Code section 48204(b) include:
    - Either the district in which the parent lives or the district in which the parent works may prohibit the student’s transfer if it is determined that there would be a negative impact on it.
    - The district in which the parent works may reject a transfer if it determines that the cost of educating the student would be more than the amount of government funds the district would receive for educating the student.
    - There are set limits (based on total enrollment) on the net numbers of students that may transfer out of a district under this law, unless the district approves a greater number of transfers.

- 
- There is no required appeal process for a transfer that is denied. However, the district that declines to admit a student must provide in writing to the parent the specific reasons for denying the transfer.

Parents interested in interdistrict or Choice (intradistrict transfers) should contact Educational Services.

**23. Sexual Harassment Policy:** Each student will receive a written copy of the district policy on sexual harassment. The purpose of this policy is to provide notification of the prohibition against sexual harassment as a form of sexual discrimination and to provide notification of available remedies. A copy of the District's policy on sexual harassment is attached. (Ed. Code, §§ 231.5, 48980(g))

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

- a. Maximize the opportunity for students to develop the positive values of self-reliance, initiative, kindness, spontaneity, resourcefulness, courage, creativity, responsibility, and joy.
- b. Recognize that the best learning takes place when the student learns because of his desire to learn.
- c. Maintain a learning situation maximizing student self-motivation and encouraging the student 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 students to cooperatively develop the learning process and its subject matter. This opportunity shall be a continuous permanent process.
- e. Maximize the opportunity for the students, teachers, and parents to continuously react to the changing world, including but not limited to the community in which the school is located.

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

**25. Nutrition Program:** The State Department of Education has established a statewide program to provide nutritious meals and milk at school for pupils, and to provide free meals to the neediest children. In some instances, nominal cash payments may be required. (Ed. Code, §§ 48980(b), 49510 et seq.)

**26. U.S. Department of Education Programs:** The following applies only to programs directly funded by the U.S. Department of Education:

All instructional materials, including teacher's manuals, films, tapes, or other supplementary material which will be used in connection with any survey, analysis, or evaluation shall be available for inspection by the parents or guardians of the children.

No student without active parent consent shall be required, as part of any applicable U.S. Department of Education funded program, to submit to a survey, analysis, or evaluation that reveals information concerning:

- a. political affiliations;
- b. mental and psychological problems potentially embarrassing to the student or his family;
- c. sex behavior and attitudes;
- d. illegal, anti-social, self-incriminating and demeaning behavior;
- e. critical appraisals of other individuals with whom respondents have close family relationships;
- f. legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
- g. religious practices, affiliations, or beliefs of the student or student's parent; or
- h. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program), without the prior consent of the student (if the student is an adult or emancipated minor), or in the case of an unemancipated minor, without the prior written consent of the parent. (20 U.S.C. § 1232h)

---

## 27. Uniform Complaint Procedures:

### Complaints Alleging Discrimination:

The District has a written complaint procedure which may be used in cases where individuals have suffered discrimination on the basis of actual or perceived sex, sexual orientation, ethnic group identification, race, ancestry, national origin, religion, age, gender, color, or physical or mental disability. (Cal. Code Regs., tit. 5, §§ 4610, 4630, 4650)

- a. Any individual, public agency or organization has the right to file a written complaint alleging that he/she has personally suffered unlawful discrimination or that an individual or specific class of individuals has been subjected to unlawful discrimination. (Cal. Code Regs., tit. 5, § 4630(b)(1))
- b. Complaints must usually be filed with the (director/district superintendent/designee of the LEA). In the following cases, however, complaints may be filed directly with the State Superintendent of Public Instruction: (Cal. Code Regs., tit. 5, §§ 4630(a), 4650)
  - (1) Complaints alleging that the District failed to comply with the complaint procedures described herein.
  - (2) Complaints alleging facts which indicate that complainant will suffer an immediate loss of some benefit such as employment or education.
  - (3) Complaints requesting anonymity, but only where complainant also provides clear and convincing evidence that complainant would be in danger of retaliation if filing complaint at District level.
  - (4) Complaints alleging that the District failed or refused to implement a final decision regarding a complaint originally filed with the District.
  - (5) Complaints alleging that the District took no action within sixty (60) days regarding a complaint originally filed with the District.
  - (6) The District refuses to respond to the State Superintendent's request for information regarding a complaint originally filed with the District.
- c. Complaints must be filed within six (6) months of the date the alleged discrimination occurred, or within six (6) months of the date the complainant first obtained knowledge of the facts of the alleged discrimination. Within that six (6) month period, complainant may file a written request with the State Superintendent of Public Instruction for an extension of up to ninety (90) days. Extensions will not be automatically granted, but may be granted for good cause. (Cal. Code Regs., tit. 5, § 4630(b))

### Complaints Other Than Discrimination:

The District has a written complaint procedure which may be used in cases where any individual, public agency or organization alleges violations of state or federal law, other than those relating to discrimination.

- a. Written complaints may be made in the following areas. (Cal. Code Regs., tit. 5, §§ 4610(b), 4630)
  - (1) Adult Basic Education
  - (2) Consolidated Categorical Aid Programs
  - (3) Migrant Education
  - (4) Vocational Education
  - (5) Child Care and Development
  - (6) Child Nutrition
  - (7) Special Education
- b. Complaints must usually be filed with (the administrator/superintendent of the LEA). In the following cases, however, complaints may be filed directly with the State Superintendent of Public Instruction. (Cal. Code Regs., tit. 5, §§ 4630, 4650)
  - (1) Complaints alleging that the District failed to comply with the complaint procedures described herein.
  - (2) Complaints regarding Child Development and Child Nutrition programs not administered by the District.

- (3) Complaints requesting anonymity, but only where complainant also provides clear and convincing evidence that complainant would be in danger of retaliation if filing complaint at District level.
- (4) Complaints alleging that the District failed or refused to implement a final decision regarding a complaint originally filed with the District.
- (5) Complaints alleging that the District took no action within sixty (60) days regarding a complaint originally filed with the District.
- (6) Complaints relating to Special Education, but only if:
  - (a) District unlawfully refuses to provide a free appropriate public education to handicapped students; or
  - (b) District refuses to comply with due process procedures or fails to implement due process hearing order; or
  - (c) Children may be in immediate physical danger, or their health, safety or welfare is threatened; or
  - (d) A handicapped pupil is not receiving the services specified in his/her Individual Educational Program (IEP); or
  - (e) The complaint involves a violation of federal law.
- (7) The District refuses to respond to the State Superintendent's request for information regarding a complaint originally filed with the District.

c. Williams Settlement Complaints: Complaints, including anonymous complaints, may be made and addressed on a shortened time line for the following areas: (Ed. Code, § 35186)

- (1) Insufficient textbooks and instructional materials;
- (2) Emergency or urgent school facilities conditions that pose a threat to the health and safety of pupils; or
- (3) Teacher vacancy or misassignment.

Responsible Official: The District official responsible for processing complaints is listed below at the following address: Director and/or Assistant Superintendent specific to the complaint, 6578 Santa Teresa Blvd., San Jose, CA 95119.

Appeals:

- a. If a complaint is denied, in full or in part, by the District, the complainant may appeal to the State Superintendent of Public Instruction. (Ed. Code, § 262.3(a), Cal. Code Regs., tit. 5, § 4652)
  - (1) Appeals must be filed within fifteen (15) days of receiving the District decision.

Complainant may, within that fifteen (15) day period, file a written request for an extension. Extensions will not be automatically granted, but may be granted for good cause.

- (2) Appeals must be in writing.
- (3) Appeals must specify the reason(s) for appealing the District decision.
- (4) Appeals must include a copy of the original complaint and a copy of the District decision.

- b. If a complaint is denied, in full or in part, by the State Superintendent of Public Instruction, the complainant may request reconsideration by the Superintendent. (Cal. Code Regs., tit. 5, § 4665)

- (1) Reconsideration must be requested within thirty-five (35) days of receiving the State Department of Education report.
- (2) The original decision denying the complaint will remain in effect and enforceable unless and until the State Superintendent of Public Instruction modifies that decision.

Civil Law Remedies:

In addition to the above-described complaint procedure, or upon completion of that procedure, complainants may have civil law remedies. These civil law remedies can include, but are not limited to, injunctions and restraining orders. These civil law remedies are granted by a court of law and may be used, in part, to prevent the District from acting in an unlawful manner. Delay in pursuing civil law remedies before a court of law may result in loss of rights to those remedies. Any questions regarding civil law remedies should be directed to an attorney. (Ed. Code, § 262.3(b), Cal. Code Regs., tit. 5, § 4622)

**28. Pupil-Free Staff Development Day and Minimum Day Schedule:** A copy of the District's pupil-free staff development day and minimum day schedules is attached for reference. A pupil's parent or guardian will be notified

---

during the school year of any additional minimum days and pupil-free staff development days no later than one month before the actual date. (Ed. Code, §48980(c))

**29. Review of Curriculum:** A prospectus of curriculum, including titles, descriptions, and instructional aims of every course offered by each public school, is available at the school site for parent review upon request. Copies are available upon request for a reasonable fee not to exceed the actual copying cost. (Ed. Code, §49091.14)

**30. High School Exit Examination:** Commencing with the 2005-2006 school year, and each school year thereafter, each pupil completing 12th grade will be required as a condition of graduation to successfully pass the high school exit examination mandated by State law. Pupils may take the exit examination prior to reaching the 12th grade. In order to pass the exit examination a pupil will be required to demonstrate mastery of statewide academically rigorous content standards in language arts and mathematics. A pupil who fails to pass all parts of the examination by the completion of 12th grade shall not receive a diploma. (Ed. Code, §§48980(e) and 60850)

**31. Child Find System; Policies and Procedures:** Any parent suspecting that a child has exceptional needs (handicapped) may request an assessment for eligibility for special education services through the school principal. Policy and procedures shall include written notification to all parents of their rights pursuant to Education Code section 56300. (Ed. Code, § 56301; 34 C.F.R. § 104.32(b))

**32. School Accountability Report:** Parents/guardians may request a School Accountability Report Card which is issued annually for each school of the District. (Ed. Code, § 35256)

**33. Asbestos Management Plan:** An updated management plan for asbestos-containing material in school buildings is available at the District Office. (40 C.F.R. § 763.93)

**34. Availability of State Funds to Cover Costs of Advanced Placement Examination Fees:** School districts may apply to the State Department of Education for grant funding to assist economically disadvantaged pupils pay for advanced placement examination fees. School districts that apply for these grants must designate specific school district staff to whom pupils may submit applications for grants and must institute a plan to notify pupils or the availability of financial assistance. A copy of the District's notification of these grant monies, if applicable, is attached. (Ed. Code, §§ 48980(k) and 52244)

**35. No Child Left Behind Act of 2001:** Under the NCLB, parents have the following rights:

- **Information Regarding Professional Qualifications of Teachers, Paraprofessionals, and Aides:** Upon request, parents have a right to information regarding the professional qualifications of their student's classroom teachers, paraprofessionals, and aides. This includes whether the teacher meets the state qualifications and licensing criteria for the grades and subjects s/he teaches, whether the teacher is teaching under an emergency permit or other provisional status because of special circumstances, the teacher's college major, whether s/he has any advanced degrees and the subject(s) of those degrees, and whether any instructional aides or paraprofessionals provide services to parents child and, if so, their qualifications. Districts shall also notify parents if their child has been assigned to or has been taught for 4 or more consecutive weeks by a teacher who is not highly qualified.
- **Information Regarding Individual Student Reports on Statewide Assessments:** Upon request, parents have a right to information on the level of achievement of their student on every State academic assessment administered to the student.
- **Limited English Proficient Students:** The Act requires prior notice be given to parents of limited English proficient students regarding limited English proficiency programs, including the reasons for the identification of the student as limited English proficient, the need of placement in a language instruction educational program, the student's level of English proficiency, how such level was assessed, the status of the student's academic achievement, the methods of instruction used in the programs available, how the recommended program will meet the student's needs, program performance, parent options to remove a student from a program and/or to decline initial enrollment, and expected rate of transition into classrooms not tailored for limited English proficient students.
- **Program Improvement Schools:** Parents shall be notified when their child's school is identified a "program improvement" school and the opportunities for school choice and supplemental instruction.

---

The information provided above is available upon request from each child's school or the district office. Additional notices that may be required under the No Child Left Behind Act shall be sent separately. (20 U.S.C. §§ 6301 et seq.)

**36. Children In Homeless Situations:** Each local district shall appoint a liaison for homeless children who shall ensure the dissemination of public notice of the educational rights of students in homeless situations. (42 U.S.C. § 11432(g)(1)(J)(ii), (g)(6))

**37. Sex Equity In Career Planning:** Parents shall be notified in advance of career counseling and course selection commencing with course selection in Grade 7, to promote sex equity and allow parents to participate in counseling sessions and decisions. (Ed. Code, § 221.5(d))

**38. Pesticide Products:** All schools are required to provide parents or guardians with annual written notice of expected pesticide use at schools. The attached list provides the name of each pesticide product, the active ingredient(s) and the Internet address for further information. Parents or guardians may request prior notice of individual pesticide applications at the school. If a parent wishes to be notified every time a pesticide is going to be applied, he or she must complete the attached form and return it to his or her child's school. (Ed. Code, §§ 48980.3, 17612)

**39. Student Photographs, Motion Pictures and Videotapes:** The District may take photographs, motion pictures or videotapes of students, singly or in a group, for the purposes of informing teachers, parents and the general public of the aims, activities or methods of instruction of programs operated by the Department. Such motion pictures or videotapes may be shown to local and national audiences and such photographs may appear in local newspapers as well as national publications where applicable. Parents may inspect or view these photographs or other materials upon request.

The parent or guardian may notify the School in writing not to take such photographs, motion pictures or videotapes of his or her child, at the following address.

**Notification of Rights Under FERPA  
for Elementary and Secondary Schools**

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

- (1) The right to inspect and review the student's education records within 45 days of the day the School receives a request for access.

Parents or eligible students should submit to the School principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

- (2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students may ask the School to amend a record that they believe is inaccurate or misleading. They should write the School principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

- (3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical

---

consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the school discloses education records, without prior consent, to officials of another school district in which a student seeks or intends to enroll.

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

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW, Washington, DC 20202-5920

**Model Notification of Rights Under the Protection of  
Pupil Rights Amendment (PPRA)**

PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

- Consent before students are required to submit a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)—
  1. Political affiliations or beliefs of the student or student’s parent;
  2. Mental or psychological problems of the student or student’s family;
  3. Sex behavior or attitudes;
  4. Illegal, anti-social, self-incriminating, or demeaning behavior;
  5. Critical appraisals of others with whom respondents have close family relationships;
  6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
  7. Religious practices, affiliations, or beliefs of the student or parents; or
  8. Income, other than as required by law to determine program eligibility.
- Receive notice and an opportunity to opt a student out of —
  1. Any other protected information survey, regardless of funding;
  2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screening, or any physical exam or screening permitted or required under State law; and
  3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
- Inspect, upon request and before administration or use —
  1. Protected information surveys of students;
  2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
  3. Instructional material used as part of the education curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law.

The Oak Grove School District has developed and adopted policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. Oak Grove School District will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. Oak Grove School District will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. Oak Grove School District will make this

---

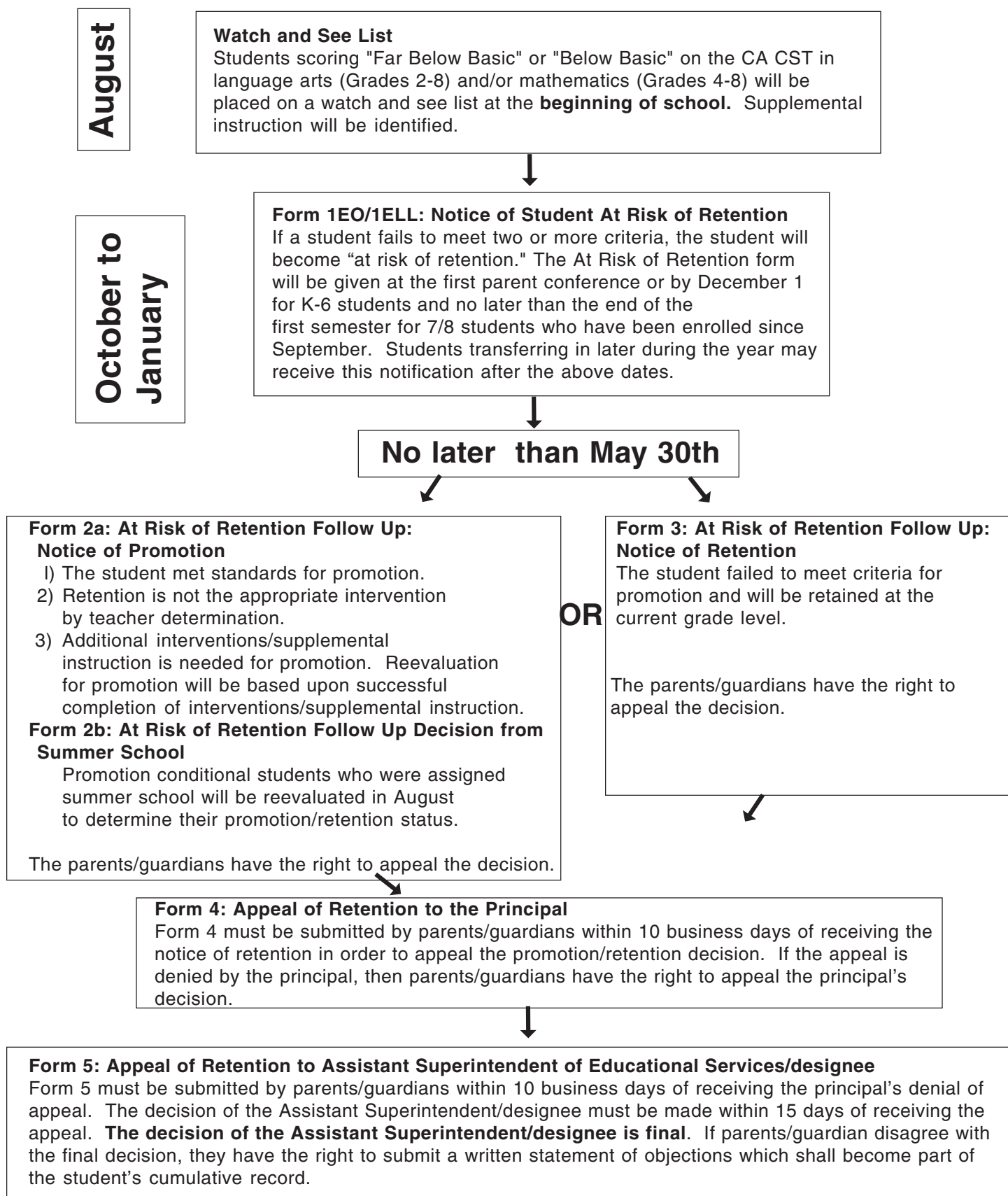
notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

- Collection, disclosure, or use of personal information for marketing, sales or other distribution.
- Administration of any unprotected information survey not funded in whole or in part by the Department of Education.
- Any non-emergency, invasive physical examination or screening as described above.

Parents/eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-5920

## PROMOTION/RETENTION TIMELINE NOTIFICATION AND APPEAL PROCESS



O.G.S.D.'s Criteria for Promotion/Retention and Designation for "At Risk of Retention"

Students who score "Far Below Basic" or "Below Basic" on the California Content Standards Test (CST) will be identified in September as "Watch and See." Students who do not meet the standard in two or more of the following categories will be designated "At Risk of Retention." Parents will be notified as early in the student's school year and school career as possible. Students will be provided with supplemental instruction targeted to his/her academic need. The first priority will be opportunities within the general education classroom, such as differentiated instruction and flexible small group instruction. Other opportunities may include, but are not limited to, tutorial programs, before and after school programs (Literacy & Math Academies), summer school, Saturday school, homework center, and school/parent/guardian/student contracts.

**1. State Mandated Standardized Testing (California State Content Standards Test – CA CST)**

- A score of "Basic," "Proficient," or "Advanced" in language arts (Grades 2-8) and/or mathematics (Grades 4-8)

**2. District Developed Criterion Referenced Assessments (Interim Assessments)**

- Running Record/Observational Survey (Grades K-2):  
End of Kindergarten – Level 4/D  
End of First Grade – Level 17/J  
End of Second Grade – Level 23/O
- Houghton Mifflin Language Arts Quarter 1 and Mid-year Assessments (Grades 1-6): a score of "Basic," "Proficient," or "Advanced"
- AR STAR (Grades 2-8): a score of the 40%ile or higher
- Holt Language Arts Quarter 1 and Mid-year Assessments (Grades 7-8): a score of "Basic," "Proficient," or "Advanced"
- Harcourt Brace Math Practice Tests (Grades 1-6): a score of "Basic," "Proficient," or "Advanced" (For retention/at risk of retention purposes, this applies only to Grades 4-6.)
- McDougall Littell Math Practice Tests (Grades 7-8): a score of "Basic," "Proficient," or "Advanced"

**3. Attendance**

- 90% minimum days of attendance in each grading period/fewer than three tardies of 30 minutes or more

**4. Report Card**

- Grades K-6 – "Approaching," "At," or "Advanced"
- Grades 7-8 – C average with passing in reading, English language arts, and/or mathematics

**5. Other Factors to be Considered**

- Age, maturity, social development, etc.
- Student work in classroom

- ❖ See other side for criteria for **English Language Learners (ELL)**.
- ❖ Promotion/Retention is an IEP-Team decision. **Special Education** students do not receive Form 1's.

## Performance Expectations for English Language Learners in Structured English Immersion and Mainstream Program

From Structured English Immersion to Mainstream

CELDT Level	Beginning	Early Inter.	Intermediate	Early Adv.	Advanced	Redesignated
	1	2	3a-3b	4	5	
Timeline based on student's ELD level at entry into district*	Entry	1 year later	2 years later	3 years later	4 years later	5 <sup>th</sup> year
		Entry	1 year later	2 years later	3 years later	4 <sup>th</sup> year
			Entry	1 year later	2 years later	3 <sup>rd</sup> year
				Entry	1 year later	2 <sup>nd</sup> year
Annual test: July-October						
CA Standards Test**	ELA	FBB	BB	Basic (low)	Basic (high)	Proficient
	Math	FBB	BB	Basic (low)	Basic (high)	Proficient
Annual test: Spring						
Local ELA Assessment	FBB	BB	Basic (low)	Basic (high)	Proficient	Proficient
Local Math Assessment	FBB	BB	Basic (low)	Basic (high)	Proficient	Proficient
District Writing Assess.	No score-2	2-3	3-4	4-5	5-6	6-8

\*Timeline and expectations may vary based on grade level at entry, L1 literacy, prior formal schooling, etc.

\*\*Hypothetical performance standards only; not empirically validated by CELDT level, time in district, or student age/ grade.

## Performance Expectations for English Language Learners in Alternative Bilingual Program

Transition From Alternative Bilingual Program to Mainstream

CELDT Level	Beginning	Early Inter.	Intermediate	Early Adv.	Advanced	Redesignated
	1	2	3a-3b	4	5	
Timeline based on student's ELD level at entry into district*	Entry	1 year later	2 years later	3 years later	4 years later	5 <sup>th</sup> year
		Entry	1 year later	2 years later	3 years later	4 <sup>th</sup> year
			Entry	1 year later	2 years later	3 <sup>rd</sup> year
				Entry	1 year later	2 <sup>nd</sup> year
Annual test: July-October						
*DPLT NPR	50% or +	50% or +	50% or +	50% or +	... Transition to English ...	
*DPLT NPR	50% or +	50% or +	50% or +	50% or +		
Local Sp. Ass.	Proficient	Proficient	Proficient	Proficient		
Local Sp. Ass.	Proficient	Proficient	Proficient	Proficient		
CA Standards Test**	FBB	BB	Basic (low)	Basic (high)	Proficient	Proficient
Annual test: Spring	FBB	BB	Basic (low)	Basic (high)	Proficient	Proficient
Local ELA Assessment	FBB	BB	Basic (low)	Basic (high)	Proficient	Proficient
Local Math Assessment	FBB	BB	Basic (low)	Basic (high)	Proficient	Proficient
District Writing Assess.	No score-2	2-3	3-4	4-5	5-6	6-8

\*Timeline and expectations may vary based on grade level at entry, L1 literacy, prior formal schooling, etc.  
 \*\*Hypothetical performance standards only; not empirically validated by CELDT level, time in district, or student age/ grade  
 \*DPLT: Designated Primary Language Test

# OAK GROVE SCHOOL DISTRICT STANDARDS-BASED SUMMER SCHOOL

## 1<sup>ST</sup> PRIORITY FOR ENROLLMENT

- Retained Students
- Students who have received At Risk of Retention notices
- All 7th - 8th graders in danger of not passing the California High School Exit Exam



## 2<sup>ND</sup> PRIORITY FOR ENROLLMENT

- Grades K - 7 students with a Far Below Basic or Below Basic performance level on State or District assessments



## 3<sup>RD</sup> PRIORITY FOR ENROLLMENT

- Grades K - 7 students with a Basic performance level on State or District assessments (Grade level priority is dependent upon District's assessment results.)

## **STUDENTS**

### **Promotion/Retention/Acceleration**

The Governing Board expects that each student will progress systematically through the grade levels and will meet grade level standards of academic achievement established by the District before being promoted to the next grade.

The Governing Board recognizes that a student who fails to meet the grade level achievement standards at the end of the academic year may be retained. With appropriate supplemental instruction some students may be able to catch up and meet the grade-level standards by the end of the next academic year. Grade-level achievement standards and minimum standards required for promotion shall reflect this fact. Acceleration is another means by which some student needs may be met.

District school staff will clearly identify students who have failed to meet expected minimum grade level standards or who are at risk of failing to meet those standards. The district will provide supplemental instructional programs to help students meet standards.

Procedures and regulations will be established for 1) identifying students who are to be retained or who are at risk of being retained as early in the school year and their school careers as possible, 2) reviewing each identified student's work at least twice annually to determine whether or not the identified student is working at established grade-level standards, 3) providing written notice as early in the school year as possible to the parents/guardians of students who are at risk of being retained at grade level, 4) providing a formal retention appeal process, and 5) providing a formal acceleration process and appeal.

Parents/guardians shall have the opportunity to consult with the teacher responsible for the promotion/retention decision. If the student does not have a single regular classroom teacher, the principal shall specify the teacher(s) responsible for the decision to promote or retain the student.

### **Criteria For Promotion And Retention**

As early as possible in the school year, students who should be retained or who are at risk of being retained in accordance with the law shall be identified through state mandated standardized testing and multiple measures to be determined by the superintendent.

The retention standards may be different than the grade-level achievement standards, but shall be set at a level designed to ensure that students will be able to succeed in meeting the grade-level standards for the next grade within that academic year.

It is the intent that no student may be retained more than two years during his/her enrollment in the K-8 program but will continue to receive supplemental instruction. To accomplish this, general education instruction should accommodate the varying interests and growth patterns of individual students and should include strategies and curricula for helping students meet standards.

## **Retention/Supplemental Instruction**

A student shall be identified as early as possible as at risk of retention and may be retained at the current grade level by the general education classroom teacher in grades K - 8 if the student fails to meet the established minimum academic standards at each grade level. The general education classroom teacher may determine in writing that retention is not the appropriate action for the student's academic deficiencies. The teacher's written determination that retention is not the appropriate action for the student's deficiencies shall specify the reasons that retention is not appropriate. It shall include recommendations for interventions necessary to assist the student to attain acceptable levels of academic achievement.

When a student is identified as at risk of retention or recommended for retention, he/she shall be provided with supplemental instruction targeted to his/her specific academic deficiencies. The goal is that the student overcomes identified deficiencies and avoids retention. The first priority will be opportunities within the general education classroom. Other opportunities may include, but are not limited to, intensive instructional programs, tutorial programs, before and after-school programs, summer school programs, a school/guardian/parent/student contract, and/or the recommendations made by a Student Study Team.

Though a student may be identified as a candidate for retention in kindergarten or first grade, he/she may quickly respond to powerful targeted instruction. Early intervention is a district priority. Therefore, the focus should be placed on teaching identified students at their present academic level to increase growth and diminish academic deficiencies. This growth in emergent reading may take more than one academic year. Retention in kindergarten and first grade will be based on a severe lack of progress in emergent reading proficiency using multiple measures. For students in second and third grade, the retention decision will be based primarily on the level of proficiency in reading using multiple measures. For students in fourth through eighth grades the retention decision will be based primarily on levels of proficiency in reading, English language arts, and mathematics using multiple measures.

## **Definition of Retention and Promotion**

Promotion means that the student by the end of the school year has achieved the minimum grade level competency on standards in identified academic areas and is promoted to the next grade level. Retention means that the student has not met the minimum standards required for promotion and shall be retained in the present grade level. The retained student will continue to receive systematic, direct, and intensive instruction targeted at removing the academic deficiencies.

## **Special Education/Section 504/English Language Learners**

Nothing in this policy supersedes state or federal law governing special education students and Section 504 students. As required by state and federal law, the individualized education plan or the Section 504 plan shall govern the standards required for promotion, retention, and placement determinations for special education students, as well as procedures for appealing a promotion/retention decision.

English Language Learners in alternative programs with parental exception waivers, structured English immersion programs, and sheltered classes must also meet requirements for promotion. As required by state and federal law, the administrative regulations for English Language Learners shall govern the standards required for promotion, retention, and placement determinations for English Language Learners, as well as procedures for appealing a promotion/retention decision.

### **Supplemental Instruction**

As required by law, the district will offer the opportunity for supplemental instruction to all students in grades 2-8 who have been retained. The parent/guardian of a retained student may decline to enroll his/her child in supplemental instruction by submitting a written statement that the child may not participate. The priority of providing supplemental instruction shall be first, to students who have been retained in grades 2-8; second, to students who have been retained in grades K-1; third, to students who have been identified as at risk of retention; and fourth, to students who have been identified as having deficiencies under the state administered standardized testing in reading, English language arts, or mathematics. Supplemental instruction will include:

1. Involvement of parents/guardians and classroom teachers in the implementation of supplemental instructional programs;
2. Services during the summer, before or after school, on Saturdays, during intercession, or in any combination provided the supplemental services will not be provided during the student's regular instructional day if it would result in the student being removed from the classroom instruction in the core curriculum; and
3. Assurance that any supplemental program in reading, English language arts or mathematics meets the standards of the Education Code.

### **Acceleration**

Acceleration to a higher grade is possible when high academic achievement is evident. The student must meet beginning grade level standards of the higher grade in all curricular areas. The student's age, social, physical, and emotional growth are important factors to be taken into consideration before placing a student in a higher grade.

When a teacher believes that acceleration is necessary to meet a student's needs, he/she shall ask the principal to establish a Student Study Team to consider the student's academic, social, physical and emotional growth. The student's parents/guardians shall be invited to participate on the Student Study Team. The decision to accelerate a student to a higher grade shall be made by the Student Study Team.

### Appeal Process

The promotion/retention/acceleration decision may be appealed by the student's parents/guardians. The appeal process is defined in Administrative Regulation 5123.

#### Legal Reference:

EDUCATION CODE

37252-37253 Summer School

46300 Method of computing ADA

48011 Admission on completing kindergarten; grade placement of pupils coming from other districts

48070-48070.5 Promotion and retention

48431.6 Required systematic review of students and grading

51215 Proficiency standards in basic skills

51216 Assessment of pupil proficiency

51217 Withholding diploma (high school)

51218 Separate proficiency standards

56345 Elements of individualized education plan

60641-60647 Standardized Testing and Reporting Program

60648 Minimum performance levels

CODE OF REGULATIONS, TITLE 5

200-202 Admission and exclusion of students

Policy Approved

Board: 10/26/89

Revised: First Reading: 5/27/99

Major revisions to policy. by the

Second Reading: 6/10/99

**REQUEST FOR INTERDISTRICT ATTENDANCE PERMIT**

6578 Santa Teresa Boulevard • San Jose, CA 95119 • Phone (408) 227-8300 • Fax (408) 225-3548

School of Residence: _____	School Year: _____	<input type="checkbox"/> New Request <input type="checkbox"/> Renewal Request
District Requested: _____	School Desired: _____	

**STUDENT AND PARENT/GUARDIAN INFORMATION**

Student's Name _____ Birthdate _____ Grade in 07/08 _____ M _____ F _____	
Parent/Guardian's Name _____ Parent/Guardian's Name _____	
Home Address _____ Home Address _____	
City _____ Zip _____	City _____ Zip _____
Home Phone _____ Work Phone _____ Home Phone _____ Work Phone _____	
<p><b>Is your child receiving special services?</b> <input type="checkbox"/> No <input type="checkbox"/> Yes If yes, please specify below.</p> <input type="checkbox"/> 504 Student Accommodation Plan <input type="checkbox"/> English Language Development (ELD) <input type="checkbox"/> Adaptive P.E. <input type="checkbox"/> Gifted and Talented (GATE) <input type="checkbox"/> Speech/Language <input type="checkbox"/> Special Day Class (SDC) <input type="checkbox"/> Resource Specialist Program (RSP) <b>IEP required for Special Education Students</b>	

**REASON(S) FOR THE REQUEST**

Please check one or more of the reasons for the request listed below. The criteria used by this district for evaluating requests, as well as required documentation, are listed on the reverse side of this form.

<p><b>Reasons for the Request - see back of application</b></p> <input type="checkbox"/> Residency Based on Employment - Allen Bill 2071 <input type="checkbox"/> Child Care Name _____ Address _____ City _____ Zip _____ Phone _____ <input type="checkbox"/> Former/Future Resident Date of Move _____ <input type="checkbox"/> Hardship <input type="checkbox"/> Eighth Grade Privilege	<p><b>FOR OFFICE USE ONLY VERIFICATION</b></p> <table border="1" style="width:100%; border-collapse: collapse;"> <tr><td style="width:80%;">Employment</td><td style="width:20%;"></td></tr> <tr><td>Child Care</td><td></td></tr> <tr><td>Residency</td><td></td></tr> <tr><td>Hardship</td><td></td></tr> <tr><td>Eighth Grade</td><td></td></tr> </table>	Employment		Child Care		Residency		Hardship		Eighth Grade	
Employment											
Child Care											
Residency											
Hardship											
Eighth Grade											

**PARENT/GUARDIAN STATEMENT**

In making this request, I understand the following conditions:

- Approval by both districts is required.
- The district requested may investigate the student's attendance, behavior, and academic records before acting on the request.
- If granted, this permit will be in force for up to five (5) years and will remain in force only if the student meets the attendance, behavior and academic requirements of the district requested.
- If the permit is granted, the student and parent/guardian will be expected to cooperate with school personnel.
- If the permit is granted, the parent/guardian will be responsible for the student's transportation to and from school.
- Parent/guardian agree to report **a change of address or change of conditions as stated on the original request document.**
- If specialized services are required, there must be an agreement associated with any additional costs between the district of residence and the receiving district.
- If the request is denied by the district, and all appeal rights have been exhausted in the district, I have the right to appeal the decision to the Santa Clara County Board of Education.

**I hereby certify the student and parent/guardian information provided above is accurate and I understand and agree to the above stated conditions. Falsification of information invalidates this request.**

Signature of Parent/Guardian \_\_\_\_\_ Date \_\_\_\_\_

**DECISION OF AFFECTED DISTRICTS**

<p style="text-align: center;"><b>DISTRICT OF RESIDENCE</b></p> <p>Approval <input type="checkbox"/> Denial <input type="checkbox"/></p> <p>Reason(s) for Decision if Denied: _____</p> <p>Administrator: _____ Date: _____                  Phone: _____ Fax: _____</p>	<p style="text-align: center;"><b>DISTRICT REQUESTED</b></p> <p>Approval <input type="checkbox"/> Pending Availability <input type="checkbox"/> Denial <input type="checkbox"/></p> <p>Reason(s) for Decision if Denied: _____</p> <p>Administrator: _____ Date: _____                  Phone: _____ Fax: _____</p>
--	---

See the reverse side for interdistrict criteria and additional information and documentation requirements

Distribution: *White* - District of Residence; *Canary* - District of Desired Attendance; *Pink* - File Copy; *Goldenrod* - Parent Copy

## Interdistrict Transfers

The Education Code of the State of California requires that children attend school in the district in which they live. Parents/guardians may request an interdistrict transfer/permit to another district based on the following information. Approval is not automatic.

- **Residency Based on Employment** (Allen Bill 2071) - **A letter from the employer must be included** with the interdistrict request. One of the parents/guardians must maintain full-time employment of 30 hours or more within the boundaries of the district requested.
- **Child Care** - If the child care provider is within the boundaries of another district, the student may be permitted to attend school in the other district. **A dated agreement must accompany the application.**
- **Former Resident** - If parents move into the Oak Grove School District during the current school year, the student may continue attendance in the former district for the remainder of the school year. The student must have attended for a minimum of forty days in the former district. **A dated document that verified the former address must be submitted with the application.**
- **Future Resident** - Students who are members of a family that has signed a lease, a contract to rent, build or buy a home in the district may enroll in the semester in which they expect to become residents. **A copy of the document that confirms the transaction must accompany the application.**
- **Hardship** - If there is a need for change in the student's environment due to psychological, emotional, or medical reasons that cannot be accommodated at any of the schools within the Oak Grove School District, **a written confirmation from an authorized professional or government official must accompany the interdistrict request application.**
- **Eighth Grade Privilege** - If parents/guardians move from the district after a student has completed the seventh grade, the student may be allowed to complete the eighth grade at his/her former school. **A dated document that verifies the former address must accompany the application.**

**The interdistrict transfer/permit, if granted, will be valid for up to 5 years.** The agreement will continue in force only as long as the student demonstrates regular and punctual school attendance, satisfactory school behavior, and satisfactory academic achievement. The use of false information to secure a transfer will invalidate the transfer. Transportation to the requested district will be the responsibility of the parent. Special Education or Section 504 services must be mutually agreed upon by both districts. If the request for an interdistrict transfer is approved, it will be referred to the district of desired attendance for consideration. The district of desired attendance has three options:

1) approve the request, 2) approve the request pending the availability of space, or 3) deny the request.

## Appeal Process

If Oak Grove School District Student Services Staff denies an interdistrict attendance request/permit from a district parent/guardian because it does not fall within the identified criteria or insufficient required information is presented, the parent/guardian may appeal to the Assistant Superintendent for Educational Services. After a face-to-face conference with the Assistant Superintendent for Educational Services, and if the appeal is denied, the parent/guardian may appeal to the Superintendent. The parent/guardian should write a letter to the Superintendent and provide complete information on which a further determination can be made. The Superintendent will make a decision within five working days. If the appeal is denied, the parent/guardian may appeal to the Board of Trustees. If the appeal is denied by the Board of Trustees, the parent/guardian may appeal in writing to the Santa Clara County Board of Education, 1290 Ridder Park Drive, San Jose, California 95131-2398. The decision of the Santa Clara County Board of Education is final.

**Network Acceptable Use Agreement**

As an Oak Grove School District student, you have the opportunity to access the internet and broaden your learning opportunities. With this opportunity comes responsibility. To that end, I understand that:

**I will use the network only for educational purposes.**

Users will access the internet with permission from and under supervision of a school staff member. Commercial, political, personal and/or inappropriate (e.g., teasing, bullying, harassment, interfacing with any electronic communications device for viewing or accessing personal or school data) use of the district's system that causes or is likely to cause a substantial disruption to school operations is strictly prohibited. The District reserves the right to monitor any on-line communications for improper use.

**I will be considerate.**

Users are representatives of the school and District on a non-private system. They are expected to abide by the generally accepted rules of network etiquette. Prohibited is: 1) sending messages which are abusive or contain vulgarities or other inappropriate and offensive language; 2) destroying data of other user or network connected to the system through uploading computer viruses; and 3) reading, copying, or modifying users' mail.

**I will only use the account assigned to me.**

Security on any computer system is a high priority because there are so many users. Using another person's account is prohibited.

**I will be careful.**

Do not reveal your home address or personal phone number or the address or phone numbers of others.

**I will not hold Oak Grove District responsible for damages or inaccuracies on the network.**

The Oak Grove School District (OGSD) makes no warranties of any kind, whether expressed or implied, for the service it is providing. OGSD will not be responsible for any damages suffered while on the system such as loss of data due to service interruptions caused by the system. OGSD specifically disclaims responsibility for the accuracy of information obtained through its services.

**I will report misuse of the network.**

Misuse is commonly viewed as any messages sent or received that indicate or suggest pornography, unethical or illegal solicitation, racism, sexism, inappropriate language and other issues described above. If users find themselves in an area on the network that is inappropriate, they should report it to the adult who is supervising the classroom.

**I may lose access to the network, if I do not follow the rules.**

The use of the information system is a privilege, not a right, and inappropriate use (as indicated above) may result in a cancellation of this privilege. Users will participate in training with an OGSD faculty member as to the proper behavior and use of the network. The administrator will decide what is appropriate use and his/her decision is final.

## INSTRUCTION

### Field Trips

The following guidelines will be used for any field trip that is taken as a school-related component of the instructional program. As field trips are part of the academic program, students may not be held back because of academic or discipline reasons unless they are on formal suspension. The only students who may be excluded from a field trip are those who are on formal suspension in violation of a suspendable offense on the day of the field trip.

### Supervision

- A. Students should not be allowed to be unsupervised during the field trip.
- B. No less than one adult to every fifteen students shall be the required ratio. Due to health and safety reasons, a chaperone may be required to accompany a student on a one-to-one ratio or the student may not be allowed to participate in the field trip. The principal must approve in writing the health and safety reason that a student may not attend. A child who is not able to participate in a field trip because of health and safety reasons shall receive instruction in another classroom during the field trip.
- C. Chaperones must be 18 years of age or older and not listed on the Megan's Law Website (See Attachment K). They may not bring other children (siblings) on the trip. Each chaperone should be in charge of a specific number of students. There should be a list of student names given to the chaperone before the departure. Chaperones should receive information on their role and expectations before the field trip.

### Transportation

Student transportation on field trips shall be by district bus, light rail, commercial bus, or private automobile. Appropriate behavior to and from the field trip destination should be reviewed and followed.

Transportation by private automobile shall follow these guidelines:

- A. The Superintendent or designee may authorize the transportation of students by private automobile for approved field trips and activities when the vehicle is driven by an adult (21 years or older) who has registered with the school by filing a completed *School Driver Certification Form* (See Exhibit I). This form will be kept at the school site for one year and must be renewed annually.

**Field Trips** (continued)

- B. When filing the *School Driver Certification Form*, all drivers shall be issued the *Driver Instruction Form* (See Exhibit II) and asked to keep it in their car. All student passengers must have written permission slips signed by their parents before being transported by private automobile.
- C. Drivers shall be at least 21 years of age, possess a valid California driver's license and have liability insurance in the following amounts: bodily injury—\$100,000-\$300,000 per occurrence and property damage \$100,000 per occurrence.
- D. A seat belt must be provided for each passenger. Children under 40 pounds must have a car seat.
- E. Trucks and pickups may not transport more persons than can legally sit in the passenger compartment.
- F. The number of passengers, including the driver, shall not exceed the capacity for which the vehicle was designed and should not in any case exceed ten (10
- G. Drivers of private automobiles will not be reimbursed for the cost of operating the vehicle.

**Miscellaneous**

- A. All students must have a parent permission slip on file before leaving on the field trip.
- B. Donations may be collected to help offset the cost of the field trip; however, no child may be excluded from a field trip because of lack of funds.
- C. All emergency numbers and first aid kits should be kept by the teacher in charge.
- D. The district shall provide a first aid kit whenever students are taken on field trips. Whenever field trips are conducted in areas known to be infested with poisonous snakes, the following requirements of the law shall be met:
  - 1. The first aid kit taken on field trips shall contain medically accepted snake bite remedies.

**Field Trips** (continued)

2. A teacher, employee or agent of the school who has completed a course in first aid which emphasizes the treatment of snake bites shall accompany the field trip. Such a first aid course shall be certified by the American Red Cross.
  
- E. Students receiving free/reduced lunches must be provided lunch if the field trip encompasses lunch time. A sack lunch may be purchased by all students. All lunches must be ordered three (3) days in advance.

After-school sports are school-sponsored activities but are not considered instructional field trips.

Oak Grove School District

School Driver Certification Form For Field Trip Transportation By Private Automobile

Student Name: \_\_\_\_\_ Grade \_\_\_\_\_ Teacher \_\_\_\_\_

Student Name: \_\_\_\_\_ Grade \_\_\_\_\_ Teacher \_\_\_\_\_

DRIVER (check one): Employee \_\_\_\_\_ Parent/Guardian \_\_\_\_\_ Volunteer \_\_\_\_\_

Name \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Address: \_\_\_\_\_ Telephone No.: ( ) \_\_\_\_\_

Driver's License No.: \_\_\_\_\_ Expiration Date: \_\_\_\_\_  
(copy attached)

VEHICLE

Name of Owner: \_\_\_\_\_

Address: \_\_\_\_\_

Year: \_\_\_\_\_ Make: \_\_\_\_\_ Color: \_\_\_\_\_ License Plate No.: \_\_\_\_\_

Registration Expires: \_\_\_\_\_ Seating Capacity with Seat Belts: \_\_\_\_\_

INSURANCE INFORMATION

Insurance Company: \_\_\_\_\_

Policy No.: \_\_\_\_\_ Expiration Date: \_\_\_\_\_  
(copy attached)

Liability Limits of Policy: \_\_\_\_\_

(The minimum acceptable liability limit for privately-owned vehicles is \$100,000 - \$300,000 for bodily injury and \$100,000 per occurrence for property damage.)

Name of Agent: \_\_\_\_\_ Telephone No.: ( ) \_\_\_\_\_

I hold the District, its agents, volunteers, and employees harmless from liability/claims which may arise in connection with my child's participation in this activity. (Ed. Code #35330)

I certify that the information given above is true and correct. I understand that if an accident occurs, my insurance coverage shall bear primary responsibility for any losses or claims for damages. (Ed. Code #35330)

Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Signature

This form shall be kept on file in the school office for one school year and must be renewed annually.

# OAK GROVE SCHOOL DISTRICT

## Field Trip Driver Instruction Form

When using your vehicle to transport students on field trips or other school activity trips, please:

1. Be sure that you have registered with the district/school for such purposes and have a valid driver's license and current liability insurance of at least \$100,000-\$300,000 bodily injury per occurrence and \$100,000 property damage per occurrence.
2. Check the safety of your vehicle: tires, brakes, lights, horn, suspension, fuel level, etc..
3. Carry only the number of passengers for which your vehicle was designed. If you have a truck or pickup, carry only as many as can legally sit in the passenger compartment.
4. The number of passengers, including the driver, must not exceed the capacity for which the vehicle was designed and shall not in any case exceed ten (10) persons.
5. Require each passenger to use a safety belt. Children under 40 pounds must be secured in a car seat.
6. Be in contact with the teacher or other person designated to supervise the field trip to obtain specific directions, including scheduled times for departure and return to school, special clothing or tools, driving routes, need for lunch, etc.

**In case of emergency, keep all of the children together  
and call the school or 911.**

Oak Grove School District  
**NOTICE**  
**To Parents and Guardians**

**ATTENDANCE**

- (E.C. 46014) Absence for religious purposes at a place away from school property and after the student has attended school for a minimum day is permissible upon written consent of the parent.
- (E.C. 48205) Absence for justifiable personal reasons such as appearance in court, observance of a religious holiday, employment conference, or family emergency is permissible upon written request of parent and prior approval of principal.

**DISCIPLINE**

- (E.C. 35291 and B.P. 5130) Parents and guardians will be notified in writing of their school's discipline rules and regulations and the District's Standards of Student Behavior at the beginning of each school year and to transfer students at the time of enrollment.

**DRUG EDUCATION COURSES**

- (E.C. 51200) Instruction shall be given in the elementary and secondary schools on drug education and the effects of the use of tobacco, alcohol, narcotics, dangerous drugs, and other dangerous substances.

**FAMILY LIFE EDUCATION**

- (E.C. 51240 and 51937-51939) Whenever any part of the instruction in health, family life education, or sex education conflicts with the religious training and beliefs of the parents, they may request in writing that the student be excused from that part of such instruction. In addition, before sex education may be taught to a student in school, the parents must be informed in writing and given the opportunity to request in writing that their child not attend the class. Such requests shall be valid for the school year in which they are submitted but may be withdrawn by the parent at any time. The parents have the right to inspect and review in advance any written or audiovisual material to be used in such a course. (See also page E.1)

**HEALTH INFORMATION**Illness/Accident

The front office secretaries and health clerks are trained in CPR and First Aid. A health clerk is on campus daily for 4 hours at the elementary school sites and 6 hours at the intermediate school sites. By law, school personnel may only render first aid where needed, not prescribe or diagnose an illness or accident. Parents/Guardians or a designated emergency contact will be notified whenever a significant accident or illness occurs.

The following guidelines will be applied when sending students home due to illness:

- Child has a temperature of 99.6 degrees or above
- Child has vomited
- Child displays obvious signs of illness other than above, and/or
- Child has sustained an injury that requires medical attention

If there is any doubt as to whether your child is ill, please keep him/her home and consult your physician. Children that have a temperature of 99.6 or above are recommended to remain home for 24 hours following the disappearance of a fever to minimize risk of possible exposure of any infection. This will protect your child, as well as the other children in school.

**HUMAN DIGNITY**

- (BP 5143.4) The Board of Education, recognizing that we are a multiracial, multiethnic, multilingual school district, believes it is part of our mission to provide a positive, harmonious environment in which respect for the diverse makeup of the school community is promoted. Human dignity is reflected in attitudes and behaviors toward others and self. Human dignity is characterized through respect, sensitivity and care exhibited in the interaction of staff, students, and parents. A major aim of education in the Oak Grove School District is the development of a reasoned commitment to the core values of a democratic society.

In accordance with this aim, the school district will not tolerate behavior by members of the school community which insults, degrades, or stereotypes any race, gender, disability, physical characteristics, ethnic group, perceived sexual orientation, gender identity, age, national origin or religion.

Students violating this policy, while under the supervision of the administration, will be disciplined in accordance with provisions of District policies, the Standards for Student Behavior, school discipline procedures, and the California Education Code.

**IMMUNIZATIONS**

- (E.C. 49403) The district must cooperate with local health officials in measures necessary for the prevention and control of communicable diseases in school age children. Parents must have proof of student immunizations prior to completed enrollment. (See also page E.2)

## **MEDICATION**

(E.C. 49423) Medication prescribed by a physician for a child during the school day may be given by school personnel, but only upon a written statement from physician and parent detailing method, amount, and time schedule. A child may not carry medication to and from school.

## **NONDISCRIMINATION POLICIES AND COMPLAINTS**

(B.P. 1312.4) It is the policy of the Oak Grove School District not to discriminate in its educational programs and personnel practices on the basis of race, ethnic background, sex, sexual orientation, color, religion, national origin, ancestry, age, disability or medical condition. In the furtherance of this policy, the district has established uniform complaint procedures for parents, students, and employees concerning any of the matters listed above. (See also page E.7)

## **PUPIL RECORDS**

Student records can be reviewed with the principal of your school during the regular school day. If you have any concern regarding the accuracy or appropriateness of any information or record maintained by the school, please do not hesitate to inform the principal of that concern. In cases where a parent and principal disagree as to the accuracy of any information or record, the parent may file a written request with the superintendent's designee of the district to discuss the information in question.

The law restricts the access to information contained in student records. School personnel with legitimate educational interest, school of intended enrollment, specified federal and state educational officials, and members of the School Attendance Review Board are among those specified by code who may have access to school records without written parental consent. (E.C. 49063-49078)

## **SANTA CLARA COUNTY TUBERCULOSIS SCHOOL MANDATE**

All kindergarten students must present written evidence of a Mantoux (PPD) skin test given within eighteen months of school registration. All other students transferring from outside Santa Clara County must provide written evidence of a Mantoux (PPD) skin test given within six months prior to school entrance. Multiple puncture (Tine) tests are not acceptable. The students need to bring to school the result of the Mantoux (PPD) test including: 1) Date test was given and date test was read 2) The result of the reading in millimeters of induration 3) Signature of the physician or designee. (County of Santa Clara Public Health Department 10/1/95)

## **SCREENING FOR SCOLIOSIS**

(E.C. 49452.5) All female students in grade 7 and all male students in grade 8 shall be given examinations for lateral curvature of the spine, a condition known as scoliosis. Parents who do not wish to have their children screened for scoliosis must contact (in writing) the principal of the school in which the student is enrolled.

## **SECTION 504 OF THE REHABILITATION ACT OF 1973**

Section 504 of the Rehabilitation Act of 1973 requires that appropriate accommodations are made for disabled students. Many disabilities which do not qualify for Special Education services, do qualify for accommodations provided by a 504 Plan. (This is different from an Individualized Education Program - IEP.)

Parents have the right to:

1. Have their child take part in, and receive benefits from public education programs without discrimination because of his/her handicapping condition;
2. Right to be informed of any proposed actions related to eligibility and plan for services.
3. Have their child receive a free appropriate public education. This includes the right to be educated with nonhandicapped students to the maximum extent appropriate. It also includes the right to have the school district make reasonable accommodations to allow their child an equal opportunity to participate in school and school-related activities;
4. Have their child educated in facilities and receive services comparable to those provided nonhandicapped students;
5. Right to have an evaluation that draws on information from a variety of sources;
6. Right to examine all relevant records;
7. Right to periodic re-evaluations and an evaluation before any significant change in program/service modifications;
8. Have their child be given an equal opportunity to participate in nonacademic and extracurricular activities offered by the district;
9. Right to file a grievance with the school district over an alleged violation of Section 504 regulations;
10. Right to an impartial hearing if there is disagreement with the school district's proposed action;
11. Right to be represented by counsel in the impartial hearing process;
12. Right to appeal the impartial hearing officer's decision.

## SEXUAL HARASSMENT

(BP 5145.7) The District is committed to providing a school environment free of sexual harassment. The District maintains a strict policy prohibiting sexual harassment. Unlawful harassment in any form including verbal, physical and visual conduct, threats, demands, and retaliation is prohibited. Unlawful harassment, as defined by the U.S. Supreme Court and Education Code 212.5, includes but is not limited to:

- A. Unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature, made by someone from or in the work or educational setting, under any of the following conditions:
  - 1. Submission to the conduct is explicitly or implicitly made a term or condition of an individual's academic status, or progress.
  - 2. Submission to, or rejection of, the conduct by the individual is used as the basis of academic decisions affecting the individual.
  - 3. The conduct has the purpose or effect of having a negative impact upon the academic performance, or of creating an intimidating, hostile, or offensive educational environment. Even if the conduct or language is not sexual in nature, harassment based on the victim's sex may create a sexually discriminatory learning 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 educational institution.
- B. Any act of retaliation against a student or employee for reporting violations of this policy or for participating in the investigation of a sexual harassment complaint.
- C. A variety of circumstances in which harassment can occur:
  - 1. The victim as well as the harasser may be a woman or a man, a girl or a boy; the victim does not have to be of the opposite sex.
  - 2. A student can be the victim of sexual harassment by another student, the victim's teacher, another teacher, a principal, a counselor, a parent volunteer, a coach, a custodian, an instructional assistant or a school secretary or any other agent or employee of the school district.
  - 3. The victim does not have to be the person harassed but could be anyone affected by the offensive conduct.
- D. Numerous behaviors which are unwelcome:
  - 1. Physical - leering; winking; throwing kisses; sexual gestures; deliberate touching, pinching, patting, leaning over, intentional rubbing or brushing against another individual's body; grabbing; fondling; kissing, cornering a person, or blocking a person's way or other physical interference with normal movement; attempted or actual rape or sexual assault; sexual intercourse.
  - 2. Verbal - sexual demands, sexual propositions, sexual slurs, sexual jokes, sexual teasing, sexual remarks, sexual questions; sexual telephone calls, catcalls or whistles. Derogatory comments; too-familiar remarks about an individual's body parts; repeated, unwanted requests or pressure for dates; requests for sexual activity; remarks or rumors about an individual's sexual activities, sexual orientation, or gender identity; unwelcome compliments; telling about sexual fantasies.
  - 3. Visual - sexually explicit posters, graphics, cartoons, drawings, objects. Sexually suggestive looks or gestures, leers or gawking.
  - 4. Written - notes or letters of a sexual nature, displays of sexually literature, posters or poems.
  - 5. Threats and Demands - to submit to sexual requests in order to obtain a grade or special privilege.
- E. Conduct prohibited by this policy need not be sexual in nature but can be harassment carried out because victim is of a particular sex, for example, referring to women or girls as "chicks," "broads," etc.; making statements about women or girls based on stereotypes; suggesting that women or girls should not hold certain positions because they are incapable of carrying out certain functions.
- F. Students have a right to redress for protected-basis harassment. In order to secure the right, students must present the complaint to their teacher, counselor, principal, or to the Affirmative Action officer. When a report is made, the complaint will be thoroughly and objectively investigated with the results be communicated to the complainant as soon as practical.

If unlawful harassment has occurred, the District will take effective remedial action commensurate with the severity of the offense

up to and including expulsion or termination. Appropriate action will also be taken to deter any future harassment. Whatever action is taken against the harassment will be made known to the complainant. The District will not retaliate against the person filing a complaint nor will retaliation by any other person be knowingly permitted.

If the principal determines that unlawful harassment has occurred, the District will take effective remedial action commensurate with the severity of the offense. Appropriate action will also be taken to deter any future harassment. Whatever action is taken against the harasser will be made known to the complainant. The District will not retaliate against the complainant for filing a complaint and will not knowingly permit retaliation by students or adults.

The District encourages all students to report any incidents of harassment forbidden by this policy immediately so that complaints can be quickly and fairly resolved.

#### **SPECIAL EDUCATION**

(E.C. 56000 et. seq.) School specialists are available to assess disabled children or children suspected of having a handicapping condition. If you know of a child with a possible developmental delay or learning disability, please contact the Student Study Team at your local school. If a child is an "individual with exceptional needs", special education is available at no cost to the parent.

#### **TEMPORARY DISABILITY**

(E.C. 48206.3, 48207, 48208) During the regular school year, individual instruction for one hour per day will be provided to a student temporarily in a hospital or at home, who has a physical or emotional disability.

## MEGAN'S LAW SEX OFFENDER INFORMATION

In 1947, California implemented the nation's first sex offender registration program to help track the whereabouts of persons convicted of specific sex crimes. The registration requirement is for life unless the offender is relieved of this responsibility through legal processes.

By calling a "900" number, the public can learn if a person is a registered serious sex offender. In 1996, the law was expanded to include information on convicted serious sex offenders who have victimized adults.

In 1996, California enacted "Megan's Law," which provides the public with photographs and descriptive information on serious sex offenders residing in California who have been convicted of committing sex crimes and are required to register their whereabouts with local law enforcement.

### Obtaining Sex Offender Information

#### Sex Offender Identification Line -

The Sex Offender Identification Line is a telephone service for use by the public and organizations to identify serious sex offenders. The cost of calling the **1-900-463-0400** line is a flat rate fee of \$10 for information on up to two individuals or you may go to [www.meganslaw.ca.gov](http://www.meganslaw.ca.gov).

To use the 900 Line, you must be at least 18 years of age, and you must know the following information about the person you are checking:

- name of person, AND one of the following:
- an exact address; or
- exact date of birth, or
- California driver's license, identification number or social security number.

If you only know the person's name, you will need to provide a complete description of the person.

The sex offender identification website is updated every year in January.

## **FAMILY INVOLVEMENT**

In a democracy, parents and guardians are encouraged and welcomed to become involved in the formal education of their children enrolled in public schools. This early and consistent parental involvement helps children to do well academically. When this involvement is combined with a partnership between home and school, the student, the school and the community benefit.

Parents and guardians of enrolled students have the right to be included in the educational process and to have access to the system on behalf of their children. These rights are outlined in Education Code 51100-51102.

### **Classroom Observing**

Parents have the right to visit their child's classroom to observe activities. The time and date of the visitation must be arranged in advance with the school.

### **Teacher Conferencing**

Parents have the right to request a conference with their child's teacher(s) or the principal. Parents should contact the school to schedule a date and time convenient to all participants.

### **Volunteering**

Parents have the right to volunteer their time and resources for the improvement of school facilities and programs. Parents should contact the school to determine the terms and conditions of this service.

### **Student Attendance**

Parents have the right to be notified in a timely manner if their child is absent from school without permission. Parents must notify the school office the morning of the student's absence or send a note the following day.

### **Student Testing**

Parents have the right to be notified of their child's performance on standardized and statewide tests and the school's ranking on these tests. (Under other state law, parents may request that their child not participate in the statewide tests.)

### **School Selection**

Parents have the right to request that their child be enrolled in any school in the district. The district is not compelled to grant the request.

### **Safe School Environment**

Parents have the right and are entitled to the assurance of a safe and supportive learning environment for their child.

### **Curriculum Materials**

Parents have the right to examine the curriculum materials of the class or classes in which their child is enrolled.

### **Student Academic Progress**

Parents have the right to be informed of their child's academic progress in school and of the persons to contact if they wish more information or assistance with their child.

### **Student Records**

Parents have the right to access their child's records and to question anything they feel is inaccurate or misleading or an invasion of privacy. Parents have the right to a timely response from the school district about their questions.

**Standards**

Parents have the right to receive information regarding the academic standards their child is expected to meet.

**School Rules**

Parents have the right to receive written notification of school rules, discipline rules, attendance policies, dress codes, and procedures for school visitations.

**Psychological Testing**

Parents have the right to receive information on all psychological testing recommended for their child and to deny permission to give the test.

**Councils and Committees**

Parents have the right to participate as a member of a parent advisory committee, school-site council, or site-based management leadership team in accordance with established rules and regulations for membership.

Parents also have the right to attend at least two meetings per year scheduled by the school to get information on school issues and activities.

**Policy Development**

Parents and guardians have the right and should be given the opportunity to work in a mutually supportive and respectful partnership with the school to help their child succeed. The governing board of each school district shall adopt a jointly created policy that outlines how parents and guardians, school staff, and students may share the responsibility for the intellectual, physical, emotional, social development, and well being of their students.

This policy shall include, but is not limited to:

1. How parents/guardians and the school will help students to achieve academic and other standards.
2. How the school will provide high-quality curriculum and instruction in a supportive learning environment to all students enrolled.
3. What parents and guardians can do to support their child's learning environment, including but not limited to:
  - Monitoring school attendance
  - Monitoring homework completion
  - Encouraging participation in extracurricular activities
  - Monitoring and regulating television viewing
  - Planning and participating in activities at home supportive of classroom activities
  - Volunteering at school
  - Participating in decision-making processes at school

**Parent Visitation**

Each school has classroom visitation guidelines which have been established to provide opportunities to visitors for observation while protecting the classroom learning environment.

## THE HOME / SCHOOL CONNECTION

Learning is a continuous process that involves the home as well as the school. Children need to see the relationship between the classroom learning experience and their lives out of school. Children benefit from the knowledge that parents are interested in and supportive of their educational progress. The following are general guidelines for parental involvement in children's education:

1. Keep informed of your child's progress by:
  - communicating with teachers
  - visiting classrooms often
  - volunteering time in the classroom
  - attending parent conferences, Back to School Night, Open House and other school activities
  - taking time to talk with your child about school
2. Help your child develop good study habits by:
  - establishing a regular routine for the completion of homework
  - providing quiet time and a place to study
  - offering encouragement and help in completing assignments
3. Develop attitudes that encourage learning by:
  - maintaining a positive manner about your child's school
  - taking educational trips
  - providing books, newspapers, and magazines
  - encouraging your child to pursue reading and writing for pleasure
    - using television and computers in educationally appropriate ways.

Schools and parents working together create the maximum opportunity for student success!

## OAK GROVE SCHOOL DISTRICT

6578 Santa Teresa Boulevard  
San Jose, CA 95119  
408-227-8300

### BOARD OF EDUCATION

Yvonne Cook, President  
Dennis Hawkins, Vice President  
Jacquelyn Adams  
Dianne Lemke  
Kristi Porter

### ADMINISTRATION

Manny Barbara, Superintendent  
Hardy Childers, Deputy Superintendent  
Rick Alves, Assistant Superintendent  
John Erkman, Assistant Superintendent

## PROGRAMS FOR ENGLISH LEARNERS

Kim Anh Vu, Administrator OSA  
Jeremy Adams, Resource Teacher

## OAK GROVE SCHOOL DISTRICT

# PROGRAM OPTIONS FOR ENGLISH LEARNERS



*Dear Parents and Students,*

*The Oak Grove School District, in partnership with parents, staff, students, and the community, has educational programs to meet the needs of all students. Together, we are partners for excellence in education.*

*This brochure is designed to give parents and students, who are English learners, an overview of what program options are available to them. We are committed to providing an environment that enables all learners to reach their individual potentials, including the literacy, knowledge, and skills necessary to compete in a global economy, and to understand and exercise their rights and responsibilities of citizenship.*

## What are teasing, bullying and harassment?

Teasing and harassment are aggressive (or mean) things that people do to others. When people tease or harass, they mean to hurt other people's feelings.

## What are some ways that people tease or harass others?

- **Name Calling.** Calling people names, from "stupid" to some really bad words, is harassment. Sometimes, if the words have to do with a person's gender or sexual orientation, the name-calling is a special, serious form of harassment called sexual harassment.
- **Threats.** Telling someone you're going to do something to them or someone else is no better than actually doing it.
- **Spreading Rumors.** Starting and spreading rumors is not acceptable and is very hurtful.
- **Purposely Leaving People Out.** Telling your friends to leave someone out or going along with a plan like that is not acceptable, and is very hurtful. It is a form of harassment.
- **Inappropriate Touching.** Pushing, bumping, tripping, poking, etc. are quiet little ways that some kids harass others. It's not acceptable to tease others in this way.
- **Other Physical Harassment.** Following someone around, not letting someone pass, getting too close to someone to make them feel uncomfortable are all forms of harassment.

## Why are teasing, bullying and harassment bad?

Teasing other people is wrong. Everyone gets teased sometimes. You don't like it when you get teased, do you? Some people play around with friends by teasing them. Harassment is different. It's when teasing makes others feel uncomfortable.

When people get teased a lot, it can really be hurtful to them. It can make them very sad or depressed. It can make them feel like they deserve to have people treating them badly. Sometimes when people get teased a lot, they start acting really mean to "get back" at everyone else for teasing them. Sometimes kids who get teased even threaten or hurt other kids.

No one deserves to be teased. It doesn't matter if someone is "too fat, too skinny, too freckle-faced, too tall, too short, too whiny, too quiet, too loud, too different, too much a wanna-be, etc." Everybody, especially in middle school, just wants to be accepted for who they are. Everybody wants friends and to hang out with people who like them and treat them well. Harassing others doesn't make people look good. It makes them look like the only way they can feel good is by making other people feel bad. That's sad!

**Harassment is against the law. Depending upon the incident, notification of the authorities is one of several consequences.**

## What should you do when you see someone else being harassed, bullied or teased?

- **Don't do anything to make the harasser think you think what he or she is doing is okay.** We all know kids who can be kind of mean at times. A lot of time we laugh when that person is being mean. Why? We don't want to make them mad, or we just don't know what else to do. But when you laugh or "go along" with mean behavior, you are telling everyone else that it is okay with you. Don't do it! In fact, when you see someone being mean or harassing others, if they are not being mean to you, the right thing is to tell them to stop. If you do this to help someone from being treated poorly, maybe someday when someone is poorly treating you, somebody else will speak up and defend you.
- **Try to distract the harassers. Change the subject.** If you can, use humor to calm the situation down.
- **Walk away.** Tell an adult (parent, guardian, school staff member).
- **If there is a big problem, tell an adult.** If someone is threatening to hurt someone, or if kids are actually fighting, get help.
- **If someone is getting teased a lot but doesn't get help, tell an adult.** Schools have a lot of things to help kids when they get teased. Some kids are embarrassed to ask for help, or they think they can "handle it themselves". But sometimes kids need help. If they don't want to ask, help them by telling an adult. If you are embarrassed, too, ask your parent or a teacher for help.

## **Parent Guide to the Academic Performance Index for California Public Schools**

### **What is the API?**

The API measures performance and progress of a school. It is a numeric index or scale that ranges from a low of 200 to a high of 1000. The state has set 800 as the API score that schools should strive to meet. Schools that fall short of the target will be required to meet annual growth targets until their goal is achieved. Schools that already meet or exceed the 800 API should continue working to improve the academic performance of all students.

### **Who developed the API?**

The State Superintendent of Public Instruction named an advisory committee of educators and business leaders to oversee the development of all parts of the Public Schools Accountability Act of 1999. A subcommittee of this advisory group worked with research and evaluation specialists from universities and public schools to create the 1999 API. The State Board of Education approved the 1999 API in November 1999.

### **What was used to calculate the API?**

Results of the Standardized Testing & Reporting Program (STAR) which includes California Achievement Test form 6 and Language Arts and Math Content Standards tests, as part of the state's Standardized Testing and Reporting (STAR) program, were used to calculate a school's API.

What is used:

CST LA and Math, Grades 2 - 8  
CST Science, Grades 5 and 8  
CST Social Science, Grade 8  
CAT/6 Grades 3 & 7

### **Why is an API score of 800 the statewide target for schools?**

A school score of 800 or more on the API, on a scale of 200 to 1,000, indicates students are achieving at a high level of academic performance.

### **What about schools with students who are not proficient in English?**

Currently, students who are not yet proficient in English must take the STAR tests. These scores are included in a school's API.

### **Will the API affect my student's progress in school?**

No. The API is part of a state accountability system for schools, not individual students. As students increase their achievement on the STAR tests, however, the school's score on the API can improve.

### **Where can parents go for more information?**

Parents should direct their questions about the API or the PSAA or plans for improving the school's academic performance to the principal or other school administrators. Schools also will be asking parents to become actively involved in the improvement process. Further information about PSAA and API results can be found on the Internet at <http://www.cde.ca.gov/psaa>.



# OAK GROVE

SCHOOL DISTRICT

6578 Santa Teresa Boulevard, San Jose, CA 95119 408 227-8300 Fax 408-227-2719

Re: Parental Awareness of MySpace.com Issues and Cyberbullying

Dear Parent or Guardian:

In an effort to enhance the safety of your child, Oak Grove School District wanted to be proactive in bringing to your attention a growing and possibly dangerous use of the Internet by teens and perhaps your child. We suspect that many of you may not be aware of this growing use of computers and the Internet which can have serious consequences to your child.

This letter is to make you aware that the Oak Grove School District has some serious concerns over an Internet site known as [www.MySpace.com](http://www.MySpace.com). Evidently, a large number of students are using this site to open accounts and post information of a personal nature and exchange highly personal information with others who may be students or may be predators posing as students. In reviewing the site, it is also obvious that even though some account holders are minors and do not meet the "Terms of Service" criteria, they are able to use a fictitious birth date and still access the system.

MySpace.com has been made aware of various concerns about child safety issues that result from minors using their website. The purpose of this letter is to bring to your attention this current trend on the Internet so that you may protect yourself and your children from cyberstalking by adult Internet predators who visit the site to obtain personal information about children and who often try to initiate in-person contact with children who use the site.

MySpace.com has also become a frequent source of cyberbullying. Cyberbullying occurs when a preteen, teen or adult is tormented, threatened, harassed, humiliated, ridiculed or otherwise targeted by another preteen, teen or adult using the Internet. The District has a use agreement for the internet which prohibits such uses of the internet, but students often try to use the internet for bullying and such issues are brought into and disrupt the school.

Our recommendation is that you immediately monitor and check the website on a regular and ongoing basis for any activity in which your minor children may be involved. As a parent/guardian, we encourage you to be proactive in discussing with your child(ren) appropriate and inappropriate uses of the Internet, email, any electronic devices, and such websites.

Please be sure that your child(ren) understand that if they torment, threaten, harass, humiliate, ridicule, or otherwise target or cyberbully another individual who they know through school in a way that is likely to cause or causes substantial disruption to the school, that the school can discipline (including suspend or expel) for inappropriate use of the Internet, email, any electronic device or computers if such inappropriate use is related to school. We interpret the relationship to school to include messages sent from a home computer or other computer activity on the home computer if the messages are sent to or talk about another student, the school, or school staff or if the computer activity is otherwise related to school activity or attendance.

Please also be sure that your child understands that if your child is the target or victim of such school-related behavior, that the cyberbullying should be immediately reported to school administration for investigation and corrective action if verified. While the school cannot discuss with you the details of the corrective action taken against another student,

Manny Barbara, Superintendent  
Board of Trustees: Jacquelyn Adams, Yvonne Cook, Dennis Hawkins, Dianne Lemke, Jeremy Nishihara  
An Equal Opportunity/Affirmative Action Employer



---

we will assure you at this time that we will take what we believe will be effective action to stop the behavior from recurring. Of course, should any cyberbullying recur, please notify the school again so that further and more serious corrective action can be taken. The District is very concerned about such behavior and is determined to take effective action to stop the school-related behavior if it is brought to our attention.

For your information, attached is an excerpt from MySpace.com with parent safety tips.

The safety of our children is our paramount concern. Please feel free to contact the Administrator (Principal or Assistant Principal) at your child's school if you have any questions or concerns regarding your child's use of MySpace.com. We are very happy to work with parents/guardians to help ensure the safety of all students.

Respectfully,

Superintendent Manny Barbara

---

## MySpace.com Safety Tips for Parents (May 30, 2007)

<http://www.myspace.com/index.cfm?fuseaction=help.safetytips.forparents>

For teens, MySpace is a popular online hangout because the site makes it easy for them to express themselves and keep in touch with their friends.

As a parent/guardian, please consider the following guidelines to help your children make safe decisions about using online communities.

- **Talk to your kids about why they use MySpace, how they communicate with others and how they represent themselves on MySpace.**
- **Kids shouldn't lie about how old they are. MySpace members must be 14 years of age or older.** We take extra precautions to protect our younger members and we are not able to do so if they do not identify themselves as such. MySpace will delete users whom we find to be younger than 14, or those misrepresenting their age.
- **MySpace is a public space.** Members shouldn't post anything they wouldn't want the world to know (e.g., phone number, address, IM screen name, or specific whereabouts). Tell your children they should avoid posting anything that would make it easy for a stranger to find them, such as their local hangouts.
- **Remind them not to post anything that could embarrass them later or expose them to danger.** Although MySpace is public, teens sometimes think that adults can't see what they post. Tell them that they shouldn't post photos or info they wouldn't want adults to see.
- **People aren't always who they say they are. Ask your children to be careful about adding strangers to their friends list.** It's fun to connect with new MySpace friends from all over the world, but members should be cautious when communicating with people they don't know. They should talk to you if they want to meet an online friend in person, and if you think it's safe, any meeting should take place in public and with friends or a trusted adult present.
- **Harassment, hate speech and inappropriate content should be reported.** If your kids encounter inappropriate behavior, let them know that they can let you know, or they should report it to MySpace or the authorities.
- **Don't get hooked by a phishing scam.** Phishing is a method used by fraudsters to try to get your personal information, such as your username and password, by pretending to be a site you trust. [Click here](#) to learn more.

### Instructions for Deleting a MySpace Account

Below are instructions detailing how to delete a MySpace profile. This is the fastest and most efficient manner in which to have a profile removed from MySpace.

To delete an account on MySpace: First login as the user with the email address & password. If you don't know your child's password, you can retrieve it by clicking the "Forgot Password?" link on the login box of MySpace.com. The password will be sent to the email address used to login to MySpace.

Once you've logged in, click "Account Settings."

Next, click "Cancel Account" (the link is near the top of the account settings page).

You will now see the Cancel Confirmation Page.

Click the Red button "Cancel My Account".

You will be asked to enter a reason for canceling MySpace. You may skip this if you wish.

Click "Cancel My Account" A cancel email will be sent to the email address of the user. In the email there will be a link to confirm the cancellation of the account.

Note: allow up to 24 hours for delivery of the email. If it doesn't arrive, check your SPAM/BULK mail folder. It may have been incorrectly routed to protect you from receiving junk mail.

If you do not receive the confirmation email, please remove all content from your child's profile, and enter in the text 'Remove Profile' in the 'About Me'. This lets us know that you have taken control of your child's account.

---

For more information on Monitoring software, please visit:

[Software4parents.com](http://Software4parents.com)  
[k9webprotection.com](http://k9webprotection.com)  
[SafeFamilies.org](http://SafeFamilies.org)  
[ParentsOnPatrol.org](http://ParentsOnPatrol.org)

To learn more please visit these other resources:

[OnGuard Online: FTC safety tips for parents](#)  
[Netsmartz.org](http://Netsmartz.org)  
[WiredSafety.org](http://WiredSafety.org)  
[The Child Safety Network](#)  
[GetNetWise.org](http://GetNetWise.org)  
[SafeTeens.com](http://SafeTeens.com)  
[BlogSafety.Com](http://BlogSafety.Com)  
[Common Sense Media](#)  
[SafeFamilies.org](http://SafeFamilies.org)  
[National Crime Prevention Council](#)

---

## CYBER BULLYING

### **What is cyber bullying?**

Cyber bullying/harassing other individuals through communication technologies such as the Internet, emails, chat rooms, cell phones, on-line journals/blog sites and instant messages.

### **How is cyber bullying different than "traditional" forms of bullying?**

In traditional forms of bullying victims know their bullies. When youth are cyber bullied they receive messages from individuals anonymously or from individuals with electronic aliases. A victim's cyber bully can be his/her best friend. Traditional bullying typically occurred at school or on the way to and from the school ground. Victims of cyber bullying often cannot hide from their bullies, and they can be victimized in their own home 24 hours a day, 7 days a week - wherever and whenever they access their electronic equipment.

### **How pervasive is the problem?**

It is difficult to assess the extent of the problem because this is a relatively new phenomenon in the U.S. Most of the available research has been conducted in England, Australia, New Zealand, and Canada - countries that have been impacted by cyber bullying for several years. Data from England shows that 1 in 3 children between the ages of 7 and 11 have their own mobile phones, and a 2002 British survey found that one in four youth, aged 11 to 19 has been threatened, including death threats, via their computers or cell phones.

### **What are some examples of the cyber bullying?**

The most popular form of cyber bullying is nasty text messages sent via cell phones. Children or adults who are harassed by cell phone can receive up to 50 messages a day (the phone's mailbox limit). Other uses of cell phones include taking a picture with a camera phone and then posting the picture where hundreds or thousands of others can view it. Several incidents have occurred where students have been in a locker room, shower, or bathroom and a picture was taken of them and posted to an Internet site. Another example of cyber bullying includes on-line voting booths that allow students to vote for the ugliest, fattest, or dumbest boy/girl at a given school. People can also be bullied through instant messages that are delivered to their home computer when they log on to use the Internet or check email.

### **Why should I be concerned?**

Research on traditional bullying indicates there are both short and long-term consequences on victims such as, low self-esteem, depression, illness, anxiety, absenteeism, and thoughts of suicide. Although research about how victims and bullies are impacted by cyber bullying is still being conducted, preliminary data suggests that cyber bullying may have more devastating effects than traditional counterpart. Cyber bullying also impacts schools. Although incidents that happen in cyber space may occur off school campus, the effects are seen and felt in the school's climate. Cyber bullying incidents that go unaddressed can escalate and be the cause of legal concerns for schools or school systems.

### **What can be done?**

First and foremost, parents, teachers, law enforcement, and other concerned adults need to be aware of the technology young people are using and the dangers that the various forms of communication can present. Adults should also be aware of the impact that bullying can have on young people and where one can turn for help should their child be involved with cyber bullying.

### **Tips for children**

- Be careful of whom you give your number or on-line address.
- Never give out your password!
- Do not respond to messages from people you do not know.
- Do not respond to electronic bullying messages.
- Save or print harassing messages.
- Report harassment to parents and school officials.
- Never meet on-line acquaintances without an adult present.
- Change your on-line account or cell phone accounts if necessary.

---

**Tips for parents**

- Talk with children about the threat of on-line or electronic bullies.
- Place the computer in a familiar place where its use can be monitored.
- Watch your children's reactions when email or instant messages come in.
- Consider purchasing software that records instant messages.
- Know whom to contact if your child is involved in cyber bullying.

**Tips for educators**

- Educate teachers and students about the seriousness of the problem.
- Amend anti-bullying policies to include electronic bullying.
- Teachers should discuss Internet safety with their students.
- Educate parents about cyber bullying and who they should contact if their child is involved in a bullying incident.

**For more information visit the following sites:**

For victims:

[www.bullying.org](http://www.bullying.org)

General information:

[www.cyberbullying.ca](http://www.cyberbullying.ca)

[www.media-awareness.ca](http://www.media-awareness.ca)

For more information contact Susan Lowery at the Public Health Department's Violence Prevention Program, 408.494.7844 or [susan.lowery@hhs.co.scl.ca.us](mailto:susan.lowery@hhs.co.scl.ca.us).

## Why do some kids tease and harass others?

Most of us have teased other people at some time. Of course, we all know that teasing is unkind, and we don't like it when other people tease us. So why do we tease? Why do some kids do it so frequently?

- **Some people think that they can make themselves look better by cutting other people down.** Pretty silly, huh? In the end, saying bad things about other people is a bad idea, because pretty soon your friends start to worry that maybe you say bad things about them, too.
- **Some people try to get more power in their group by spreading rumors about other people or saying things to hurt their feelings.** Some people think they can become more popular by making other kids look dumb. But real leaders build other people up, not knock them down!
- **Some kids think that being mean to other kids makes them tough and makes other people respect them more.** But when people fear you, it is not the same thing as having them respect you (or like you).
- **Some kids develop really bad habits, and bad habits are hard to break!** Once you get into a bad habit, like teasing other kids or spreading rumors, it is hard to stop. also, some kids are used to calling people names and teasing at home, and it's hard to stop doing it when they get to school.

## Want to do more to help create a Harassment-Free Zone?

- **Talk to your friends about your commitment to living without teasing and harassing.** If you're trying to give up teasing, name-calling, and rumors, it will be easier if your friends support you, and even easier if they decide to give it up too!
- **Keep your old good friends, and make new ones too!** Everybody needs a friend. Make sure you help others make them!

# Keeping Schools Free of **TEASING, BULLYING, AND HARASSMENT**

**Here's what you need to know to help keep our school free of teasing, harassment, and bullying.**

## What are teasing, bullying and harassment?

Teasing and harassment are aggressive (or mean) things that people do to others. When people tease or harass, they mean to hurt other people's feelings.

### What are some ways that people tease or harass others?

- **Name Calling.** Calling people names, from "stupid" to some really bad words, is harassment. Sometimes, if the words have to do with a person's gender or sexual orientation, the name-calling is a special, serious form of harassment called sexual harassment.
- **Threats.** Telling someone you're going to do something to them or someone else is no better than actually doing it.
- **Spreading Rumors.** Starting and spreading rumors is not acceptable and is very hurtful.
- **Purposely Leaving People Out.** Telling your friends to leave someone out or going along with a plan like that is not acceptable, and is very hurtful. It is a form of harassment.
- **Inappropriate Touching.** Pushing, bumping, tripping, poking, etc. are quiet little ways that some kids harass others. It's not acceptable to tease others in this way.
- **Other Physical Harassment.** Following someone around, not letting someone pass, getting too close to someone to make them feel uncomfortable are all forms of harassment.

## Why are teasing, bullying and harassment bad?

Teasing other people is wrong. Everyone gets teased sometimes. You don't like it when you get teased, do you? Some people play around with friends by teasing them. Harassment is different. It's when teasing makes others feel uncomfortable.

When people get teased a lot, it can really be hurtful to them. It can make them very sad or depressed. It can make them feel like they deserve to have people treating them badly. Sometimes when people get teased a lot, they start acting really mean to "get back" at everyone else for teasing them. Sometimes kids who get teased even threaten or hurt other kids.

No one deserves to be teased. It doesn't matter if someone is "too fat, too skinny, too freckle-faced, too tall, too short, too whiny, too quiet, too loud, too different, too much a wanna-be, etc." Everybody, especially in middle school, just wants to be accepted for who they are. Everybody wants friends and to hang out with people who like them and treat them well. Harassing others doesn't make people look good. It makes them look like the only way they can feel good is by making other people feel bad. That's sad!

**Harassment is against the law. Depending upon the incident, notification of the authorities is one of several consequences.**

## What should you do when you see someone else being harassed, bullied or teased?

- **Don't do anything to make the harasser think you think what he or she is doing is okay.** We all know kids who can be kind of mean at times. A lot of time we laugh when that person is being mean. Why? We don't want to make them mad, or we just don't know what else to do. But when you laugh or "go along" with mean behavior, you are telling everyone else that it is okay with you. Don't do it! In fact, when you see someone being mean or harassing others, if they are not being mean to you, the right thing is to tell them to stop. If you do this to help someone from being treated poorly, maybe someday when someone is poorly treating you, somebody else will speak up and defend you.
- **Try to distract the harassers. Change the subject.** If you can, use humor to calm the situation down.
- **Walk away.** Tell an adult (parent, guardian, school staff member).
- **If there is a big problem, tell an adult.** If someone is threatening to hurt someone, or if kids are actually fighting, get help.
- **If someone is getting teased a lot but doesn't get help, tell an adult.** Schools have a lot of things to help kids when they get teased. Some kids are embarrassed to ask for help, or they think they can "handle it themselves". But sometimes kids need help. If they don't want to ask, help them by telling an adult. If you are embarrassed, too, ask your parent or a teacher for help.

**TEASING, BULLYING AND HARASSMENT CONTRACT**

I, \_\_\_\_\_, Grade \_\_\_\_\_,

agree to immediately stop all harassment behaviors (including but not limited to name-calling, put-downs, teasing, intimidation) against \_\_\_\_\_, Grade \_\_\_\_\_,

I further agree to stay away from, not talk to, or have any contact with this same student. I understand that if I break this contract I will be suspended for one day on the first offense, and three to five days on any subsequent offenses.

This contract shall remain in effect for approximately one semester, until \_\_\_\_\_.

---

Signature

Date

---

Signature

Date

Administrator's Signature: \_\_\_\_\_

---

## CELL PHONE PARENT PERMISSION FORM

Wireless electronic communication devices provide the ability to send and receive information utilizing radio frequencies. Such devices include, but are not limited to cell phones, pagers, personal data assistants (PDA), laptop computers with cellular/phone/email capability, and two-way radios. **The school district reserves the right to determine the educational value of any new electronic wireless communication device which may become available to the general public in the future.** Cell phones are the only devices of those listed that may be brought to school with prior permission. **Use of camera/video/text messaging/email capability cell phones is not allowed at any time during the school day.** Parents must request permission in writing to the school principal indicating the reason that a cell phone is needed by their child. The principal may grant or deny requests. All permitted cell phones must be turned off, not used or visible/out at any time during the school day and at all school functions. This is the student's responsibility. Students who violate the above restrictions shall be deemed to have created a disruption to the instructional environment and are subject to disciplinary action including and not limited to suspension as well as confiscation and return of the phone to the student's parents or guardians at the discretion of school administration. Students shall be personally and solely responsible for the security of their cell phones. Oak Grove School District shall not assume responsibility for theft, loss, or damage of a cell phone or confiscation of any electronic device. By signing this agreement you agree and understand all terms of use including additional information on page 8 of the Student Behavior and Parent Information Handbook.

Student's Name: \_\_\_\_\_ School: \_\_\_\_\_

Explanation of need for cell phone: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I have read the above policy regarding the possession of electronic/wireless communication devices. I agree to all of the conditions of the policy and request permission for my child to carry a cell phone to school.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Relationship to student: \_\_\_\_\_

\_\_\_\_\_ Cell phone possession on school grounds approved

\_\_\_\_\_ Cell phone possession on school grounds not approved

Signature of Principal: \_\_\_\_\_ Date: \_\_\_\_\_

Revised 6/07

## **Healthy Schools Act (AB 2260) Practice Statement and Annual Parent Notification Letter**

### **Practice**

It is the practice of the Oak Grove School District to implement the Healthy Schools Act (AB 2260) practice and procedure to control structural and landscape pests/weeds and minimize exposure of children, faculty, and staff to pesticides/herbicides.

### **Pests**

It is the practice of this school district to control pests in the school environment. Pests such as cockroaches, fleas, fire ants, stinging wasps, termites and rodents are annoying and can disrupt the learning environment in schools. Pests are known to bite, sting, or transmit diseases, and may also cause allergic responses.

### **Pesticides/Herbicides**

It is the practice of this school district to reduce exposure to pesticides and herbicides in the school environment. When pesticides or herbicides are used to control pests and weeds in schools, there is potential for human exposure. Excessive exposure may result in pesticide/herbicide poisoning or allergic responses in sensitive individuals. Children may be more susceptible to pesticides than adults due to their smaller size and rapid growth and development.

### **AB 2260, the Healthy Schools Act of 2000**

- Non-chemical prevention of pests and weeds populations is always preferred using such methods as sanitation, exclusion, and cultural practices.
- The selection and use of the least hazardous methods and materials effective for the control of targeted pests and weeds will be implemented.
- Precision targeting of pesticides and herbicides to areas not contacted by or accessible to the children, faculty and staff will be implemented.
- Application of pesticides/herbicides will only be used “as needed” to correct verified problems.
- All parents and staff will be notified annually in writing of the anticipated pesticide/herbicide products and applications to be regularly used throughout the school year. Parents may request in writing a separate written notice for each pesticide/herbicide application seventy-two hours prior to the anticipated application.

- Warning signs will be posted at all entrances to the School District property twenty- four hours prior to regular pesticide/herbicide applications and will remain posted for seventy-two hours after the application.
- Active ingredients of all pesticides/herbicides used by the School District and/or copies of AB2260 may be obtained by written request to the District Coordinator, Bruce Murphy, at Oak Grove School District, 6578 Santa Teresa Boulevard, San Jose, CA 95119, or by contacting the California Department of Pesticide Regulation website, [www.cdpr.ca.gov](http://www.cdpr.ca.gov) .
- In the event of an “emergency” application of a pesticide to control a specific and documented problem, signs will be posted immediately and remain posted for seventy-two hours following the application procedure.

### **Success**

The success of the Healthy Schools Act (AB 2260) in schools is dependent upon:

- The full cooperation of administrators, faculty, maintenance/custodial staff, parents, students and the community.
- The establishment of a District-wide coordinator and advisory committee.
- School-based safety committees that shall include pest management and pesticide policies and procedures as part of their agenda.
- Each school designating a staff member to coordinate the Healthy Schools Act and ensuring the maintenance of pest management records.

The Oak Grove School District invites questions, concerns and suggestions from our parents, community, students and staff. All comments addressing the above noted practice should be addressed to Bruce Murphy, Operations Coordinator, Oak Grove School District, 6578 Santa Teresa Boulevard, San Jose, CA 95119.



The following is a list of the anticipated or expected pesticides and herbicides to be used throughout the 2006/2007 school year in the Oak Grove School District.

Complete MSDS (Material Safety Data Sheets) containing all active ingredients for each chemical used may be obtained from the Oak Grove School District Coordinator, Bruce Murphy, at (408) 227-8300, Ext. 343, or by contacting the website, [www.pesticideinfo.org](http://www.pesticideinfo.org).

Product Name	Primary Active Ingredient	Expected Usage at Each School <b>(Purpose and Amount)</b>
1. Roundup Pro	Glyphosate	To control weeds - 1 Gallon per month
2. Astro	Premethrin	To control ants, spiders, roaches - 1 Quart annually
3. Suspend SC	Deltamethrin	To control ants, spiders, roaches - 1 Pint annually
4. Demand CS	Land Cyhalothrin	To control ants, spiders, roaches - 8 oz. annually
5. Demon WP	Cypermethrin	To control ants, spiders, roaches - 8 oz. annually
6. Maxforce Granules	Hydramethylon	To control ants - 1 lb. annually
7. Deltaguar D Granules	Deltamethrin	To control ants and roaches - 10 lbs. annually
8. Drax Ant Bait Gel	Orthoboric Acid	To control ants - 4 oz. annually
9. Delta Dust	Deltamethrin	To control bees, wasps, roaches - 1 lb. annually
10. PT565XLO	Pyrethrin & Allethrin	To control ants, roaches - 16 oz. annually
11. Maxforce Bait Stations	Friornil	To control ants - 4 oz. annually
12. DrioneDust	Pyrethrin/Silca Gel	To control bees, wasps - 1 lb. annually
13. Tempo 20WP	Cyfluthrin	To control ants, roaches, spiders - 12 lb. annually
14. Turflon	Triclopyr	To control broadleaf weeds - 2 Quarts annually
15. Prosecutor	Glyphosate	To control weeds - 1 Gallon per month
16. Quali-Pro Oryzalin 4 Pro	Oryzalin: 3,5 N4, N4-dipropyl-sulfanilamide	To prevent weed germination 3 Gallons annually

**Title I Schools' Notification (Davis, Stipe, Edenvale, Miner, and Christopher Schools):**

On January 8, 2002, President Bush signed into law "The No Child Left Behind Act" (NCLB) which reauthorizes the federal title programs.

The **first requirement** of NCLB is to notify parents that you may request from the district information regarding whether your child's teacher meets all state licensing requirements and whether your child's teacher is on an emergency credential. You may also request the academic major of your child's teacher. NCLB requires districts as of August 21, 2002 to assign only fully credentialed staff to Title I schools.

The **second requirement** is to provide school choice to families, including transportation, if a school fails to meet their academic performance index (API) goals for two years in a row. If this is an option for you for the 07-08 school year, you will be informed.

**Third**, should a school not meet its API for two consecutive years, parents will be provided the opportunity to give input to assist the school to improve. If this occurs, you will be notified and your input will be sought.

Though a few District teachers are not fully credentialed, please be assured our teachers are, in fact, highly qualified to teach and are either enrolled in professional development and University courses to make certain the level of "highly qualified" is achieved as quickly as possible or studying for one of several tests that need to be passed before full certification is granted. District teachers are very dedicated and committed educators who are working long and hard to acquire both this "highly qualified" status (if they are not fully credentialed) as well as deliver a sound, rigorous, and challenging education for your child and the other children in the classroom.

Should you need more information, contact the Principal at your local school or call the District Office at 227-8300, Ext. 270

Thank you.

## High School Graduation Requirements

To earn a diploma from the East Side Union High School District, students must pass 220 credits in the following areas:

**Questions**  
Contact the  
counseling office at  
your student's school.

<u>Subject</u>	<u>Requirement</u>	<u>Credits</u>
<b>English</b>	Students must pass four years of English.	40
<b>Social Science</b>	Students must pass three years of Social Science which shall include: a. One year of World History b. One year of United States History c. One semester of American Government d. One semester of Economics	30
<b>Mathematics</b>	Students must pass two years of math (the equivalent of Algebra I/Integrated Math 1 and Geometry/Integrated Math 2 or higher level courses).	20
<b>Science</b>	Students must pass two years of college prep laboratory science.	20
<b>Fine Arts or Foreign Language</b>	Students must pass a one year course in either Fine Arts or Foreign Language.	10
<b>Physical Education</b>	Students must pass two years of Physical Education, of which one year must be taken at grade 9.	20
<b>Electives</b>	Students must take at least 80 units of credit in elective areas. Students may select elective courses in the following areas: Art, Business, Consumer and Homemaking Education, English, Foreign Language, Mathematics, Music, Industrial Technology Education, Physical Education, Reading, Science, Social Science and Work Experience/Central County Occupational Center (CCOC)/Regional Occupational Program (ROP).	80
<b>Total Credits Required for Graduation</b>		<b>220</b>

\*Starting with the class of 2006 students must pass the California High School Exit Exam.

## UC and CSU Requirements

UC (University of  
California)

CSU (California State  
University)

### Freshmen Admission Requirements

UC uses only the grades you earned in A-G courses in 10th, 11th and 12th grades. Your GPA must be 2.80 or above. The GPA is then calculated with your SAT I or ACT and combined with our SAT II scores to determine eligibility. Note that this represents a minimum standard - many UC campuses use more demanding criteria for selection.

If you meet the course requirements, and if your high school grade point average in 10th, 11th and 12th grades for all "a-g" approved college preparatory courses corresponds with your SAT I or ACT score on the eligibility table, you will be admitted to a CSU campus.

### Required High School Courses

Freshman applicants must complete the following with a minimum grade of "C" in each course.

Approved courses are listed at [www.ucop.edu/pathways/infoctr/](http://www.ucop.edu/pathways/infoctr/)

- |  |  |
|--|--|
| <p>a. <b>History/Social Science</b>      2 years<br/>One semester to one year of U.S. history, a course in civics or American government and one year of world history, cultures and geography.</p> <p>b. <b>English</b>      4 years<br/>Composition and literature</p> <p>c. <b>Mathematics</b>      3 years<br/>(4 years recommended)<br/>Algebra, geometry, intermediate algebra or integrated mathematics including these.</p> <p>d. <b>Lab Science</b>      2 years<br/>(3 years recommended)<br/>Minimum one lab course each in biological and physical science.</p> <p>e. <b>Language Other Than English</b>      2 years<br/>Study in the same language - may be waived for demonstrated competence in a language other than English.</p> <p>f. <b>Visual and Performing Arts</b>      1 year<br/>Select a course from art, theatre/drama, music or dance.</p> <p>g. <b>Elective</b>      1 year<br/>Select from the areas listed above</p> | <p>a. <b>History/Social Science</b>      2 years<br/>One semester to one year of U.S. history, a course in civics or American government and one year of world history, cultures and geography.</p> <p>b. <b>English</b>      4 years<br/>Composition and literature</p> <p>c. <b>Mathematics</b>      3 years<br/>(4 years recommended)<br/>Algebra, geometry, intermediate algebra or integrated mathematics including these.</p> <p>d. <b>Lab Science</b>      2 years<br/>(3 years recommended)<br/>Minimum one lab course each in biological and physical science.</p> <p>e. <b>Language Other Than English</b>      2 years<br/>Study in the same language - may be waived for demonstrated competence in a language other than English.</p> <p>f. <b>Visual and Performing Arts</b>      1 year<br/>Select a course from art, theatre/drama, music or dance.</p> <p>g. <b>Elective</b>      1 year<br/>Select from the areas listed above</p> |
|--|--|

### Tests Required

- The SAT Reasoning Test or the ACT Assessment plus Writing.  
The critical reading, writing and mathematics scores on the SAT must be from the same sitting. If you take the ACT, you must report your composite score.
- Two SAT Subject Tests.  
These must be in two different areas, chosen from the following: history, literature, mathematics (Level 2 only), science or language other than English.

You must take either the:

SAT I Reasoning Test  
([www.collegeboard.com](http://www.collegeboard.com))  
- or the -  
ACT ([www.act.org](http://www.act.org))

*There is a fee to take the test and you may take them more than once. Your best score will count.*

**Questions**  
Contact the  
counseling office at  
your student's school.

## Community College Admission Requirements

1. All students are encouraged to get a Social Security Card before their senior year.
2. Students must meet *one* of the following requirements:
  - a. Have graduated from high school.
  - b. Have successfully completed the California High School Proficiency Examination.
  - c. Have passed the GED.
  - d. Have reached the age of 18 or older.
3. Students must take placement examinations in Math and English.
4. Students who plan to transfer to a 4-year college/university should take the University of California **a-g** sequence classes even though they initially enroll in a community college.

## Community Testing Recommendations

All freshmen applying to the UC/CSU system must submit the appropriate college entrance exam scores. Students planning to attend a four-year college or university should take the following tests:

- a. *PSAT* in October of the junior year. It is recommended that students take the PSAT in the 10th grade. This test is good practice for the SAT I Reasoning Test.
- b. *SAT I Reasoning Test* or *ACT* in the spring of the junior year (and *SAT II Subject Tests* if applying to a UC).
- c. *SAT I Reasoning Test* or *ACT* in the fall of the senior year (and *SAT II Subject Tests* if applying to a UC).

*\*College applications for the University of California or the California State University*



### **Asbestos Notification**

Asbestos is an issue we have been dealing with for many years. The Asbestos Hazard Emergency Response Act of 1986 (referred to as AHERA), was enacted by Congress to determine the extent of and develop solutions for any problems schools may have with asbestos.

Our facilities are inspected by an accredited asbestos inspector every three years as required by AHERA. A management plan for all asbestos containing materials is maintained for all schools. It includes education and training of our employees.

A copy of the asbestos management plan is available for your inspection in our administrative offices during regular office hours by appointment. We are continuing to implement our asbestos management plan. We are complying with all federal, state, and local regulations in this area. We will continue to take the necessary steps to insure that we maintain a healthy, safe environment in which to learn and work.

The District "Designee" for asbestos-related matters is Bruce Murphy. His telephone number is (408) 227-8300 Ext. 343.