

Student Last Name: \_\_\_\_\_ GRADE: \_\_\_\_\_

Student First Name: \_\_\_\_\_ DOB: \_\_\_\_\_

Student ID: \_\_\_\_\_



# OAKLAND UNIFIED SCHOOL DISTRICT

*Community Schools, Thriving Students*

## 2017 - 2018

# OUSD Policies & Signature Packet



# 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 or other reasonable means of verification may be required.
- If your child is chronically ill or incapacitated and can’t attend school for an extended period of time, please contact the school to discuss Home & Hospital instructions.

## 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, or visiting out of state/country family members are considered 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 of 30 minutes or more, 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

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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 <http://ousd.org/parentportal>. In order to access Parent Portal, you must submit a **valid email address and phone number (home or cell)** on the emergency card form.

## Parental Responsibility for Textbooks

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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, may result in 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**

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OUSD may disclose appropriately designated “directory information” without written consent, unless you have advised OUSD to the contrary in accordance with OUSD procedures. The primary purpose of directory information is to allow OUSD to include information from your child’s education records in certain school publications (eg playbills, yearbook, recognition lists). The District has designated the following information as directory information:

- Student's name
- Address
- Telephone listing
- Electronic mail address
- Date of birth
- Major field of study
- Dates of attendance
- Grade level
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Degrees, honors, and awards received
- The most recent educational agency or institution attended
- Student ID number, user ID, or other unique personal identifier used to communicate in electronic systems but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user’s identity, such as a PIN, password, or other factor known or possessed only by the authorized user
- A student ID number or other unique personal identifier that is displayed on a student ID badge, but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a PIN, password, or other factor known or possessed only by the authorized user.

For more information, please visit: <http://www2.ed.gov/policy/gen/guid/fpco/ferpa/mndirectoryinfo.html>

The District may also disclose your child’s photograph/image unless you elect to opt out of such disclosures by August 31 (see Opt out Form re Images included in this Student and Family Handbook).

(FERPA, Education Code 49061, 49073, OUSD AR 5125.1)

Parents have a right to opt out of this requirement. If you **do not** want the District to release your child’s “directory information” to college recruiters, qualified groups or individuals during the 2017—2018 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. This opt out must be received by your child's school by the first Friday in September. After that date, the information will be released upon request to these noted groups unless and until parent/guardian returns the Decline Release of Directory Information and it is inputted by the school. Decline Release of Directory Information requests generally take at least two weeks to input and process.

## **Military Exemption (students 16 years old and above only)**

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Under two federal laws and Board Policy 5125.1 OUSD 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 2017—2018 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**

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See attached Student Acceptable use of Technology Consent Form.

## **Oakland Promise Card**

The Oakland Promise Card is a student badge that can be used as an Oakland Public Library Card (“OPL”). With this card, your child will be able to check out library materials from OPL libraries as well as access OPL’s online resources from anywhere, including the classroom. For materials borrowed from Oakland Public Libraries, there will be no overdue fines charged on any late materials. Your child’s information for this card is kept confidentially by federal and state laws and will not be shared with any other agencies. OUSD will not have access to your child’s library record. OPL will receive some directory information (name, birthdate, address, phone number, school, parent contact info) as well as student ID number to create this card. If your child already has an OPL Library Card, the Oakland Promise Card will be their new library card. More information can be found at <http://oaklandlibrary.org/promisecard>

## **California College Guidance Initiative (Middle School and High School Parents only)**

Your student is encouraged to participate in the California College Guidance Initiative (CCGI). CCGI manages CaliforniaColleges.edu, the state of California’s official college and career planning platform which is free to all California students grades 6-12 and their families. OUSD will provide CCGI with student’s directory information, transcripts, demographics, and student ID numbers to establish students’ accounts. Students are also able to store portfolio documents such as letters of recommendation, resumes, and commendations or awards. In addition, CCGI supports data-sharing between OUSD and California higher education institutions to help smooth the student’s school transition from OUSD to higher education.

## **California Healthy Kids Survey (5th Grade Parents only)**

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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 2017.

## **Voluntary Student Accident Insurance**

As of July 1, 2016, all OUSD students who have an accident during school or school sponsored activities are covered by limited accident insurance under the District’s blanket student insurance policy and catastrophic student insurance policy. These benefits are automatic; families do not need to apply to be covered but there are limitations. For more information, please visit [www.ousd.org/riskmanagement](http://www.ousd.org/riskmanagement) or contact the Office of Risk Management at 879-1612

# 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.

- 230** credits in required subjects.  
One semester course = 5 credits  
One year course = 10 credits
- Grade Point Average (GPA) minimum **2.0**
- Successful Completion of Senior Project
- In the Fall of 2015, Senate Bill 172 was passed and signed into law, suspending the CAHSEE graduation requirement for the years 2015-16, 2016-17 and 2017-18 school years.

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 2016		
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
<b>Subtotal</b>	<b>230 Minimum</b>	
<ul style="list-style-type: none"> <li>Grade Point Average (GPA) minimum <b>2.0</b></li> </ul>		

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 a higher level math course.  **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"> <li>CSU: Earn a minimum GPA of 2.0 with no grade lower than a C (from 10th and 11th grade UC approved courses only).</li> <li>UC: Earn a minimum GPA of 3.0 with no grade lower than a C (from 10th and 11th grade UC approved courses only).</li> <li>Take required test: SAT Reasoning Test or ACT Test</li> </ul>	

# **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.*

<b>Initial</b>	<b>Attendance</b>
	I understand I am responsible for my child's attendance.
	I will send a written note to school if my child is absent.
<b>Initial</b>	<b>Responsibility for Textbooks</b>
	I accept responsibility for any lost textbooks or any damage to textbooks that have been issued to my child.
	I agree to reimburse the District for the cost of replacing all lost, unreturned, or damaged books.
	I understand that grades, diplomas, and transcripts will be withheld if payment is not made for unreturned or damaged books.
<b>Initial</b>	<b>2017-18 OUSD Student and Family Handbook</b>
	I understand the Student and Family Handbook has required information about parent rights and responsibilities. I have received a copy of the OUSD Student and Family Handbook, or request to and will access it online at <a href="http://www.ousd.org/StudentFamilyHandbook">http://www.ousd.org/StudentFamilyHandbook</a>
<b>Initial</b>	<b>Student Acceptable Use of Technology Agreement and Consent</b>
	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.
<b>Initial</b>	<b>Voluntary Student Accident Insurance Information</b>
	As of July 1, 2016, all OUSD students who have an accident during school or school sponsored activities are covered by limited accident insurance under the District's blanket student insurance policy and catastrophic student insurance policy. These benefits are automatic; families do not need to apply to be covered but there are limitations. For more information, please visit <a href="http://www.ousd.org/riskmanagement">www.ousd.org/riskmanagement</a> or contact the Office of Risk Management at 879-1612

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

3. Oakland Promise Card

<b>Oakland Promise Card</b>	
I <b>consent to</b> OUSD providing my child's directory information and student ID number to Oakland Public Library for this card.	
Student's Name	
Parent/Guardian's	

4. California College Guidance Initiative (“CCGI”) – Parents of Middle and High School students only

<b>California College Guidance Initiative (Middle and High School only)</b>	
I <b>consent</b> to OUSD providing my student’s directory information, demographics, student ID number and transcript information to CCGI for higher education services.	
Student’s Name	
Parent/Guardian’s Signature	

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

<b>California Healthy Kids Survey (5<sup>th</sup> grade only)</b>	
I <b>consent</b> to my 5 <sup>th</sup> grade students’ participation in the anonymous 2017 California Healthy Kids Survey.	
Student’s Name	
Parent/Guardian’s Signature	

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

<b>Decline Release of Directory Information</b>	
I <b>do not</b> want the District to release “directory information” to qualified individuals or groups, such as official parent-teacher organizations, college recruiters, other government entities, data sharing partners, or employers..	
Student’s Name	
Parent/Guardian’s Signature	

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

<b>Military Exemption (students 16 years old and above only)</b>	
I <b>do not</b> 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	
Parent/Guardian <u>or</u> Student’s Signature	

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

Parent / Guardian’s Name \_\_\_\_\_

Parent / Guardian’s Signature \_\_\_\_\_ Date \_\_\_\_\_

Student’s Signature (if over 18) \_\_\_\_\_ Date \_\_\_\_\_