



OAKLAND UNIFIED
SCHOOL DISTRICT

Community Schools, Thriving Students

2014 - 2015

OUSD Policies & Signature Page

OUSD Policies

Attendance

As required by State law and OUSD board policy 5113, "all students must attend school regularly...parents/guardians of children aged 6-18 are obligated to send their children to school unless otherwise provided by law."

Excused Absences

- Under state law, absences are excused only for health reason: illness, quarantine, or family emergencies (e.g. funeral services of an immediate family member) and certain justifiable personal reasons. When possible, please make all medical appointments during non-school hours or days.
- **When your child is absent for any amount of time, you must send him/her back to school with a written note.** The note must include: (1) your child's name; (2) the day/s and date/s of the absences; (3) the reason for the absence; (4) parent/guardian signature; and (5) your home, work and/or cell phone numbers. You may also verify the absence in-person, or through a home visit with a designated school employee by completing any school verified absence forms.
- If your child is absent three (3) or more days due to medical reasons, a doctor's note is required.
- If your child is chronically ill or incapacitated and can't attend school for 30 days or longer, please alert the school attendance clerk to obtain access to Home/Hospital instruction.

Unexcused Absences (California Education Code 48260)

- Under state law, an unexcused absence is an absence for any reason other than health, family emergencies, and personal/religious observances. Taking a vacation, visiting out of state/country family members are considered as unexcused absences.
- After three (3) unexcused absences, your child will be classified as truant.

Tardies (California Education Code 48260)

- If your child is late to any class during the school day, it will count as a tardy.
- After three (3) unexcused tardies, your child will be classified as truant. There are escalating consequences for truancy, including detention, Saturday school, community service, or referral to the OUSD School Attendance Review Team (SART). Failure to attend school regularly and on time may lead to a referral to the Alameda County District Attorney's Office, which may charge truant students and/or parents with violations of state law.

Attendance Calling System & Parent Portal

To help support parents in managing their child's attendance, OUSD has created an Attendance Calling System, which provides information to parents/guardians about your student's attendance. The Attendance Calling System automatically calls parents/guardians to alert them when a student has missed one class period or more that day.

Parents may access attendance information for their students through the OUSD Parent Portal at <https://abi.oaklandusd.org/DefaultHome.htm>. In order to access Parent Portal, you must submit a **valid email address and phone number (home or cell)** on the registration form and the last page of the registration packet.

Parental Responsibility for Textbooks

OUSD is required to ensure that every student has access to instructional materials and all Board approved and adopted textbooks. The State of California Education Code (section 48904b) holds parents responsible for all school materials loaned to their children. Failure to return or reimburse the student's school for lost or damaged textbooks, OUSD may initiate due process procedures to withhold report cards, grades, diplomas or transcripts until damages have been paid. Please note that the cost of a single textbook typically ranges between \$40 and \$100. Parents may appeal the charge for a lost textbook to the principal; in that case an investigation will occur.

By the first day of school, students will receive their textbooks. Please ensure that you have read, initialed/signed, and submitted the **OUSD Policies Signature Page** prior to the first day of school.

Release of Directory Information

Per District Board Policy 5125.1, the Oakland Unified School District is required to release student "directory information" to qualified groups or individuals, such as college recruiters, official parent-teacher organizations, and prospective employers, who request directory information. For more information about "directory information" go to www.ousd.k12.ca.us. Directory information includes:

- Name
- Address
- Telephone number
- Electronic mail (email) address
- Photograph
- Date of birth
- Major field of study
- Participation in officially recognized activities and sports
- Weight and height of athletic team members
- Dates of attendance
- Degrees and awards received
- Most recent previous school attended

If you **do not** want the District to release your child's "directory information" to college recruiters, qualified groups or individuals during the 2014—2015 school year, check the **Decline Release of Directory Information box** and complete the opt out information on the OUSD Policies Signature Page at the end of this packet.

Military Exemption (students 16 years old and above only)

Under District Board Policy 5125.1 and No Child Left Behind, the Oakland Unified School District is required to release the names, home addresses, and home telephone numbers of all secondary students who are 16 years old and above to military recruiters who request this "directory information."

If the secondary school student or his/her parent/guardian does not want the District to release the secondary student's "directory information" to military recruiters during the 2014—2015 school year, parent(s) or the secondary student (ages 15 ½ and over only) must check the Military Exemption box of the OUSD Policies Signature Page and complete the opt out information at the end of this packet.

Student Acceptable Use of Technology Policy

Students have access to technology such as: computers, network, and other technological devices for educational purposes. Parents and students are advised that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate, or potentially offensive to some people. OUSD cannot guarantee that filtering software will in all instances successfully block access to all inappropriate materials.

Please carefully read the Acceptable Use of Technology policy found in the Parent Guide. Violations can include but – are not limited to:

- Sending or displaying offensive pictures or graphics
- Using or posting obscene language
- Harassing, insulting, threatening or abusing other network users
- Cyber-bullying
- Violating copyright laws
- Using another user's account and password
- Damaging or destroying computers, personal or network files
- Trespassing in another user's private files
- Attempting to circumvent network security
- Using the OUSD-Net for commercial purposes or individual financial gain

Please be aware that violations may result in disciplinary action.

Unless otherwise instructed by school personnel, students shall not disclose, use, or disseminate personal identification information about themselves or others when using email, chat rooms, or other forms of direct electronic communication. Students are also cautioned not to disclose such information by other means to individuals contacted through the Internet without the permission of their parents/guardians. Personal information includes the student's name, address, telephone number, Social Security number, birthdate, or other individually identifiable information

To gain access to the Internet, any online digital locker or network storage accounts, email, and any other district electronic technologies, all students and parents/guardians must complete, sign and return an email access form to the school.

California Healthy Kids Survey (5th Grade Parents only)

This **anonymous** survey is given to all 5th grade students every year with parent/guardian permission. The survey gathers information about physical activity and nutritional habits; alcohol, tobacco, and other drug use; perceptions about the school environment; and individual strengths and assets. The survey data helps OUSD promote better health among students and improve school environments. The survey will be administered in February 2015.

Voluntary Student Accident Insurance

Oakland Unified School District is not responsible for and does not generally provide insurance that covers loss, damages, or injury that may occur during school or on a school-sponsored field trip, at a sporting event, or other school activities. Families may choose to purchase Voluntary Student Accident Insurance to ensure coverage in case of an incident. Voluntary Student Accident Insurance is not mandatory, but can help pay for the cost of expenses associated with an incident. The cost of Voluntary Student Accident Insurance ranges from \$15 to \$215 or more depending on the amount of coverage. Please visit <http://www.studentinsuranceusa.com/insurance/k-12> for more information.

High School Graduation Requirements

OUSD Resolution 0809-0228

In June of 2009, the Oakland Unified School District Board of Education passed a resolution to adopt the University of California and the California State University entrance requirements (commonly called the A-G requirements) as high school graduation requirements for all OUSD students graduating in 2015 and beyond. These new graduation requirements are designed to ensure that all students have the opportunity to meet minimum eligibility for University of California and California State University. In the A-G requirements, each subject area is associated with a letter ex. "A" is Social Studies, "B" is English, etc.

These are the **minimum requirements** that a student must complete in order to graduate from high school.

1. **230** credits in required subjects.
One semester course = 5 credits
One year course = 10 credits
2. Grade Point Average (GPA) minimum **2.0**
3. Successful Completion of Senior Project
4. Passing the California High School Exit Exam (CAHSEE), both math and English-Language Arts sections

Most students graduate with 240 or more credits.

Contact the High School Network Office for questions regarding the new graduation requirements at (510) 879-8133.

| OUSD GRADUATION REQUIREMENTS Beginning class of 2015 | | |
|--|--------------------|---|
| Subject | Credits Required | Years |
| English | 40 | 4 Years (English 1, English 2, English 3, English 4) * ELD 5 can count for 1 (one) year of English credit |
| Mathematics | 30 | 3 Years <u>minimum, including</u> Algebra, Geometry, Intermediate Algebra or Advanced Algebra |
| Science | 30 | 1 Year Physical Science (Physics or Chemistry) 1 Year Biology/ Life Science (Biology or Physiology) 1 Year Additional Science |
| World History | 10 | 1 Year |
| U.S. History | 10 | 1 Year |
| American Government / Economics | 10 | 1 Year (1 semester for each subject) |
| World Language (Language other than English) | 20 | 2 Years (Must complete 2 years of the same world language) |
| Visual / Performing Arts | 10 | 1 Year (Must be completed in a single yearlong course |
| Physical Education | 20 | 2 Years |
| Electives | 50 | 10 Semesters, including at least 10 credits that meet UC "G" requirement |
| Subtotal | 230 Minimum | |
| <ul style="list-style-type: none"> • Grade Point Average (GPA) minimum 2.0 • Pass the California High School Exit Exam (CAHSEE), both Math and English-Language Arts sections | | |

| University of California and the California State University entrance requirements | |
|---|--|
| Subject | Requirements |
| English ("B") | 4 years college preparatory English (including no more than 1 year of Advanced ESL/ELD) |
| Mathematics ("C") | 3 years, including Algebra, Geometry, and Intermediate Algebra. **4 years recommended |
| Science ("D") | 2 years with lab required **3 years recommended |
| Social Science ("A") | 2 years: U.S. History, World History, Principles of American Democracy |
| World Language ("E") | 2 years of the same Language Other Than English required, **3 years recommended |
| Visual / Performing Arts ("F") | 1 year in Visual & Performing Arts (Dance, Drama/Theater, Music or Visual Art) |
| Electives ("G") | 1 year or more of advanced courses in Math, Arts, English, lab Sciences, Foreign Language or Social Sciences |
| <ul style="list-style-type: none"> • CSU: Earn a minimum GPA of 2.0 with no grade lower than a C (from 10th and 11th grade UC approved courses only). • UC: Earn a minimum GPA of 3.0 with no grade lower than a C (from 10th and 11th grade UC approved courses only). • Take required test: SAT Reasoning Test or ACT Test | |

OUSD Policies Signature Page

****This copy is for your records.****

Please complete the last page of this packet.

1. Acknowledgement of Policies

Please initial each box indicating that you have reviewed the policy.

| | |
|----------------|---|
| Initial | Attendance |
| | I understand I am responsible for my child's attendance. |
| | I will send a written note to school if my child is absent. |
| Initial | Responsibility for Textbooks |
| SAMPLE | I accept responsibility for any lost textbooks or any damage to textbooks that have been issued to my child. |
| SAMPLE | I agree to reimburse the District for the cost of replacing all lost, unreturned, or damaged books. |
| SAMPLE | I understand that grades, diplomas, and transcripts will be withheld if payment is not made for unreturned or damaged books. |
| Initial | 2014-15 OUSD Parent Guide |
| SAMPLE | I have received a copy of the Oakland Unified School District Parent Guide. I understand that I can access the Parent Guide online in five languages at http://www.ousd.k12.ca.us/ParentGuide |
| Initial | Student Acceptable Use of Technology Agreement and Consent |
| SAMPLE | I have read the District Acceptable Use of Technology policy and regulations and signed the Student Acceptable Use of Technology Agreement and Consent form. I agree to abide by these rules. I understand that if my child violates the policy or regulations it may result in disciplinary action, including loss of technology privileges, suspension or expulsion, or legal action. |
| Initial | Voluntary Student Accident Insurance Information |
| | I understand I can access Voluntary Student Accident Insurance information online at http://www.studentinsuranceusa.com/insurance/k-12 . I understand that the school district does not provide insurance to cover payment of costs related to any injury my child may sustain in an accident at school or during school sponsored activities. The purchase of Voluntary Student Accident Insurance is never mandatory, but may help pay those costs, should I incur them. |

2. Does your child have a current IEP? Yes No

3. Attendance Calling System & Parent Portal

| Attendance Calling System & Parent Portal Information | |
|--|--|
| Please indicate the preferred language for the calling system | <input type="checkbox"/> English <input type="checkbox"/> Spanish <input type="checkbox"/> Cambodian <input type="checkbox"/> Cantonese <input type="checkbox"/> Vietnamese <input type="checkbox"/> Arabic |
| Email address to access parent portal | SAMPLE |

4. California Healthy Kids Survey – Parents of 5th grade students only

| California Healthy Kids Survey (5th grade only) | |
|--|---------------|
| I consent to my 5 th grade students' participation in the anonymous 2015 California Healthy Kids Survey. | |
| Student's Name | SAMPLE |
| Parent/Guardian's Signature | |

Staff: Distribute list of consented students to 5th grade teacher(s).

5. Decline Release of Directory Information (Note: most parents do not choose this option)

| Decline Release of Directory Information | |
|---|---------------|
| I do not want the District to release "directory information" to qualified individuals or groups, such as official parent-teacher organizations, college recruiters, or employers (see packet for examples). | |
| Student's Name | SAMPLE |
| Parent/Guardian's Signature | |

Staff: Put data code A in "Rcd Rel" slot in Aeries.

6. Military Exemption – Students 16 years old and above only

| Military Exemption (students 16 years old and above only) | |
|--|---------------|
| I do not want the District to release "directory information" (name, home address, and home telephone number) for the secondary student named below to military recruiters. | |
| Student's Name | SAMPLE |
| Parent/Guardian or Student's Signature | |

Staff: Put data code N in "Rcd Rel" slot in Aeries.

Name of Student _____ Date of Birth ___/___/___

Home Street Address _____

Home Telephone _____ Work or Cell Phone _____

Parent / Guardian's Name _____

Parent / Guardian's Signature _____ Date _____

Student's Signature (if over 18) _____ Date _____