

# **2016/17 DISTRICT SUMMER UPDATE FULLERTON JOINT UNION HIGH SCHOOL DISTRICT**

## **SUPERINTENDENT'S NEWSLETTER**

Welcome back to a new school year! As the school year begins, it is great to take a moment to share my impressions of our District now that I have completed my first year. It has been a pleasure being on every campus, visiting every teacher's classroom. Our schools are doing wonderful things with meaningful programs for all students. I am passionate about preparing students to enter the global workforce through integration of technology, real-world applications, and rigorous instruction. As we anticipate the coming challenges, we also recognize the privilege and high calling each of us in the Fullerton Joint Union High School District has to build, equip, inspire, and provide opportunities to our youth for their future. Each day, we seek to provide something for every student – something that will not only prepare them for college and career, but build character and integrity as well.

The year ahead presents new opportunities to do just that, including:

- Piloting one to one Chromebooks for all students at Buena Park High School.
- Providing a summer online class experience for all incoming ninth grade students in Health.
- Launching a new District App in September for increased communication with students, parents, community members, and staff members.
- Completing the infrastructure for WiFi on every campus.
- Continuing the planning and initial steps for amazing facilities projects that will provide increased opportunities for our students thanks to the Bond.
- Professional development for all teachers and administrators to continue to provide highly effective teaching strategies.

Seeking to provide the best possible education for each and every one of our students is both exhilarating and compelling. On behalf of our Board of Trustees, administrators, teachers, and staff of the District, I look forward to a productive 2016/2017 school year.

V. Scott Scambray, Ed.D.  
Superintendent of Schools

## **BOARD OF TRUSTEES**

The Board of Trustees consists of five residents of the Fullerton Joint Union High School District who have been elected at large by the voters to serve four-year terms of office. Each year, a non-voting student representative also is selected by the student body to serve on the Board.

Regular meetings are normally held at 7:30 p.m. in the Board Room at the Education Center on the first and third Tuesday of each month, unless otherwise scheduled. (The Education Center is located at 1051 West Bastanchury, Fullerton.) Special meetings are called, when necessary, at a time and place announced in advance.

All regular and special meetings are open to the public. However, on some occasions during these meetings, the Board may meet privately in closed sessions as provided by law.

Meeting minutes record all actions taken by the Board. Once adopted, these minutes are public records and are available for review at the Education Center and on the District website.

Copies of full Board of Trustees meeting agendas and backup materials are available for review at all District sites prior to Board meetings. Copies of the agenda and dates of meetings of the Board of Trustees are available on the District website at [www.fjuhsd.org](http://www.fjuhsd.org).

## **MORAL AND CIVIC VALUES**

*On October 4, 1994, the Board of Trustees endorsed the following list of moral and civic values and the accompanying definitions, which are stated as behaviors exemplified by students living up to these values.*

### **Civic Duty**

Demonstrates a commitment to the public good; works for the community and cooperates with others; respects and participates in the democratic process; observes all laws and rules; and resolves conflicts peacefully.

### **Compassion and Empathy**

Demonstrates caring, concern, and sensitivity; exhibits tolerance; treats others politely and mercifully, and with respect and dignity; and renders service when needed.

### **Honesty**

Tells the truth; does not cheat, intentionally mislead, or steal; possesses the courage to behave and conduct interactions with integrity; exhibits consistency between words and actions; behaves in a fair and straightforward manner; and conscientiously pursues and scrutinizes evidence that supports the truth.

### **Perseverance**

Exhibits patience and hard work in achieving goals; works, learns, and pursues constructive goals, even in the face of adversity.

### **Respect**

Treats all people equitably, justly, and fairly; affirms the worth of self, others, property, and the environment through attitudes and actions.

### **Responsibility**

Accepts the necessity of being accountable and the consequences of individual actions, reactions, and decisions; honors commitments; demonstrates an active commitment to the welfare of self and others.

## **GOALS AND OBJECTIVES OF THE DISTRICT**

The District's six comprehensive high schools and continuation and alternative high schools are working to meet the goals and objectives that have been adopted by the Board of Trustees. These goals and objectives were established with input from students, teachers, parents, community members, and administrative staff. They reflect the District's commitment to every student attending school in the Fullerton Joint Union High School District. In condensed form, they are printed below:

- *Provide* high quality programs of sufficient breadth and depth so that students will have achieved or surpassed District achievement standards and will have a satisfactory level of knowledge and skills to continue formal education and/or enter a productive occupation upon graduation.
- *Provide* the environment and programs so that students will meet or exceed District standards in attendance and personal behavior.
- *Provide* adequate, secure, well-maintained physical facilities, grounds, and equipment.
- *Provide* sound management of District resources.
- *Provide* effective internal and external communications.
- *Provide* proper recognition of students, staff members, parents, and other community members for outstanding accomplishments and contributions to the District.
- *Provide* programs and implement decisions so that parents, staff members, and students are satisfied with the support, quality, and characteristics of the schools/District.

## 2016/17 STUDENT BOARD MEMBER

Hannah Officer, a senior at Fullerton Union High School, will serve as Student Board Member of the Fullerton Joint Union High School District during the 2016/17 school year. The Student Board Member is selected by student leaders from all District high schools to serve as a non-voting representative on the Board of Trustees. She will chair the Student Advisory Council and present the students' viewpoints on issues considered by the Board of Trustees. Hannah maintains a high grade point average while being very active in school activities.

## 2016/17 SCHOOL CALENDAR\*

First Day of Instruction	August 8
Labor Day Holiday	September 5
End First Quarter	October 7
District Holiday - No School	October 10
Veterans' Day Holiday	November 11
Thanksgiving Holiday Recess	November 21-25
End Second Quarter/Semester Records Day	December 16
Winter Recess	December 19, 2016 – January 2, 2017
Martin Luther King Holiday	January 16
Lincoln Day	February 13
Washington Day	February 20
End Third Quarter	March 10
Spring Recess	March 27 - March 31
Last Day of Instruction	May 25
Memorial Day	May 29

\*A copy of the 2016/17 Pupil Attendance Calendar is available at [www.fjuhsd.org](http://www.fjuhsd.org)

### Acceptable Use of Technology Policy

Technology use is a privilege, not a right, and inappropriate use will result in disciplinary consequences. Technology is used to support student learning and enhance instructional programs. The Internet makes it possible for students to access many types of resources and to interact with other students, individuals, or services located inside and outside the District. The District uses filters to limit access to inappropriate material; however it is not possible to control all of the content of information available through any Internet service. Some of the information available through the Internet may contain harmful matter, or be otherwise inappropriate for educational purposes. The District does not condone the access or use of such information and, to the extent possible, will restrict student access to such information. To the extent that the use of technology and electronic information resources serves the educational needs of students and supports instructional programs, the District believes strongly in the importance of such technology and regards technology use as a privilege, not a right. It is, therefore, expected that student and staff system users will act in a responsible, efficient, ethical, and legal manner at all times.

Acceptable use of technology includes communication in support of research and learning, access and exploration of appropriate information and resources, on assignments or projects. Routine maintenance and monitoring of computer and Internet systems will occur. Use of technology that results in compromising the security of the operating equipment and/or software is prohibited. The District reserves the right to conduct individualized searches of a user's actions on the District network if there is reasonable suspicion that a law or rule has been violated. Students found to have engaged in unacceptable use may be subject to a parent conference; suspension and/or termination of computer-use privileges, e-mail and Internet access; a zero grade on related assignments and/or removal from the course; suspension and/or expulsion from school; referral to law enforcement authorities; legal action to recover damages and penalties; or other appropriate consequences, such as Education Code Section 48900(r), that specifically states that bullying by means of an electronic act is a suspendable violation.

# STUDENT BEHAVIOR EXPECTATIONS

## Behavior and Consequences

Students are responsible for their own behavior and are expected to follow all campus rules and regulations. These behavior expectations apply any time students are on campus and at all school activities. Education Code gives the school jurisdiction over student conduct on the way to school, or at school activities, at break and lunch whether on or off campus, and on the way home from school. These basic expectations supplement the District's broad discretionary authority to maintain safety, order, and discipline.

*The following behaviors are inappropriate, unacceptable, and prohibited and may lead to suspension or, in some cases, expulsion from all District schools:*

1. Caused, attempted to cause, or threatened to cause physical injury to another person.
2. Willfully used force or violence upon the person of another, except in self-defense.
3. Possessed, sold, or furnished any real weapons or explosives, including firecrackers and folding knives with locking blades or other dangerous objects.
4. Possessed, used, sold, furnished, or been under the influence of drugs, bogus drugs, drug paraphernalia, alcoholic beverages, or intoxicants.
5. Unlawfully offered, arranged, or negotiated to sell a controlled substance, alcoholic beverage, or an intoxicant of any kind, and either sold, delivered, or otherwise furnished an imitation to a person.
6. Committed or attempted to commit robbery or extortion.
7. Caused or attempted to cause damage to school or private property.
8. Stole or attempted to steal school or private property.
9. Possession or use of tobacco or products containing tobacco or nicotine products in any form including chewing tobacco.
10. Commission of an obscene act or vulgarity or use of profanity or slander.
11. Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell drug paraphernalia.
12. Willfully disrupted school activities or disobeyed any reasonable request by a school employee.
13. Knowingly received stolen school or private property.
14. Possessed an imitation firearm.
15. Committed or attempted to commit a sexual assault or committed sexual battery.
16. Harassed, threatened, or intimidated a student who is a witness in a discipline proceeding.
17. Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug, Soma.
18. Engaged in, or attempted to engage in, an act of hazing.
19. Engaged in an act of bullying, including, but not limited to, bullying committed by means of an electronic act.
20. Inflicted or threatened physical injury to another person or used real or facsimile weapons in a threatening manner.
21. Committed sexual harassment.
22. Caused, attempted to cause, or participated in an act of hate violence.
23. Intentionally harassed, threatened, or intimidated, creating a hostile educational environment.
24. Made terroristic threats against school officials, school property, or both.
25. Possessed, sold, or otherwise furnished a firearm.
26. Brandished a knife at another person.
27. Unlawfully sold a controlled substance.
28. Committed or attempted to commit a sexual assault.
29. Possessed an explosive.
30. Used the pool or other school facilities without the supervision of an authorized school employee.
31. Threw any object, including water, food, or beverages.
32. Participated in "kidnapping" fellow students.
33. Dressed up in any type of costume, which is prohibited unless authorized by campus administration.
34. Brought rollerblades, scooters, other wheeled vehicles, laser pointers, or radios on campus.

35. Possessed or used water balloons, water pistols, or other liquid-propelling devices.
36. Climbed on roofs of buildings or on covered walkways.
37. Gambled.
38. Unlawfully parked.
39. Behaved inappropriately on a school bus.
40. Used cell phones and/or iPod or other similar devices without authorization.
41. Trespassed on other school campuses without permission from administrative staff members.
42. Participated in actions which threatened to disrupt the instructional process.
43. Willfully defied the authority of school officials (including academic dishonesty).

*Violators of these behavior expectations may be subject to one or more of the following consequences:*

1. Conference with student and/or parent/guardian.
2. Denial of school privileges.
3. Campus cleanup.
4. Detention.
5. Saturday School.
6. Removal from class.
7. Suspension.
8. Transfer to another District school or school district.
9. Expulsion.

### **Academic Honesty Policy**

Fullerton Joint Union High School District students are expected to attend school ready to learn. It is also expected that student behavior will reflect good sense and an ability to discern right from wrong. The well-being of the school community depends on the student accepting responsibility for personal conduct in both social and academic endeavors.

Academic honesty depends on the student taking responsibility for producing work that is reflective of the student's best effort. Academic dishonesty is evidenced by cheating or plagiarizing and involves an attempt by a student to show possession of knowledge and skills he/she does not possess. Academic dishonesty may result in a zero grade for work completed, loss of credit, a failing grade for the course, or other appropriate consequences as determined by a school administrator.

**Student, Parent/Guardian, and Teacher Responsibilities:** **Students** are expected to adhere to the principles of this policy in completing all school-related tests, quizzes, reports, homework, assignments, and other academic work both in class and out of class. **Parents/guardians** are expected to support the spirit and intent of this policy by reviewing the policy with their students and encouraging the students to practice academic honesty. **Teachers** are expected to promote the academic honesty policy through ongoing reference to and application of the District Moral and Civic Values, to make clear to students the fact that the principles of the policy will be strictly enforced, and to act on and enforce appropriate consequences when a student is found to have violated the academic honesty policy. Students found to have been involved in any act of academic dishonesty may be subject to a failing grade on related assignments, removal from the class with no credit, removal from academic honor organizations, transfer to another school, suspension, expulsion, and other appropriate consequences.

## **THE MISSION OF GUIDANCE SERVICES IS TO PROVIDE QUALITY STUDENT SUPPORT SERVICES TO ALL STUDENTS**

The mission of the comprehensive school counseling program in the Fullerton Joint Union High School District is to provide academic, career, and personal social learning opportunities that value, challenge, and prepare each student for responsible participation in our changing world.

In order to provide this level of counseling, the Fullerton Joint Union High School District has adopted a more personalized model. The school counseling program will maintain a four-year commitment to develop an effective relationship between student and counselor to enhance student's readiness to learn and succeed. A counselor will be assigned to each student while the student is at the school to provide a comprehensive and individualized approach to addressing the student's needs. In addition, counseling staff members will offer every student flexible hours for access, individual counseling, and annual parent meetings to review educational progress and options.

In the area of academic and career counseling, the school counseling program will provide students with the most challenging and relevant student course placements; monitor progress towards graduation and success in classes; offer individual counseling services for all students; facilitate individual counseling meeting appointments to meet students' needs; develop a four-year educational plan; and introduce students to the Career/College Center.

In the area of personal counseling, the school counseling program will provide students as needed with one-to-one and group counseling, referrals to outside agencies, support for the articulation process from middle to high school, collaboration with teachers, support for parent/teacher conferences, referrals for emotional and behavioral challenges, and other interventions as appropriate.

The school counseling program is also committed to identifying at-risk students as quickly as possible and providing them with the appropriate services. At-risk students include those identified for the following reasons:

- English language learners
- Foster Youth
- Qualified McKinney-Vento students (Homeless)
- Students with attendance, academic, discipline, and social-emotional issues
- Low Income

### **GUARANTEED GUIDANCE SERVICES**

#### **☐ GRADES NINE AND TEN**

- Develop a four-year academic plan.
- Introduce students to the Career/College Center.
- Conduct a career-interest survey via guidance technicians.
- Conduct the tenth grade AB 1802 review.
- Inform students of the Preliminary Scholastic Assessment Test (PSAT).

#### **☐ GRADE ELEVEN**

- Review four-year plan.
- Inform students about college admission, PSAT, Scholastic Assessment Test (SAT), American College Testing (ACT), and Advanced Placement (AP)/International Baccalaureate (IB)/tests and programs.
- Encourage students to attend College Night and Financial Aid Night, and visit with college representatives.

#### **☐ GRADE TWELVE**

- One-to-one senior meeting to discuss progress toward graduation and post-secondary options.
- Conduct AB 1802 meeting regarding completion of the student's four-year plan.
- Review scholarship opportunities.

# DISTRICT DRESS STANDARDS

## Administrative Regulation 5650: Student Dress and Grooming

In recognition of the instructional responsibilities and goals of the Fullerton Joint Union High School District, the District has developed the following rules relative to the dress and appearance of all students:

### *Guidelines*

1. Students shall not wear clothing or articles of clothing (including, but not limited to hats, gloves, bandanas, shoestrings, wristbands, jewelry) related to a group or gang and/or which, in the judgment of the Principal/designee, may provoke others to acts of violence. ***Hats, baseball-type caps, or other headgear, such as visors or hair nets, worn on campus or at school activities are to be school-affiliated, medically/religiously required, or approved by the school Principal/designee.***
2. Clothing, jewelry, and cosmetics are to be free of sexually-related or obscene symbols, pictures, or wording, or anything that promotes the use/abuse of drugs, alcohol, smoking materials, or other dangerous substances.
3. Students shall not wear articles of clothing, jewelry, cosmetics, or accessories which, in the opinion of the school principal/designee, pose a threat to the physical well-being and safety of the student or others (e.g., spiked collars or wristbands shall not be worn).

### *Procedure*

1. A student suspected of violating the dress code is to be reported to either the Principal or designee if the violation cannot be dealt with by the staff member observing the violation.
2. If a dress code violation is observed, the Principal or designee shall hold a conference with the student. The student shall have the opportunity to be heard concerning the alleged dress code violation. If the Principal or designee determines the dress code was violated, the student shall be asked to take whatever steps are necessary to meet the guidelines. If the correction involves the removal of the clothing which may prove embarrassing to the student, the Principal or designee may allow the student to cover up and wear the clothing until the end of the school day or may direct the student to return home to change the clothing. If the student is directed to return home, the student's parents/guardians will be notified.
3. Any student violating the dress code more than once may be subject to additional disciplinary action.
4. Parents/guardians of students violating the policy will be notified either in writing or by phone. The parent/guardian will be given an opportunity to meet with the Principal or designee to discuss the violation. If the parent/guardian is not satisfied at the conclusion of the conference, the parent/guardian may make use of the complaint procedure (BP/AR 1312, Complaints Concerning School Personnel).

## STUDENT MEDICAL INSURANCE OFFERED

**The Fullerton Joint Union High School District does not carry medical or dental insurance for students injured on school premises, while under school jurisdiction, or during school District activities.** For this reason, the District has approved a medical and dental accident insurance plan administered by Myers-Stevens & Co., Inc., Student Accident Insurance Administrators, for presentation to parents or guardians at a very reasonable cost.

The insurance program offered is optional and is authorized by the State Education Code, which permits distribution of necessary information from the company providing the coverage. The student insurance information and application packet are available in the main office at the school.

## 2016/17 HOME-TO-SCHOOL TRANSPORTATION

Regular home-to-school transportation is not provided for students in the attendance areas for Fullerton Union, La Habra, Sonora, Sunny Hills, and Troy High Schools.

Students residing 2.5 or more miles from the Buena Park High School campus who demonstrate a true financial hardship and are currently enrolled in the school's free and reduced lunch program, can apply and will be considered for an OCTA bus pass on a case-by-case basis. Requests for a school-provided OCTA bus pass can only be processed through the school's front office. Proof of residency outside the 2.5 mile walking zone must be provided at time of application, as well as the referenced financial hardship eligibility criterion

## GRADUATION REQUIREMENTS REFLECT EXCELLENCE

Course Areas	Graduation Requirements	Total Units
English	4 years	40.0
Social Science	3 years	30.0
Mathematics	3 years (1 year must be earned in Algebra 1 or higher course)	30.0
Science	2 years (including 10 units of a life science and 10 units of a physical science, both lab courses)	20.0
Foreign Language Visual/Performing Arts/CTE	1 year foreign language or 1 year visual/performing (advanced courses) or Career Technical Education (CTE)	10.0
Health Education	¼ year	2.5
Physical Education	2 years	20.0
Elective Courses/Additional Units		65.0
<b>TOTAL UNITS REQUIRED</b>		<b>217.5</b>

## HELPFUL COLLEGE INFORMATION AND WEB SITES

Completion of the Academic Studies Diploma meets the admission requirements for most colleges and universities. For specific entrance requirements, contact the college or university of interest. Guidance counselors are available to assist students with a course of study that meets college entrance requirements.

Eligibility index for students entering the UC: [www.universityofcalifornia.edu/admissions](http://www.universityofcalifornia.edu/admissions)

Financial Aid information: [www.fafsa.ed.gov](http://www.fafsa.ed.gov) and [www.finaid.org](http://www.finaid.org)

Educational opportunity program admissions: [www.calstate.edu/ar/eop/index.shtml](http://www.calstate.edu/ar/eop/index.shtml)

College entrance test information: [www.collegeboard.com](http://www.collegeboard.com)

## American Civil Liberties Union (ACLU) Settlement Guidelines

The Constitution of the State of California requires that we provide a public education to students free of charge. A student's right to a free education is for all school/educational activities, whether curricular or extracurricular, and whether a student gets a grade for the activity or class. Subject to certain exceptions, a student's right to a free public education means that we cannot require students or their families to purchase materials, supplies, equipment, or uniforms for any school activity, nor can we require them to pay security deposits for access, participation, materials, or equipment. School personnel may require students to attend a fundraising event; however, if they are unable to raise funds for the event, they cannot be prevented from participating in an educational activity.

Some fees are permissible under California law. Permissible fees include:

- Charges for optional attendance as a spectator at a school or District-sponsored activity.
- Charges for food served to students, subject to free and reduced price meal program eligibility and other restrictions specified in law.
- Paying the replacement cost for District books or supplies loaned to a student that the student fails to return or that is willfully cut, defaced, or otherwise injured, up to an amount not to exceed \$10,000.
- Fees for field trips and excursions in connection with courses of instruction or school related social, educational, cultural, athletic, or school band activities, as long as no student is prevented from making the field trip or excursion because of lack of sufficient funds.
- Medical or hospital insurance for field trips that is made available by the District.
- Charges for required medical and accident insurance for athletic team members, so long as there is a waiver for financial hardship.
- Charges for standardized physical education attire of a particular color and design, but the school may not mandate that the attire be purchased from the school and no physical education grade of a student may be impacted based on the failure to wear standardized apparel “arising from circumstances beyond the control” of the student.
- Charging for the parking of vehicles on school grounds.
- Charges for the rental or lease of personal property needed for District purposes, such as caps and gowns for graduation ceremonies.
- Reimbursement for the direct cost of materials provided to a student for property the student has fabricated from such materials for his/her own possession and use, such as wood shop, art, or sewing projects kept by the student.
- Reimbursement for the actual cost of duplicating public records, student records, or a prospectus of the school curriculum.
- Fees for transportation of pupils to places of summer employment.
- Fees for an optional fingerprinting program for kindergarten or other newly enrolled students, if the fee does not exceed the actual costs associated with the program.
- Deposits for band instruments, music, uniforms, and other regalia, which school band members take on excursions to foreign countries.
- Charges for eye safety devices, at a price not to exceed the District's actual costs, in specified courses or activities in which students are engaged in, or are observing, an activity or the use of hazardous substances likely to cause injury to the eyes.

Education Code prohibits school districts from requiring any student, except students in classes for adults to purchase any instructional materials for the pupil’s use in the school. Instructional materials include all materials that are designed for use by students and their teachers as a learning resource and helps students to acquire facts, skills, or opinions or to develop cognitive processes. Instructional materials may be printed or non-printed, and may include textbooks, technology-based materials, other educational materials, and tests. In the context of an instrumental music program, musical instruments would be included as instructional materials, which must be provided without charge.

Education Code states that a school district has a basic duty to provide supplies, which are necessary to fulfill the school’s educational program. This duty would include athletic uniforms, attire for music classes, musical instruments, special binders, film for photography classes, calculators, or other study aid materials. If the equipment or supplies are used by the school in the educational process, then these materials would constitute necessary supplies, which must be provided to students without cost. In addition, a school district may not charge a fee or require students to purchase necessary materials, even if the district maintains a special fund to assist students with financial need or waives such fee or charge for students with financial need.

# CHILD-FIND EFFORT TO ASSIST STUDENTS WITH DISABILITIES

*California Child-Find is a Statewide effort to ensure that children with disabilities have the opportunity to participate in programs and receive special education services appropriate to their needs.*

A child with disabilities is a person, up through twenty-one years of age, with:

Intellectual Disability	Hard of Hearing	Deafness	Speech or Language Impairment
Visual Impairment	Orthopedic Impairment	Deaf-Blindness	Established Medical Disability
Other Health Impairment	Emotional Disturbance	Multiple Disability	Specific Learning Disability
Autism	Traumatic Brain Injury		

Time is valuable. The sooner a child's special needs can be determined, the better that child's chances are to receive an education and to have a better life. If you know of a child who may have one of these disabling conditions, please take one minute of your time to call your nearest public school.

For more information, please contact the Fullerton Joint Union High School District Special Education Office, 1051 W. Bastanchury Road, Fullerton, California, 92833, (714) 870-2849.

## ASBESTOS NOTIFICATION

This notification is pursuant to the Asbestos Hazard Emergency Response Act (AHERA). The 2016/17 school year may include asbestos management activities at all the District schools and sites. Abatement of asbestos will normally occur after school hours unless impractical or in case of an emergency.

The Fullerton Joint Union High School District (District) contracts with certified abatement contractors for hazardous materials abatement, environmental assessments, consulting services, and oversight for the 2016/17 school year.

The Asbestos AHERA Plan for the District was updated in 2015 and is located at the District Service Center and each school site has their inventory notebook in the Principal's office. The notebook may be viewed, without cost or restriction, during normal working hours. Copies can be obtained within ten days of written notification to the Superintendent's Office.

The District is committed to continuing to provide a safe and healthy environment for all students and staff members. If you have additional questions about the District's AHERA Plan or would like additional information that is not provided in this notification, please contact Todd Butcher, Director of Facilities & Construction, at (714) 870-2818.

## DISTRICT-PROVIDED ALTERNATIVES

Recognizing that students' interests, needs, and learning styles vary, an array of learning alternatives is provided for District students.

### Special Education

The District provides free, appropriate educational programs to students with disabilities. If you believe that your student is eligible for special education and is not in a special education program or if you know of someone you believe might be eligible, please contact the Director of Special Education, (714) 870-2870.

### La Vista High School – A Continuation High School

La Vista High School is a continuation high school designed for students, ages 16 to 18, who have not made sufficient progress towards graduation at one of the comprehensive high schools. Offering the courses required for graduation in the District, La Vista High School offers more flexible schedules and individualized instruction than other high schools. Students progress at their own pace and earn credits as work is completed.

**La Sierra High School –  
An Alternative High School**

La Sierra High School is an alternative high school, which includes six high school programs located throughout the District. The classes and programs provide instruction in alternative classroom settings designed to meet the specific academic needs of individual students. The alternative programs include Independent Study, Opportunity, Teenage Pregnancy and Parenting, Adult Transition, iSierra Online Academy, and Endeavor.

For information concerning La Sierra High School classes or programs, call (714) 447-7820 or 447-5500.

**Attendance Permits**

District Board Policies and Administrative Regulations detail procedures whereby students and parents/guardians may request intradistrict and interdistrict attendance permits based upon medical, change of residence, instructional programs, or exceptional reasons. During January, for a limited time, an open enrollment opportunity is available for requesting intradistrict permits without specifying reasons. Questions regarding attendance permits should be directed to the Principal of the school of residence.

**Career Technical Education**

Career Technical Educational (CTE) opportunities are available to all students without regard to race, color, religious preference, national origin or ancestry, marital status, sex, age, handicap, or economic status. CTE opportunities include, but are not limited to, all courses offered by the District's agriculture, business education, culinary, media production and industrial technology departments, and courses offered by the North Orange County Regional Occupational Program. See a guidance counselor for courses offered at each school site.

**DISTRICT ASSESSMENTS**

**The California High School Proficiency Examination**

Eligible students can earn the legal equivalent of a high school diploma by passing the California High School Proficiency Examination (CHSPE). The examination assesses proficiency in the basic reading, writing, and mathematics skills taught in public high schools. If a student passes the examination, the California State Board of Education will award the student a Certificate of Proficiency, which by State law is equivalent to a high school diploma (although not equivalent to completing all coursework required for regular graduation from high school). All persons and institutions controlled by California law that require a high school diploma for any purpose must accept the certificate as satisfying the requirement. Although Federal government agencies are not bound by state laws, the U.S. Civil Service Commission has ruled that the Certificate of Proficiency shall be accepted in applications for Federal civilian employment. Military service policies vary greatly. Check with a recruiter for details.

Passing the CHSPE does not exempt the student from attending school unless the student is at least 16 years old and has verified parent/guardian permission to stop attending school. Many students who pass the CHSPE continue to attend school. State law provides that, if the student leaves school after passing the CHSPE and is no more than 18 years old, the student may re-enroll in the district in which the student was registered with no adverse consequences. If the student re-enrolls and then leaves school again, the student may be denied readmittance until the beginning of the following semester. Contact the school's guidance counselor or school administrator for further information and details about leaving school after passing the CHSPE.

Dropping out of school after registering for the CHSPE or while awaiting results is unlawful for those under 18 years of age. It may also result in failing grades for courses in which the student is enrolled.

## **UNIFORM COMPLAINT PROCEDURES**

Administrative Regulation (AR) 1312 provides for the handling of complaints alleging unlawful discrimination or violations of laws or regulations governing specified District programs or activities. The Fullerton Joint Union High School District (District) shall have the primary responsibility to ensure compliance with the applicable State and Federal laws and regulations. The following procedures shall be followed where a written complaint is filed with the District alleging unlawful discrimination or a violation of Federal or State laws or regulations governing the following programs: Adult Basic Education, Consolidated Categorical Aid Programs, Vocational Education, Child Care and Development Programs, Child Nutrition Programs, and Special Education Programs.

Dr. Jennifer Williams, Executive Director of Administrative Services, shall be the District's Compliance Officer for complaints dealing with students. Dr. Sylvia Kaufman, Assistant Superintendent of Education and Assessment Services, shall be the District's Compliance Officer for complaints dealing with school attendance permits or grading disputes. Dr. Ed Atkinson, Assistant Superintendent of Human Resources, shall be the District's Compliance Officer for complaints dealing with staff members and those related to athletics, and shall also be the District's Title IX Coordinator. These individuals shall be responsible for receiving and investigating complaints after the Principal has attempted to resolve the issue.

Per AR 1312.1, a complaint of unlawful discrimination must be filed no later than six months from the date the alleged discrimination occurred or not later than six months from the date the complainant first obtained knowledge of the facts of the alleged discrimination. The District's investigation shall be completed and a written decision prepared within 90 days from receipt of the complaint.

The District's decision shall contain the findings and disposition of the complaint, including any corrective actions, the rationale for such disposition, notice of the complainant's right to appeal the District's decision to the State Department of Education within 15 days of receiving the District's decision, and the procedures to be followed for initiating an appeal to the State Department of Education. Copies of the local education agency complaint procedures shall be available free of charge.

## **NON-DISCRIMINATION POLICY**

Allegations of unlawful discrimination on the basis of disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or association with a person with one or more of these actual or perceived characteristics, are also governed by these procedures (per Ed Code § 220). The complainant shall be protected from retaliation, and all information about the complaint will be confidential. In addition, complaints pertaining to the following are to be referred to other appropriate State or Federal agencies: (1) allegations of child abuse, (2) health and safety complaints regarding a child development program, (3) discrimination issues involving child nutrition programs or Title IX, (4) employment discrimination complaints, and (5) allegations of fraud. Local community legal assistance agencies are available. Legal resources can be located in the telephone book under legal services.

In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Ave., S.W., Washington, D.C. 20250-9410

USDA is an equal opportunity provider and employer

## **PARENTS NEEDED FOR VARIOUS ADVISORY GROUPS**

Interested parents/guardians are needed to serve on advisory groups which assist in planning, operating, and evaluating programs which provide supplementary funds and services in the District. Volunteers are needed for advisory groups for Title I, English Language Development, DELAC (District English Language Advisory Committee), DAC (District Advisory Committee), Vocational Education, Budget Study, and other specially-funded programs. For more information, contact the Principal at your school.

### **DISTRICT POLICY ON DISCRIMINATION, HARASSMENT, INTIMIDATION, AND BULLYING**

Every student is entitled to a safe school environment free from discrimination, harassment, intimidation, and bullying. The District's policies on discrimination, harassment, intimidation, and bullying can be accessed on the District's website. Copies are available in the school office. The policies include:

BP/AR 0415, Nondiscrimination on Basis of Sex, Race, Color, Religious Ancestry, National Origin or Ancestry, Ethnic Group Identification, Marital or Parental Status, Gender, Age, Physical or Mental Disability, Gender Preference, Sexual Orientation or the Perception of One Or More Such Characteristics, or Economic Status – Inquiries (Educational Programs or Activities);

BP/AR 1312, Uniform Complaint Procedure-Complaints Concerning School Personnel and Complaints Alleging Unlawful Discrimination or Violation of Laws or Regulations Governing Specified District Programs or Activities;

BP/AR 5500, Conduct;

BP/AR 5642, Antibullying;

BP/AR 5645, Sexual Harassment.

The District prohibits bullying. This includes, but is not limited to, discrimination, harassment, intimidation, and bullying based on the actual or perceived characteristics set forth in Penal Code Section 422.55 and Education Code Section 220, and disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or association with a person or group with one or more of these actual or perceived characteristics. Bullying is defined in Education Code Section 48900(r).

1. School personnel must immediately intervene if they witness an act of discrimination, harassment, intimidation, or bullying, provided it is safe to do so.
2. Acts of discrimination, harassment, intimidation, or bullying should be brought to the attention of the Principal.
3. You may make an anonymous complaint by contacting the Principal or the District's Nondiscrimination/Anti-Bullying Coordinator or call anonymously 1-800-924-7233. If there is sufficient corroborating information, the District will commence an investigation. Students and parents also may contact the District's Nondiscrimination/Anti-Bullying Coordinator: Executive Director of Administrative Services Dr. Jennifer Williams at (714) 870-2803 or [jwilliams@fjuhsd.org](mailto:jwilliams@fjuhsd.org).
4. Complaints will be considered confidential. However, it may be necessary to disclose certain information in order to effectively investigate.
5. Students who violate the District's policies on discrimination, harassment, intimidation, and bullying may be subject to discipline, including suspension and expulsion.
6. The District prohibits retaliation against individuals who make complaints or provide information related to such complaints.

## HEALTHY SCHOOLS ACT

Per the annual written notification requirement of the Healthy Schools Act of 2000, below are listed for parents or guardians of students expected pesticide use on school sites. This notification identifies the active ingredient or ingredients in each pesticide product. The Internet address for further information on pesticides and their alternatives is <http://www.cdpr.ca.gov>.

### ***FJUHSD Pesticide/Herbicide Expected Use List for 2016-17 School Year***

#### ***Lista de pesticidas que se esperan usar en el Distrito Escolar de Fullerton Joint Union High para el año 2016-17***

Per the Healthy Schools Act of 2000  
**Proposed materials that may be applied on District sites**

<b>Product</b>	<b>Active Ingredient</b>	<b>Manufacturer</b>	<b>Usage</b>
Advion Fire Ant Bait	Indoxacarb	DuPont	Fire Ants
Advion Insect Granule	Indoxacarb	DuPont	Insects
Advion Roach Gel Bait	Indoxacarb	DuPont	Roaches
Contra Blox	Bromadiolone	Bell Labs	Rodents
D-Fense SC	Deltamethrin	Control Solutions	Insects
First Strike Soft Bait	Difethialone	Liphatech	Rodents
Fumitoxin	Aluminum Phosphide	D&D Holdings	Burrowing Rodents
InVict Gold	Imidacloprid	Rockwell Labs Ltd	Insects
Maxforce Magnum Roach	Fipernil	Bayer	Insects
Master line	Bifenthrin	FMC	Insects
Nibor D	Disodium Octaborate	Nisus	insects
Nyguard IGR	Pyriproxyfen	MGK	Insect IGR
Phantom	Chlorfenapyr	BASF	Insects
Powerzone	Carfentrazone-ethyl	PBI Gordon	Broadleaves
Pyronyl	Pyrethrins	Prentiss	Insects
Ramik Oats	Diphacinone	Hacco Inc.	Burrowing Rodents
Rodeo Herbicide	Glyphosate	DowAgro	Weeds
Siesta	Metaflumizone	BASF	Fire Ants
Speedzone Southern	2,4-D, 2-Ethylhexyl Ester	Gordon	Weeds
Suspend SC	Deltamethrin	AgrEvo	Insects
Tempo SC Ultra	Cyfluthrin	Bayer	Insects
TempridSC	Imidacloprid	Bayer	Insects
Terad 3 Bait Blox	Cholecalciferol	Bell Labs	Rodents
TermidorSC	Fipronil	BASF	Insects
Transport GHP Insecticide	Acetamiprid/Bifenthrin	FMC	Insects
Vanquish Herbicide	Diglycolamine salt	Syngenta	Weeds
ZP AG Oats	Zinc Phosphide	Hacco	Rodents

Scheduled applications will only take place on Sundays. Parents or guardians may request prior notification of individual pesticide applications at the school site. People who request in writing prior notification will be notified at least 72 hours before pesticides are applied. If you would like to be notified in writing when a pesticide is to be applied, please write the District Service Center, 1027 S. Leslie St., La Habra, CA 90631.

## **DISTRICT OPERATIONS DEPARTMENT PEST CONTROL MANAGEMENT POLICY AND PROCEDURE**

It is the policy of the District Operations Department to follow the California Department of Pesticide Regulations and the Healthy Schools Act of 2000 (Assembly Bill 2260) in the safe and effective use of pesticides, utilizing only those materials which are non-permit or site specific for the eradication of target pests encountered. If it is determined that the infestation cannot be eradicated within the State determined guidelines by the District Operations Department, then a state licensed pest control contractor will be contacted.

### **Implementation:**

1. Upon notification of a specific pest problem, through service request or a telephone call, a Maintenance and Operations (M&O) division staff member is dispatched to assess the situation.
2. Should the problem be routine in nature, the M&O division will assist the campus with the proper methods and materials available within the District for the safe eradication of the stated pest problem.
3. If the infestation is considered to be an emergency or beyond the scope of the stated District controls, the M&O division will contact the appropriate state licensed contractor to immediately assess the problem.
4. After assessment, the contractor will advise the District of the most prudent procedures to be implemented. If an emergency is determined, steps will be taken immediately to eradicate the problem. If the problem is not urgent in nature, the problem will be resolved during routine maintenance.

### **HERBICIDE**

A Weed Control Service Agreement has been established with Pest Options, Inc., telephone (714) 224-7378. Routine monthly service is provided under this agreement to maintain weed control throughout the District. Call back arrangements can be scheduled by contacting the Operations Department, telephone (714) 680-5659.

### **INSECTICIDE**

An Insect Control Service Agreement has been established with Pest Options, Inc., telephone (714) 224-7378. An annual clean-out service is scheduled throughout the District and monthly service is provided year round. On call service can be arranged by contacting the Operations Department, telephone (714) 680-5659.

### **RODENTICIDE**

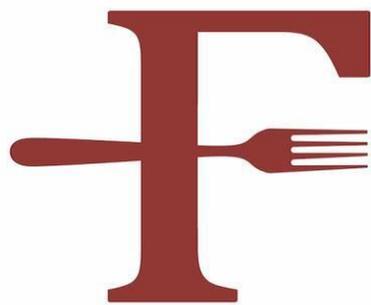
A Rodent Control Field Service Agreement has been established with Pest Options, Inc., telephone (714) 224-7378. Routine monthly service is provided under this agreement to maintain rodent control throughout the District. On call service can be arranged by contacting the Operations Department, telephone (714) 680-5659.

### **AVICIDE**

A Pigeon Control Field Service Agreement has been established with Pest Options, Inc., telephone (714) 224-7378. On call service can be arranged by contacting the Operations Department, telephone (714) 680-5659.

### **FUMIGATION**

Termite control throughout the District is scheduled as needed. In the case of a minor infestation, the District Operations Department will assist with an appropriate treatment and follow-up as needed. Major infestations will be corrected and are requested by contacting the District Operations Department, telephone (714) 680-5659.

The logo features a large, stylized red letter 'F'. The horizontal bar of the 'F' is replaced by a red fork with three tines. To the right of the 'F', the word 'FULLERTON' is written in a large, bold, red serif font. Below 'FULLERTON', the words 'Joint Union High School District' are written in a smaller, red serif font. At the bottom, the words 'Food Services' are written in a large, bold, black serif font.

# FULLERTON

Joint Union High School District

## Food Services

July 1, 2016

Dear Parent/Guardian:

The Fullerton Joint Union High School District takes part in the National School Lunch Program and School Breakfast Program by offering healthy meals at each school site every school day. Students may buy lunch for \$3.75 and breakfast for \$2.50. Your student may qualify for free or reduced-price meals. Eligible students will receive meals at no cost (\$.00) for breakfast and lunch. You and/or your children do not have to be U.S. citizens to qualify for free or reduced-price meals.

The Richard B. Russell National School Lunch Act requires the information on this application. You are not required to provide the information, but if you do not, we cannot approve your child for free or reduced-price meals. If you are submitting an income-based application, you must include the last four digits of the Social Security number of the adult household member who signs the application. The last four digits of the Social Security number are not required when you apply on behalf of a foster child; instead you would provide a Cal Fresh, California Work Opportunity and Responsibility to Kids (CalWORKs), Food Distribution Program on Indian Reservations (FDPIR), or a Kinship Guardianship Assistance Payment (Kin-GAP) case number for your child; or indicate that the adult household member signing the application does not have a Social Security number. We will use your household size and income information to determine if your child is eligible for free or reduced-price meals, and for the administration of the lunch and breakfast programs.

The U.S. Department of Agriculture (USDA) prohibits discrimination against its customers, employees, and applicants for employment on the bases of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities.)

This packet includes an application for free and reduced-price meals and a set of detailed instructions. Below are frequently asked questions and answers to help you with the application process.

If you have other questions or need help with your application, please call the Food Services Department at (714)870-2820.

Sincerely,

**Chris Trimble**  
**Director of Food Services**  
**Fullerton Joint Union High School District**  
**(714) 870-2820**  
[www.FJUHSDFoodservices.org](http://www.FJUHSDFoodservices.org)

## Welcome to Food Services!

Dear Parents and Students,

The Food Services Department at Fullerton Joint Union High School District is committed to providing healthy school meals and snacks to all students. The team of dedicated food and nutrition professionals support student academic success and promote healthful eating habits that lead to lifelong positive nutrition practices.

School meals are served to students under the National School Lunch Program and the School Breakfast Program and follow the nutrition guidelines prescribed by The Healthy, Hunger-Free Kids Act of 2010. The law was designed to reduce the incidence of childhood obesity by providing healthier choices to students.

- Increased produce options, ensuring that students receive both fruits and vegetables every day of the week.
- Portion size guidelines and calorie limits based on the age of children served.
- Increased emphasis on whole grain products.
- Limits on the types of milk served, with an emphasis on low fat (1%) and non-fat varieties

To learn more about school meal regulations visit [www.TrayTalk.org](http://www.TrayTalk.org)



The winning recipe for a healthy lifestyle includes a combination of good nutrition and physical activity. Your body needs a variety of nutrient rich foods to grow and prevent illness. Your body also needs to move and exercise every day.

Key things you need to know about leading a healthy lifestyle are:

- Eat a healthy diet that includes fruits, vegetables and whole grain products.
- Control portion sizes and never "Supersize".
- Get active for at least 60 minutes, five times a week for ages 6-18.

Well-nourished students have higher test scores, increased school attendance, improved concentration, and improved classroom behavior. Students who are physically fit sleep better and are better able to handle the physical and emotional challenges that they encounter during the day.

### Pricing

Student Breakfast	\$2.50 per meal
Student Lunch	\$3.75 per meal



Visit our website....

[www.FJUHSDFoodServices.org](http://www.FJUHSDFoodServices.org)

Learn how we are raising the bar on student nutrition

*Learn more about....*

- How to apply for free and reduced-priced meal benefits
- Online applications
- Online payments
- Healthy menus



*....and how you can raise healthy kids at home!*

Menus are also accessible through our mobile app, available for download in the App Store and Google Play.



**Fullerton Joint Union High School District**

Chris Trimble—Director of Food Services  
1051 W. Bastanchury Road Fullerton,  
CA 92833 (714) 870-2821



[www.FJUHSDFoodServices.org](http://www.FJUHSDFoodServices.org)



The USDA is an equal opportunity provider and employer.

## Student Wellness & Physical Fitness

The District has developed a Wellness Policy that is focused on improving the health of students. The policy was developed by the District's Health and Wellness Advisory Council that includes teachers, parents, students, administrators, community partners and the District nurse. Fullerton Joint Union High School District encourages the use of non-food items for celebrations and fundraising.

Students who are physically fit sleep better and are better able to handle the physical and emotional challenges they encounter during the day. The winning recipe for a healthy lifestyle includes a combination of both good nutrition and physical activity.

The District is dedicated to our students, their health and the pursuit of preparing them to not only succeed in the classroom, but also in life.

The District is centered on providing students with healthy meals while they are at school, and committed to helping students form healthy habits that will last a lifetime!



## Online Payments

Online payments are available through e-funds!



e-Funds Benefits to Parents:

- Parents can eliminate the worry that their children could lose checks or cash for payment of school lunches or activities.
- The service requires a simple, one-time registration and has continued ease of use for the parent.
- Payments can be made 24 hours a day from the parent's checking account or by credit card. This allows flexibility of payments and give the parent alternate payment choices.
- During a single online visit, parents can fund lunch accounts and pay for other school activities for all their children in one payment.
- Automated payments can be activated by parents, which assures lunch fund(s) are replenished on a scheduled basis, preventing their child's lunch account from being short of funds.
- Each time a payment is made, the system sends an e-mail to the parent providing them with a payment confirmation.
- Parents may view online payment history for the entire school year.



## Free and Reduced Lunch Applications

Now you can apply online for your children to receive free or reduced priced school meals. Your application will be sent from our secure Web site directly to the District's Food Services Department, so you don't need to worry about filling out a paper form that could be lost or misplaced.

We have designed [LunchApplication.com](http://LunchApplication.com) to make it easy for you to know exactly what information you need to provide and to guide you through the process. Fullerton Joint Union High School District will determine your eligibility and send you a letter with the results.



[LunchApplication.com](http://LunchApplication.com) is an easy, secure, and convenient way to apply for free or reduced priced lunches.



**LunchApplication.com**

English ▾

- Apply Now
- Home
- Terms of Use
- Privacy Policy
- Contact Us
- FAQ

**LOGIN**

Username:

Password:

Sign In

[Forgot Login Info?](#)

**Welcome to LunchApplication.com!**

Now you can apply on-line for your children to receive free or reduced price school meals. Your application will be sent from our secure web site directly to your school district, so you don't need to worry about filling out a paper form that could be lost or misplaced.

We have designed LunchApplication.com to make it easy for you to know exactly what information you need to provide and to guide you through the process. Your school district will determine your eligibility and send you a letter with the results.

LunchApplication.com is an easy, secure and convenient way to apply for free or reduced lunch.

**Apply Today for a Healthy School Meal**

SECURE with network

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**LunchApplication.com**



**Available Now!!**  
**Online Free and Reduced Applications for**

**Fullerton Joint Union High School District**

Now you can apply on-line for your children to receive free or reduced price school meals. Your application will be sent from a secure website directly to **FJUHSD**, so you don't need to worry about filling out a paper form that could be lost or misplaced.

[www.LunchApplication.com](http://www.LunchApplication.com) has been designed to make it easy for you to know exactly what information you need to provide and to guide you through the process. Once your application has been received the District Office will determine your eligibility and send you a letter with the results.

[www.LunchApplication.com](http://www.LunchApplication.com) is an easy, secure and convenient way to apply for free or reduced meals.

To apply, simply go to [www.LunchApplication.com](http://www.LunchApplication.com) and Click Apply Now.



Or visit Fullerton Joint Union High School District Food Services Website –

**[www.FJUHSDFoodServices.org](http://www.FJUHSDFoodServices.org)**



***Apply Today for  
a Healthy School Meal***

# FREQUENTLY ASKED QUESTIONS ABOUT FREE AND REDUCED-PRICE SCHOOL MEALS

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1. **WHO CAN GET FREE OR REDUCED-PRICE MEALS?**
  - All children in households receiving benefits from CA SNAP, the Food Distribution Program on Indian Reservations (FDPIR) or CA TANF, are eligible for free meals.
  - Foster children that are under the legal responsibility of a foster care agency or court are eligible for free meals.
  - Children participating in their school's Head Start program are eligible for free meals.
  - Children who meet the definition of homeless, runaway, or migrant are eligible for free meals.
2. **HOW DO I KNOW IF MY CHILDREN QUALIFY AS HOMELESS, MIGRANT, OR RUNAWAY?** Do the members of your household lack a permanent address? Are you staying together in a shelter, hotel, or other temporary housing arrangement? Does your family relocate on a seasonal basis? Are there any children living with you who have chosen to leave their prior family or household? If you have children in your household who meet these descriptions, they may qualify for free and reduced-price meals. If you have any questions, please call the Food Services Department at (714) 870-2820.
3. **DO I FILL OUT AN APPLICATION FOR EACH CHILD?** No. Use one Free and Reduced-Price School Meals Application for all students in your household. We cannot approve an application that is not complete, so be sure to fill out all required information. Return the completed application to:
  - FJUHSD - Food Services Department
  - 1051 W. Bastanchury Road
  - Fullerton CA, 92833
  - or call (714) 870-2820
4. **SHOULD I FILL OUT AN APPLICATION IF I RECEIVED A LETTER THIS SCHOOL YEAR SAYING MY CHILDREN ARE ALREADY APPROVED FOR FREE MEALS?** No, but please read the letter you got carefully and follow the instructions. If any children in your household were missing from your eligibility notification, contact the Food Services Department at (714) 870-2820 immediately.
5. **CAN I APPLY ONLINE?** Yes! You are encouraged to complete an online application instead of a paper application if you are able. The online application has the same requirements and will ask you for the same information as the paper application. Visit [www.FJUHSDfoodServices.org](http://www.FJUHSDfoodServices.org) to begin or to learn more about the online application process. Contact the Food Services Department at (714) 870-2820 if you have any questions about the online application.
6. **MY CHILD'S APPLICATION WAS APPROVED LAST YEAR. DO I NEED TO FILL OUT A NEW ONE?** Yes. Your child's application is only good for that school year and for the first few days of the new school year. You must send in a new application unless the school told you that your child is eligible for the new school year. If you do not send in a new application that is approved by the school, or you have not been notified that your child is eligible for free or reduced-price meals, your child will be charged the full price for meals.
7. **I RECEIVE WIC BENEFITS. CAN MY CHILDREN GET FREE MEALS?** Children in households participating in WIC may be eligible for free or reduced-price meals. Please send in an application.
8. **WILL THE INFORMATION I PROVIDE BE CHECKED?** Yes. We may also ask you to send written proof of the household income you report.

- 9 IF I DON'T QUALIFY NOW, MAY I APPLY AGAIN LATER? Yes, you may apply at any time during the school year. For example, children with a parent or guardian who becomes unemployed may become eligible for free and reduced price meals if the household income drops below the income limit.
10. WHAT IF I DISAGREE WITH THE SCHOOL'S DECISION ABOUT MY APPLICATION? You should talk to school officials. You also may ask for a hearing by calling the Food Services Department at (714) 870-2820 or writing to:  
FJUHSD - Food Services Department  
Attn: Director of Food Services  
1051 W. Bastanchury Road  
Fullerton, CA 92833.
11. MAY I APPLY IF SOMEONE IN MY HOUSEHOLD IS NOT A U.S. CITIZEN? Yes. You and/or your children, or other household members do not have to be U.S. citizens to apply for free or reduced-price meals.
12. WHAT IF MY INCOME IS NOT ALWAYS THE SAME? List the amount that you normally receive. For example, if you normally make \$1,000 each month, but you missed some work last month and only made \$900, put down that you made \$1,000 per month. If you normally get overtime, include it, but do not include it if you only work overtime sometimes. If you have lost a job or your hours or wages have been reduced, use your current income.
13. WHAT IF SOME HOUSEHOLD MEMBERS HAVE NO INCOME TO REPORT? Some household members may not receive some types of income we ask you to report on the application, or may not receive income at all. Whenever this happens, please write a 0 in the field. However, if any income fields are left empty or blank, those will also be counted as zeroes. Please be careful when leaving income fields blank, as we will assume you meant to do so.
14. WE ARE IN THE MILITARY. DO WE REPORT OUR INCOME DIFFERENTLY? Your basic pay and cash bonuses must be reported as income. If you get any cash value allowances for off-base housing, food, or clothing, it must also be included as income. However, if your housing is part of the Military Housing Privatization Initiative, do not include your housing allowance as income. Any additional combat pay resulting from deployment is also excluded from income.
15. WHAT IF THERE ISN'T ENOUGH SPACE ON THE APPLICATION FOR ALL OF MY FAMILY? List any additional household members on a separate piece of paper, and attach it to your application.
16. MY FAMILY NEEDS MORE HELP. ARE THERE OTHER PROGRAMS WE MIGHT APPLY FOR?  
Yes, for information on CalFresh and CalWORKs, contact your county welfare department by reviewing the CalFresh Web page at <http://www.calfresh.ca.gov/PG839.htm> or by phone at 877-847-3663. For additional assistance in your local area, contact the California referral hotline by phone at 211.



Household Size	Free Eligibility Scale for Lunch and Breakfast					Reduced-Price Eligibility Scale for Lunch and Breakfast				
	Year	Month	Twice per Month	Every Two Weeks	Week	Year	Month	Twice per Month	Every Two Weeks	Week
1	\$15,444	\$1,287	\$ 644	\$ 594	\$ 297	\$ 21,978	\$ 1,832	\$ 916	\$ 846	\$ 423
2	20,826	1,736	868	801	401	29,637	2,470	1,235	1,140	570
3	26,208	2,184	1,092	1,008	504	37,296	3,108	1,554	1,435	718
4	31,590	2,633	1,317	1,215	608	44,955	3,747	1,874	1,730	865
5	36,972	3,081	1,541	1,422	711	52,614	4,385	2,193	2,024	1,012
6	42,354	3,530	1,765	1,629	815	60,273	5,023	2,512	2,319	1,160
7	47,749	3,980	1,990	1,837	919	67,951	5,663	2,832	2,614	1,307
8	53,157	4,430	2,215	2,045	1,023	75,647	6,304	3,152	2,910	1,455
For each additional family member add:	\$5,408	\$ 451	\$226	\$208	\$104	\$7,696	\$642	\$321	\$296	\$148

# HOW TO APPLY FOR FREE AND REDUCED PRICE SCHOOL MEALS

Please use these instructions to help you fill out the application for free or reduced price school meals. You only need to submit one application per household, even if your children attend more than one school in FJUHSD. The application must be filled out completely to certify your children for free or reduced price school meals. Please follow these instructions in order! Each step of the instructions is the same as the steps on your application. If at any time you are not sure what to do next, please contact Director of Food Services 714-870-2820 or visit the Food Services Website at [www.FJUHSDfoodservices.org](http://www.FJUHSDfoodservices.org)

**PLEASE USE A PEN (NOT A PENCIL) WHEN FILLING OUT THE APPLICATION AND DO YOUR BEST TO PRINT CLEARLY.**

## STEP 1: LIST ALL HOUSEHOLD MEMBERS WHO ARE INFANTS, CHILDREN, AND STUDENTS UP TO AND INCLUDING GRADE 12

Tell us how many infants, children, and school students live in your household. They do NOT have to be related to you to be a part of your household.

**Who should I list here?** When filling out this section, please include ALL members in your household who are:

- Children age 18 or under AND are supported with the household’s income;
- In your care under a foster arrangement, or qualify as homeless, migrant, or runaway youth;
- Students attending FJUHSD, regardless of age.

<p><b>A) List each child’s name.</b> Print each child’s name. Use one line of the application for each child. When printing names, write one letter in each box. Stop if you run out of space. If there are more children present than lines on the application, attach a second piece of paper with all required information for the additional children.</p>	<p><b>B) Is the child a student of FJUHSD?</b> Mark ‘Yes’ or ‘No’ under the column titled “Student” to tell us which children attend each particular school. If you marked ‘Yes,’ write the grade level of the student in the ‘Grade’ column to the right.</p>	<p><b>C) Do you have any foster children?</b> If any children listed are foster children, mark the “Foster Child” box next to the child’s name. If you are ONLY applying for foster children, after finishing <b>STEP 1</b>, go to <b>STEP 4</b>. Foster children who live with you may count as members of your household and should be listed on your application. If you are applying for both foster and non-foster children, go to step 3.</p>	<p><b>D) Are any children homeless, migrant, or runaway?</b> If you believe any child listed in this section meets this description, mark the “Homeless, Migrant, Runaway” box next to the child’s name and <u>complete all steps of the application.</u></p>
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## STEP 2: DO ANY HOUSEHOLD MEMBERS CURRENTLY PARTICIPATE IN SNAP, TANF, OR FDPIR?

**If anyone in your household (including you) currently participates in one or more of the assistance programs listed below, your children are eligible for free school meals:**

- The Supplemental Nutrition Assistance Program (SNAP).
- Temporary Assistance for Needy Families (TANF).
- The Food Distribution Program on Indian Reservations (FDPIR).

<p><b>A) If no one in your household participates in any of the above listed programs:</b></p> <ul style="list-style-type: none"> <li>• Leave <b>STEP 2</b> blank and go to <b>STEP 3</b>.</li> </ul>	<p><b>B) If anyone in your household participates in any of the above listed programs:</b></p> <ul style="list-style-type: none"> <li>• Write a case number for SNAP, TANF, or FDPIR. You only need to provide one case number. If you participate in one of these programs and do not know your case number, contact: State Agency.</li> <li>• Go to <b>STEP 4</b>.</li> </ul>
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## STEP 3: REPORT INCOME FOR ALL HOUSEHOLD MEMBERS

**How do I report my income?**

- Use the charts titled “Sources of Income for Adults” and “Sources of Income for Children,” printed on the back side of the application form to determine if your household has income to report.
- Report all amounts in GROSS INCOME ONLY. Report all income in whole dollars. Do not include cents.
  - Gross income is the total income received before taxes
  - Many people think of income as the amount they “take home” and not the total, “gross” amount. Make sure that the income you report on this application has NOT been

- reduced to pay for taxes, insurance premiums, or any other amounts taken from your pay.
- Write a “0” in any fields where there is no income to report. Any income fields left empty or blank will also be counted as a zero. If you write ‘0’ or leave any fields blank, you are certifying (promising) that there is no income to report. If local officials suspect that your household income was reported incorrectly, your application will be investigated.
  - Mark how often each type of income is received using the check boxes to the right of each field.

**3.A. REPORT INCOME EARNED BY CHILDREN**

**A) Report all income earned or received by children.** Report the combined gross income for ALL children listed in STEP 1 in your household in the box marked “Child Income.” Only count foster children’s income if you are applying for them together with the rest of your household.

*What is Child Income?* Child income is money received from outside your household that is paid DIRECTLY to your children. Many households do not have any child income.

**3.B REPORT INCOME EARNED BY ADULTS**

**Who should I list here?**

- When filling out this section, please include ALL adult members in your household who are living with you and share income and expenses, even if they are not related and even if they do not receive income of their own.
- **Do NOT include:**
  - People who live with you but are not supported by your household’s income AND do not contribute income to your household.
  - Infants, Children and students already listed in **STEP 1.**

<p><b>B) List adult household members’ names.</b> Print the name of each household member in the boxes marked “Names of Adult Household Members (First and Last).” <u>Do not list any</u> household members you listed in <b>STEP 1</b>. If a child listed in <b>STEP 1</b> has income, follow the instructions in <b>STEP 3, part A.</b></p>	<p><b>C) Report earnings from work.</b> Report all income from work in the “Earnings from Work” field on the application. This is usually the money received from working at jobs. If you are a self-employed business or farm owner, you will report your net income.</p> <p><i>What if I am self-employed?</i> Report income from that work as a net amount. This is calculated by subtracting the total operating expenses of your business from its gross receipts or revenue.</p>	<p><b>D) Report income from public assistance/child support/alimony.</b> Report all income that applies in the “Public Assistance/Child Support/Alimony” field on the application. <u>Do not</u> report the cash value of any public assistance benefits NOT listed on the chart. If income is received from child support or alimony, only report court-ordered payments. Informal but regular payments should be reported as “other” income in the next part.</p>
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<p><b>E) Report income from pensions/retirement/all other income.</b> Report all income that applies in the “Pensions/Retirement/ All Other Income” field on the application.</p>	<p><b>F) Report total household size.</b> Enter the total number of household members in the field “Total Household Members (Children and Adults).” This number <b>MUST</b> be equal to the number of household members listed in <b>STEP 1</b> and <b>STEP 3</b>. If there are any members of your household that you have not listed on the application, go back and add them. It is very important to list all household members, as the size of your household affects your eligibility for free and reduced price meals.</p>	<p><b>G) Provide the last four digits of your Social Security Number.</b> An adult household member must enter the last four digits of their Social Security Number in the space provided. You are eligible to apply for benefits even if you do not have a Social Security Number. If no adult household members have a Social Security Number, leave this space blank and mark the box to the right labeled “Check if no SSN.”</p>
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**STEP 4: CONTACT INFORMATION AND ADULT SIGNATURE**

*All applications must be signed by an adult member of the household. By signing the application, that household member is promising that all information has been truthfully and completely reported. Before completing this section, please also make sure you have read the privacy and civil rights statements on the back of the application.*

<p><b>A) Provide your contact information.</b> Write your current address in the fields provided if this information is available. If you have no permanent address, this does not make your children ineligible for free or reduced price school meals. Sharing a phone number, email address, or both is optional, but helps us reach you quickly if we need to contact you.</p>	<p><b>B) Print and sign your name.</b> Print the name of the adult signing the application and that person signs in the box “Signature of adult.”</p>	<p><b>C) Write today’s date.</b> In the space provided, write today’s date in the box.</p>	<p><b>D) Share children’s racial and ethnic identities (optional).</b> On the back of the application, we ask you to share information about your children’s race and ethnicity. This field is optional and does not affect your children’s eligibility for free or reduced price school meals.</p>
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