



ORCHARD SCHOOL DISTRICT
HOME OF THE BRUINS | SERVING THE COMMUNITY SINCE 1856

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Orchard School District Student-Parent Handbook & Annual Notices

Orchard School Mission and Vision

Our Mission: "We will meet you where you are and prepare you for where you are going."

Our Vision: Inspire one student, one family, and one neighborhood at a time.

Dr. Jeff Bowman
Superintendent

Kristina Zeballos
Principal

Jasmin Sylvester
Assistant Principal

ORCHARD STRATEGIC PRIORITIES

Student Achievement

- Identify TK-8 core standards and establish pacing guides in English Language Arts and mathematics to assist with district-wide vertical alignment.
- Align grade reporting and local assessments district-wide.
- Implement data-driven intervention programs and supports, and provide extended learning opportunities for students in need.
- Review and/or revise the K-8 Digital Literacy/Citizenship curriculum.
- Adopt a district-wide science curriculum.
- Establish agreed-upon student outcomes in the area(s) of critical thinking and problem-solving.
- Provide program enrichment opportunities in music, art, physical education, and STEM.

Social Emotional Learning

- Foster “thriving student indicators” and reduce “student risk indicators” in partnership with parents, students, and community stakeholders.
- Provide a safe, orderly, and developmentally responsive learning environment for all students.

Financial Stability and Sustainability

- Eliminate deficit spending in the unrestricted general fund.
- Continue to meet all state budget requirements.
- Recruit and retain highly-qualified administrators, teachers, support staff, and substitutes.
- Continue to prioritize reasonable class size limits as feasible.
- Provide classroom/grade-level funding sources for identified needs, aligned with district/school goals.

Human Resources

- Provide meaningful, relevant staff development activities and leadership opportunities, aligned with school and district goals.
- Provide professional development for classified employees, aligned with school and district goals.
- Recruit and retain highly-qualified administrators, teachers, support staff, and substitutes.
- Provide elementary preparation time to support teacher planning and students' access to enrichment programs.

Safe and Maintained Facilities

- Maintain safe, updated facilities, clear safety protocols, and up-to-date emergency plans and procedures.
- Continue to provide support for the effective integration of instructional technology.

Community Engagement

- Provide parent engagement events, workshops, etc., based upon the expressed needs within the community.
- Continue to refine communication methods and strategies to encourage effective home-to-school communication.

Schoolwide Expectations

The Orchard Bruins Behavior Matrix outlines the expected behavior of students in all areas of the school campus. The Behavior Matrix is based on common principles we foster at Orchard School.

For TK-8 grades, Orchard Bruins are:

- Prepared
- Attentive
- Working together
- Safe

All students are responsible for the following:

- Respect the personal rights and property of others.
- Follow all school and classroom rules and limits.
- Respect the authority of the principal, teachers, and school staff.
- Attend school regularly, report to school on time, and be prepared each day with books, pencils, and Homework.

Academic and Behavior Supports

The Orchard School District operates under the principles of Growth Mindset, which holds that any individual can grow their brain and achieve anything with effort and the right strategies. Making mistakes is considered a part of the learning process under the principles of Growth Mindset. The goal of the Orchard School District is for all students to adopt and utilize a growth mindset in their learning.

Attendance and Truancy

Consistent attendance is a key to academic success. Parents can help their child(ren) succeed by ensuring daily attendance. Children should attend school daily, unless they have an excused absence (e.g., illness, family emergency, or a doctor's or dental appointment). Parents should call the school office at (408) 944-0388 on the day of the absence by 8:30 a.m. and send a note explaining the absence upon the child's return.

In the case of routine appointments, children should attend school for a partial day to minimize the impact on their academic day.

3rd Unexcused Absence

The law requires that a first Notification of Truancy be provided to a guardian. The

superintendent will also be notified.

4th Unexcused Absence

The law requires that a second Notification be provided to the Superintendent. Guardians will receive the 2nd Notice of Truancy.

School Attendance Review Team (SART)

This team may conduct a home visit, hold a meeting with the principal and guardian, and connect families with resources and support. Guardians may also be required to participate in these meetings.

5th Unexcused Absence

The law requires a third Notification of Truancy be provided to a guardian. The superintendent will also be notified. The guardian will be invited to a meeting in the district office to discuss attendance.

School Attendance Review Board (SARB)

After the 3rd report of Truancy or if a student has irregular attendance, a student may be referred to the SARB, a multi-agency board that connects families with services in exchange for a plan to improve attendance.

Guardians who fail to comply with SARB may be referred to the district attorney.

District Attorney (DA) Referral for Prosecution of Infraction

A SARB and the district superintendent have the authority to refer a case to the DA for prosecution of an infraction that can result in fines of up to \$500.

District Attorney (DA) Referral for Prosecution of Misdemeanor

Once a student is deemed chronically truant and all other efforts have failed, the matter is referred to the DA for possible prosecution as a misdemeanor, which can result in a fine of up to \$2,000 and/or jail time of up to one year.

Attendance

Absences - The Governing Board believes that regular attendance plays a vital role in student achievement. The Board shall work with parents/guardians and students to ensure their compliance with all state attendance laws. It may use appropriate legal means to correct problems of chronic absence or truancy.

Absences Due to Family Travel and Vacations - The District does not support the practice of taking trips/vacations on school days. Short-term independent study contracts may be requested by Board Policy and Administrative Regulation 6158 for absences of five to ten days in length. Short-term independent study contracts must be requested at least ten school days before the first day of absence and are approved on a case-by-case basis by the school principal. The District will not hold a student's seat at a school after a ten-day absence, with or without a

Short-term independent study contract, without pre-approval due to extenuating circumstances. The Office will work with families upon their return to confirm residency when an absence exceeds ten days and is not pre-approved.

Excused Absence for Personal Reasons - The following specific information is essential to you:

A student shall be excused from school for justifiable personal reasons, including, but not limited to, an appearance in court, attendance at a funeral service of an immediate family member, observance of a holiday or ceremony of his or her religion, attendance at religious retreats, or attendance at an employment conference, when the pupil's absence has been requested in writing by the parent or guardian and approved by the principal or a designated representative according to uniform standards established by the governing board. CA Education Code 48205 states the following:

CA Education Code § 48205 (2017)

Notwithstanding Section 48200, a pupil shall be excused from school when the absence is:

- (1) Due to the pupil's illness.
 - (2) Due to quarantine under the direction of a county or city health officer.
 - (3) To have medical, dental, optometrical, or chiropractic services rendered.
 - (4) To attend the funeral services of a member of the pupil's 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 jury duty in the manner provided for by law.
 - (6) Due to the illness or medical appointment during school hours of a child for 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 the pupil's religion, attendance at religious retreats, attendance at an employment conference, or attendance at an educational seminar 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 under uniform standards established by the governing board.
 - (8) To serve as a member of a precinct board for an election according to Section 12302 of the Elections Code.
 - (9) To spend time with a member of the pupil's immediate family, who is an active duty member of the uniformed services, as defined in Section 49701, and has been called to duty for, is on leave from, or has immediately returned from, deployment to a combat zone or combat support position. Absences granted under this paragraph shall be granted for a period to be determined at the discretion of the superintendent of the school district.
 - (10) To attend the pupil's naturalization ceremony to become a United States citizen.
- (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, shall be given full credit therefore. 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 under this section are deemed to be absences in computing average daily attendance and shall not generate state apportionment payments.

“Immediate family,” as used in this section, has the same meaning as outlined in Section 45194, except that references therein to “employee” shall be deemed to be references to “pupil.”

(e) A student 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, shall be given full credit. The teacher of any class from which a pupil is absent shall determine, under the regulations of the governing board of the school district, what assignments the pupil shall make up and in what period the pupil shall complete those assignments. The tests and assignments shall be reasonably equivalent to, but not necessarily identical to, the tests and assignments that the pupil missed during the absence.

Tardiness and Early Arrival

Promptness to school is essential. Children who arrive later than the second bell should have communication from parents (note, phone), a note from their parents, or state why they were late, and should report to the office to check in. Students who arrive without a reason for their tardiness may receive a call from the school office or administration. If a student arrives late due to a medical/dental appointment, a doctor’s note is required to be considered excused.

Students will be given a “late pass” and sent to their classroom. Unexcused tardies will be listed on the student’s report card.

Homework for Absentees

Students are expected to make up all work missed during their excused absence. Students absent for one or two days should check their teachers’ websites/Canvas pages for assignments and/or see their teachers when they return to school. Teachers are not obligated to accept make-up work from students who have an unexcused absence.

Students absent due to illness for more than two days may request homework through the school office/Canvas on the third day of absence or later. Parents must call the office before 9:00 am, and homework may be picked up 24 hours after the initial request.

Before and After School Programs

Students are expected to follow all school rules while participating in before-school and after-school programs. Failure to do so may result in disciplinary actions and removal from the program.

After-School Activity and Sports Eligibility

To be eligible to try out or participate in any given activity or sport, a student must have no Fs from the previous grading period and maintain no failing grades or upon administration discretion.

Students may also be required to submit a weekly "Performance/Grade Check" to their coach or activity leader. Students must also be able to fully participate in their classes during the day. Students failing to meet or maintain this standard may be disqualified from tryouts or withdrawn from the activity. Students are not eligible to participate if they are absent from school that day. The administration may only reinstate participation status.

Bicycles, Scooters & Skateboards

1. Due to safety concerns, only students in grades 4 through 8 are permitted to ride bicycles to school.
2. All bicycles must be kept locked in the designated bike area.
3. Bicycles and scooters must be walked on the school grounds.
4. All bicycle safety rules will be respected when riding to and from school.
5. Everyone riding a bicycle to school must wear an approved helmet.
6. Bicycles are not allowed inside any of the school buildings or in the staff parking lots.

While at school, bicycles must be locked in the designated area. The school will not assume responsibility for stolen or damaged bicycles or disputes regarding ownership, theft, or damage. These problems will be referred to the local authorities. Bicycles, skateboards, and scooters are not to be ridden on school grounds, including the blacktop, at any time, including before and after school hours.

Students who choose to ride a skateboard to school must arrange for daily storage with a teacher. Students can not ride their skateboards on campus or in the staff parking lot. Students are not permitted to carry skateboards with them during the school day.

Bullying

Bullying, which includes repeated cyber, physical, verbal, or emotional harassment, is strictly prohibited. Bullying may include, but is not limited to, spreading rumors, posting disparaging content on social media, websites, or apps, and texting or leaving harassing phone messages. The Orchard School Board of Education has adopted a policy (OSD BP 5131) that addresses this serious issue. This behavior is taken very seriously, and students who engage in bullying may receive consequences, including suspension and referral to law enforcement.

Information regarding incidents or misconduct at school can be reported anonymously using the WeTip solution. Call or text to report at: 844-408-0726 or scan using the QR code posted on the school campus.

School Referrals

Student behavior is positively reinforced. The Orchard staff will make every effort to recognize

and reward improved and appropriate student behavior. These efforts may include:

- Classroom recognition by the teacher
- Continued positive counseling by the teacher or administration
- Good behavior certificates awarded by the staff
- Parent contact by teacher or administration
- Recognition Assemblies

A discipline referral may be issued if a significant infraction of a school or classroom rule occurs. Consequences for major rule infractions may include any of the following:

- Community service
- Conflict Resolution
- Detention
- Expulsion from school
- In-School Suspension
- Loss of one or more recesses
- Parent contact/meeting
- Parent shadow
- Referral to the school counselor
- Removal from the classroom by the teacher or administration
- Student behavior contract
- Suspension from the school by the administration
- Warning

In ALL major rule infractions, parents will be notified. Parents of students suspended from the classroom or the school will always be informed.

Dress Code

Students must be dressed appropriately for school so that their dress and appearance cannot disrupt the learning process. The following are guidelines:

- Shoes must always be worn. Sandals must be close-toed with heel straps. Flip-flops, backless shoes, or sandals are not acceptable. Roller shoes or skates are also not acceptable.
- Appropriate footwear must be worn during physical education activities.
- Clothing, jewelry, and personal items (i.e., backpacks, gym bags, water bottles, etc.) shall be free of writing, pictures, or any other logos that fall within the categories below. Specifically prohibited apparel that:
 1. Display crude language, profanity, or sexual imagery
 2. Depict or promote drugs, alcohol, or tobacco — including company or brand logos (i.e., COOKIES clothing)
 3. Show messages tied to gang affiliation or symbols (i.e., ProClub brand)
 4. Advocate or support racial, ethnic, religious, or other prejudice
- Examples of banned items include, but are not limited to:
 1. Shirts or accessories with crude slogans, sexual innuendo, or profanity
 2. Logos from alcohol or tobacco brands

3. Apparel linked to known gang identifiers
 4. Jewelry or writing promoting hate speech or bias
- Hats, caps, sweatshirt hoods, and other head coverings shall not be worn indoors except for medical or religious purposes or approved by the teacher and/or Administration.
 - Clothing shall conceal undergarments at all times. Clothing that is too revealing is not permitted.
 - Tops that expose the midriff may not be worn. Pants and shorts must fit at the waist, not "sag." "Short" shorts or skirts are not permitted.
 - Chains of any kind and spiked apparel are not allowed.
 - Apparel, such as shirts, hats, and bandanas that are red or blue, is not allowed.
 - Old English belt buckles are not allowed.

When a student chooses not to follow the dress code, the student will be sent to the office for a change of clothes or to call home for proper attire. If a student continues to ignore the dress and grooming code, he/she may be subject to disciplinary action.

Home-School Communication

Orchard School District values communication between home and school. To facilitate home-school communication, teachers and staff may use various forms of communication, including but not limited to: in-person communication via parent-teacher conferences, written notes sent home, or via email, Talking Points, ClassDojo, Canvas messaging, Orchard School Website, or other internet-based communication.

Homework

The objective of homework is to assist and improve a student's learning. Homework is to be reasonable in length, directly related to classroom work, well defined in advance by the teacher, understood by the student, non-punitive, and reviewed with student feedback.

It is the student's responsibility to complete homework. Parents are encouraged to support homework completion.

Student Fees, Deposits, and Other Charges

The California Constitution mandates that public education is provided to students free of charge unless the law authorizes a fee explicitly for a particular program or activity. This constitutional right of free access encompasses all educational activities, whether curricular or extracurricular, and regardless of whether a credit is awarded for the educational activity. A process that allows for a waiver process for an otherwise mandatory fee, charge, or deposit does not render it constitutionally permissible. The California Department of Education has set regulations that provide that students "shall not be required to pay any fee, deposit, or other charge" for educational or extracurricular activities unless the fee is expressly authorized by law." (CA Code of Regs., Title 5, sec. 350) Under Education Code section 35330, field trip fees are considered permissible. However, a student may not be denied the opportunity to participate in the field trip for failure to pay the fee.

The District may request voluntary parent donations to support school activities. The law allows the District to ask students to assist with fundraising. Fundraising is voluntary, and every child will be allowed to participate due to a lack of involvement in fundraising activities.

Progress Reports and Report Cards

Report cards are sent home three (3) times a year for TK–5th grade, and progress reports may be sent home six (6) weeks before the end of the trimester. Students in grades 6 – 8 receive report cards two (2) times a year, with progress reports sent home about eight (8) weeks before. Parents are encouraged to attend Fall Parent Conferences. Other conferences are scheduled at the request of staff or parents.

School Library

Students may use the library for research or to check out books according to the following rules:

- Kindergarten, 1st, and 2nd-grade students can check out one book weekly.
- 3rd, 4th, and 5th-grade students can check out two books weekly.
- Middle school students are allowed to check out three books each week.

Students with overdue library books lose their checkout privileges until the overdue items are returned. Families may be charged for damaged or lost textbooks or library books for which their child is responsible. If a lost book is found after it has been paid for, the money will be refunded upon request.

Student Use of Technology

Using school electronic devices and access to the Internet is a privilege and will only be used for school-related education and research. Each student authorized to use district technology and their parent/guardian shall sign the Acceptable Use Agreement online. Students are expected to follow the directions of teachers and school staff and abide by the rules of the school and the school district. If students do not follow the rules, they will be disciplined, may lose their computer privileges, and fees may be applied. Students must abide by the following technology rules:

- Students will not access or post inappropriate material.
- Students will not post or share others' personal information or engage in cyberbullying.
- Handle all equipment with care and only with permission.
- Students will not record or take pictures of peers or teachers in the classroom.
- Students will log off their laptops if they leave them unattended in the classroom.
- Students will not access another student's laptop without permission.
- Students will not vandalize their school-issued laptop.
- Protect your password! Do not allow anyone else to use your password, and do not use anyone else's password.
- Do not alter the log-in screen or desktop screen-saver.
- Never vandalize or copy computer data, including copyright-protected material (plagiarism) or other students' assignments.
- Students will only utilize websites, apps, computer-based tools (i.e., AI sites) that are

appropriate and that pertain to student learning.

Students will be responsible, appropriate, legal, and ethical users of technology.

Tobacco-Free Campus

Orchard School is a tobacco-free campus. Visitors and guests are prohibited from using tobacco of any kind while on school grounds or in the school parking lots. Information on smoking cessation programs is available in the front office.

8th Grade Promotion Activities

Promotional activities are considered to be privileges. A student may be unable to participate in any 8th-grade activities (i.e., promotion ceremony, field day, and/or trip, dance, etc.) if he/she has been unable to meet behavioral and academic requirements.

Smartphone and Headphones

Cell phone and headphone use, including Bluetooth devices (i.e, AirPods, smart watches, etc.), is prohibited on campus AT ALL TIMES DURING SCHOOL HOURS (8:05 AM to 2:35 PM); this includes classrooms, restrooms, and outdoors. Texting and videotaping are not permitted during the school day, except with permission from teachers. Cell phones and headphones must remain in backpacks and silent mode during the instructional day. Failure to follow these guidelines will lead to the device being confiscated and the parent being contacted. Parents will need to collect the cell phone from the administration team. If the student continues to misuse their device during school hours, further consequences will be determined with an additional meeting or conference with their parent/guardian.

Buying and Selling

Students are not allowed to buy and sell any items, including but not limited to candy, drinks, clothes, or other items.

Pupil/Parents' Rights And Responsibilities

Described below are important programs and services the school District offers your children. Also included are pupil and parent rights and responsibilities related to those opportunities.

To assure that all parents are informed of these rights, please acknowledge receipt of this notification by electronically signing. AND submitting the form or by signing and returning the tear-off form at the front of this booklet to your child's school.

MENTAL HEALTH RESOURCES AND SUPPORTS

Support Staff

Orchard now offers a variety of mental health support staff, including: a full-time school psychologist, a part-time school psychologist, and two full-time counselors. Services may include facilitating social and emotional services, conducting parent workshops, coordinating services with individuals and groups, conducting risk assessment, providing crisis response, and

SST facilitation.

Orchard Community Resource Center

The Community Resource Room is located across from the kinder POD. The room will be used for parent meetings, parent workshops, and to provide families with a variety of resources. Below are some of the possible free resources that will be available in the 2025-26 school year.

- Parent classes
- Assistance with completing forms and information on school programs and procedures
- Translation services
- Libraries for adults and children
- Food pantry
- Clothing closet
- New shoes
- School supplies
- Free eye exams and glasses for students in need
- Mental health services

Our Community Schools Liaison is Meuy Saeteurn. If you have any questions or need any supplies, please email her at msaeteurn@orchardsd.org.

Student Success Team (SST)

What is the Student Success Team?

A Student Success Team (SST) consists of school personnel knowledgeable about the student, the parent(s)/guardian(s), and, when appropriate, the child. The SST uses a positive, problem-solving intervention process to review the student's strengths and needs in order to develop strategies for addressing those needs. The philosophy is based upon the belief that the school, home, and community need to work together to assist the student with obstacles that become evident in the school setting.

How is a student referred for an SST meeting?

Usually, the classroom teacher makes the initial referral and indicates that the student's learning, behavioral, and/or emotional needs are not being adequately met under existing circumstances. Parents may also refer their child to the Student Success Team for consideration.

Safety and Crisis Response

Crises may range in type, magnitude, and other factors that may impact students' educational functioning. Crisis or safety response may result from natural (e.g., earthquake) or human-caused (e.g., accident) events. Orchard uses a comprehensive safety plan and trained staff to support individual, classroom, and campus levels of intervention as ruled necessary by our safety and crisis response teams.

Risk Assessment

When an individual student is identified by a staff person or self-referred as a potential safety

risk to self or others, the student will be seen by a school-employed mental health professional within the same school day to assess risk and facilitate referral. If there is no mental health professional available, an administrator or other administratively designated professional will fill this role until a mental health professional can be brought in.

For students returning to school after a mental health crisis, a school-employed mental health professional, the principal, or designee will meet with the student's parent or guardian, and if appropriate, meet with the student to discuss re-entry and appropriate next steps to ensure the student's readiness for return to school.

In situations where a student is assessed at risk for suicide or has made a suicide attempt, the student's parents or guardian will be informed as soon as practicable by the principal, designee, or mental health professional. The parent or guardian will be provided with recommendations for next steps to support their student. Help is available via the 988 Suicide and Crisis Lifeline, available 24 hours in English and Spanish.

Health Curriculum

California Healthy Youth Act (Ed. Code, § 51930 et seq.) – The California Healthy Youth Act ("Act") authorizes a school district to inform parents/guardians about the district's comprehensive sexual health education and HIV prevention education. Parents/guardians will be notified no less than fourteen days before comprehensive sexual health education and/or HIV prevention education is provided to their student. Once arrangements for instructions are made, parents/guardians will be notified whether the comprehensive sexual health education and/or HIV prevention education will be taught by school district/county office personnel or by outside consultants. A parent/guardian may request a copy of the Act from the school district. Written and audio-visual educational materials used in comprehensive sexual health education and HIV prevention education are available for parent/guardian inspection. A parent/guardian may request in writing to the school district that his/her child be excused from comprehensive sexual health education and/ or HIV prevention education. If the student's parent/guardian declines to permit the student to receive such instruction, an alternative educational activity must be made available to the student. These provisions do not apply to human reproductive organs, which may appear in science textbooks, adopted under law.

Student Substance Abuse Prevention - Student substance abuse prevention and early identification and intervention programs for students are supported by the Board of Education to keep students free from the use of harmful drugs, alcohol, and tobacco. (Board Policy 5131.6) 13 Student Health Information.

Immunization - Immunization for communicable disease is required of all children attending public school. You must submit an up-to-date immunization record at the time your child enrolls in school. If a child is not immunized correctly or a valid Medical Exemption Statement from a medical doctor or doctor of osteopathic medicine who is licensed in the United States is not on file, the law requires that we exclude him/her from school. (California Education Code Section 48216) Immunization arranged for by the district for any of its programs is administered only

with the written consent of a parent. (California Education Code Section 49403).

Medication - Medication prescribed by a physician and over-the-counter medication required by a child during the school day may be administered by designated District employees if the school district receives (1) a written statement from the physician detailing the method, amount and time schedules by which such medication is to be taken, and (2) a written request from the parent or the guardian.

Medication Regimen - The parent or legal guardian of any public school student on a continuing medication regimen for an existing condition shall inform the school principal or other designated certificated school employee of the medication being taken, the current dosage, and the name of the supervising physician. With consent of the parent or legal guardian of the student, the school nurse may communicate with the physician and may counsel with school personnel regarding the possible effects of the drug on the child's physical, intellectual, and social behavior, as well as possible behavioral signs and symptoms of adverse side effects, omission, or overdose. (California Education Code Section 49480)

Communicable Conditions - Students may be sent home because of a communicable condition such as head lice. The District enforces a "no nit" head lice policy. (California Education Code Section 48213, and California Administrative Code, Title 5, Section 202).

Vision Evaluation - Evaluation of a child's vision by the school district is required upon enrollment in a district and grades 2, 5, and 8. The evaluation is waived upon presentation by the parent of an appropriate certificate from a physician or optometrist. (California Education Code Section 49452) Excusal from this requirement due to religious reasons is permitted upon written request from the parent.

Emergency Epinephrine - School districts, county offices of education, and charter schools shall provide emergency epinephrine auto-injectors to school nurses or trained personnel who have volunteered, and school nurses or trained personnel may use epinephrine auto-injectors to provide emergency medical aid to persons suffering, or reasonably believed to be suffering, from an anaphylactic reaction. If your child should not receive this emergency medical aid, notify your school in writing.

Hearing Evaluation - Evaluation of a child's hearing by the school district is required in grades K, 2, 5, and 8. The evaluation is waived upon presentation of a proper certificate from a physician. (California Education Code Section 49452).

Children with Disabilities - Children with disabilities have a right to a free, appropriate public education and, if required, special education instruction and services that meet their unique needs. Such services may include specialized physical health care services for eligible students. (California Education Code Section 56000).

Health Screening Requirement - State law requires school districts to exclude any first-grade

student from school for up to five (5) days if the student does not have a health screening or the appropriate waiver. (Health and Safety Code Section 124105).

Interdistrict Transfers

If you are living outside of the Orchard School District [attendance boundary](#) and would like to attend Orchard, please do the following:

1. Go to the district office of your home district to fill out an Inter-District Transfer form. We recommend that you ask for a copy of the completed form.
2. If approved, your home district will forward your request directly to Orchard.
3. Once Orchard receives your request, Orchard will either approve or deny the request and inform you by mail.
4. The entire process takes approximately two weeks. If you would like to follow up on the status of your request, you may call the school office at (408) 944-0388 or bring in a copy of the original request form.

If you are living within the Orchard School District [attendance boundary](#) and would like to attend a school outside of the district, please do the following:

1. Go to the Orchard school office and fill out an [Inter-district Transfer form](#). On Tuesdays and Wednesdays in June 2020 between the hours of 9:00 a.m. - 3:00 p.m., you may go to the school front office drop-off window to request an inter-district transfer form or turn in a completed one.
2. Upon approval, Orchard will forward the form to the requested district.
3. The requested district will notify you directly whether it is granting your request.

Medical Insurance - The Orchard School District does not provide medical insurance for students for school-related injuries. Medical expenses are the responsibility of the family.

California Healthy Kids Survey (CHKS) - The CHKS may be given biannually to students in grades 5 and 7. The survey data collected assists the District in: (1) fostering positive school climates and engagement in learning; (2) preventing youth health-risk behaviors; and (3) promoting positive youth development.

Personal Beliefs - Personal beliefs of students or parents are not explored through a test, questionnaire, survey, or examination that has questions about the student or his/her parent's personal beliefs, sexual practices, family life, morality, and religion without written permission from the parent or guardian. (California Education Code Section 51513)

Accessibility - Federal and state laws require that all school activities or school-related activities shall be accessible to all students, including students with disabilities, to the maximum extent possible. (California Education Code Sections 56001(g) and 34 CFR 300.114)

Nonpublic School Placement - Nonpublic, nonsectarian schooling is available for a student with disabilities for whom a special education placement in a public school is unavailable or inappropriate. (California Education Code Section 56031)

Requirements for Nonpublic Placement - If a parent/guardian is considering enrolling his/her disabled child in a private school at public expense without the consent or referral of the local educational agency, this is to inform you that a request for reimbursement of the cost of the private school placement may be reduced or denied unless you have met the following requirements:

- At the most recent IEP meeting that you attended before the removal of the child from the public school, you must inform the IEP team that you are rejecting the special education placement proposed by the public agency to provide a free, appropriate public education. You must notify the IEP team of your concerns and state your intent to enroll your child in a private school at public expense; or
- Ten (10) business days (including any holidays that occur on a business day) before the removal of your child from the public school, you must give written notice to the public agency that you are rejecting the placement proposed by the public agency to provide a free appropriate public education, stating your concerns with the public agency's placement, and that you intend to enroll your child in a private school at public expense.

Before you remove the child from the public school, you must make the child available for evaluation by the public agency if the agency informs you, through appropriate notice requirements, of its intent to evaluate the child, including a reasonable statement of the purpose of the evaluation. Further reimbursement may be limited or denied if a court determines that your actions were unreasonable. (California Education Code Section 56176)

Special Education Due Process Complaints - Special education due process complaints are filed with the Office of Administrative Hearings. Please refer to the special education Notice of Procedural Safeguards for further information. If not provided, this Notice may be obtained by contacting the Superintendent of Orchard School District. (California Code of Regulations, Title 5, Section 3080 et seq.)

Sexual Harassment Policy - The District shall maintain an educational, employment, and business environment free from harassment, intimidation, or insult based on an individual's sex. Action will be taken when necessary to eliminate such practices or remedy their effects. Sexual harassment constitutes an unlawful form of sex discrimination. Within the educational environment, sexual harassment is prohibited between students, between employees and students, and between other nonstudents and students. Within the employment environment, sexual harassment is prohibited between supervisors and employees, between non-employees and employees, and between employees. A copy of Board Policy 4119.11, Sexual Harassment, is included in this packet of information and is available and posted in the school office.

Complaint Procedures - In most cases, dissatisfaction with a student, employee, instructional program, or District condition can be resolved by contacting the staff member closest to, or responsible for, the circumstances. For example, if a parent is concerned about a teacher's decision and how it affects a student, the first point of contact would be with the teacher. Directly communicating with the person in question is often the only recourse necessary for problem resolution. Complaints that cannot be resolved through informal discussion with the

person(s) most directly involved should be referred to the school principal or superintendent.

The following complaint procedures are available:

UNIFORM COMPLAINT PROCEDURES

Uniform complaint procedures shall be followed when addressing complaints alleging unlawful discrimination or failure to comply with state and/or federal laws in consolidated categorical aid programs, child care and developmental programs, child nutrition programs, and special education programs. Parents may address complaints to the Superintendent, Orchard School District, 921 Fox Lane, San Jose, CA 95131. (California Code of Regulations, Title 5, Sections 4600 and 4610)

WILLIAMS UNIFORM COMPLAINT PROCEDURES

The Williams Uniform Complaint Procedures establish policies and procedures regarding deficiencies related to instructional materials, emergency or urgent facilities conditions that pose a threat to the health and safety of students or staff, and teacher vacancy or misassignment.

COMPLAINTS AGAINST PERSONNEL

For personnel complaints not covered by Uniform Complaint Procedures, parents may request a copy of Complaints Against Personnel (Board Policy 1312.1) by contacting the Superintendent, Orchard School District, 921 Fox Lane, San Jose, CA. 95131.

COMPLAINTS CONCERNING INSTRUCTIONAL MATERIALS

This process encompasses complaints concerning the content or use of instructional materials, including textbooks, supplementary instructional materials, library materials, or other instructional materials and equipment. (Board Policy 1312.2)

GENERAL COMPLAINTS

The General Complaint Procedures are for any staff member, parent, student, community member, or applicant who has a complaint regarding a practice, policy, or other condition of the District, problems and concerns not listed above. (Board Policy 1312)

Temporary Disability of a Student - A student with a temporary disability that makes attendance in the regular day classes or alternative education program in which the student is enrolled impossible or inadvisable shall receive individual instruction. Individual instruction for a student with a temporary disability will consist of up to five (5) hours of service per week. The purpose of the individual instruction is to maintain a student's academic standing while the student is unable to attend school. (California Education Code Section 48206.3)

Parent and Pupil Rights Regarding Instruction, Instructional Materials, and Testing - State law requires that the District:

- Provides that all instructional materials and assessments, including books, teacher's manuals, films, tapes, and software, must be made available for inspection by a parent.

These materials need to be made available for “inspection” in a reasonable time frame or accordance with procedures determined by the governing board.

- Grants parents the right to observe any instruction or other school activity involving their child. The parent must put this request in writing, and the school district must accommodate this request within a reasonable time. Observations of students/student programs/school activities can be disruptive to the school environment. As a general matter, to minimize interruption of the instructional program, school site, or student observations, non-school staff should be limited to 45 minutes of observation per month. An appropriate professional should accompany the observer during the observation. However, this time may be increased/decreased by school sites depending on the particular circumstances of each observation request, including but not limited to the requirement of Education Code 56329.
- Prohibits a student from being compelled to affirm or disavow any particular personal or privately held worldview, religious doctrine, or political opinion. This provision does not relieve students of any obligation to complete regular classroom assignments.
- Prohibits a student from being tested for a behavioral, mental, or emotional evaluation without the informed written consent of the student’s parent or guardian.
- Prohibits, notwithstanding provisions of law to the contrary, a school from requiring a student, or the student’s family, to submit to any of the following: any assessment or monitoring of the student’s home life; any form of parental screening or testing; any home-based counseling, parent training, or family education service plan

Other Parent/Pupil Rights - State laws also provide the following rights and responsibilities:

- To observe in their child’s classroom (upon reasonable notice), following Administrative Regulation 5020.
- To meet with their child’s teacher and the school principal (upon reasonable notice);
- To volunteer their time and resources at the school;
- To be notified on a timely basis if their child is absent from school without permission;
- To be notified concerning their child’s classroom and standardized test performance;
- To be informed of their child’s progress and the appropriate school personnel to contact in the event of problems;
- To receive information concerning expectations for student learning.
- To review personally identifiable information in the pupil’s records and correct erroneous information, by the process defined by a vendor who may access, use, store, or manage pupil records under an active software or cloud-based services contract.

UNIFORM, WILLIAMS, AND OTHER COMPLAINT PROCEDURES

Nondiscrimination/Harassment/Intimidation/Bullying

The Governing Board desires to provide a safe school environment that allows all students equal access and opportunities in the District’s academic and other educational support programs, services, and activities. The Board prohibits, at any District school or school activity, unlawful discrimination (such as discriminatory harassment, intimidation, or bullying) of any student based on the student’s actual race, color, ancestry, national origin, ethnic group identification,

age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, or gender expression; the perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics.

The Board also prohibits any form of retaliation against any student who files a complaint or report regarding an incident of discrimination (such as discriminatory harassment, intimidation, and/or bullying).

This prohibition on discrimination (such as discriminatory harassment, intimidation, or bullying) applies to all acts related to a school activity or school attendance.

Information regarding incidents or misconduct at school may be reported by using the anonymous WeTip solution. Call or text to report at: 844-408-0726 or scan using the QR code posted on the school campus.

Grievance Procedures

The following position is designated Coordinator for Nondiscrimination to handle formal, written uniform complaints regarding discrimination (such as discriminatory harassment, intimidation, and/or bullying) and to answer inquiries regarding the District's nondiscrimination policies:

Superintendent: Dr. Jeff Bowman
Orchard School District
921 Fox Lane, San Jose, CA 95014
(408) 944-0397

Any student who feels that they have been subjected to discrimination (such as discriminatory harassment, intimidation, or bullying) can immediately contact the Coordinator, the principal, or any other staff member to report such activity. In addition, any student who observes any such incident may report the incident to the Coordinator, principal, or any other staff member, whether or not the victim files a complaint.

Any school employee who observes an incident of discrimination (such as discriminatory harassment, intimidation, or bullying) shall report the incident to the Coordinator or principal, whether or not the victim files a complaint. In addition, the observing employee shall take immediate steps to intervene when safe to do so.

The identity of a complainant alleging discrimination (such as discriminatory harassment, intimidation, and/or bullying) shall remain confidential, as appropriate.

Upon receiving a formal, written complaint of discrimination, staff members should forward the complaint to the site Principal, who will then forward the complaint to the Coordinator. The Coordinator shall investigate the complaint per the District's Uniform Complaint Procedures, or

shall designate another individual to conduct such an investigation. Following receipt of the District's report, the complainant's appeal rights are as specified in the District's Uniform Complaint Procedures.

Orchard School District
ANNUAL NOTIFICATION OF THE UNIFORM COMPLAINT PROCEDURES (UCP)
2025-2026

For students, employees, parents/guardians, the school, appropriate private school officials, and other interested parties.

Orchard School District has the primary responsibility to ensure compliance with applicable state and federal laws and regulations and has established procedures to address allegations of unlawful discrimination (such as discriminatory harassment, intimidation, and bullying) and complaints alleging violation of state or federal laws governing educational programs and the charging of unlawful pupil fees. The Orchard School District shall investigate all allegations of unlawful discrimination (such as discriminatory harassment, intimidation, or bullying) against any protected group as identified in Education Code sections 200 and 220 and Government Code section 11135, including any actual or perceived characteristics as outlined in Penal Code section 422.55 or based on a person's association with a person or group with one or more of these actual or perceived characteristics in any program or activity conducted by the LEA, which is funded directly by, or that receives or benefits from any state financial assistance.

The UCP shall also be used when addressing complaints alleging failure to comply with state and/or federal laws related to:

Consolidated Categorical Aid Programs:

Child Care and Developmental Programs

Child Nutrition Programs

Special Education Programs Foster Youth

Homeless Youth

A complaint of noncompliance with laws relating to pupil fees may be filed under the local UCP. 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 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 complaint shall not be filed later than one year from the alleged violation. Complaints other than complaints relating to pupil fees must be filed in writing with the following Compliance Officer:

Name and Title: Jeff Bowman/Superintendent
Unit or office: District Office
Address: 921 Fox Lane, San Jose, CA
95131
Telephone: 408-944-0397

The Superintendent may assign secondary compliance officers to investigate and resolve complaints.

*Complaints of noncompliance with laws relating to pupil fees are filed with the school principal. A complaint regarding pupil fees may be filed anonymously if the complaint provides evidence or information to support an allegation of noncompliance with laws relating to pupil fees.

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

Complaints will be investigated, and a written Decision or report will be sent to the complainant within sixty (60) days from the receipt of the complaint. This sixty (60) day time period may be extended by written agreement of the complainant. The LEA person responsible for investigating the complaint shall conduct and complete the investigation per sections 4680-4687 and in accordance with local procedures adopted under section 4621.

The complainant has a right to appeal the Orchard School District's Decision to the California Department of Education (CDE) by filing a written appeal within 15 days of receiving the Orchard School District's Decision. The appeal must include a copy of the complaint filed with the Orchard School District and a copy of the LEA's Decision. Civil law remedies may be available under state or federal discrimination, harassment, intimidation, or bullying laws, if applicable. In appropriate cases, an appeal may be filed pursuant to Education Code Section 262.3. A complainant may pursue available civil law remedies outside of the Orchard School District's complaint procedures. Complainants may seek assistance from mediation centers or public/private interest attorneys. Civil law remedies that a court may impose include, but are not limited to, injunctions and restraining orders. A copy of the Orchard School District's UCP policy and complaint procedures shall be available free of charge. The UCP procedures, including the rights of foster and homeless youth, are posted at the school site.