

Student Last Name: \_\_\_\_\_ GRADE: \_\_\_\_\_  
Student First Name: \_\_\_\_\_ DOB: \_\_\_\_\_  
Student ID: \_\_\_\_\_



**OAKLAND UNIFIED  
SCHOOL DISTRICT**  
*Community Schools, Thriving Students*

**2018 - 2019**

# **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, student absences are excused only for health reason: illness, quarantine, medical treatment or appointments, family emergencies (e.g. funeral services of an immediate family member), jury duty, to serve on a precinct board for an election, to spend time under certain circumstances with an immediate family member who is on active duty in the uniformed services, to attend the student’s naturalization ceremony to become a U.S. citizen and certain justifiable personal reasons (for more information see Education Code section 48205. 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 those listed above. Taking a vacation, or visiting out of state/country family members, except under the circumstances described above, 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

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

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**

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 (e.g. 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
- 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 2018—2019 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 last Friday in August. 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)**

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 2018—2019 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**

See attached Student Acceptable use of Technology Consent Form.

### **Oakland Promise Card/Oakland Public Library 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 in accordance with 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)**

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 2019.

### **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 (510) 879-1612

# OUSD Policies Signature Page

**\*\*This copy is for your records\*\***

Please complete both pages 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 may be withheld if payment is not made for unreturned or damaged books.
<b>Initial</b>	<b>2018-19 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 (510) 879-1612.
<b>Initial</b>	<b>Oakland Promise Card/Oakland Public Library Card</b>
	I have reviewed the information provided in the packet on the Oakland Promise Card. With this card, my child will be able to check out library materials from OUSD and Oakland Public Libraries, as well as access online resources from anywhere, including the classroom. There will be no overdue fines charged on any late materials borrowed from the Oakland Public Libraries with this card. I understand and agree that OUSD will provide my child's directory information and student ID number to OPL for this card, which is kept confidential in accordance with federal and state laws and will not be shared with any other agencies.

2. Does your child have a current IEP?    YES     NO

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

<b>California College Guidance Initiative (Middle and High School only)</b>	
<input type="checkbox"/> 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	

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

<b>California Healthy Kids Survey (5<sup>th</sup> grade only)</b>	
<input type="checkbox"/> I <b>consent</b> to my 5 <sup>th</sup> grade students’ participation in the anonymous 2018 California Healthy Kids Survey.	
Student’s Name	
Parent/Guardian’s Signature	

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

<b>Decline Release of Directory Information</b>	
<input type="checkbox"/> 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	

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

<b>Military Exemption (students 16 years old and above only)</b>	
<input type="checkbox"/> 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	

As part of the new accountability requirements under the Every Student Succeeds Act (ESSA) and OUSD’s work toward continuous improvement for all students, school districts are required to identify students annually with a parent on active duty in the Armed Services or full time National Guard duty. In order to enable us to identify these OUSD students, please respond to the following:

Is student’s parent/guardian currently on Active Duty with the Armed Forces (Army, Navy, Air Force, Marine Corps, or Coast Guard) or Full-Time National Guard? Yes \_\_\_ No \_\_\_

If Yes, when did the most recent Active Duty start (can be approximate)? \_\_\_\_\_(MM/DD/YYYY)

If the above family member has ended their Active Duty or Full-Time National Guard service within the last year, when did this service end? \_\_\_\_\_(MM/DD/YYYY)

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

**Parent / Guardian’s Name:** \_\_\_\_\_ **Date** \_\_\_\_\_

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

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