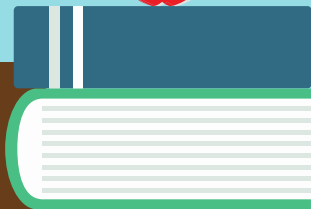


**GARDEN GROVE UNIFIED SCHOOL DISTRICT**

**PARENT-STUDENT  
HANDBOOK  
2018-19**



**PLEASE COMPLETE AND RETURN  
ACKNOWLEDGEMENT AND  
CONSENT FORMS**

## ABOUT YOUR BOARD OF EDUCATION

The five Board of Education members are elected by trustee area by voters of the district to serve four-year terms. In addition, a selection process determines the non-voting student member of the Board.

The Board of Education is a policy-making body. Among its many duties, the Board adopts the annual district budget and approves all expenditures, employs personnel, approves curriculum, textbooks, and courses of study, and makes decisions on contracts.

Regular meetings of the Board are normally held on the first and third Tuesdays of each month at 7 p.m. in the Boardroom of the Education Center, 10331 Stanford Avenue, Garden Grove. Special meetings are called when necessary at a time and place which is announced in advance.

### **GGUSD VISION AND MISSION**

#### **GGUSD Vision**

*We are committed to preparing all students to be successful and responsible citizens who contribute and thrive in a diverse society.*

#### **GGUSD Mission**

*To ensure student success, we will provide a rigorous and supportive academic experience that motivates all learners to meet high expectations.*

### **BOARD OF EDUCATION**

Bob Harden, President

Lan Quoc Nguyen, Esq., Vice-President

Walter Muneton

Dina Nguyen

Teri Rocco

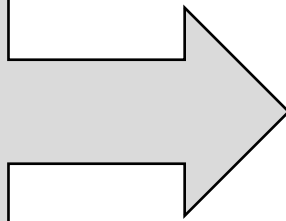
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Gabriela Mafi, Ed.D., Superintendent

# GGUSD STRATEGIC PLAN

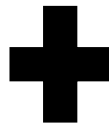
## GOAL 1 ACADEMIC SKILLS

All learners will develop the academic skills necessary for continual individual growth towards mastery of standards.



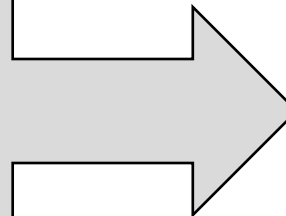
## GOAL 1 ACADEMIC SKILLS

- 1A** Academic Content
- 1B** Academic English
- 1C** Scholarly Habits



## GOAL 2 PERSONAL SKILLS

All learners will develop the personal skills necessary to achieve academic and social goals.



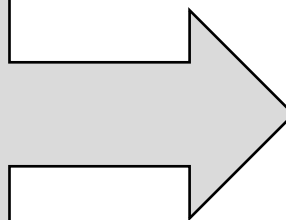
## GOAL 2 PERSONAL SKILLS

- 2A** Motivation
- 2B** Socioemotional Well-Being
- 2C** Climate & Culture



## GOAL 3 LIFELONG SUCCESS

All learners will be prepared for lifelong success in their intended career paths.



## GOAL 3 LIFELONG SUCCESS

- 3A** College & Career Readiness
- 3B** College & Career Success

**GARDEN GROVE UNIFIED SCHOOL DISTRICT  
PARENT-STUDENT HANDBOOK – 2018/2019**

**PARENT/GUARDIAN ACKNOWLEDGEMENT**

Dear Parent/Guardian:

This Parent-Student Handbook represents an effort by the Garden Grove Unified School District to provide you with information which we must, according to law, provide you, as well as information which we think will be useful to you.

Most of the laws and Education Code sections in the Parent-Student Handbook are paraphrased for your convenience. Further explanation of any section may be requested of any school administrator.

We hope you will keep the Parent-Student Handbook in a handy location, or access via the Parent Portal, for reference throughout the year.

While you are encouraged to read the entire Parent-Student Handbook, please pay particular attention to the information noted below because it requires written responses (or online data confirmation via Parent Portal) to the following:

- Student Photo and Name Release
  - School Yearbook
  - School and District Publications and Websites
  - Public Media
- Student Technology Contract
- Request to Withhold Directory Information (*11<sup>th</sup> and 12<sup>th</sup> grade only*)

Your signature below (or online data confirmation via Parent Portal) acknowledges receipt of the Parent-Student Handbook.

Please complete the information below along with the two Consent Information forms and return them to the school, or ensure that this information is completed online through the Parent Portal.

\_\_\_\_\_  
Name of Parent/Guardian – Please Print

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name of Student – Please Print

\_\_\_\_\_  
Student ID Number

\_\_\_\_\_  
Student Signature (*If Student is 18 Years of Age or Older*)

\_\_\_\_\_  
Student Date of Birth

\_\_\_\_\_  
School

\_\_\_\_\_  
Grade

## CONSENT INFORMATION

### STUDENT PHOTO AND NAME RELEASE

#### SCHOOL YEARBOOK RELEASE

*I understand that permission is needed for my child's name, information, and photograph to be published in the school yearbook. By checking the box below, I grant or deny my permission for my child's name and photograph to be included in the school yearbook.*

- YES** My child's name and photograph **MAY** be included in the school yearbook.
- NO** My child's name and photograph may **NOT** be included in the school yearbook

#### SCHOOL AND DISTRICT PUBLICATIONS AND WEBSITES RELEASE

The Garden Grove Unified School District is committed to providing our parents and community members with important information about school events, activities, and accomplishments. We frequently highlight the success of our staff, students, and schools, using a variety of methods, including printed publications, newsletters, website stories, videos, and social media. The positive news we share may include academic awards, student performances, extracurricular recognitions, and outstanding school activities, to name a few. As part of our effort to share good news about our district with the community, your child's name, school, grade, photograph, or video may be published if he/she is part of one of these positive stories.

*I understand that permission is needed for the school and/or district to release my child's name and photograph in school and/or district publications (newsletters, postcards, brochures), and school and/or district websites. By checking the box below, I grant or deny permission for my child's name and photograph to be included in school and/or district publications or websites.*

- YES** My child's name and photograph **MAY** be included in school and/or district publications or websites.
- NO** My child's name and photograph may **NOT** be included in school and/or district publications or websites.

#### PUBLIC MEDIA RELEASE

The Garden Grove Unified School District is committed to providing our parents and community members with important information about school events, activities, and accomplishments. In addition to highlighting the success of our staff, students, and schools through school and district publications and newsletters, these successes may be highlighted through news media releases (newspapers, radio, television reports). The positive news we share may include academic awards, student performances, extracurricular recognitions, and outstanding school activities, to name a few. As part of our effort to share good news about our district with the community, your child's name, grade, photograph, or video may be published if he/she is part of one of these positive stories.

*I understand that permission is needed for the school and/or district to release my child's name and photograph for publications used by the news media (newspapers, radio stations, or television). By checking the box below, I grant or deny permission for my child's name and photograph to be included in public media publications.*

- YES** My child's name and photograph **MAY** be released for publications used by the news media.
- NO** My child's name and photograph may **NOT** be released for publications used by the news media.

## CONSENT INFORMATION

### STUDENT TECHNOLOGY CONTRACT AND REQUEST TO WITHHOLD DIRECTORY INFORMATION

#### STUDENT TECHNOLOGY CONTRACT

*I have read and understand the Student Technology Contract and have discussed the rules with my child. I understand that my child may have supervised hands-on access to the internet while at school as part of the instructional program. By checking the box below, I grant or deny permission for my child to have supervised hand-on access to the internet.*

- YES** My child **MAY** access the internet as part of the instructional program, while at school.
- NO** My child may **NOT** access the internet as part of the instructional program, while at school.

#### REQUEST TO WITHHOLD DIRECTORY INFORMATION

##### *For High School Juniors and Seniors and Their Parents/Guardians*

*I have read the Request to Withhold Directory Information and understand that federal law requires school districts to provide military recruiters, upon request, student's names, addresses, and telephone listings. I understand that my child's information will be released unless a request to withhold student directory information from military recruiters is provided.*

- YES** My own/my child's directory information **MAY** be released to military recruiters.
- NO** My own/my child's directory information may **NOT** be released to military recruiters. **By checking the "no" box, I hereby request the Garden Grove Unified School District to withhold student directory information from military recruiters.**

\_\_\_\_\_  
Parent/Guardian OR Student Signature  
If Student is 18 Years of Age or Older  
Signature required only if submitting a paper copy.

\_\_\_\_\_  
Date

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<b>KEY TO LEGAL REFERENCES WITHIN THIS HANDBOOK</b>
-----------------------------------------------------

<u>Abbreviation</u>	<u>Complete Title</u>
AR	Administrative Regulation
BP	Board Policy
CCR	California Code of Regulations
CFR	Code of Federal Regulations
EC	Education Code
PC	Penal Code
USC	United States Code



# PARENT-STUDENT HANDBOOK

## ALCOHOL, TOBACCO, AND OTHER DRUG USE

The Garden Grove Unified School District Board of Education seeks to ensure that every student is provided with a safe and healthful learning environment. Therefore, alcohol, tobacco, and other drug use by students and/or visitors will not be tolerated on school campuses or at any school-related function. This includes electronic cigarettes, electronic hookahs, and other vapor emitting devices, with or without nicotine content, that mimic the use of tobacco products.

Developed in conjunction with state Board of Education guidelines, district-wide drug, alcohol, and tobacco use prevention education programs have been designed to meet the needs of individual students. Components of the programs include prevention, intervention, and cessation. Self-referral for drug use is supported with counseling services.

The district has adopted guidelines and procedures for students who use drugs, alcohol, and tobacco. These guidelines and procedures are available for inspection on request in the school office.

## ATTENDANCE - ABSENCES

Parents play an important role in their children's educational success by ensuring they attend school every day. Regular school attendance is not only an important parental responsibility, it's the law. Even when a student must miss class for a medical appointment, he or she should attend school for as much of the day as possible.

### **MANDATORY ATTENDANCE**

Attendance at school is mandatory. In addition, no pupil is permitted to leave school at recess or any other time before the regular hour of closing without the approval of the school principal or the designee. Violations will be considered as truancy (Administrative Reg. 5112.1).

Students under the age of 18 in the Garden Grove Unified School District are not permitted to leave school grounds while school is in session without consent of the parent or guardian, except in cases of medical emergency.

**NOTE:** Approval to release a student during the school day will be granted only to those persons listed on the Student Information and Emergency Form. Authorized persons must be able to present valid identification as a condition of the student's release.

### **ATTENDANCE AFTER ABSENCE**

A principal or teacher may require a satisfactory explanation from a parent or guardian of a pupil whenever the pupil is absent for all or part of the school day. The explanation is not required until the day after the absence (CCR, Title 5, Sec. 306).

Students who are 18 years old or older may verify their own absences with prior approval from a parent or guardian to the school administration (EC 46012).

### **EXCUSED ABSENCES**

- (a) Notwithstanding EC Section 48205, 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 school hours of a child of whom the pupil is the custodial parent.

7. For justifiable personal reasons, including, but not limited to, an appearance in court, attendance at a funeral service, observance of a holiday or ceremony of his or her religion, attendance at religious retreats, attendance at an employment conference, or attendance at an educational conference on the legislative or judicial process offered by a nonprofit organization when the pupil's absence is requested in writing by the parent or guardian and approved by the principal or a designated representative pursuant to uniform standards established by the governing board.
  8. For the purpose of serving as a member of a precinct board for an election pursuant to Section 12302 of the Elections Code.
- (b) A pupil absent from school under this section shall be allowed to complete all assignments and tests missed during the absence that can be reasonably provided and, upon satisfactory completion within a reasonable period of time, shall be given full credit therefor. The teacher of the class from which a pupil is absent shall determine which tests and assignments shall be reasonably equivalent to, but not necessarily identical to, the tests and assignments that the pupil missed during the absence.
  - (c) For purposes of this section, attendance at religious retreats shall not exceed four hours per semester.
  - (d) Absences pursuant to this section are deemed to be absences in computing average daily attendance and shall not generate state apportionment payments.
  - (e) "Immediate family," as used in this section, has the same meaning as that set forth in Section 45194, except that references therein to "employee" shall be deemed to be references to "pupil" (EC 48205).

Pursuant to EC 46010.1, school authorities may excuse any pupil in grades 7-12 from the school for the purpose of obtaining confidential medical services without the consent of the pupil's parent or guardian.

### **PERMISSIVE ABSENCES**

The Garden Grove Unified School District encourages parents to arrange trips/vacations during non-school time and parents are urged to consult the school year calendar at the GGUSD website at [www.ggusd.us](http://www.ggusd.us) to avoid conflicts. Trips/vacations during school are discouraged because such interruptions hinder the student's educational needs and are considered unexcused absences without prior approval from the principal. Prior arrangements must be made with the school administration when a student will miss class for a trip/vacation while school is in session.

### **UNEXCUSED ABSENCES**

An unexcused absence is an absence which occurs with the knowledge and approval of the parent or guardian when there has been no prearranged agreement with the school administration for the absence.

Some examples of unexcused absences are: babysitting, working on a car, family vacation, getting a driver's license, oversleeping, etc.

### **TRUANCY**

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

Any pupil is deemed an habitual truant who has been reported as a truant three or more times per school year, provided that no pupil shall be deemed an habitual truant unless an appropriate district officer or employee has made a conscientious effort to hold at least one conference with a parent or guardian of the pupil and the pupil himself, after the filing of either of the reports required by Section 48260 or Section 48261 (EC 48262).

Consequences for truancy may include detention, referral to Saturday School, referral to the Truancy Reduction Center, or referral to the School Attendance Review Board (SARB). Students who participate in organized disruption of school activities by leaving campus may also be subject to such consequences as loss of privileges, suspension, or expulsion as per Education Code 48900(k).

The attendance supervisor or the designee, a peace officer, a school administrator or the designee, or a probation officer may arrest or assume temporary custody, during school hours, of any minor subject to

compulsory full-time education or to compulsory continuation education found away from his or her home and who is absent from school without valid excuse within the county, city, or city and county, or school district (EC 48264).

The Truancy Reduction Center at Hare High School, located at 12012 Magnolia Street in Garden Grove, is available to all families in the district. For assistance with attendance issues, you may visit or call the center at (714)537-7544.

### **STATEMENT FOR PARENTS OF HIGH SCHOOL STUDENTS**

Written authorization from the parent or guardian, approved by the school principal or a representative, is required before a high school student in the Garden Grove Unified School District is allowed to leave school grounds for the lunch period. Because the district permits certain high school students to leave school grounds for the lunch period, Education Code Section 44808.5 requires the following statement be issued:

The governing board of the Garden Grove Unified School District, pursuant to Section 44808.5 of the Education Code, has decided to permit pupils enrolled in high schools in the district to leave school grounds during the lunch period.

Section 44808.5 of the Education Code further states: Neither the school district nor any officer or employee thereof shall be liable for the conduct or safety of any pupil during such time as the pupil has left school grounds pursuant to this section.

## **CALENDAR**

### **MINIMUM AND NON-STUDENT STAFF DEVELOPMENT DAYS**

All district elementary schools maintain a calendar of 13 minimum days per year, of which 12 are used for parent conferences and one is used on the last day of school. Secondary schools have four minimum days per year; two at the end of each semester. Two non-student days are scheduled for all schools. If there is a change in the schedule of minimum or non-student staff development days following the distribution of this notice, the district will provide notification as early as possible, but not later than one month before the scheduled minimum or non-student staff development day (EC 48980).

## **COMMUNICATION WITH PARENTS/GUARDIANS**

### **E-NEWSLETTER - #GGUSDPRIDE**

The district has a regular E-Newsletter called #GGUSDPRIDE which showcases all of the great things happening in our schools. The E-Newsletter contains at-a-glance information, photos, and videos about the success of our students, staff, and schools, as well as important district updates. Parents may subscribe to the E-Newsletter at [www.ggusd.us/enewslettersubscribe](http://www.ggusd.us/enewslettersubscribe). We also encourage parents to stay connected with us on social media by following us on Facebook at <https://www.facebook.com/GGUSD/> and Twitter at <https://twitter.com/ggusd>, or subscribing to our YouTube Channel through our website.

Thank you for working with your child's school and district to ensure open parent and school/district communication.

### **TEXT MESSAGING**

The Garden Grove Unified School District (GGUSD) places a high priority on communication. We utilize a system called SchoolMessenger which allows us to communicate directly with parents and guardians via voicemail, email, and text messaging. Principals and district administrators send out messages regarding school events, holidays, emergency information, and more. Parents/guardians must opt-in if they wish to receive text messages by sending a text message of "Y" or "Yes" to our school district's short code number 67587.

Text "Y" or "Yes" to 67587 to begin receiving text messages from your child's school and district. SchoolMessenger is compliant with the Student Privacy Pledge, so you can rest assured that your information is safe and will never be sold. Standard message and data rates may apply. At any time, you may elect to stop receiving text messages from GGUSD by texting "Stop" to 67587.

## **COMPLAINTS**

### **COMPLAINTS AGAINST SCHOOL PERSONNEL**

The Garden Grove Unified School District maintains a procedure for registering a complaint regarding the performance or behavior of any teacher or other school employee.

Typically, concerns are expressed and resolved by holding a conference with the principal or the employee's immediate supervisor. If the desire to register a complaint persists, the person may present it in writing by completing form 9701.61 (Formal Complaint Against an Employee of the Garden Grove Unified School District) which is available from the school office (Board Policy 3120, Administrative Reg. 3120.1).

### **UNIFORM COMPLAINT PROCEDURES**

The Garden Grove Unified School District has the primary responsibility for compliance with federal and state laws and regulations. We have established the Uniform Complaint Procedures (UCP) to address allegations of unlawful discrimination, harassment, intimidation, and bullying, and complaints alleging violation of state or federal laws governing educational programs, the charging of unlawful pupil fees, and the non-compliance of our Local Control and Accountability Plan (LCAP).

The district shall investigate allegations of unlawful discrimination, harassment, intimidation, or bullying on the basis of actual or perceived ancestry, age, color, disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sex, sexual orientation, parental, pregnancy, family or marital status, immigration and citizenship status, military status or association with a person or a group with one or more of these actual or perceived characteristics for any program or activity conducted by the agency, which is funded directly by, or that receives or benefits from any state financial assistance.

In compliance with the California Code of Regulations, Title 5, Sections 4600-4671, any individual, public agency or organization may file a complaint under the Uniform Complaint Procedures if they believe the school district is not complying with federal or state laws or regulations pertaining to the following programs: Adult Education Programs, After School Education and Safety, Bilingual Education, California Peer Assistance and Review Programs, Compensatory Education, Consolidated Categorical Aid Programs, Career Technical and Technical Education and Career Technical and Technical Training Programs, Career Technical Education, Child Care and Development Programs, Child Nutrition Programs, Course Periods Without Educational Content, Economic Impact Aid, Education of Pupils in Foster Care and Pupils who are Homeless, Every Student Succeeds Act / No Child Left Behind, Local Control Accountability Plans, Migrant Education, Physical Education Instructional Minutes, Pupil Fees, Reasonable Accommodations to a Lactating Pupil, State Preschool, Tobacco-Use Prevention Education, Regional Occupational Centers and Programs, and Special Education Programs. The procedures shall also be used for the district's non-compliance in the areas of federal school safety planning and Lesbian, Gay, Bisexual, Transgender, and Questioning (LGBTQ) resources pursuant to Education Code section 234.1. Complaints of non-compliance with these sections shall be filed in accordance with Administrative Regulation 3119.1.

A pupil fee includes, but is not limited to, all of the following:

1. A fee charged to a pupil as a condition for registering for school or classes, or as a condition for participation in a class or an extracurricular activity, regardless of whether the class or activity is elective or compulsory, or is for credit.
2. A security deposit, or other payment, that a pupil is required to make to obtain a lock, locker, book, class apparatus, musical instrument, clothes, or other materials or equipment.
3. A purchase that a pupil is required to make to obtain materials, supplies, equipment, or clothes associated with an educational activity.

A pupil fee or LCAP complaint may be filed anonymously if the complainant provides evidence or information leading to evidence to support the complaint. A pupil enrolled in a public school shall not be required to pay a pupil fee for participation in an educational activity. A pupil fee complaint shall be filed no later than one year from the date the alleged violation occurred.

The district shall post a standardized notice of the educational rights of foster and homeless youth as specified in Education Code sections 48853, 48853.3, 48863.5, 49069.5, 51225.1, and 51225.2. This notice shall include the complaint process information, as applicable.

A pupil fee complaint is filed with the district and/or the principal of a school. Complaints other than issues relating to pupil fees must be in writing, and all relevant facts must be clearly stated. A complaint should be mailed to: Garden Grove Unified School District, Executive Director of K-12 Educational Services, 10331 Stanford Avenue, Garden Grove, CA 92840. For inquiries, you may call (714) 663-6143 or email [edservices@ggusd.us](mailto:edservices@ggusd.us).

Complaints alleging discrimination, harassment, intimidation, or bullying must be filed within six (6) months from the date of the alleged discrimination, harassment, intimidation, or bullying, occurred or the date the complainant first obtained knowledge of the facts of the alleged discrimination, harassment, intimidation, or bullying, unless the time for filing is extended by the superintendent or his or her designee.

Within 60 days after receiving the complaint, the Uniform Complaint Officer will complete an investigation of the complaint and prepare a written district decision which will be sent to the complainant along with information regarding appeal of the district decision. This time period may be extended by written agreement of the complainant. The person responsible for investigating the complaint shall conduct and complete the investigation in accordance with local procedures adopted under section 4621.

The complainant has a right to appeal the district decision to the California Department of Education by filing a written appeal within 15 days of receiving the district decision and including a copy of the complaint filed with the district and a copy of the district's decision. The State Superintendent of Public Instruction is required to issue a decision on the appeal within 60 days of the Superintendent of Public Instruction's receipt of the appeal. If the school district finds merit in the complaint or the Superintendent of Public Instruction finds merit in an appeal, the school district will provide a remedy to all affected pupils, parents, and guardians.

Nothing in this procedure precludes a complainant from pursuing civil law remedies, including, but not limited to, injunctions, restraining orders, or other remedies or orders that may be available under state or federal discrimination, harassment, intimidation or bullying laws, if applicable, pursuant to Education Code Section 262.3.

EC Section 35186 authorizes the filing of complaints for alleged deficiencies in instructional materials, emergency or urgent facilities conditions that pose a threat to the health and safety of students or staff, teacher vacancies or misassignments, and restroom conditions. Such complaints shall be filed pursuant to Administrative Regulation 3119.2.

Copies of the district uniform complaint policies procedures are available free of charge (BP 3119, AR 3119.1).

## **COUNSELING**

### **GUIDANCE AND COUNSELING SERVICES (Grades 7-12)**

The counselors in the Garden Grove Unified School District are committed to implementing a comprehensive guidance program. Each student and parent can expect services as a result of the program. The counselors are to provide the following services to students and parents. The program is designed to help students plan for a positive and productive school career, as well as future success.

***The three major program areas in secondary include:***

### **CAREER AND EDUCATIONAL PLANNING**

Students in grades 7-12 will explore identifiable goals, career planning, self-actualization, and decision-making through the California College Guidance Initiative. Students will be assisted with the development of a four-year educational program that maximizes high school opportunities and prepares the student for future success.

### **RESPONSIVE SERVICES**

Assistance and referral information will be provided to students and parents with specific needs including the identification of appropriate agencies.

### **GUIDANCE CURRICULUM**

A developmental course of study will be made available for each student.

**For students in grades 7-8, the guidance curriculum will include academic, career, personal/social, and leisure needs for each student.**

**Students will acquire and demonstrate competencies in:**

- **Educational Planning**  
Develop an educational program and plan that enhances individual learning style and awareness of interests and abilities.
- **Career Planning**  
Explore the techniques of decision-making, study skills, and educational planning to assist post-high school options.
- **Personal/Social Communications**  
Utilize effective communication and recognize the contributions of self and others.
- **Leisure Time Planning**  
Investigate possible and productive use of leisure time.

As a result of the student's participation in the guidance curriculum units, the student will have an opportunity to:

### **Seventh Grade**

- Receive needed orientation information to assist in satisfactory adjustment to intermediate school.
- Review a variety of study skills to assist academic progress.
- Explore and implement the decision-making process for career and educational planning.
- Participate in personal/social communication activities.
- Learn to organize and analyze use of time and monitor homework assignments.

### **Eighth Grade**

- Review the decision-making process.
- Develop personal growth and self-awareness.
- Explore personal interests and skills.
- Review the district's high school graduation requirements.
- Develop a tentative ninth-grade schedule.

### **Ninth Grade**

- Development of a tentative four-year educational plan which includes abilities, interests, and goals.
- Identify and develop career, college, military, and apprenticeship options including current career/vocational course offerings.

### **Tenth Grade**

- Revision of the four-year educational plan.
- Continued exploration of career/college interests.
- Prepare for part-time employment.
- Provide an opportunity to take the PSAT.

### **Eleventh Grade**

- Revision of the four-year educational plan.
- Exploration of college information and/or occupational programs.
- Continued development of employment techniques and skills.
- Explore college entrance examinations and establish account to proceed with registration.
- Provide an opportunity to take the PSAT.

### **Twelfth Grade**

- Final review of the four-year educational plan.
- Review of the graduation status report and transcript.
- Continued analysis of post-high school options.
- Investigate scholarship and financial aid information.

**All students and parents can also expect the following services:**

- Pre-enrollment orientation
- Parent, student, teacher conferences

- Registration and scheduling
- Interpretation of achievement testing results
- Progress and grade reports
- Pre-high school orientation for 8th graders
- District college information night in the fall for high school students
- Access to a parent portal where parents can monitor grades in each course.

**Information is available regarding:**

- Post-high school scholarship and financial aid information
- Military information
- CTE/ROP, trade, and technical school information
- Opportunities to meet with college representatives
- College testing information: PSAT, ACT, SAT and SAT subject tests

**DISCIPLINE AND PUPIL CONDUCT**

**BULLYING**

The Garden Grove Unified School District is committed to a safe school environment free from bullying, discrimination, harassment, and intimidation consistent with state and federal law. The district policy governing bullying and bullying by means of an electronic act (cyberbullying) includes, but is not limited to, discrimination, harassment, intimidation, and bullying based on the actual or perceived characteristics set forth in Penal Code section 422.55 and Education Code section 220. The Garden Grove Unified School District prohibits discrimination, harassment, intimidation and bullying in educational programs, activities, or employment on the basis of actual or perceived ancestry, age, color, disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sex, sexual orientation, parental, pregnancy, family or marital status, military status or association with a person or a group with one or more of these actual or perceived characteristics.

The following websites offer additional information for parents regarding bullying: [www.stopbullying.gov](http://www.stopbullying.gov) and [www.netsmartz.org](http://www.netsmartz.org)

Garden Grove Unified School District requires that school personnel take immediate steps to intervene when safe to do so when he or she witnesses an act of discrimination, harassment, intimidation, or bullying. Students who have knowledge of bullying, intimidation, harassment, or discrimination are encouraged to inform a teacher or school administrator as soon as possible.

Questions or complaints of alleged discrimination, harassment, intimidation, bullying, and equity should be directed to the Executive Director of K-12 Educational Services at (714) 663-6143 or emailed to [edservices@ggusd.us](mailto:edservices@ggusd.us). Title IX equity and compliance concerns should be directed to the Assistant Superintendent of Personnel Services at (714) 663-6464. Complaints may be mailed to 10331 Stanford Avenue, Garden Grove, CA 92840.

Students and parents may make complaints anonymously by contacting the coordinator at the aforementioned phone numbers, or by contacting their school administrator.

Formal complaints subject to the district bullying policy shall be received and investigated by means of the Uniform Complaint Procedures, Administrative Regulation 3119.1.

The district prohibits retaliation against any individual who complains, testifies, assists, or in any way participates in the complaint procedures governed by the district bullying policy (BP 5141).

**DISCIPLINE**

The Garden Grove Unified School District is committed to providing an educational environment where pupils and staff members are safe and secure. School staff members act promptly to protect pupils in potentially harmful circumstances. Pupils who misbehave or commit unlawful acts as enumerated in the state Education Code and school district policy are subject to suspension from school, transfer to another school, and/or expulsion from the district.

Parents are advised to remind their children that neither law enforcement nor the school or district will tolerate any behavior that jeopardizes campus safety or disrupts the learning environment. Please

discuss with your child the consequences that can result from inappropriate behavior.

*Every pupil shall attend school punctually and regularly; conform to the regulations of the school; obey promptly all the directions of his teacher and others in authority; observe good order and propriety of deportment; be diligent in study; respectful to the teacher and others in authority; kind and courteous to schoolmates; and refrain entirely from the use of profane and vulgar language (CCR, Title 5, Sec. 300).*

District rules governing discipline (Board Policy 5151/Administrative Regulation 5151.1) are available from any GGUSD school or the district office.

### **GROUND FORS SUSPENSION AND EXPULSION**

The following is taken from California Education Code Section 48900:

- (a) (1) Caused, attempted to cause, or threatened to cause physical injury to another person
- (a) (2) Willfully used force or violence upon the person of another, except in self-defense.
- (b) Possessed, sold, or otherwise furnished a firearm, knife, explosive, or other dangerous object, unless, in the case of possession of an object of this type, the pupil had obtained written permission to possess the item from a certificated school employee, which is concurred in by the principal or the designee of the principal.
- (c) Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of, a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind.
- (d) Unlawfully offered, arranged, or negotiated, to sell a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or intoxicant of any kind, and either sold, delivered, or otherwise furnished to a person another liquid, substance, or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant.
- (e) Committed or attempted to commit robbery or extortion.
- (f) Caused or attempted to cause damage to school property or private property.
- (g) Stole or attempted to steal school property or private property.
- (h) Possessed or used tobacco, or products containing tobacco or nicotine products, including, but not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel. However, this section does not prohibit use or possession by a pupil of his or her own prescription products.
- (i) Committed an obscene act or engaged in habitual profanity or vulgarity.
- (j) Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia as defined in Section 11014.5 of the Health and Safety Code.
- (k) Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, other school officials, or other school personnel engaged in the performance of their duties.
- (l) Knowingly received stolen school property or private property.
- (m) Possessed an imitation firearm. As used in this section, "imitation firearm" means a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.
- (n) Committed or attempted to commit a sexual assault as defined in Section 261, 266c, 286, 288, 288a, or 289 of the Penal Code or committed a sexual battery as defined in Section 243.4 of the Penal Code.
- (o) Harassed, threatened, or intimidated a pupil who is a complaining witness or witness in a school disciplinary proceeding for purposes of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both.
- (p) Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
- (q) Engaged in, or attempted to engage in, hazing. For purposes of this subdivision, "hazing" means a method of initiation or preinitiation into a pupil organization or body, whether or not the organization or body is officially recognized by an educational institution, that is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to a former, current, or prospective pupil. For purpose of this subdivision, "hazing" does not include athletic events or school-sanctioned events.
- (r) Engaged in an act of bullying. For purposes of this subdivision, the following terms have the following meanings:
  - (1) "Bullying" means any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, and including one or more acts



committed by a pupil or group of pupils as defined in Section 48900.2, 48900.3, or 48900.4, directed toward one or more pupils that has or can be reasonably predicted to have the effect of one or more of the following:

- (A) Placing a reasonable pupil or pupils in fear of harm to that pupil's or those pupils' person or property.
- (B) Causing a reasonable pupil to experience a substantially detrimental effect on his or her physical or mental health.
- (C) Causing a reasonable pupil to experience substantial interference with his or her academic performance.
- (D) Causing a reasonable pupil to experience substantial interference with his or her ability to participate in or benefit from the services, activities, or privileges provided by school.
- (2) (A) "Electronic act" means the creation or transmission originated on or off the schoolsite, by means of an electronic device, including, but not limited to, a telephone, wireless telephone, or other wireless communication device, computer, or pager, of a communication, including, but not limited to, any of the following:
  - (i) A message, text, sound, video, or image.
  - (ii) A post on a social network internet website, including, but not limited to:
    - (I) Posting to or creating a burn page. "Burn page" means an internet website created for the purpose of having one or more of the effects listed in paragraph (1).
    - (II) Creating a credible impersonation of another actual pupil for the purpose of having one or more of the effects in paragraph (I). "Credible impersonation" means to knowingly and without consent impersonate a pupil for the purpose of bullying the pupil and such that another pupil would reasonably believe, or has reasonably believed, that the pupil was or is the pupil who was impersonated.
- (s) A pupil shall not be suspended or expelled for any of the acts enumerated unless that act is related to school activity or school attendance occurring within a school under the jurisdiction of the superintendent or principal or occurring within any other school district. A pupil may be suspended or expelled for acts that are enumerated in this section and related to school activity or attendance that occur at any time, including, but not limited to, any of the following: (1) while on school grounds, (2) while going to and from school, (3) during the lunch period, whether on or off campus, (4) during, or while going to and from, a school-sponsored activity.
- (t) A pupil who aids or abets, as defined in Section 31 of the Penal Code, the infliction or attempted infliction of physical injury to another person may be subject to suspension, but not expulsion, pursuant to this section, except that a pupil who has been adjudged by a juvenile court to have committed, as an aider and abettor, a crime of physical violence in which the victim suffered great bodily injury or serious bodily injury shall be subject to discipline pursuant to subdivision (a).
- (u) As used in this section, "school property" includes but is not limited to, electronic files and databases.
- (v) For a pupil subject to discipline under this section, a superintendent of the school district or principal may use his or her discretion to provide alternatives to suspension or expulsion that are age appropriate and designed to address and correct the pupil's specific misbehavior as specified in Education Code Section 48900.5.
- (w) It is the intent of the Legislature that alternatives to suspension or expulsion be imposed against a pupil who is truant, tardy, or otherwise absent from school activities.

In addition to the reasons specified, a pupil in grades 4-12 is also subject to suspension or expulsion for the following:

- Committed sexual harassment as defined in Education Code Section 212.5 (EC 48900.2).
- Caused, attempted to cause, threatened to cause, or participated in an act of hate violence (EC 48900.3).
- Intentionally engaged in harassment, threats, or intimidation against district personnel or students that is sufficiently severe or pervasive to have the actual and reasonably expected effect of materially disrupting classwork, creating substantial disorder, and invading the rights of school personnel or students by creating an intimidating or hostile educational environment (EC 48900.4).

A pupil shall be recommended for expulsion for any of the following acts committed at school or at a school activity off school grounds, unless the principal or superintendent finds that expulsion is inappropriate, due to the particular circumstance (EC 48915 (a)):

- Causing serious physical injury to another person, except in self-defense.
- Possession of any knife or other dangerous object of no reasonable use to the pupil.
- Unlawful possession of any controlled substance listed in Chapter 2 (commencing with Section

11053) of Division 10 of the Health and Safety Code, except for the first offense for the possession of not more than one avoirdupois ounce of marijuana, other than concentrated cannabis.

- Robbery or extortion.
- Assault or battery on any school employee.

Education Code Section 48915(c) mandates the recommendation for expulsion of any pupil for the following acts:

- Possessing, selling, or otherwise furnishing a firearm.
- Brandishing a knife.
- Unlawfully selling a controlled substance.
- Committing or attempting to commit sexual assault or sexual battery.
- Possession of an explosive.

## **DISRUPTION OF CLASSES**

Any parent, guardian, or other person whose conduct in a place where a school employee is required to be in the course of his or her duties materially disrupts classwork or extra-curricular activities or involves substantial disorder is guilty of a misdemeanor. Parents, guardians, or other persons must register in the school office before proceeding to a classroom (EC 44811).

## **DRESS STANDARDS**

A student's personal grooming and dress should be neat, clean, and appropriate for the demands of the activities in which the student is participating. Parents assert a major responsibility for their student's appearance, not only in providing the clothing, but in guiding the student in the selection and wearing of appropriate school apparel.

The dress and grooming of students shall be clean and should not:

- Cause actual distraction or disturbance to a school activity.
- Create a health or safety hazard to themselves or others.

The dress and grooming standards that follow are intended to define appropriate school apparel and acceptable personal grooming:

- Footwear must be worn at all times on campus. Reflecting a concern for safety, footwear should correspond with the demands and attributes of the activity in which the student participates.
- Apparel or accessories must not contain any obscene or offensive logos, graphics, or handwritten wording depicting drugs, illicit substances, alcoholic beverages, or sexually suggestive topics.
- Apparel and head coverings, including hats and caps, are not permitted when such apparel is associated with or reflects gang affiliation or gang identity by virtue of its colors, trademarks, or other design arrangement.

The principal or the designee is responsible for deciding questions of appropriateness of student dress or grooming at the school (BP 5160).

## **FEES**

The California Constitution requires that public education be provided to students free of charge, unless a charge is specifically authorized by law for a particular program or activity. Therefore, the Garden Grove Unified School District may not charge fees for school programs and extracurricular activities, except for those programs or activities where a fee is specifically authorized by law.

The law does allow school districts to request voluntary donations and engage in fundraising activities and programs. These donations and fundraising financial contributions are voluntary, and all students will be allowed to participate in school activities and extracurricular activities regardless of whether the parent or legal guardian makes a donation or contribution.

The fees, charges, and deposits that are legally authorized by law are as follows:

- Charges for optional attendance as a spectator at a school or district sponsored activity.
- Charges for food served to students, subject to free and reduced price meal program eligibility and

- other restrictions specified in law.
- Paying the replacement cost for district books or supplies loaned to a student that the student fails to return or that is willfully cut, defaced or otherwise damaged up to an amount not to exceed \$10,000.
- Fees for field trips and excursions in connection with courses of instruction or school related social, educational, cultural, athletic, or school band activities, as long as no student is prevented from making the field trip or excursion because of lack of sufficient funds.
- Medical or hospital insurance for field trips that is made available by the school district.
- Charges for required medical and accident insurance for athletic team members, so long as there is a waiver for financial hardship.
- Charges for standardized physical education attire of a particular color and design, but the school may not mandate that the attire be purchased from the school and no physical education grade of a student may be impacted based on the failure to wear standardized apparel arising from circumstances beyond the control of the student.
- Charges for the parking of vehicles on school grounds.
- Charges for the rental or lease of personal property needed for district purposes, such as caps and gowns for graduation ceremonies.
- Fees for school camp programs, so long as no student is denied the opportunity to participate because of nonpayment of the fee.
- Reimbursement for the direct cost of materials provided to a student for property the student has fabricated from such materials for his/her own possession and use, such as wood shop, art, or sewing projects kept by the student.
- Reimbursement for the actual cost of duplicating public records, student records, or a prospectus of the school curriculum.
- Fees for transportation to and from school, and transportation between school and regional occupational centers, programs or classes, as long as the fee does not exceed the statewide average nonsubsidized cost per student and provided there is a waiver provision based on financial need.
- Fees for transportation of pupils to places of summer employment.
- Tuition fees charged to pupils whose parents are actual and legal residents of an adjacent foreign country or an adjacent state.
- Tuition fees collected from foreign students attending a district school pursuant to an F-1 visa, equal to the full unsubsidized per capita cost of providing education during the period of attendance.
- Fees for an optional fingerprinting program for kindergarten or other newly enrolled students, if the fee does not exceed the actual costs associated with the program.
- Fees for community classes in civic, vocational, literacy, health, homemaking, and technical and general education, not to exceed the cost of maintaining the community classes.
- Deposits for band instruments, music, uniforms and other regalia which school band members take on excursions to foreign countries.
- Charges for eye safety devices, at a price not to exceed the district's actual costs, in specified courses or activities in which students are engaged in, or are observing, an activity or the use of hazardous substances likely to cause injury to the eyes.

Pursuant to Education Code section 35330, a school district may charge a fee for a field trip. However, no student may be prevented from attending a field trip because of the lack of sufficient funds. Therefore, each of our schools will coordinate efforts by community service groups to supply funds for pupils in need.

Pursuant to Education Code section 35335, a school district may charge a fee for school camp programs or outdoor science programs provided that the payment is not mandatory and no student is denied the opportunity to participate in the outdoor science program because of nonpayment of the fee. Each school will engage in fundraising activities and request donations and coordinate the efforts of community service groups to ensure that all students will have the funds available to participate in school camp programs and outdoor science programs.

Garden Grove Unified School District's Food Service Department recognizes adequate nutrition is essential to students' mental, physical, and academic growth. All children in transitional kindergarten through twelfth grade, participating in the National School Breakfast and National School Lunch programs, whether at a free, reduced, or paid rate, may receive up to three "courtesy" breakfast and/or lunch meals that meet USDA requirements in compliance with the Healthy Hunger-Free Kids Act of 2010 (HHFKA), regardless if they have adequate funds available to cover the cost of the meal at the time of service. The district's efforts to collect debt shall be consistent with district policies and procedures,

California Department of Education (CDE) guidance, and 2 CFR 200.426.

Complaints alleging non-compliance with laws governing student fees shall be filed as described by the Uniform Complaint Procedures (BP 3119).

Contact the school office if you have additional questions (BP 3118).

### **ADVANCED PLACEMENT FEES**

Economically disadvantaged pupils enrolled in advanced placement courses may apply for financial assistance to cover the costs of AP examinations. Applications for this assistance are available in high school guidance offices (EC 52244).

School counselors will provide information regarding fee waivers at the time of registration for the exams.

### **RETURNED CHECKS – Fee for Non-Sufficient Funds (NSF)**

The Garden Grove Unified School District will gladly accept your checks. When submitting a check, please include the following:

- Full name, address, and telephone number
- Driver's license number

Notification is provided here that if you provide a check as payment, and the check is returned unpaid for non-sufficient funds, your account will be debited electronically for the face amount of the check and there will be a \$25 collection fee (as authorized by the State of California) through an electronic fund transfer from your account.

All checks that are currently past due will also be recovered through this process.

## **GRADUATION REQUIREMENTS AND HIGHER EDUCATION**

### **CAREER COUNSELING AND COURSE SELECTION**

Parents or legal guardians of pupils may participate in counseling sessions and decisions prior to career counseling and course selection, commencing with course selection for grades 7 through 12. (EC 221.5)

Course selection forms require parent or legal guardian signature to confirm acceptance.

### **CAREER-TECHNICAL EDUCATION (CTE)**

Career-Technical Education is a series of courses and programs designed to prepare high school students for successful transition to postsecondary education. CTE courses provide students with an exposure to career choices, allowing them an opportunity to examine the specific skills and qualities needed to be successful in a chosen occupation. CTE courses have a framework designed to support rigorous academic standards using relevant, real world activities and practices that develop a deeper understanding of the concepts presented in the standards. Through participation in CTE courses, students have additional opportunities to complete "a-g" courses that are requirements of the UC and CSU systems. Visit [www.cte.ggusd.us](http://www.cte.ggusd.us) for further information.

### **COLLEGE ADMISSION REQUIREMENTS**

To be eligible for admission to a University of California (UC) or California State University (CSU) campus, students must take a certain number and type of courses in high school known as the "a-g" requirements. The courses listed below must be passed with a grade of "C" or better for college admission.

- a - History/Social Science – two years. In the GGUSD, all students take World History, U.S. History, and one semester of Civics (senior year).
- b - English – four years of college-preparatory English (one year only may be ELD C).
- c - Math – three years required; four years recommended. As a minimum requirement, all students must take Algebra I, Geometry, and Algebra II.
- d - Lab Science – Biology and either Chemistry (meets either CSU or UC requirements) or Physical Science (meets CSU but not UC requirements).
- e - World Language – two years of a language other than English (must be the same language for two years); three years recommended. Heritage Spanish 1 satisfies two years of World Language requirement. Heritage Spanish 2 satisfies three years of requirement.
- f - Visual/Performing Arts – one year course of college-preparatory course. Semesters may be taken

across more than one year as long as the first and second semesters of the same yearlong course are taken in order (i.e. semester one and two of Drawing and Painting 1P).

g - College Preparatory Electives – must complete a year of an approved “a-g” elective.

Courses listed in the Garden Grove Unified School District Secondary Course Catalog which meet the “a-g” requirements have a “P” after the title (for example, Algebra 1P). Courses that do not meet the “a-g” requirements, including all courses labeled special education (SE, RS or SDC) do not have a “P” in the title.

Visit <https://hs-articulation.ucop.edu/agcourselist#/list/search/institution> for the most current list of courses at your child’s school that have been certified by the University of California as satisfying the admission requirements to the University of California and the California State University.

All high school students in the GGUSD complete a personalized four-year plan in which they identify the classes needed to satisfy both graduation and university “a-g” requirements. Parents are strongly encouraged to review this plan with their son or daughter. Please call his/her school counselor in the event you have any questions or concerns.

### **GRADUATION REQUIREMENTS**

To fulfill the requirements for a diploma from any high school in the Garden Grove Unified School District, students must: (1) complete credits in the stipulated required curriculum, and (2) successfully acquire credits in elective courses for completion of the prescribed number of credits for graduation. (BP 6120, AR 6120.1).

Detailed information about graduation requirements is available in the Secondary Course Catalog.

## **HEALTH AND IMMUNIZATIONS**

### **CHILD HEALTH DISABILITY PREVENTION PROGRAM – FIRST GRADE PHYSICAL**

To protect the health of children, California law requires a health examination on school entry. Pupils entering first grade must provide evidence of the mandatory student health screening within 90 days of first grade. However, the exam may be completed during the kindergarten year (essentially the components of the exam must be done after 4 years and four months of age). Please present the completed report to your child’s school as soon as it is performed but no later than January of his or her first grade year.

The first grade physical or CHDP (Child Health Disability Prevention) Program is a comprehensive health examination to identify problems that may affect a child’s ability to learn. It includes a history and physical; dental, nutritional and developmental assessment; vision and hearing screenings; blood and urine tests; a TB risk assessment and test if indicated, and a review of immunizations. The health examination form is provided during kindergarten and first grade registration at school sites. It is also available from all doctors’ offices and at the CHDP website: [www.dhcs.ca.gov/services/chdp](http://www.dhcs.ca.gov/services/chdp). Your child may receive their CHDP exam from your primary care provider. Free health examinations for eligible students are available from the Orange County Health Care Agency (OCHCA) and other CHDP providers. You may contact the OCHCA at (800)564-8448 or their website at [www.ochealthinfo.com](http://www.ochealthinfo.com) for a list of participating providers.

### **DIABETES (TYPE 2) INFORMATION**

The California Department of Education developed this type 2 diabetes information in collaboration with the California Department of Public Health, American Diabetes Association, California School Nurses Organization, and Children’s Hospital of Orange County.

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

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

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

- The body turns the carbohydrates in food into glucose, the basic fuel for the body’s cells.
- The pancreas makes insulin, a hormone that moves glucose from the blood to the cells.

- In type 2 diabetes, the body's cells resist the effects of insulin, and blood glucose levels rise.
- Over time, glucose reaches dangerously high levels in the blood, which is called hyperglycemia. Hyperglycemia can lead to health problems like heart disease, blindness, and kidney failure.

### **Risk Factors Associated with Type 2 Diabetes**

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

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

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

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

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

- Increased hunger, even after eating.
- Unexplained weight loss.
- Increased thirst, dry mouth, and frequent urination.
- Feeling very tired.
- Blurred vision.
- Slow healing of sores or cuts.
- Dark velvety or ridged patches of skin, especially on the back of the neck or under the arms.
- Irregular periods, no periods, and/or excess facial and body hair growth in girls.
- High blood pressure or abnormal blood fats levels.

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

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

- Eat healthy foods. Make wise food choices. Eat foods low in fat and calories.
- Get more physical activity. Increase physical activity to at least 60 minutes every day.
- Take medication. If diet and exercise are not enough to control the disease, it may be necessary to treat type 2 diabetes with medication.

The first step in treating type 2 diabetes is to visit a doctor. A doctor can determine if a child is overweight based on the child's age, weight, and height. A doctor can also request tests of a child's blood glucose to see if the child has diabetes or pre-diabetes (a condition which may lead to type 2 diabetes).

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

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

with periodic testing for the next several hours after drinking a sugary liquid. A reading of more than 200 mg/dL after two hours indicates diabetes.

Type 2 diabetes in children is a preventable/treatable disease and the guidance provided in this information sheet is intended to raise awareness about this disease. Contact your student's school nurse, school administrator, or health care provider if you have questions (EC 49452.7).

### **IMMUNIZATIONS**

Students should present an up-to-date immunization record when initially registering for school as California law requires that students be immunized against certain diseases before they can be admitted to school. A student must obtain immunization against polio, measles, mumps, rubella, diphtheria, tetanus, pertussis and Hepatitis B. All students must present documentation of varicella (chicken pox) vaccination or proof of immunity.

A Tdap booster protecting your child from pertussis is necessary to meet the requirements of the law that states: "all students entering the 7th through 12th grades will need proof of a Tdap booster shot before beginning school." If your child is 10 years or older and has not yet received the Tdap Pertussis booster shot, he or she should get one now. Please take proof of the Tdap booster to your child's school as soon as they receive the shot.

Additional information about pertussis and the Tdap vaccine is available from your physician, the Orange County Health Care Agency at (800) 564-8448, or from their website at [www.ochealthinfo.com/pertussis](http://www.ochealthinfo.com/pertussis). You can also visit [www.shotsforschool.org](http://www.shotsforschool.org).

Students without an immunization record or updated immunizations may be excluded from school. Children who lack one or more required vaccine doses that are not currently due may be admitted on condition that they receive the remaining doses when due (Title 17, CCR Section 6035).

California law, SB 277, amends state Health and Safety Code sections and adds section 120338 which limits exemptions from school immunizations requirements to medical reasons as authorized only by a licensed physician. Exemptions from school immunization requirements for religious beliefs and personal beliefs are no longer available after January 1, 2016. Pupils who prior to January 1, 2016, submitted a personal belief exemption can continue in school or shall be permitted enrollment into school within the state until the pupil enrolls in the next grade span. Health and Safety Code section 120335(g)(2) defines "grade span" as birth to preschool, kindergarten and grades 1 to 6, inclusive including transitional kindergarten, and grades 7 through 12 inclusive. Students will need to present up-to-date immunization documentation at that time. The medical exemption may apply if there is a delayed immunization schedule or a modified immunization schedule. More information is available on [www.shotsforschool.org](http://www.shotsforschool.org).

Unimmunized students are at greater risk of contracting diseases and spreading them to their families, schoolmates, and communities. Schools maintain a list of students with immunization exemptions. Should an outbreak in the community occur, students with incomplete immunizations may be sent home at the direction of the Orange County Health Care Agency.

### **ORAL HEALTH ASSESSMENT**

Along with mandated immunizations, California law recommends that all children receive an "oral health assessment" – a dental check-up – by May 31 in transitional kindergarten, kindergarten, or first grade, whichever is his or her first year in public school. An oral health assessment administered up to 12 months before a child enters school also meets this requirement. The law specifies that the assessment must be performed by a licensed dentist and/or other licensed or registered dental health professional.

An "Oral Health Assessment/Waiver Request" form, available in the school office, must be completed by the parent or dental professional and returned to the school. Please contact the school office if additional information is needed about this new requirement.

## **HOMework**

Well-defined, purposeful homework should be an important aspect of the educational experience in a partnership with the teacher, the student, and the parents. Homework guidelines for elementary, intermediate, and high school pupils are specified by school district administrative regulation. Information concerning homework guidelines is available from the school.

## **INSTRUCTIONAL MATERIALS INSPECTION**

A parent or guardian may, upon request, inspect any instructional materials used as part of the educational curriculum for the student.

## **INSTRUCTIONAL PROGRAMS**

### **CURRICULUM PROSPECTUS**

The curriculum, including titles, descriptions, and instructional aims of every course offered by a public school, shall be compiled at least once annually in a prospectus. Each school site shall make its prospectus available for review upon request. When requested, the prospectus shall be reproduced and made available. School officials may charge for the prospectus an amount not to exceed the cost of duplication (EC 49091.14).

### **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/her desire to learn.
- (c) Maintain a learning situation maximizing student self-motivation and encouraging the student in his/her own time to follow his/her own interests. These interests may be conceived by him/her totally and independently or may result in whole or part from a presentation by his/her teachers of choices of learning projects.
- (d) Maximize the opportunity for teachers, parents, and students to cooperatively develop the learning process and its subject matter. This opportunity shall be a continuous, permanent process.
- (e) Maximize the opportunity for the students, teachers, and parents to continuously react to the changing world including, but not limited to, the community in which the school is located.

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

Examples of alternative schools and programs in the GGUSD are: Gifted and Talented Education; Hare Continuation High School; Teen Parent Program; Adult Transition Program at Jordan; and Special Education Center at Mark Twain.

## **INSURANCE**

The school provides a safe environment for your child. Nevertheless, injuries to students can and do happen while they are participating in normal school activities. The school district is NOT RESPONSIBLE and DOES NOT PROVIDE medical or accident insurance to cover such injuries. However, the school sends home a form with information on suggested low-cost student accident insurance or health insurance offered by an approved company. It is available for purchase which could help pay for medical and/or hospital costs. The plans include separate policies for school time, 24-hour coverage, and interscholastic tackle football.

### **INSURANCE – ATHLETICS**

Under state law, school districts are required to ensure that all members of athletic teams have accidental injury insurance that covers medical and hospital expenses. The insurance requirement can be met by the school district offering a suggested insurance plan or other health benefits that cover medical and hospital expenses. Some pupils may qualify to enroll in no-cost or low-cost local, state, or federally sponsored health insurance programs. Information on these programs may be obtained from your school or by calling the insurance company at (800) 827-4695.



## **INVASION OF PRIVACY**

No electronic listening or recording device may be used by any person in a classroom without the teacher's and principal's permission (EC 51512).

It is a misdemeanor to use a concealed camcorder, motion picture camera, or photo camera of any type to secretly record an individual for purposes of viewing their body or undergarments in a bathroom, changing area, or any other area where the individual has a reasonable expectation of privacy.

## **LOCKERS**

Lockers in intermediate and high schools are available at some sites but not required for the storage of books and other materials required for school during the school day. Students are expected to secure their lockers at all times and not divulge combinations to other students. No money or valuables should be left in lockers. Textbooks, other school items, and personal items should be taken home each day. The district and school are not responsible for lost, stolen, or damaged books.

## **NON-DISCRIMINATION**

### **NON-DISCRIMINATION STATEMENT**

Garden Grove Unified School District prohibits discrimination, harassment, intimidation and bullying in educational programs, activities, or employment on the basis of actual or perceived ancestry, age, color, disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sex, sexual orientation, parental, pregnancy, family or marital status, immigration and citizenship status, military status or association with a person or a group with one or more of these actual or perceived characteristics. Garden Grove Unified School District requires that school personnel take immediate steps to intervene when safe to do so when he or she witnesses an act of discrimination, harassment, intimidation, or bullying.

The district also does not discriminate on the basis of a lack of English skills. Reasonable accommodations for disabled students are available.

Questions or complaints of alleged discrimination, harassment, intimidation, bullying, and equity should be directed to the Executive Director of K-12 Educational Services at (714) 663-6143 or email [edservices@ggusd.us](mailto:edservices@ggusd.us). Title IX equity and compliance concerns should be directed to the Assistant Superintendent of Personnel Services at (714) 663-6464. Complaints may be mailed to Garden Grove Unified School District at 10331 Stanford Avenue, Garden Grove, CA 92840.

A copy of the district's non-discrimination policies is available on request (BP 4010, BP 5111).

### **AMERICANS WITH DISABILITIES ACT (ADA) POLICY**

The Americans with Disabilities Act prohibits discrimination against individuals on the basis of disability. It is the policy of the district to provide equal access and employment opportunities by providing reasonable accommodations to qualified individuals with disabilities. A reasonable accommodation is a modification or adjustment to a school or work environment, practice or policy, which enables a qualified individual with a disability to enjoy equal access. In general, it is the responsibility of the individual with a disability to inform the district that an accommodation is needed. Students, parents, and members of the public should contact the school principal, who is the designated ADA Coordinator at each school, to request an accommodation.

### **HARASSMENT ON THE BASIS OF AN INDIVIDUAL'S SEX**

The Garden Grove Unified School District is committed to maintaining an educational environment free from discrimination, harassment, intimidation, and bullying on the basis of an individual's sex. The term "sex" includes a person's gender, gender identity, and gender expression. "Gender expression" means a person's gender-related appearance and behavior whether or not associated with the person's assigned sex at birth. The district prohibits sexual harassment of any student by any employee, student, or other person at school or at any school-related activity.

Sexual harassment, as defined and otherwise prohibited by state and federal statutes, constitutes an unlawful form of sex discrimination.

Students shall be informed that they should immediately report any incidents to either the principal or the designee if they feel they are being harassed or subject to bullying based on sex. Any student or parent on behalf of the student may request Early Resolution of alleged act of sexual harassment; or a student or parent on behalf of the student may request a formal investigation. Procedures for early resolution and formal investigation are set forth in Administrative Regulation 5161.1.

Staff shall report complaints of sexual harassment to the principal or designee. Formal complaints shall also be reported to the Assistant Superintendent of Personnel Services, the district's Title IX/sexual harassment officer at (714) 663-6464, who will immediately log the complaint. Staff shall similarly report any such incidents they may observe even if the harassed student has not complained to the principal or designee.

Any student who engages in the sexual harassment or bullying based on the sex of anyone at school or a school-related activity shall be subject to disciplinary action.

Upon verifying that sexual harassment or bullying based on sex occurred, the principal or designee shall ensure that appropriate action is promptly taken to end the harassment, address its effects on the person subjected to the harassment, and prevent any further instances of harassment, including referring the matter to law enforcement, when required. The alleged harasser may also be subject to civil liability.

The Title IX/sexual harassment officer shall maintain a record of all reported cases of sexual harassment to enable the district to monitor, address, and prevent repetitive harassing behavior in the schools.

The district prohibits retaliatory behavior against any complainant or any participant in the complaint process. Information related to a complaint of sexual harassment shall be kept confidential to the extent possible within legal constraints, and individuals involved in the investigation of such a complaint shall not discuss related information outside the investigation process (BP 5161).

## PARENTAL INVOLVEMENT POLICY

The district has a District Parental Involvement Policy as well as a School Parental Involvement Policy, which are jointly developed by parents and staff, reviewed annually, and updated periodically to help parents support students' academic efforts and social development and build consistent and effective communication between home and school. A complete copy of the district policy is available on our website at [www.ggusd.us](http://www.ggusd.us) under "About Us." For the School Parental Involvement Policy, click on the link for the "Single Plan for Student Achievement" or request a copy through your school office.

## PARENTAL NOTIFICATION REQUIREMENTS

Education Code Section 48980 requires each parent to be notified of the following code sections:

**Section 32255:** Any pupil with a moral objection to dissecting animals, or any parts thereof, must notify his or her teacher. Furthermore, the pupil's objections to participate must be substantiated by a note from a parent or guardian.

**Section 35291:** Each school in the Garden Grove Unified School District has adopted rules and procedures governing student discipline. These rules and procedures are available for inspection on request in the school office.

**Section 46014:** Permissive absence may be granted for governing board-approved religious exercises or instruction.

**Section 48204:** Requires the school district to advise each parent and guardian 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 the district. For additional information, please see the handbook section governing transfers and withdrawals.

**Section 48205:** Authorizes a student to be excused from school for justifiable personal reasons. Absences under this section must be requested in writing by the parent or guardian and approved in advance by the school.

**Section 48206.3:** Parents have a right to the availability of educational programs, including individual instruction for hospitalized students.

**Section 48207:** A pupil with a temporary disability who is hospitalized in a facility outside of the school district in which the pupil's parent or guardian resides will have satisfied the residency requirements for school attendance in the school district in which the hospital is located.

**Section 48208:** It is the primary responsibility of the parent or guardian to notify the home school district of the pupil's temporary disability.

**Section 48900.1:** A teacher who suspends a student from a class for committing an obscene act, engaging in habitual profanity, disrupting school activities, or willfully disobeying the authority of a school employee (EC 48900, sections [i] and [k]) may require the parent or guardian of that student to attend the student's class.

**Section 49403:** The district may administer immunizing agents to prevent or control communicable diseases to pupils whose parents have consented to such immunization.

**Section 49423:** Students required to take medication at school may be assisted by school personnel if the school has received a written statement annually from the physician detailing the amount, method, and time schedule, and written annual parental authorization for such assistance. With the same documentation as above and the physician's written confirmation that the pupil is able to self-administer auto-injectable epinephrine, a pupil may carry and self-administer auto-injectable epinephrine.

**Section 49423.1:** Students required to take prescribed asthma medication at school may be assisted by school personnel or carry and self-administer inhaled asthma medication if the school has received a written statement annually from the physician detailing the amount, method, and time schedule, and written parental authorization for such assistance/use.

**Section 49451:** Parents may file a written statement annually with the school principal stating they will not consent to routine physical examination (including vision, hearing, and scoliosis screenings) of their child and the child will be exempt from such examinations. However, Senate Bill 1172 which was signed September 30th, 2014, states that during the kindergarten year and in grades 2, 5, and 8, the pupil's vision shall be appraised by the school nurse or other authorized person under Education Code section 49452 and state regulations. Education Code section 49455(c) states that the appraisal may be waived, if the pupil's parents so desire, by presenting a certificate from a physician and surgeon, a physician assistant, or an optometrist, setting out the results of a determination of the pupil's vision. This section does not apply if the parents file a statement in writing that they adhere to the faith or teachings of any well-recognized religious sect, denomination, or organization and in accordance with its creed, tenets, or principles depend for healing upon prayer in the practice of their religion.

Students with recognized contagious diseases may be excluded from school attendance. There are many communicable diseases that require specific treatment such as conjunctivitis (pink eye), impetigo, ringworm, strep throat and head lice. For students identified with lice or nits, there is a specific process that must be followed. School personnel follow the GGUSD Student Illness Guidelines based on the American Academy of Pediatrics Red Book and the Orange County Health Care Agency Communicable Disease Chart. Prompt follow-up on diagnosis and treatment by your health care provider will result in quicker resolution for your child and return to school and prevent the spread of disease to other students. It is important to provide documentation to school staff upon the student's return to school.

There is a form that is available in school offices and the OCDE website called School Participation Following Injury/Illness that is very helpful for students returning to school with orthopedic injuries and who require assistive devices such as crutches, cast, splints, sutures, etc. It provides recommendations from your child's health care provider regarding recess and physical education as well as when it is advisable to return to school. It can be useful for other illnesses as well when modifications are needed. A note from your health care provider is particularly important in upper grades when students are enrolled in a daily physical education class and cannot participate in all activities because of injury.

**Section 49472:** The school district provides parents or guardians with the opportunity to purchase from a state authorized agency student insurance for medical or hospital expenses needed for student injuries occurring during the regular school day, transportation to and from school, or other authorized school

activities.

**Section 49510:** Family Nutrition Education and Services Act - A state-wide program to provide nutritious meals at school is available for eligible pupils.

**Section 51240:** Upon written request, parents or guardians may request their child be excused from a part of the health instruction that conflicts with religious training and beliefs.

**Section 51934:** Requires instruction in HIV/AIDS prevention at least once in intermediate school and once in high school.

**Section 51938:** Requires written notification to parents governing instruction in sexual health education, HIV/AIDS prevention instruction, assessments related to that instruction, and the parents' right to excuse the child from all or part of the instruction and/or assessments.

- The parent or guardian may request in writing that the student not receive sexual health education or HIV/AIDS prevention education, and the student shall be excused from that instruction and be given an alternate assignment. Anonymous, voluntary, and confidential research and evaluation tools to measure pupils' health behaviors and risks, including tests, questionnaires, and surveys about the pupil's attitudes concerning or practices relating to sex, may be administered to pupils in grades 7 to 12 if the parent or guardian is notified in writing that the test, questionnaire, or survey is to be administered and the pupil's parent or guardian is given the opportunity to review the test, questionnaire, or survey and to request in writing that his or her child not participate.
- Written and audio-visual educational materials used in sexual health education and HIV/AIDS prevention education are available for inspection.
- The sexual health education and HIV/AIDS prevention education curriculum is taught by school district personnel. With the permission of the principal, guest speakers may be utilized to supplement regular instruction in sexual health education or HIV/AIDS prevention education. When a guest speaker is used, parents will receive advance notification of the date and the name of the organization with whom the consultant is associated.
- Parents may request copies of Education Code Section 51938 and other relevant state laws governing sexual health education and HIV/AIDS prevention instruction.

**Section 51939(b):** No pupil will be subject to disciplinary action, academic penalty, or other sanction if the parent or guardian declines to permit the pupil to receive sexual health education; HIV/AIDS prevention education; or to participate in anonymous, voluntary, and confidential tests, questionnaires, or surveys on pupil health behaviors and risks.

**Section 56030:** Every individual with exceptional needs who is eligible to receive educational instruction, related services, or both under this part shall receive such educational instruction, services, or both at no cost to his or her parents or, as appropriate, to him or her.

**Section 60615:** Parents may submit a written request to exempt their child from state mandated testing. Parents may obtain a Testing Exception Form from their children's school.

**Penal Code Section 647:** It is a misdemeanor to use a concealed camcorder, motion picture camera, or photo camera of any type to secretly record individuals for purposes of viewing their body or undergarments in a bathroom, changing area, or any other area where the individuals have a reasonable expectation of privacy.

## PERSONAL PROPERTY

The district assumes no liability and is not responsible for loss, damage, or theft of personal property brought onto campus.

If a student is observed using an electronic device (including but not limited to cell phones, iPods, MP3 players, cameras, radios, CD/DVD and video game players) during school hours, or if it results in disruption of the instructional process, the device may be confiscated. The school does not assume liability for the safekeeping of any personal property. The district is not responsible for any device or personal property that is lost, stolen, or damaged, even after it is confiscated.

## **PLAGIARISM**

Copying or paraphrasing material from the work of another student, from published sources, and/or from the internet without proper attribution constitutes academic theft known as plagiarism and is prohibited. Any student found to have committed plagiarism will be subject to a full investigation and, if applicable, be subject to all appropriate disciplinary actions.

## **PROMOTION AND RETENTION**

Students who are at risk of failing to meet academic expectations of the Garden Grove Unified School District will be identified and have the opportunity to participate in intensive intervention programs to address their learning needs. Parents will be notified when a student is identified for participation in intensive intervention programs. Opportunities for conferences with the principal and teacher(s) will be provided as early in the school year as possible if retention is being considered as a possible intervention.

## **RECORDS**

In compliance with Education Code Section 49063 and the Family Educational Rights and Privacy Act, parents must be notified of the following information regarding student records:

In the course of your child's education, the school district will keep records as deemed necessary to provide programs to meet his or her needs or interests. Records include: identification data, a permanent record of birth information, periods of enrollment, attendance data, scholastic records, cumulative record of test scores, immunization and health records, records required for admission to, and progress in, special education programs, teacher and counselor notations, and discipline records.

The school principal is responsible for the maintenance of student records located at the school. The superintendent is responsible for the maintenance of student records located at the district office. A parent (or eligible student) may review records maintained at the school upon request of the school principal. A parent (or eligible student) may review records maintained at the district office upon request of the superintendent. You have an absolute right to access any and all pupil records related to your child. A homeless child or youth or an unaccompanied youth who is 14 years of age or older may access his/her pupil records. The principal or district office has five (5) business days from the receipt of a request to provide access to the records. A log identifying those who request information from records is maintained in the school office/district office. Copies of records shall be made available at a cost of 15 cents per page.

If there are concerns regarding the accuracy or appropriateness of information maintained by the school, the parent (or eligible student) may request removal of that information or include a statement disputing the challenged information. Such requests should be filed with the superintendent at the district office. The grounds for challenging information contained in a student record are that the information is: (1) inaccurate; (2) an unsubstantiated personal conclusion or inference; (3) a conclusion or inference outside the observer's area of competence; (4) not based on the personal observation of a named person with the time and place of the observation noted; (5) misleading; or (6) in violation of the privacy or other rights of the pupil.

Whenever information is included in a pupil record concerning any disciplinary action taken in connection with your child, you have the right to include a written statement or response concerning the disciplinary action in your child's pupil record.

Upon satisfactory completion of the rehabilitation assignment of a pupil whose expulsion has been suspended by the district Governing Board, the Board may order the expungement of any or all records of the expulsion proceedings. If the Orange County Board of Education enters an order reversing the decision of the district Governing Board to expel a pupil, the county Board may direct the district Governing Board to expunge the record of the pupil and records of the district of any references to the expulsion action. When you submit a written revocation of consent after the initial provision of special education and related services for your child, the district is not required to amend the education records of your child to remove any reference to your child's receipt of special education and services.

The disclosure of personally identifiable information contained in the student's education records is prohibited without parental consent, except to the extent the law authorizes disclosure without consent.

Disclosure without consent is permitted to school officials with legitimate educational interests. 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. A school official is a person employed by the district 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 contractor or consultant who has a formal written agreement or contract with the district regarding the provision of outsourced institutional services or functions; a member of a school attendance review board, or a volunteer aide, 18 years of age or older, who has been investigated, selected, and trained by a school attendance review board to provide follow-up services to pupils referred to the school attendance review board.

“Legitimate educational interests” are described in California Education Code section 49076 and district Administrative Regulation 5120.1.

The district forwards education records to other agencies that have requested the records and in which the student seeks or intends to enroll.

Student directory information may be released to agencies as permitted by law, including those cooperating organizations normally connected with the activities of a school or school district. Directory information means one or more of the following items: pupil’s name, address, telephone number, date of birth, email address, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous public or private school attended by the pupil. The primary purpose of directory information is to allow the district to include this type of information from your child’s education records in certain school publications. Examples include a playbill showing your student’s role in a drama production; the annual yearbook; honor roll or other recognition lists; graduation programs; and sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent’s prior written consent. Outside organizations include, but are not limited to, employers, prospective employers, the news media, non-profit organizations, public colleges and universities, and governmental agencies. No information may be released to a private profit-making entity other than employers, prospective employers and representatives of the news media, including, but not limited to, newspapers, magazines, and radio and television stations. The names and addresses of pupils enrolled in grade 12 or who have terminated enrollment prior to graduation may be provided to a private school or college. No directory information regarding your child may be released if you notify the district that the information shall not be released. Parents who do not want directory information released shall make this fact known in writing to the school principal. Release of directory information of a homeless child or youth is prohibited unless a parent or eligible pupil has given written consent that such information may be released.

#### **REQUEST TO WITHHOLD DIRECTORY INFORMATION (11<sup>th</sup> and 12<sup>th</sup> grade only)**

Federal law requires school districts to provide military recruiters, upon request, directory information of secondary students which includes the students’ names, addresses, and telephone listings.

If you do not want the school district to disclose directory information to military recruiters without your prior written consent, you must notify the school in writing. The school district has provided a form in the front of this handbook for this purpose. The request to withhold student directory information must be renewed each school year.

The Governing Board of the district is required to retain indefinitely the original or an exact copy of mandatory permanent pupil records and maintain for stipulated periods of time mandatory interim pupil records until the information is no longer needed to provide educational services to a child and are then reclassified as Class 3 – Disposable Records, and then destroyed as per California regulations (5 CCR 432). Prior to destroying pupil records of a child who has received special education services, the IDEA requires parental notification when the district decides that personally identifiable information is no longer needed to provide educational services to a child. Once parents/guardians have been notified that personally identifiable information is no longer needed, they have the option of requesting access to and/or copies of pupil records prior to destruction, and to request that pupil records be destroyed, unless the district determines that the information could be needed to provide educational services in the future or is needed for auditing purposes (34 CFR 300.624, 5 CCR 16026).

A parent may file a complaint with the U.S. Department of Education if there is an alleged failure by a school district to comply with federal law and regulations governing student records. Complaints should be filed with: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202-5920

## REQUIRED NOTIFICATIONS

### **ASBESTOS MANAGEMENT PLAN**

The district Asbestos Management Plan is available from any school, the district Maintenance Center, or the Office of Business Services (CFR, Title 40, Part 763.93).

### **PESTICIDE APPLICATION NOTIFICATION**

The Healthy Schools Act of 2000 requires that parents and guardians receive annual written notification of expected pesticide use on school sites. The notification must identify the active ingredients in each pesticide product and the internet address maintained by the state Department of Pesticide Regulation (<http://cdpr.ca.gov>) for additional information on the School Integrated Pest Management (IPM) Program.

When circumstances require, the Garden Grove Unified School District may need to apply one or more of the following pesticides listed, with the active ingredient(s), at its schools during the year.

Name of Pesticide	Manufacturer	EPA#	Active Ingredient	% Active Ingredient
Boothill	Liphatech	7173-189	Bromaciolone Paraffin blocks	<1%
CB 80 Extra	Waterbury Companies	9444-175	Pyrethrin	0.50%
Demand CS	Syngenta	91465-08-6	Lambda Cyhalothrin	9.70%
Dexol Ant Killer	Value Garden Supply	28293-328-192	Permethrin	0.10%
First Strike	Liphatech	7173-258	Difethialone	0.0025%
Fusilade II	Syngenta	100-1084	Butyl(RS)-2-[4-[[5-(trifluoromethyl)-2-pyridinyl]oxy]phenoxy]propanoate	24.50%
Garlon 4 Ultra	Dow Agro Sciences	62719-527	Triclopyr:3,5,6-trichloro-2-Pyridinyloxyacetic acid	60.50%
Gentrol	Wellmark International	2724-351	Hydroprene	9.00%
Hot Shot ATTRAX Ant Bait	Spectrum Group Div. of United Corp	9688-214-8845	Indoxaearb	0.05%
Hot Shot ATTRAX Roach Bait	Spectrum Group Div. of United Corp	9688-8845	Cholorpyrilos	0.50%
Hot Shot Spectracide	Spectrum Group Div. of United Corp	9688-190-8845	Pralletrin	0.03%
Kleenu-Pro	Loveland Products	34704-890	Glyphosate	41%
LI 700	Loveland Products	34704-50035	Methylacetic Acid, Phosphatidycholine, alkyl Polyoxethylene Ether	80%
Liberate	Loveland Products	34704-50030-AA	Lecithin, methyl esters of fatty acids, alcohol ethoxyate	100%
Maxforce	Bayer	432-1460	Hydramethylon	16.50%
Niban	Nisus Corp.	10043-35-3	Orthoboric acid	5.00%
Orhto Diazinon Granules	The Solaris Group of Monsanto	239-2375	Diazinon	5.00%
Ortho Diazinon Ultra	The Solaris Group of Monsanto	239-3643	Diazinon	22.40%
Pathfinder II	Dow Agro Sciences	62719-176	Triclopyr:3,5,6-trichloro-2-Pyridinyloxyacetic acid, butoxyethyl ester	13.60%
Princep 4L	Syngenta	100-526	Simazine: 2-chloro-4bis (ethylamino) - s - triazine	41.90%
Sedgehammer Plus	Gowan Company	81880-24-10163	Halosulfuron methyl	5.00%
Sevin-5	Tech Pac LLC	432-1209-71004	Caraby	5.00%
Snapshot 2.5 GT	Dow Agro Sciences	62719-175	Trifuralin	2.50%
Talstar CA	FMC Corp.	82657-04-3	Bifenthrin	0.20%

## SCHOOL ACCOUNTABILITY REPORT CARDS

School Accountability Report Cards are prepared for each school in the district. Copies are available from the school district website at [www.ggusd.us](http://www.ggusd.us). Contact the school office if internet access is not available (EC 35256).

## SCHOOL BUS CONDUCT AND SAFETY RULES

The California Code of Regulations Title 5, Section 14103 states: "Pupils transported in a school bus or in a school pupil activity bus shall be under the authority of, and responsible directly to, the driver of the bus,

and the driver shall be held responsible for the orderly conduct of the pupils while they are on the bus or being escorted across a street, highway, or road. Continued disorderly conduct or persistent refusal to submit to the authority of the driver shall be sufficient reason for a pupil to be denied transportation. A bus driver shall not require any pupil to leave the bus in route between home and school or other destinations.”

The GGUSD Transportation Department has established rules and regulations for students riding school buses. The Transportation Department for the district needs your help to ensure that each student rider is transported safely and efficiently. You can begin by reading the *School Bus Conduct and Safety Rules* below and discussing them with your student.

### **RULES OF CONDUCT AT THE SCHOOL BUS STOP**

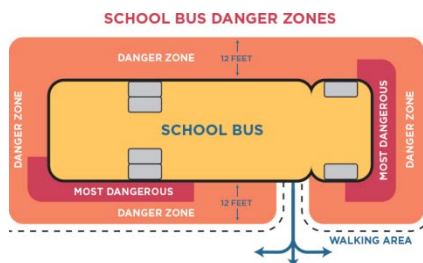
- Students will arrive at their assigned bus stop at least five (5) minutes before the bus is scheduled to arrive.
- The bus driver will make every effort to arrive at the bus stop at the scheduled time for pick up.
- If the bus arrives early, the driver will wait until the scheduled time before departing. In order to remain on schedule, the driver cannot wait at any stop beyond the scheduled pick up time.
- Stay on the sidewalk at the bus stop. Wait completely off the road for the bus.
- Stand twelve (12) feet to the front of the bus as it pulls toward the curb. DO NOT approach the bus until the door has opened.
- Bus drivers will not depart pick up stops before the scheduled time. The clocks are set in our Transportation Department by satellite signal. Parents may set their clocks by accessing the official US time website at [www.time.gov](http://www.time.gov).
- Bus routes are written to allow students enough time to load the bus after school dismisses. In order to stay on schedule, the buses must depart the school on time.

### **SAFE LOADING, RIDING, AND UNLOADING PROCEDURES**

- Students shall follow the instructions of the school bus driver, who is in charge at all times.
- Students shall board and exit the school bus only at bus stops designated by the school district superintendent or superintendent’s designee. Do not ask or expect a driver to stop at a location other than the student’s assigned bus stop.
- Students shall not approach the school bus to board it, or leave their seats to exit it, until the bus comes to a complete stop and the front entrance door has been opened.
- Students shall board and exit the school bus in an orderly manner.
- Students should find a seat quickly after boarding the bus and remain seated, facing forward at all times, with legs, feet, and other objects clear of the aisle, while the bus is in motion.
- The bus driver has the authority to assign students to specific seats as deemed necessary.
- Passenger restraint (seat belt) use is required on all buses equipped with safety belts by all passengers and the driver.
- Parents should wait outside of the bus to ensure that the student is seated and ready to ride the bus.
- Students who require escort pursuant to Vehicle Code section 22112, shall:
  1. Wait for the bus driver to exit the bus first.
  2. After exiting the bus, cross the roadway only when the bus driver tells them it is safe to do so.
  3. Walk straight across the roadway between the bus driver and the front of the bus.
  4. After crossing, stay clear of the roadway.



- Students who do not require escort pursuant to Vehicle Code section 22112, shall in an orderly manner, immediately leave the vicinity of the school bus.
- After exiting the bus, immediately move away from the bus and out of the bus “danger zones”. Should you drop something near or under the bus, “stand away” and get the driver’s attention. Do not under any circumstance try to retrieve it yourself.



### **BUS SAFETY**

- The bus driver must be able to devote full attention to the road to ensure the safety of everyone aboard the bus. The safety of the whole group depends upon the proper and safe conduct of each individual. Therefore, any distractions or disturbance, such as shouting, yelling, boisterous behavior, or any unnecessary loud noise or conversation with the driver cannot be permitted.
- School bus drivers shall continuously monitor the safety of their school bus route and school bus stops and report any potential hazards so the route or bus stop can be reviewed for safety by the transportation coordinator or director.
- School bus drivers shall have authority of the students they transport and respond to any observed unsafe behaviors or conditions (13 CCR 14103).
- School bus drivers shall follow all procedures set out in VC 22112.

### **STUDENT BEHAVIOR**

- Students are to remain silent at all railroad crossings.
- Opening, closing, or tampering with any part of the bus or its equipment is not permitted unless instructed to do so by the driver.
- Orderly behavior is required while on the bus. Abusive body contact (fighting, slapping, hitting, poking, shoving, etc.) is not permitted.
- Students must keep their head and arms inside of the bus at all times, and never yell or shout out the window.
- Use of profane language, obscene gestures, or being in possession of pornographic material or literature is prohibited.
- Horseplay is not permitted at the bus stop. Respect other people’s property. Do not run or play in people’s yards, climb on their trees, fences, or walls.
- Eating, drinking, and gum chewing are not allowed on the bus.
- Animals (mammals, birds, reptiles, fish, insects, etc.), large objects (skateboards, except if the skateboard is in a skateboard bag), glass objects, aerosol cans of any type, matches, lighters, knives of any kind, scissors, guns, alcoholic beverages, and/or drugs MAY NOT be carried aboard the bus.
- Littering the bus, vandalism, or throwing anything in or out of the bus is not permitted.
- Shoes are required to be worn at all times while on the bus.

- Cell phones may only be used on the bus after receiving permission from the driver. Any student who uses a cell phone in violation of this rule may have the phone confiscated and returned to the school office for further discipline.

**INSTRUCTION IN SCHOOL BUS EMERGENCY PROCEDURE AND PASSENGER SAFETY  
(CALIFORNIA EDUCATION CODE 39831.5)**

- (a) All pupils in transitional kindergarten, kindergarten, and grades 1 to 12, inclusive, in public or private school who are transported in a school bus or a school pupil activity bus shall receive instruction in school bus emergency procedures and passenger safety. The county superintendent of schools, superintendent of the school district, or owner/operator of a private school, as applicable, shall ensure that the instruction is provided as follows:
- (1) Upon registration, the parents or guardians of all pupils not previously transported in a school bus or school pupil activity bus and who are in transitional kindergarten, kindergarten, and grades 1 to 6, inclusive, shall be provided with written information on school bus safety. This information shall include, but not be limited to, all of the following:
    - (A) A list of school bus stops near each pupil's home.
    - (B) General rules of conduct at school bus loading zones.
    - (C) Red light (escort) crossing instructions.
    - (D) School bus danger zone.
    - (E) Walking to and from school bus stops.
  - (2) At least once each school year, all pupils in transitional kindergarten, kindergarten, and grades 1 to 8, inclusive, who receive home-to-school transportation shall receive safety instruction that includes, but is not limited to, proper loading and unloading procedures, including escorting by the driver, how to safely cross the street, highway, or private road, instruction on the use of passenger restraint systems, as described, proper passenger conduct, bus evacuation, and location of emergency equipment. Instruction also may include responsibilities of passengers seated next to an emergency exit. As part of the instruction, pupils shall evacuate the school bus through emergency exit doors.
  - (3) Instruction on the use of passenger restraint systems, when a passenger restraint system is installed, shall include, but not be limited to, all of the following:
    - (A) Proper fastening and release of the passenger restraint system.
    - (B) Acceptable placement of passenger restraint systems on pupils.
    - (C) Times at which the passenger restraint systems should be fastened and released.
    - (D) Acceptable placement of the passenger restraint systems when not in use.
  - (4) Prior to departure on a school activity trip, all pupils riding on a school bus or school pupil activity bus shall receive safety instruction that includes, but is not limited to, location of emergency exits, and location and use of emergency equipment. Instruction may also include responsibilities of passengers seated next to an emergency exit.

**SCHOOL SAFETY AND EARTHQUAKE EMERGENCY PROCEDURES**

The Garden Grove Unified School District has developed and implemented standardized Earthquake Emergency Procedures for all schools. The procedures will be followed in the event an earthquake occurs during the time your student is attending school, or while attending a school-sponsored activity.

Earthquake experts agree that schools are one of the safest places to be during an earthquake. The objective of this document is to acquaint you with the earthquake procedures of the school district, which is one element of the district's Emergency/Disaster Preparedness and Operations Plan. The Emergency/Disaster Preparedness and Operations Plan is available for review in the school office.

**SCHOOL STAFF AND STUDENT PREPAREDNESS**

School staff members and students have received earthquake preparedness instruction and have practiced earthquake drills and putting the plan into action.

In an effort to meet anticipated emergency needs, school staff teams have been organized. Basic emergency items essential to a student's needs in the event of a major earthquake are available at each

school site.

### **CLASSROOM EARTHQUAKE PROCEDURES**

With the first indication of an earthquake, while in class, students have been instructed to:

- assume the “duck, cover, and hold” position during the earthquake shocks, until the earthquake is over;
- follow teacher direction and evacuate to an open space assembly area where attendance will be taken, after the shaking stops; and,
- remain in the supervised assembly area.

### **OUTSIDE EARTHQUAKE PROCEDURES**

If an earthquake occurs while outside, students have been instructed to:

- immediately “drop” and “duck, cover, and hold” in the nearest open, safe space; and,
- meet their class at the student assembly area after the shaking stops.

If an earthquake occurs while on their way to or from school, students have been instructed to:

- “duck, cover, and hold” in the nearest open space; and,
- proceed to school/home after all shaking stops.

### **STUDENT RELEASE**

- A clearly identified center will be established at each school for the purpose of releasing students.
- Students will only be released through the release center.
- In the event that the campus must be evacuated, students may be released to a parent, or an adult identified on the student’s information and emergency form.
- Identification will be required of each adult to whom a student is released.
- In the event of an emergency, please DO NOT remove your son or daughter from the school without checking out through the release center.

It is recognized that earthquakes cannot be predicted. The Earthquake Emergency Procedures have been prepared to assure the community that by working together we can make every reasonable effort to provide shelter and supervision for students until they may be safely released.

### **EMERGENCY CONTACT INFORMATION**

A student information and emergency form is kept on file for each student in school. It is important that the emergency contact information provided be accurate and complete. Please provide the name of your child’s doctor and the names of relatives or friends who may be contacted in the event your child becomes ill and you cannot be contacted.

Please update the information through the Parent Portal and notify the school if any of the requested emergency contact information should change during the year.

## **SPECIAL EDUCATION**

### **RIGHTS OF STUDENTS WITH DISABILITIES AND THEIR PARENTS**

Children with disabilities between the ages of 3 and 21 are entitled to a free and appropriate education, offering the same variety of programs and services that children without disabilities enjoy, including education in the least restrictive environment.

Parents of children with disabilities are entitled to receive a full explanation of procedural safeguards and a description of any proposed action regarding their children and the basis for such action. They are also entitled to give voluntary consent for educational assessment and placement and to participate in the annual instructional planning meeting for their children.

### **COMMUNITY ADVISORY COMMITTEE**

A Community Advisory Committee (CAC) offers parents an opportunity to meet and learn about current topics in Special Education. The meetings are open to the public. Additional information is available from the Office of Special Education/Student Services.

### **COMPLAINT PROCEDURES**

A complaint that is an allegation of a violation of state or federal law or regulation should be directed to

the Assistant Superintendent, Office of Special Education/Student Services. The Office of Special Education/Student Services will provide appropriate information and forms to file a written complaint. The school district will forward the written complaint to: California Department of Education, Special Education Division, Procedural Safeguards Referral Service, 1430 N Street, Suite 2401, Sacramento, CA 95814. Phone: (800) 926-0648, Fax: (916) 327-3704

A complaint may also be filed directly with the California State Department of Education at the same address (34 CFR 300.660-662).

### **DUE PROCESS PROCEDURES**

In accordance with Education Code Section 56501, parents may request a Due Process Hearing if there is a disagreement with the school district in regard to initiating or changing the identification, assessment, educational placement, or the provision of a free, appropriate education for the child. In accordance with the Individuals with Disabilities Education Improvement Act, school districts are required to schedule a resolution conference within 15 days from receipt of the request for Due Process. This meeting involves the parents and district representatives, as well as relevant members of the IEP team who have knowledge of the facts identified in the complaint. The goal of the meeting is to allow parents and district representatives an opportunity to discuss and resolve the identified issues. In the event that a resolution is reached, all parties will sign a legal agreement which may be voided within three (3) business days of the agreement's execution.

There are several levels of due process involving special education students, including the resolution meeting, mediation and a due process hearing. The parent and district must mutually agree, in writing, to waive the resolution session in order to go directly to either mediation or hearing.

Requests for hearings should be sent in writing to: Office of Administrative Hearings, Special Education Division, 2349 Gateway Oaks Drive, Suite 200, Sacramento, CA 95833. Phone: (916) 263-0880, or e-file at <https://www.dgs.ca.gov/oah/home/securefiletransfer>.

A copy of the hearing request should also be sent by the parent to the school district superintendent.

### **SEARCH AND SERVE**

Under federal law, the Garden Grove Unified School District is charged with the responsibility to seek, locate, identify, and screen all individuals in the district from birth through 21 who may be in need of special education services.

This law further states that an appropriate public education will be available to all individuals from ages 3 through 21 with disabling conditions. Eligible children from birth to age 3 with severe hearing, vision, or orthopedic impairments may also receive free and appropriate services. Information regarding special education programs is available by calling (714) 663-6233.

### **SECTION 504/ADA DEFINITION**

Students who may need special accommodations and/or related services due to a disability are addressed under this policy. This policy defines a Section 504 disabled student as one who: (a) has a mental or physical impairment that substantially limits one or more major life activities, (b) has a record of such impairment; or (c) is regarded as having such impairment (34 CFR Sec. 104.3(j)). Students may be disabled under Section 504 and covered by this policy even though they do not require services pursuant to the Individuals with Disabilities Education Improvement Act (IDEI). Students who are identified as individuals with exceptional needs according to the IDEI criteria are not addressed under this policy as the needs of such students are provided elsewhere under state and federal law, and the Special Education Local Plan procedures. For inquiries regarding Section 504 accommodations for students, please contact the Office of Special Education/Student Services at (714) 663-6391.

## **SURVEYS**

California law provides that districts may not administer exams, surveys, or questionnaires containing questions about a student's or his/her family's personal beliefs or practices in sex, family life, morality, and religion unless the student's parent/guardian has provided prior written permission (EC 51513).

In addition, federal law gives parents/guardians and students who are 18 or older other rights regarding the school district's conduct of surveys. These include the right to prior inspection and consent to

federally funded surveys concerning “protected information.” If the U.S. Department of Education funds a survey in whole or in part, the parent/guardian must consent in writing before the student may provide information regarding (20 USC 1232h):

- Political affiliations
- Mental or psychological problems of the student or student's family
- Sexual behavior or attitudes
- Illegal, anti-social, self-incriminating, or demeaning behavior
- Critical appraisals of student's family members
- Privileged or similar relationships recognized by law, such as with attorneys, doctors, and ministers
- Religious practices, affiliations, or beliefs of the student or student's parents
- Income other than that required by law to determine program eligibility

Parents/guardians will be given notice prior to administration of any such survey regardless of funding, and they will be given an opportunity, upon request, to inspect the survey, as well as to approve or deny the student's participation in the survey.

The district, in consultation with parents, has adopted Board Policy 5121 governing these rights and student confidentiality in the administration of protected information surveys.

## **TECHNOLOGY AND INTERNET SAFETY**

### **ELECTRONIC SIGNALING DEVICES**

Board Policy 5156 states that the Board of Education believes the maintenance of a safe and orderly learning environment is a priority in ensuring student success. While the Board encourages communication among the school, parents, and students, it also recognizes that the use of electronic signaling devices may disrupt the instructional process. The Board, therefore, delegates to the superintendent or the designee, full authority to establish and implement regulations governing the possession or use of electronic signaling devices by students while on school grounds, while attending school-sponsored activities, or while under the supervision and control of school district employees.

Administrative Regulation 5156.1 defines an Electronic Signaling Device as a device that emits an audible signal, vibrates, displays a message, or otherwise receives or communicates messages or images through the transmission or receipt of radio waves. Such devices may include, but are not limited to, portable pagers, cellular telephones, or any other technology designed for similar purposes.

Students in the Garden Grove Unified School District are prohibited from using, activating, or displaying electronic signaling devices while on school grounds, while attending school-sponsored activities, or while under the supervision and control of school district employees, except when the device is necessary due to a student's medical condition.

Student possession of laser pointers is prohibited on school property unless such possession is for a valid instructional or school-related purpose (PC Sec. 417.27).

Students found to be in violation of the policy and administrative regulation are subject to actions in accordance with the prescribed school rules and district disciplinary procedures. Cell phone messages and pictures are subject to being viewed by the administration during the investigation of discipline incidents.

### **INTERNET SAFETY**

The Garden Grove Unified School District has adopted a policy governing the use of the internet and other online information services. This policy notes that while teachers supervise the classroom use of the internet and other online information services, it is impossible to guarantee that students will not encounter, view, or read inappropriate material or harmful matter as defined by the Penal Code. If a student is observed viewing, reading, or utilizing such material, disciplinary action will be taken, including the revocation of internet access privileges (20 USC 6777, 47 USC 254).

### **A Message About Internet Use**

The Garden Grove Unified School District provides access to the internet and other online information services as a privilege, not a right. As a condition to receive access privileges, users must sign a contract

in which they acknowledge the benefits and the risks of online access and the consequences for misuse. Parents are provided the opportunity to deny permission for their student to have access privileges in district schools.

The Garden Grove Unified School District takes pride in providing a safe online environment for students. To help maintain internet safety, the district employs filtering technology that blocks access from any school computer to known chat rooms, popular social media/networking websites, web logs – commonly known as “blogs,” and other internet-based communication networks which may contain objectionable content.

It is important for parents and guardians to know about the potential risks their children assume when they access the internet. Many popular websites most appealing to children and adolescents are also frequented by internet predators and online bullies, and serve as worldwide electronic bulletin boards for posting threatening messages and offensive comments about schoolmates and school employees. Students found responsible for posting threatening messages on the internet are subject to possible school disciplinary actions and intervention by law enforcement. Students who post defamatory comments expose their parents to possible civil liability for monetary damages.

Chat rooms and social networking websites are often anonymous and open to anyone on the internet, and enable strangers of any age to contact your child without your knowledge. Young users can post an online journal with detailed personal information including their pictures, the location of where they live, and the name of their school. Parents should monitor their child’s use of social networking websites.

We encourage parents to become “web aware,” know what your child is doing online, and with whom he or she is speaking and sharing information. We also urge parents to require their children not to share any personal information online.

Below are some guiding thoughts for parents:

- Learn about the internet and what your child does on it.
- Create a family agreement on internet use.
- Accompany your child online as they learn to navigate.
- Teach your child not to share personal information.
- Encourage an open dialogue regarding internet conduct.
- Put your computer in a well-used area of your home.
- Explore tools that filter content and control access.
- Know how to view history and content that your child accesses on the internet.

We ask that you be mindful of your child’s internet activities and communicate with him or her about the appropriateness and risks involved with the information displayed on websites. In addition, we are concerned about the impact on learning at school, given the number of hours children are spending communicating on these forums after school. We encourage you to begin the process of addressing this issue so that we can work collaboratively with you and your child to develop awareness and understanding of the problems related to these technologies.

### **STUDENT TECHNOLOGY CONTRACT**

Technology equipment and information network services (internet) are available to students in the Garden Grove Unified School District. The district strongly believes in the educational value of such electronic services and recognizes the potential of such to support student learning of the district curriculum.

Students in classrooms in the Garden Grove Unified School District may have an opportunity to access the internet using district equipment. The internet is an international collection of thousands of computer systems that are able to communicate together and access information from each other. This network of computer systems affords many opportunities for students to access and use very current information in a wide variety of subject areas, as well as collaborate with other students around the world.

There are many unique information resources on the internet that are appropriate for classroom use and study. However, there are some information sources that are not appropriate.

The following is a list of prohibited uses which may result in the revocation of internet access privileges:

- accessing the network for commercial advertising
- using copyrighted material in student work without permission

- creating or introducing a computer virus and placing it on the network
- tampering with or altering existing network configurations and/or connections
- loading or running software to capture login credentials, data, or any personal information
- connecting any personal devices to the network or other district equipment, such as wireless access points, routers, and/or hubs
- using web-based proxies/anonymizers or software that attempts to make online activity on the internet untraceable
- connecting personally owned technology equipment to the district network or equipment without permission

Using the network to:

- urge the support or defeat of political candidates or ballot propositions
- access a file that contains obscenity, child pornography, or material that is harmful to minors
- access or communicate material that depicts violence or death or promotes weapons
- access or communicate material that promotes the use of alcohol, tobacco, or illegal drugs
- send/receive messages or images that are racist or discriminatory
- send/receive messages or images that violate the school's code of conduct
- send/receive messages or images that contain obscenities
- engage in cyberbullying, harassment, threats, sexual harassment, or hate violence
- engage in unlawful activities
- engage in cheating or plagiarism

Students are not permitted to engage in internet 'chat' activities or access, observe, or participate in internet sites commonly known as 'chat rooms' or social networking websites, unless specifically authorized by the student's teacher. Students who violate this prohibition face disciplinary action, including the revocation of internet access privileges. While teachers supervise classroom use of the internet, it is not possible for the school district to guarantee that students will not encounter, view, or read inappropriate material. Any unauthorized access is prohibited. If a student is observed viewing, reading, or utilizing internet material that violates district rules or is inconsistent with district curriculum, disciplinary action will be taken which will include revocation of internet access privileges. It is prohibited to send, share, view, or possess pictures, text messages, emails, or other materials of an obscene nature in electronic or any other form on personally owned technology at school or school-related activities, or when using district-owned technology.

You may request that your student not participate in hands-on activities using the internet. If you make such a request, alternative information sources will be available for his/her use. These alternatives might include the use of library books, encyclopedias, or other reference sources. This contract does not deny student access to instructional computer use.

***I have read and understand the Student Technology Contract and have discussed the rules with my child. I understand that my child may have supervised hands-on access to the internet while at school as part of the instructional program, unless access is denied.***

## TEACHER/PARAPROFESSIONAL QUALIFICATIONS

Parents in the Garden Grove Unified School District have the right to know the professional qualifications of the classroom teachers who instruct their children. Every Student Succeeds Act (ESSA) allows parents to request certain information about their children's classroom teacher(s) and paraprofessionals, and requires the district to provide this information in a timely manner following the request. Specifically, parents have the right to ask for the following information about the children's classroom teacher(s):

- Whether the teacher has met state credential or license criteria for grade level or subject matter taught;
- Whether the teacher is teaching under emergency or other provisional status;
- What baccalaureate degree major and other graduate certification or degree is held by the teacher; and,
- Whether the child is provided services by paraprofessionals and, if so, their qualifications.

Parents can make an appointment with the school principal beginning in the fall to request such information [ESSA 1112(e)(1)(A)(i)-(ii)].

## TRANSFERS AND WITHDRAWALS

The transfer application is available online at the Garden Grove Unified School District website at [www.ggusd.us/parents/transfer](http://www.ggusd.us/parents/transfer). The transfer application must be printed, signed, and submitted to any district school or to the Office of Student Services located on the third floor of the district office, 10331 Stanford Ave., Garden Grove, (714) 663-6391.

**BULLYING:** The victim of a bullying offense on school grounds will be provided with the option to transfer to another district school or school district.

**INTER-DISTRICT TRANSFERS:** Inter-district transfers are for students who reside in one district and want to transfer to attend school in another district. An inter-district request requires a release from the district of residence and an acceptance by the district of attendance. Inter-district transfers are approved for specified reason only and where authorized by district and state regulations. Students from outside the district wishing to attend district schools will be considered only if space is available after all intra-district transfer requests are processed.

**INTRA-DISTRICT TRANSFERS:** Intra-district transfers are for students who reside within the district and would like to request to attend another school in the district. The transfer can be based on a specified reason or parental choice.

**PARENTAL CHOICE ENROLLMENT:** The district has adopted a Parental Choice Enrollment option for students residing within the district. Under this intra-district enrollment option, a parent or guardian may file a written request during March to select the school of attendance within the GGUSD regardless of where the parent or guardian resides within district boundaries, subject to grade level and/or space availability at the school selected and applicable regulations governing such transfer requests.

**PERSISTENTLY DANGEROUS SCHOOLS:** The district annually reviews required discipline data at each school in the district. Students attending schools identified as persistently dangerous, based upon criteria approved by the state Board of Education, will be provided with the option to transfer to another district school that has not been identified as persistently dangerous. No GGUSD schools have been identified as persistently dangerous.

**SPECIFIED REASON TRANSFERS:** Transfers for specified reason may also be requested. Students who move during the year may request a transfer to remain at the current school for the balance of the year. High school juniors and seniors may request to remain at their current school until graduation. Childcare transfers and transfers based on parental employment may also be requested. Please make sure to attach a completed Employment/Childcare Verification form (available at [ggusd.us](http://ggusd.us)). Transfers are subject to various conditions such as space availability, satisfactory behavior, satisfactory attendance, and academic progress.

**VICTIM OF A VIOLENT CRIMINAL OFFENSE ON SCHOOL GROUNDS:** The victim of a violent criminal offense on school grounds will be provided with the option to transfer to another district school.

### **TRANSFERS – ADDITIONAL INFORMATION**

Students must have written permission from their parents before they will be permitted to check out of school in order to transfer to another school. All books must be checked in and all accounts cleared before the student may withdraw.

When a student moves to a new district, records will be forwarded upon request of the new district. At the time of the transfer the parent (or eligible student) may review, receive a copy of, and/or challenge the records (EC 49068).

Copies of the district uniform complaint procedures are available free of charge (BP 3119, AR 3119.1).

## VEHICLE PARKING

Each school has designated parking areas for visitors and/or students. However, the school and the school district assume no liability for damage or loss that may occur while a vehicle is parked at a campus. All posted laws must be obeyed, and police may ticket any vehicle that is illegally parked.

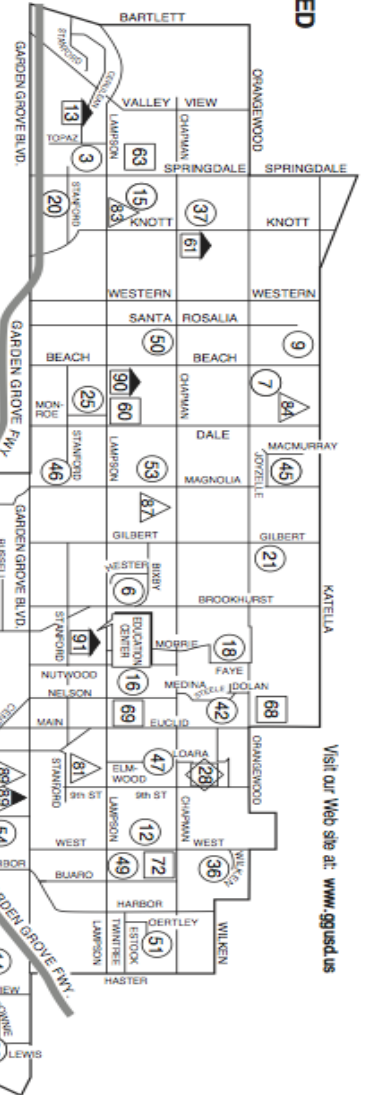


# GARDEN GROVE UNIFIED SCHOOL DISTRICT

School district telephone numbers begin with (714) 663. The last four digits are in parentheses preceding each school below.

## PreK-6

- 663-8228 1—Allen
- 6104 2—Anthony
- 6164 3—Berke
- 6566 6—Brookhurst
- 6561 7—Byratt
- 6230 8—Carrillo
- 6437 9—Carver (E/C/O)
- 6146 10—Cinton-Mendental
- 6251 11—Cook
- 6346 12—Crosby
- 6401 14—Eisenhower
- 6203 15—Enders
- 6568 16—Evans
- 6106 17—Excelsior
- 6253 18—Faylene
- 6074 20—Garden Park
- 6188 21—Gilbert
- 6403 22—Hazard
- 6108 23—Hiltsop
- 6601 24—Hill
- 6255 25—Lawrence
- 6228 27—Marshall
- 6131 29—McNeil
- 6364 30—Morror
- 6228 31—Morningside
- 6403 32—Muiry
- 6601 33—Newhope
- 6307 34—Northcut
- 6118 35—Pare
- 6266 36—Parkview
- 6364 37—Paton
- 6285 54—Peers (K-3)
- 6070 55—Peers (4-6)
- 6343 38—Poe
- 6563 39—Rivertide
- 6418 40—Boala
- 6151 41—Russell
- 6306 42—Simons
- 6336 45—Sylvak
- 6568 46—Santard
- 6564 47—Santay
- 6158 48—Sunnyside
- 6203 49—Violet
- 6407 50—Wakeliam
- 6331 51—Warren
- 6461 52—Woodbury
- 6335 53—Zelven



Visit our Web site at: [www.ggsud.us](http://www.ggsud.us)

## Intermediate Schools

- 663-6101 60—Altimos
- 6166 63—Bel
- 6230 64—Dug
- 6351 64—Fit
- 6551 66—Irine
- 6124 67—Jordan
- 6526 68—Lae
- 6218 70—McGarvin
- 6360 69—Rasson
- 6040 72—Walton
- 12681 Dab, G.G. 92841
- 12345 Springdale G.G. 92845
- 12782 Trask Ave, G.G. 92843
- 4600 McFadden S.A. 92704
- 10542 Hazard Ave, G.G. 92843
- 9821 Woodbury Rd, G.G. 92844
- 18801 Orangewood Ave, G.G. 92840
- 9902 Baskin Pl, Westin 92883
- 10851 Lampson Ave, G.G. 92840
- 12181 Blain St, G.G. 92840

## High Schools

- 6142 80—Bates Grade
- 6115 81—Garden Grove
- 6508 87—Here
- 6310 82—LaQuinta
- 6332 89—Linda (Cont.)
- 6289 89—Los Angeles
- 6515 83—Pattica
- 6415 84—Rancho Alantite
- 6215 85—Santiago
- 9401 Westminster Ave, G.G. 92844
- 11271 Stanford Ave, G.G. 92840
- 120125 Magnolia G.G. 92841
- 110327 McFadden Ave, Westin 92883
- 12082 Garden Grove Blvd, G.G. 92843
- 16066 Newport St, F.V. 92708
- 6851 Lampson Ave, G.G. 92845
- 11551 Dale St, G.G. 92841
- 12342 Trask Ave, G.G. 92843

## Special Education

- 6166 79—Jordan Secondary Learning Center, 9915 Woodbury Rd, G.G. 92844
- 6000 28—Mark Twain Special School, 11802 Lorea St, G.G. 92840

## District Facilities

- 663-6000 91—Education Center, 10331 Stanford Ave, G.G. 92840
- 6103 90—Maintenance Center, 8211 Lampson Ave, G.G. 92841
- 6207 10—Assessment and Registration Center, 13611 Cinton Street (Near Cinton Elementary)
- 6298 13—Edgar, 6202 Cadenas, G.G. 92845
- 6298 44—Cinton Career Family Camp/Mendental, 15681 Cinton St, G.G. 92843
- 6525 61—Chapman Heintges Education Center

## Adult Education

- 6291 89—Lincoln Education Center, 11282 Garden Grove Blvd, G.G. 92843

- 44 Elementary Schools
- 10 Intermediate Schools
- 7 High Schools
- 1 Continuation High School
- 2 Special Education Centers
- 1 Early Childhood Education Center\*
- 1 Adult Education Center

**The Parent-Student Handbook is Prepared By:**

**Garden Grove Unified School District  
10331 Stanford Avenue  
Garden Grove, California 92840  
[www.ggusd.us](http://www.ggusd.us)**



**2018 California Exemplary School District**



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