

**VAL VERDE UNIFIED SCHOOL DISTRICT**

975 W. Morgan Street

Perris, CA 92571

Dear Parents and Guardians:

Welcome to the 2016-2017 school year in the Val Verde Unified School District. We are proud of our instructional programs, our staff and students.

The law requires us to give annual notification to parents regarding some of our instructional programs and parents' rights. An acknowledgment of receiving this information must be signed by the parent/guardian during the time of registration or the time designated by the school.

Please read this document very carefully. If you have any questions, please contact Dr. Gary Roughton, Director Student Services/CWA at (951) 940-6100 Extension 10497.

Our Governing Board members are Shelly Yarbrough, President, Suzanne Stotlar, Vice President, Julio Gonzalez, Clerk, Marla Kirkland, member, and Michael M. Vargas, member. Our Governing Board meetings are held on the first Tuesday of the month at 6:00 p.m. An agenda can be obtained ahead of time from the Superintendent's office by telephoning (951) 940-6100, Extension 10201, or visit our website at [www.valverde.edu](http://www.valverde.edu). All Governing Board meetings are open for the public to view, with an open session for comments.

Have a great year!

Michael McCormick  
Superintendent  
Val Verde Unified School District

The Val Verde Unified School District is required to give annual notification to parents regarding certain portions of the instructional programs, plus matters related to school administration. If you have any questions or concerns, please contact the principal at your child's school.

**NOTIFICATION** (Education Code Section 35291, 46014, 48205, 48207, 48208, 49403, 49423, 49451, 49472, 48980, 48981, 48982 48984, and 51938 and Chapter 2.3 (commencing with Section 32255) of Part 19 of Division I of Title I)

The Governing Board of school districts is required to notify parents and guardians of minor pupils of their right to exclude the pupil from specified activities. This act requires the parents or guardians to sign a notification form and return it to school. The signature is an acknowledgement that the parent or guardian has been informed of their rights, but does not indicate that consent to participate in any particular program has either been given or withheld.

Some legislation requires additional notification to the parents or guardians during the school term or at least 15 days prior to a specific activity. (A separate letter will be sent to parents or guardians prior to any of these specified activities or classes, and the student will be excused whenever the parent files with the principal of the school a statement in writing requesting that his/her child not participate.) Other legislation grants certain rights, which are spelled out in this form.

#### ACADEMIC SERVICES

#### **NONDISCRIMINATION NOTICE**

20 USC 1681-1688, 42 USC 2000d-7, CFR 106.9, (Federal Regulation, Title VI, Civil Rights Act and Title IX, 1972 Education Act, Rehabilitation Act of 1973)

The Val Verde Unified School District is committed to equal opportunity for all individuals in education. District programs and activities shall be free from discrimination based on gender, sex, race, color, religion, national origin, ethnic group identification, physical or mental disability, sexual orientation, or the perception of one or more of such characteristics. The District assures that lack of English language skills will not be a barrier to admission or participation in District programs. AB 1266 (Ammiano). A pupil shall be permitted to participate in sex-segregated school programs and activities and use facilities consistent with his or her gender identity, irrespective of the gender listed on the pupil's records. Complaints of unlawful discrimination are investigated through the Uniform Complaint Process. Such complaints must be filed no later than six months after knowledge of the alleged discrimination was first obtained. For a complaint form or additional information, contact your school principal. Appeals may be made to the district Superintendent.

#### **AB 1575 Prohibits Pupil Fees for Educational Activity**

AB 1575 amends the Education Code to prohibit public schools, including charter schools and alternative schools, from charging students a pupil fee for participation in an "educational activity" as defined. The prohibition does not apply to solicitation of voluntary donations, voluntary participation in fundraising activities, or any imposition of any fee, deposit or other charges allowed by law. A complaint of noncompliance may be filed with the school principal, and if either the complaint or an appeal of the complaint decision is found to have merit, the offending school will be required to provide a remedy to all affected students and parents/guardians that, where applicable, includes reasonable efforts to ensure full reimbursement.

#### **STUDENT RECORDS** (Education Code Section 49063, 49068, 49069, 49073-49078)

The compiling of appropriate facts and records pertaining to each student is a necessary function of the school district. This information is needed as a record of each student's progress. A "cumulative records" file is maintained for each student enrolled in this district with a review log. This file contains student identification data, academic work completed, grades and test scores, attendance data, health record, teacher and counselor comments, and behavior records. These files are located at the pupil's school. All active pupil records are under the supervision of the school principal; all inactive records are under the supervision of the District Custodian of Records. The records for your child are available upon receipt of your request by the principal or the District Custodian of Records. The school district reserves the right to charge up to 25 cents per page if copies of records are requested. Contact the District Custodian of Records at (951) 940-6100.

#### **Pupil Records Obtained from Social Media – EC 49073.6**

Requires a school district, county office of education, or charter school that considers a program to gather or maintain in its records any information obtained from social media, as defined, of any enrolled pupil to first notify pupils and their parents/guardians about the proposed program, and to provide an opportunity for public comment at a regularly scheduled public meeting of the governing board before the adoption of the program.

Once a program is adopted, the following information must be provided to parents/guardians as part of the annual notification:

1. Definition of "social media."
2. Assurance that the information gathered or maintained pertains directly to school or pupil safety.
3. An explanation of the process by which a pupil or a pupil's parent/guardian may access the pupil's records for examination of the information gathered or maintained.
4. An explanation of the process by which a pupil or a pupil's parent/ guardian may request the removal of information or make corrections to information gathered or maintained.
5. Notice that the information gathered and maintained shall be destroyed within one year after a pupil turns 18 years of age or within one year after the pupil is no longer enrolled, whichever occurs first.

United States District Court Decision: Notice of disclosure of student record. The FERPA and IDEA federal laws protect privacy of student records, but permit disclosure to comply with court order. On May 5, 2014, the court issued a Protective Order that prevents any party from disclosing confidential information acquired in the course of the lawsuit, including student records, to anyone other than the parties, their attorneys and consultants, and the Court. If a parent or guardian, or student over age 18 should object to school records disclosure for this lawsuit, there is an opportunity to object. The objection is to be completed in writing no later than April 1, 2016 by the person with educational rights over any student with disabilities who requested an assessment or who were assessed for special education eligibility, and children who are attending, or who have attended, a California school at any time since January 1, 2008. Contact the Val Verde Special Education Department for [Objection to Disclosure](#) forms.

#### Juveniles: Court Order Required to Release Juvenile Information

AB 899 requires court order to disseminate juvenile information to, or by, federal officials. The attachment of juvenile information, including all juvenile case file and information related to juvenile, along with any other documents may not be given to, or provided by, federal officials absent prior approval of the presiding judge of the juvenile court. (WIC831)

#### **DIRECTORY INFORMATION** (Education Code 49063, 49073) (20 USC 7908, P.L. 107-110, 10 U.S.C. 503)

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that Val Verde Unified School District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Val Verde Unified School District may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. Examples including the information from your child's educational records in certain school publications, including a playbill, showing your student's role in a drama production; the annual yearbook; honor roll or other recognition lists; graduation programs; and sports activity sheets, such as for wrestling, showing weight and height of team members. AB 1068 (Bloom) prohibits the release of directory information of a pupil identified as a homeless child or youth, as defined, unless a parent or eligible pupil has given consent that such information may be released.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

If you do not want Val Verde Unified School District to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing. Val Verde Unified School District has designated the following information as directory information: Student's name, address, telephone listing, electronic mail address, photograph, date and place of birth, major field of study, dates of attendance, grade level, participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees, honors, and awards received, and the most recent educational agency or institution attended.

#### **NO CHILD LEFT BEHIND**

##### **Teacher Qualification (20 USC § 6311, 34 CFR § 200.61) AR 4222, AR 4112.24**

##### **Title I – 20 USC 6311, 34 CFR 200.61**

Requires the school district, at the beginning of each school year, to notify the parents of each student attending any school receiving Title I funds that they may request, and the district will provide on request (and in a timely manner), information regarding the professional qualifications of the student's classroom teachers, including, at a minimum, the following:

1. Whether the teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
2. Whether the teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived.
3. The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree.
4. Whether the child is provided services by paraprofessionals and, if so, their qualifications.

In addition to the information that parents may request, a school that receives Title I funds shall provide to each individual parent information on the level of achievement of the parent's child in each of the State academic assessments as required under this part; and timely notice that the parent's child has been assigned, or has been taught for four or more consecutive weeks by, a teacher who is not highly qualified.

The notice and information provided to parents under this paragraph shall be in an understandable and uniform format and, to the extent practicable, provided in a language that the parents can understand.

#### **TITLE I SCHOOLS**

**Annual Parent Meeting-** Parents are invited to an annual meeting that explains services available to students, how funds are spent, and invites parent participation on parent councils and committees that annually update the school plan.

**School Parent Involvement Policy-** Parents are invited to participate in an annual update of the school's parent involvement policy that lists the many ways in which parents may become involved in the education of their children, and to participate in an annual survey done each spring.

Parent-School Compact- Parents are invited to participate in an annual update of the school’s parent-school compact that lists the ways in which the parents, students and teachers can work together to ensure a quality education for their children, and to sign the school compact.

**NOTIFICATION OF RIGHTS UNDER FERPA FOR ELEMENTARY AND SECONDARY SCHOOLS (34 CFR § 99.7)**

The Family Educational Rights and Privacy Act (FERPA) afford parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records. These rights are:

- (1) The right to inspect and review the student’s education records within 45 days of the day the School receives a request for access. Parents or eligible students should submit to the School principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
- (2) The right to request the amendment of the student’s education records that the parent or eligible student believes is inaccurate, misleading, or otherwise in violation of the student’s privacy rights under FERPA. Parents or eligible students who wish to ask the School to amend a record should write the School principal [or appropriate school official], clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for an amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to hearing.
- (3) The right of consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the school has contracted as its agent to provide a service instead of using its own employees or officials (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee or assisting another school official in performing his/her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his/her professional responsibility. Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.
- (4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the *School District* to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:  
Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-5920

**Program Improvement – 20 USC 6316**

Requires schools identified for program improvement under the No Child Left Behind Act to promptly notify parents or guardians of students enrolled at the school of the following:

1. An explanation of what the identification means, and how the school compares in terms of academic achievement to other elementary or secondary schools in the district and state.
2. The reasons for the identification.
3. An explanation of what the school is doing to address the problem of low achievement.
4. An explanation of what the district or state is doing to help the school address the achievement problem.
5. An explanation of how parents or guardians can become involved in addressing the academic issues that caused the school to be identified for program improvement.
6. An explanation of the option to transfer to another district school or charter school or to obtain supplemental educational services.

Schools required to provide supplemental educational services must annually notify parents/guardians of:

1. The availability of supplemental educational services.
2. The identity of approved providers that are within the district or are reasonably available in neighboring local educational agencies.
3. The identity of approved providers that are accessible through technology, such as distance learning.
4. The services, qualifications and demonstrated effectiveness of each provider.
5. The procedures and timelines that parents/guardians must follow to select a provider.

**STUDENT SURVEYS – NOTIFICATION OF RIGHTS UNDER THE PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)**

(Education Code 51513, 20 USC § 1232h) AR 5022

PPRA affords parents and students who are 18 or emancipated minors (“eligible students”) certain rights regarding our conduct of surveys, collections and use of information for marketing purposes, and certain physical exams. These include the right to:

*Consent* before students are required to a survey that concerns one or more of the following protected area (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)—

1. Political affiliations or beliefs of the student or student’s parent;
2. Mental or psychological problems of the student or student’s family;

3. Sex behavior or attitudes;
  4. Illegal, anti-social, self-incriminating, or demeaning behavior;
  5. Critical appraisals of others with whom respondents have close family relationships;
  6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
  7. Religious practices, affiliations, or beliefs of the student or parents; or
  8. Income, other than as required by law to determine program eligibility.
- *Receive notice and an opportunity to opt a student out of –*
    1. Any other protected information survey, regardless of funding;
    2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
    3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
  - *Inspect, upon request and before administration or use –*
    1. Protected information surveys of students;
    2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
    3. Instructional material used as part of the educational curriculum.

Val Verde Unified School District has developed and adopted policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. Val Verde Unified School District will directly notify parents and eligible students of these policies at least annually at the start of each school year, after any substantive changes. Val Verde Unified School District will also directly notify parents and eligible students, such as through U.S. Mail or email, at least annually at the start of each school year of the specific or approximate dates of the following activities and provide an opportunity to opt a student out of participating in:

- Collection, disclosure, or use of personal information for marketing, sales or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

*Parents/eligible students who believe their rights have been violated may file a complaint with:*

Family Policy Compliance Office  
 US Department of Education  
 Maryland Avenue, SW  
 Washington, D.C. 20202-5920

#### **MEDICAID REIMBURSEMENT/STUDENT RECORDS**

Val Verde Unified School District, in cooperation with the California Department of Health Care Services and Education, has a program to allow the Val Verde Unified School District to be reimbursed with federal Medicaid dollars for selected health services provided to eligible students at school. In accordance with Local Education Agency rules and guidelines, we are notifying you that eligible student records may be forwarded to the District's billing in accordance with Local Education Agency rules and guidelines; we are notifying you that eligible student records may be forwarded in a confidential manner. Our vendor holds a contract with the District that contains a specific confidentiality clause to ensure information is not disclosed inappropriately; further, our vendor is HIPAA compliant (Federal Health Insurance Portability & Accountability Act). School health services currently provided to all students will not be charged by this program. Students will not be denied services they require to attend school, and parents will never be billed for services by the school district. For more information contact Special Education at 951-940-6100 extension 10433.

#### **COURSE SELECTION AND CAREER COUNSELING (Education Code Section 221.5, 48980) AR 6164.2**

Val Verde Unified maintains sex equity related to career counseling and course selection. Pupils in grades 7 through 12 periodically receive counseling from school personnel regarding alternatives for careers and courses of study. Parents may participate in such counseling sessions and decisions. Contact your principal for details.

#### **RELIGIOUS INSTRUCTION (Education Code 46014, 48980)**

Pupils, with the written consent of their parent or guardian, may be excused from school in order to participate in religious exercises or instruction. Each pupil must attend school at least the minimum day for his grade level. No pupil shall be excused from school for more than four days in any school month.

#### **GRADING OF PUPILS (Education Code Sections 49063, 49066-49067, 49070) AR 5125.3**

Parents of students in danger of receiving a failing grade must be notified. Grades are determined by teachers and are considered final. Grades can be changed only when error, fraud, bad faith, or incompetence is proven.

#### **PROPERTY DAMAGE, WITHHOLDING GRADES, DIPLOMA, OR TRANSCRIPTS (Educational Code 48904.3, 48904) AR 5125.2**

Parents or guardians may be held financially liable if their child willfully damages school property or fails to return school property loaned to the child. The school may further withhold the grades, diploma, and transcript of the pupil until the restitution is paid.

**RECIPROCAL WITHHOLDING OF GRADES** (Education Code 48904.3) AR 5125.2

The district shall withhold grades, diploma or transcripts from any student transferring into the district whose misconduct caused a previous district to withhold them. When informed by the previous district that its decision has been rescinded, the district shall release these documents.

**AVAILABILITY OF COURSE PROSPECTUS** (Education Code 49063, 49091.14) AR 5020, AR 5125

Each School site shall make available to parents/guardians and others, upon request, a copy of the prospectus for each course, including the titles, descriptions and instructional aims of the course. The school may charge an amount not to exceed the cost of duplication for copying.

**RELEASE OF INFORMATION PURSUANT TO COURT ORDER** (Education Code Section 49077)

Information concerning a student shall be furnished in compliance with a court order. Reasonable effort shall be made to notify the parent and the pupil in advance.

**HOME AND HOSPITAL INSTRUCTION** (Education Code Sections 48206.3, 48206, 48207, 48208, 48980)

The District provides a program of instruction in the home or hospital setting for students unable to attend their regular instructional program for an extended period of time (more than 20 school days) as a result of a temporary disability. Hospitalized students are considered residents of the school district in which the hospital is located. Parents in need of these services must contact the Director of Child Welfare & Attendance to obtain a Request for Home and Hospital Instruction.

**HARM OR DESTRUCTION OF ANIMALS** (Education Code Section 32255, 32255.6, 48980)

Any pupil with a moral objection to dissecting or otherwise harming or destroying an animal, or any part thereof, must inform his or her teacher of the objection. Objections must be substantiated by a note from the pupil's parent or guardian. A pupil who chooses to refrain from participation in an education project involving the harmful or destructive use of an animal may receive an alternative education project, if the teacher believes that an adequate alternative education project is possible. The teacher may work with the pupil to develop and agree upon an alternative education project so that the pupil may obtain the knowledge, information, or experience required by the course of study in question.

**ALTERNATIVE SCHOOLS** (Education Code Section 58501, 58502, 51225.3)

California State law authorizes all school districts to provide for alternative schools. These are defined as a school or separate class group within a school, which is operated in a manner designed to:

- A. Maximize the opportunity for students to develop the positive values of self-reliance, initiative, kindness, spontaneity, resourcefulness, courage, creativity, responsibility, and joy.
- B. Recognize that the best learning takes place when the student learns because of his/her desire to learn.
- C. Maintain a learning situation maximizing student self-motivation and encouraging the student in his/her own time to follow his/her own interests. These interests may be conceived by him/her totally and independently or may result in whole or in part from a presentation by the teacher's choice of learning projects.
- D. Maximize the opportunity for teachers, parents, and students to cooperatively develop the learning process and its subject matter. This opportunity shall be a continuous, permanent process.
- E. Maximize the opportunity for the students, teachers, and parents to continuously react to the changing world, including but not limited to, the community in which the school is located.

**OPEN ENROLLMENT ACT** (Educational Code 48350 et seq.)

Whenever a student is attending a school on the Open Enrollment List as identified by the Superintendent of Public Instruction, the student may seek to transfer to another school within or outside of the district, as long as the school to which he/she is transferring has a higher Academic Performance Index. Parents of high school athletes should check on CIF sports eligibility rules before pursuing a transfer under this option. Transportation to any other school is the responsibility of the parent. School districts are allowed to adopt specific, written standards for acceptance and rejection of applications as long as students are selected through a "random and unbiased" process. Unless the school board waives the deadline, requests for transfers are to be submitted by January 1 of the prior school year. To apply, parents must directly contact the school district to which they seek to transfer their student. The Open Enrollment List can be found on the California Department of Education website at <http://www.cde.ca.gov/sp/eo/op>.

**YEAR ROUND EDUCATION** (Educational Code 37611, 378616)

If the Governing Board determines to operate a year-round program in a matter that would require any student to enroll, the Superintendent or designee shall publish, not later than November 1 of the school year preceding the commencement of the program, notice of the district's intention to operate such a program.

**SCHOOL ACCOUNTABILITY REPORT CARD** (Education Code Section 35256, 35258, 33126)

The Governing Board has compiled a School Accountability Report Card for each school in the district. A copy of a school's report card is available by February 1, upon request, at each school office, the District Administration Office, or our web site at [www.valverde.edu](http://www.valverde.edu)

**NOTIFICATION OF MINIMUM DAYS** (Education Code Section 48980c, 44579)

Parents will be advised at least one month ahead of any district minimum days or pupil-free staff development days.

**INVESTING FOR FUTURE EDUCATION** (Education Code Section 48980d)

The district recommends that parents/guardians recognize the importance of investing for future college or university education for their children and consider appropriate investment options, including, but not limited to, United States savings bonds.

**ACCESS TO INTERNET** (Education Code Section 48980(i), 51870.5)

Before using the district's on-line resources, each student and his/her parent/guardian shall sign and return an Acceptable Use Agreement specifying user obligations and responsibilities. In that agreement, the student and his/her parent/guardian shall agree to not hold the District responsible and shall agree to indemnify and hold harmless the district and all district personnel for the failure of any technology protection measures, violations of copyright restrictions, users' mistakes or negligence, or any costs incurred by users.

**PROMOTIONAL/ACCELERATION/RETENTION** (Education Code Section 37252.2)

The Governing Board expects students to progress through each grade level within one school year. To accomplish this, instruction should accommodate the variety of ways that students learn and include strategies for addressing academic deficiencies when needed. Students shall progress through the grade levels by demonstrating growth in learning and meeting grade-level standards of expected student achievement.

When high academic achievement is evident, the Superintendent or designee may recommend a student for acceleration into a higher grade level. The student's maturity level shall be taken into consideration in making a determination to accelerate a student.

As early as possible in the school year, the Superintendent or designee shall identify students who should be retained and who are at risk of being retained in accordance with law, Board policy, administrative regulation and the following criteria. Students shall be identified on the basis of grades. The following other indicators of academic achievement shall also be used: Curriculum Based Reading Assessment; diagnostic reading and/or math test; math facts assessment, writing sample, core grade level standards, CST scores, discipline record, and attendance.

When a student in grades 2 through 9 is retained or recommended for retention, the Superintendent or designee shall offer programs of direct, systematic and intensive supplemental instruction in accordance with Education Code 37252.2.

Parents/guardians shall be provided the opportunity to consult with the teacher(s) or certified staff member the principal designates to be responsible for the decision to retain or promote a pupil through a Student Study Team. Additionally, parents/guardians shall also be provided a process whereby the decision of the teacher may be appealed.

**HIGH SCHOOL GRADUATION REQUIREMENTS**

Val Verde Unified School District requires a student to successfully complete 220 credits in grades 9 through 12 for graduation and 200 credits at the continuation school.

**HIGH SCHOOL EXIT EXAM** (Education Code Section 60850, 48980, 37254)

**The California High School Exit Examination (CAHSEE), formerly a graduation requirement for students in California public schools, was suspended effective January 1, 2016. Due to the change in academic standards, Senate Bill 172 (Liu) was signed by the Governor to suspend the administration of the CAHSEE and the requirement that students pass the CAHSEE to receive a high school diploma for the 2015–16, 2016–17, and 2017–18 school years. The law required that schools grant a diploma to any pupil who completed grade twelve in the 2003–04 school year or a subsequent school year and met all applicable graduation requirements other than the passage of the high school exit examination. The law further required the State Superintendent of Public Instruction to convene an advisory panel to provide recommendations to the Superintendent on the continuation of the high school exit examination and on alternative pathways to satisfy the high school graduation requirements pursuant to *Education Code* sections 51224.5 and 51225.3. The law became effective on January 1, 2016.**

**NOTICE OF CALIFORNIA HIGH SCHOOL PROFICIENCY EXAMINATION** (5 CCR § 11523, EC 48412)

The California High School Proficiency Exam (CHSPE) is a voluntary test that assesses proficiency in basic reading, writing, and mathematics skills taught in public schools. Eligible pupils who pass the CHSPE are awarded a Certificate of Proficiency by the State Board of Education. A pupil who receives a Certificate of Proficiency may, with verified approval from the parent or legal guardian, leave high school early. The Certificate of Proficiency, however, is not equivalent to completing all course work required for regular graduation from high school. For more information, including administration dates and registration deadlines, visit the following website: <http://www.chspe.net/>.

**COLLEGE ADMISSION AND LIST OF VAL VERDE UNIFIED SCHOOL DISTRICT CLASSES** (Education Code 51224, 51229, 66204) BP 6143

Admissions information for California State University

- [http://www.csumentor.edu/planning/high\\_school/](http://www.csumentor.edu/planning/high_school/)

Admissions Information for University of California

- <http://www.ucop.edu/a-gGuide/ag/a-g/welcome.html>

### General UC a-g requirements, by subject area

The following sequence of high school courses is required by the Academic Senate of the University of California as appropriate for fulfilling the minimum eligibility requirements for admission to the University of California. It also illustrates the minimum level of academic preparation students ought to achieve in high school to undertake university level work.

The “a-g” requirements can be summarized as follows:

- History / Social Science – Two years, including one year of world history, cultures, and historical geography and one year of U.S. history or one-half year of U.S. history and one-half year of civics or American government.
- English – Four years of college preparatory English that includes frequent and regular writing, and reading of classic and modern literature.
- Mathematics – Three years of college preparatory mathematics that include the topics covered in elementary and advanced algebra and two- and three-dimensional geometry.
- Laboratory Science – Two years of laboratory science providing fundamental knowledge in at least two of these three disciplines: biology, chemistry, and physics.
- Language Other Than English – Two years of the same language other than English.
- Visual & Performing Arts – One year, including dance, drama/theater, music, or visual art.
- College Preparatory Elective – One year (two semesters), chosen from additional “a-f” courses beyond those used to satisfy the requirements above, or courses that have been approved solely for use as “g” electives.

For a list of UC a-g courses at any high school, please contact the counseling office.

### Current List of University of California and California State University Web Sites

- <http://www.universityofcalifornia.edu/>
- <http://www.calstate.edu/>

### Description of Career Technical Education (CTE) – EC 51229

Career technical education engages all students in a dynamic and seamless learning experience resulting in their mastery of the career and academic knowledge and skills necessary to become productive, contributing members of society.

For more information on CTE, please visit:

<http://www.cde.ca.gov/ci/ct/>

### Cal Grant Program – EC 69432.9

By October 15th of a pupil’s grade 12 academic year, a school district or charter school must provide written notice to each grade 12 pupil and, for a pupil under 18 years of age, his/her parent/guardian that the pupil will be automatically deemed a Cal Grant applicant unless the pupil opts out. The deadline to opt out must not be less than 30 days from the date of the notice. Until a pupil turns 18 years of age, only a parent/guardian may opt the pupil out. Once a pupil turns 18 years of age, only the pupil may opt himself/ herself out and, if prior to the conclusion of the notice period, the pupil may opt in over the prior decision of a parent/guardian to opt out. The notice must indicate when the school will first send grade point averages to the Student Aid Commission.

*A Cal Grant is money for college that does not have to be paid back. To qualify, a student must meet the eligibility and financial requirements as well as any minimum grade point average (GPA) requirements. Cal Grants can be used at any University of California, California State University or California Community College. Some independent and career colleges or technical schools in California also take Cal Grants. In order to assist students apply for financial aid, all students in grade 12 are automatically considered a Cal Grant applicant and each grade 12 student’s GPA will be submitted to the California Student Aid Commission (CASC) electronically by a school or school district official. A student, or the parent/guardian of a student under 18 years of age, may complete a form to indicate that he/she does not wish for the school to electronically send CASC the student’s GPA. Until a student turns 18 years of age, only the parent/guardian may opt out the student. Once a student turns 18 years of age, only the student may opt himself/herself out, and can opt in if the parent/guardian had previously decided to opt out the student. All grade 12 students’ GPA will be sent to CASC.*

### ADVANCED PLACEMENT FEDERAL FEE REDUCTION NOTIFICATION (Education Code Section 489980, 52244)

Students may contact their school’s advanced placement coordinator or counselor for applications to apply for reduced advanced placement test fees based upon household income. This program significantly reduces the amount a student pays for each advanced placement exam.

### ENGLISH LANGUAGE LEARNERS INSTRUCTION (Education Code Section 5216.1, 52164.3, 52173, 5 CCR 11303, 20 USC6312)

At the beginning of the school year English Language Learners will be assessed and enrolled in an appropriate English Language Development Program, or re-designated into the mainstream English program.

**ENGLISH LANGUAGE EDUCATION\*; PARENTAL WAIVER** (5 CCR 11309, Education Code 310)

Parent/guardian requests for waivers from Education Code 310 regarding placement in a sheltered English immersion program shall be granted in accordance with law and administrative regulation.

**RIGHTS OF PARENTS AND GUARDIANS WHO LACK ENGLISH FLUENCY** (Education Code 51101.1)

The district provides assistance in Spanish for anyone needing translation. District communication and forms are available in Spanish. The district provides translators/translations as needed for parents who speak other home languages.

**DESIGNATION OF PUPILS AS LIMITED ENGLISH PROFICIENT OR FLUENT ENGLISH PROFICIENT** (Education Code 52164.3, 20USC 6312)

The district will reassess a pupil whose primary language is other than English when a parent, teacher or school administrator claims that there is reasonable doubt about the accuracy of the pupil's designation. Parents will be notified of reassessment results and that notice will be given orally when school staffs have reason to believe a written notice will not be understood.

**GIFTED AND TALENTED PUPIL PROGRAM** (5 CCR § 3831) AR 6172

The Superintendent or designee shall develop a written plan for the district's GATE program which shall be available for public inspection.

**Competitive Athletics – EC 221.9**

Commencing with the 2015-2016 school year and every year thereafter, each public elementary and secondary school, including each charter school, that offers competitive athletics, shall publicly make available at the end of the school year all of the following information:

1. The total enrollment of the school, classified by gender.
2. The number of pupils enrolled at the school who participate in competitive athletics, classified by gender.
3. The number of boys' and girls' teams, classified by sport and by competition level.

Schools shall make the information identified above publicly available by posting it on the school's website. If the school does not maintain its own website, the school can submit the information to its school district or charter operator to have the information posted on the district's or operator's website; the information shall be disaggregated by schoolsite.

"Competitive athletics" means sports where the activity has coaches, a governing organization, and practices, and competes during a defined season, and has competition as its primary goal.

**ATTENDANCE**

Each person in California between the ages of 6 and 18 years, who is not legally exempt, is subject to compulsory school attendance. Each parent or guardian has the responsibility to send students to school for the full time of the school day as designated by the Board of Education (Education Code Section 48200). **Education Code 48263.6 Any pupil subject to compulsory education who is absent from school without a valid excuse for 10% or more of the school days in one school year is deemed to have chronic absenteeism.**

Students may be excused from school for the following reasons: Sickness, quarantine, and death in the family, doctor's appointment, and religious ceremonies and/or instruction. **Once a student accrues ten absences medical documentation is required in order for the absence to be excused.** No pupil shall have his or her grade reduced or lose academic credit for any excused absence or absences (unless they are chronic and total 19 or more days of excused/unexcused absences.) if missed assignments and tests can reasonably be provided and are satisfactorily completed within a reasonable period of time.

**ALLOWED ABSENCES – HOMEWORK/MAKEUP WORK** (Education Code Section 48205, 48980)

Notwithstanding Section 48200, a pupil shall be excused from school when the absence is: (1) Due to his or her illness; (2) Due to quarantine under the direction of county or city health officer; (3) For the purpose of having medical, dental, optometric, or chiropractic services rendered; (4) For the purpose of attending the funeral services of a member of his or her 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 the purpose of jury duty in the manner provided for by law; (6) Due to the illness or medical appointment during school hours of a child of 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 his or her religion, attendance at religious retreats, attendance at an employment conference, or attendance at an educational conference 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 pursuant to uniform standards established by the governing board; (8) (a) For the purpose of serving as a member of a precinct board for an election pursuant to Section 12302 of the Elections Code. (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 of time, shall be given full credit. The

teacher of the class from which the 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 pursuant to this section are deemed to be absences in computing average daily attendance and shall not generate state apportionment payments. (e) "Immediate family," as used in this section, has the same meaning as that set forth in Section 45194, except that references therein to "employee" shall be deemed to be references to "pupil."

Following an absence, a student is required to bring a written excuse from home when returning to school. Illnesses, and doctor and dental appointments accompanied by a doctor's note are considered excused absences under the 10% rule. All absences over 10% of the school year are deemed Chronic and require a written doctor's excuse. Absences without a written excuse are recorded as unexcused.

Val Verde Unified School District urges parents to make sure their children attend school regularly and to schedule medical and other appointments so that a student misses none or only a small portion of the school day. The district also asks that travel or other absences be avoided during the time school is in session. If there is a significant reason why a student must be absent when school is in session than parents must inform the principal and sign a short term independent study contract. Students who need to be out for longer than 20 school days for medical reasons must get a doctor's note and be placed on Home Hospital. The higher the district's daily attendance rate, the more a student will learn and the greater the amount of funding that the district will receive from the state for classroom instruction and academic programs. The school calendar is designed to minimize problems for families who plan vacations around traditional holiday periods, and thereby minimize student absences.

### TARDINESS

**Tardy policies may be different between schools within the district. Please read the tardy policy at each child's school.**

Children are encouraged to be prompt as part of their training. They are expected to be at school on time. If a child is late, the child should bring an excuse from home to the school office. Frequent tardiness without a valid excuse may be considered truant under state law.

### DISTRICT RESIDENCY (Education Code 48200, 48204, 48207, 52317) AR 5111.1

Criteria for Residency – A student shall be deemed to have complied with district residency requirements if he/she meets any of the following criteria: (1) the student's parent/guardian resides within district boundaries. (2) The student is placed within district boundaries in a regularly established licensed children's institution, a licensed foster home, or a family home pursuant to a court-ordered commitment or placement. (3) The student has been admitted through the district's inter-district attendance program. (4) The student is an emancipated minor residing within district boundaries. (5) The student lives with a caregiving adult within district boundaries. (6) The student resides in a state hospital located within district boundaries. (7) The student is confined to a hospital or other residential health facility within district boundaries for treatment of a temporary disability.

In addition, district residency status may be granted to a student whose parent/guardian is employed within district boundaries for a minimum of 10 hours during the school week. District residency is not required for enrollment in a regional occupational center or program if there are openings in the program or class.

### Residency Investigations

AB 1101 (Bonilla) requires governing board of school districts to adopt a policy to identify circumstances in which district may initiate an investigation and describe the investigatory methods that may be used, including whether the school district will employ an outside investigator. Photography and video-recording of pupils who are being investigated is prohibited. District must also provide an appeal process, as specified, and adopt the policy at a public meeting of the school board. **EC 48204.2**

### INTRADISTRICT OR INTERDISTRICT TRANSFER OPTIONS (Education Code Section 48980, 46600) AR 5116.1

The Val Verde Unified School District has established a program for students to attend a school other than the school of residence. Students must apply to attend a school outside the attendance boundary in which they live by filing an intra-district transfer request this must be done prior to the coming school year, once approved this becomes the student's home school and does not need to apply annually. The opportunity to attend schools under this program is based upon space availability at the school of desired attendance. Transportation including bus passes is not provided to transfer students. Requests to attend a school other than the school of residence can be made by contacting Student Services for applications and procedures.

Intra-district Transfers or Open Enrollment [EC 35160.5(b)]: The district has established a program of open enrollment that is available to pupils whose parents or guardians currently reside within district attendance boundaries. This option allows parents to select the school the child shall attend if space is available. Requests for admission will be based on a random, unbiased selection process. The enrollment period to request Intra-district transfers will be January 15 thru February 28 for the following school year. These are subject to annual review by the site administration. **Transfers maybe denied due to attendance, discipline, or academic progress.**

Inter-district Transfers: The Governing Board recognizes that students who reside in one district may choose to attend school in another district and that such choices are made for a variety of reasons. The Board desires to communicate with parents/guardians and students regarding the educational programs and services that are available in the district. The Superintendent or designee may approve inter-district attendance agreements with other districts on a case-by-case basis to meet individual student needs. The inter-district attendance agreement shall not exceed a term of one year and shall stipulate the terms and conditions under which inter-district attendance shall be permitted or denied. The Superintendent or designee may deny applications for inter-district transfers because of overcrowding within district schools or limited district resources. **Transfers maybe denied or revoked due to attendance, discipline, or academic progress.** \* A pupil who has been determined by

personnel of either the home or receiving district to have been the victim of an act of bullying, as defined in EC 48900 (r), shall, at the request of the parent or legal guardian, be given priority for inter-district attendance under any existing agreement or, in the absence of an agreement, be given additional consideration for the creation of an inter-district attendance agreement.

**Pupil Attendance: Residency Requirements**

SB 200 (Lara) provides residency for students who live with parent at place of employment for more than three days during the school week and parent is employed for a minimum of 10 hours during the school week, as well. Even if parent or legal guardian resides outside of the boundaries of the school district, an interdistrict permit is not required; residency henceforth is established.

**EC 48204**

**Educational Liaison for Foster Children**

AB 224 (Jones-Sawyer) requires State Department of Education in consultation with the California Foster Youth Education Task Force, to develop a standardized notice of the educational rights of foster children, as specified, and to make the notice available to educational liaisons for foster children for dissemination by posting the notice on the Internet Web site.

**EC 48204, 48645.5, 48853, and 48853.5, WIC 317 and 16010**

**FOSTER YOUTH EDUCATIONAL PLACEMENT- (EC 48850)**

Requires the school district educational liaisons to ensure pupils in foster care receive stable school placements which are in the best interests of the child, placement in least restrictive educational programs, access to academic resources, services, and extracurricular and enrichment activities available to all pupils, full and partial credits for coursework taken, and a meaningful opportunity to meet state pupil academic achievement standards. AB 1573 (Brownley) deems a pupil who is a foster child who remains in his/her school of origin to have met residency requirements for school attendance in that district.

**Foster youth: homeless children or youth: complaint of noncompliance: exemption from local graduation requirements**

AB 379 (Gordon) allows enforcement of education rights through the Uniform Complaint Procedure (UCP) for foster and homeless youth: immediate enrollment, remain in school of origin, enrollment in local comprehensive school, partial credits, graduation with state minimum requirements with possible fifth year/exemption from local graduation requirements, and access to academic resources, services and extracurricular activities. **EC 48853, 49069, and 51225**

**HOMELESS YOUTH EDUCATION (42 USC § 11432)**

The District may provide a bus pass for a homeless student to and from a district school of origin when the student is residing within the district and the parent/guardian requests that such transportation be provided. If the student moves outside of district boundaries but continues to attend this district's school of origin, the Superintendent or designee shall consult with the Superintendent of the district in which the student is now residing to agree upon a method to apportion the responsibility and costs of the transportation.

The law requires school district homeless liaisons to ensure parents of homeless pupils are informed of educational and related opportunities available to their children and are provided with meaningful opportunities to participate in the education of their children. Unaccompanied youth, such as teen parents not living with their parent/guardian or students that have run away or have been pushed out of their homes, have access to these same rights. Notification may address:

1. Liaison contact information.
2. Circumstances for eligibility (e.g., living in a shelter, a motel, hotel, a house or apartment with more than one family because of economic hardship or loss, in an abandoned building, in a car, at a campground, or on the street, in temporary foster care or with an adult with an adult who is not your parent or guardian, in substandard housing, or with friends or family because you are a runaway or unaccompanied youth).
3. Right to immediate enrollment in school of origin or school where currently residing without proof of residency, immunization records or tuberculosis skin-test results, school results, school records, or legal guardianship papers.
4. Right to education and other services (e.g., to participate fully in all school activities and program for which child is eligible, to qualify automatically for nutrition programs, to receive transportation services, and to contact liaison to resolve disputes that arise during enrollment).
5. Right to be notified of possibility of graduating within four years with reduced state requirements, if the homeless student transferred after the second year of high school, is credit deficient, and will not be able to graduate on time with local district requirements.
6. Right for district to accept partial credits for courses that have been satisfactorily completed by the homeless student.

\*Notice of educational rights of homeless children to be disseminated at places where children receive services, such as schools, shelters, and soup kitchens.

**CALWORKS SCHOOL ATTENDANCE REQUIREMENT:**

California state law requires that all school age children, ages 6-17, who receive CALWORKS cash aid attend school regularly. Regular school attendance means that your child(ren) attends at least 85% of the school days in an attendance period as determined by your child's school. When information is received from the school that your child(ren) is not attending school, CalWORKS cash aid may be lowered by the amount

equal to: 1) The parent/caretaker relative's share of the grant when the child is age 6-15, and/or 2) The child's share of the grant when the child is age 16 or older. If your cash aid is lowered because your child(ren) is not attending school regularly, your grant will be increased when information is received from the school that your child(ren) has started attending regularly. This increase in your cash aid will begin in the month the attendance information is received. If your cash aid is lowered because your child(ren) is not attending school regularly and you think there is a good reason why, you will need to contact your eligibility technician or the school. If you are in CalWORKS Gain, your welfare to work plan will include the requirement that all your children attend school regularly.

## **DISCIPLINE**

### **SUSPENSION AND EXPULSION LAWS**

#### **California Education Codes (EC) 48900 et seq.**

#### **EC 48900. Grounds for Suspension and Expulsion**

A pupil shall not be suspended from school or recommended for expulsion, unless the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has committed an act as defined pursuant to any of subdivisions (a) to (r), inclusive:

- (a) (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.
- (b) Possessed, sold, or otherwise furnished a firearm, knife, explosive, or other dangerous object, unless, in the case of possession of an object of this type, the pupil had obtained written permission to possess the item from a certificated school employee, which is concurred in by the principal or the designee of the principal.
- (c) Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of, a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind.
- (d) Unlawfully offered, arranged, or negotiated to sell a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind, and either sold, delivered, or otherwise furnished to a person another liquid, substance, or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant.
- (e) Committed or attempted to commit robbery or extortion.
- (f) Caused or attempted to cause damage to school property or private property.
- (g) Stolen or attempted to steal school property or private property.
- (h) Possessed or used tobacco, or products containing tobacco or nicotine products, including, but not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel. However, this section does not prohibit use or possession by a pupil of his or her own prescription products.
- (i) Committed an obscene act or engaged in habitual profanity or vulgarity.
- (j) Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell drug paraphernalia, as defined in Section 11014.5 of the Health and Safety Code.
- (k) **(1)** Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties.  
**(2) Except as provided in Section 48910, a pupil enrolled in kindergarten or any of grades 1 to 3, inclusive, shall not be suspended for any of the acts enumerated in this subdivision, and this subdivision shall not constitute grounds for a pupil enrolled in kindergarten or any of grades 1 to 12, inclusive, to be recommended for expulsion. This paragraph shall become inoperative on July 1, 2018, unless a later enacted statute that becomes operative before July 1, 2018, deletes or extends that date.**
- (l) Knowingly received stolen school property or private property.
- (m) Possessed an imitation firearm. As used in this section, "imitation firearm" means a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.
- (n) Committed or attempted to commit a sexual assault as defined in Section 261, 266c, 286, 288, 288a, or 289 of the Penal Code or committed a sexual battery as defined in Section 243.4 of the Penal Code.
- (o) Harassed, threatened, or intimidated a pupil who is a complaining witness or a witness in a school disciplinary proceeding for the purpose of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both.
- (p) Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
- (q) Engaged in, or attempted to engage in, hazing. For purposes of this subdivision, "hazing" means a method of initiation or preinitiation into a pupil organization or body, whether or not the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to a former, current, or prospective pupil. For purposes of this subdivision, "hazing" does not include athletic events or school-sanctioned events.
- (r) Engaged in an act of bullying. For purposes of this subdivision, the following terms have the following meanings:
  - (1) "Bullying" means any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, and including one or more acts committed by a pupil or group of pupils as defined in Section 48900.2, 48900.3, or 48900.4, directed toward one or more pupils that has or can be reasonably predicted to have the effect of one or more of the following:
    - (A) Placing a reasonable pupil or pupils in fear of harm to that pupil's or those pupils' person or property.
    - (B) Causing a reasonable pupil to experience a substantially detrimental effect on his or her physical or mental health.
    - (C) Causing a reasonable pupil to experience substantial interference with his or her academic performance.
    - (D) Causing a reasonable pupil to experience substantial interference with his or her ability to participate in or benefit from the services, activities, or privileges provided by a school.

#### **Cyber Bullying**

AB 881 (Garcia) requires that electronic acts may be means for suspension or recommendation for expulsion from a school with specific definitions of "electronic act" as either the creation or transmission of that communication, as specified.

#### **EC 48900 (2) (A)**

(2) (A) "Electronic act" means the creation and transmission originated on or off the school site, by means of an electronic device, including, but not limited to, a telephone, wireless telephone or other wireless communication device, computer, or pager, of a communication, including, but not limited to, any of the following:

(i) A message, text, sound, or image.

(ii) A post on a social network Internet Web site, including, but not limited to:

(I) Posting to or creating a burn page. "Burn page" means an Internet Web site created for the purpose of having one or more of the effects listed in paragraph (1).

(II) Creating a credible impersonation of another actual pupil for the purpose of having one or more of the effects listed in paragraph (1).

"Credible impersonation" means to knowingly and without consent impersonate a pupil for the purpose of bullying the pupil and such that another pupil would reasonably believe, or has reasonably believed, that the pupil was or is the pupil who was impersonated.

(III) Creating a false profile for the purpose of having one or more of the effects listed in paragraph (1). "False profile" means a profile of a fictitious pupil or a profile using the likeness or attributes of an actual pupil other than the pupil who created the false profile.

(B) Notwithstanding paragraph (1) and subparagraph (A), an electronic act shall not constitute pervasive conduct solely on the basis that it has been transmitted on the Internet or is currently posted on the Internet.

(3) "Reasonable pupil" means a pupil, including, but not limited to, an exceptional needs pupil, who exercises average care, skill, and judgment in conduct for a person of his or her age, or for a person of his or her age with his or her exceptional needs.

(s) A pupil shall not be suspended or expelled for any of the acts enumerated in this section, unless that act is related to school activity or school attendance occurring within a school under the jurisdiction of the superintendent of the school district or principal or occurring within any other school district. A pupil may be suspended or expelled for acts that are enumerated in this section and related to school activity or attendance that occur at any time, including, but not limited to, any of the following: (1) While on school grounds.

(2) While going to or coming from school.

(3) During the lunch period whether on or off the campus.

(4) During, or while going to or coming from, a school sponsored activity.

(t) A pupil who aids or abets, as defined in Section 31 of the Penal Code, the infliction or attempted infliction of physical injury to another person may be subject to suspension, but not expulsion, pursuant to this section, except that a pupil who has been adjudged by a juvenile court to have committed, as an aider and abettor, a crime of physical violence in which the victim suffered great bodily injury or serious bodily injury shall be subject to discipline pursuant to subdivision (a).

(u) As used in this section, "school property" includes, but is not limited to, electronic files and databases.

(v) For a pupil subject to discipline under this section, a superintendent of the school district or principal may use his or her discretion to provide alternatives to suspension or expulsion that are age appropriate and designed to address and correct the pupil's misbehavior as specified in Section 48900.5.

(w) It is the intent of the Legislature that alternatives to suspension or expulsion be imposed against a pupil who is truant, tardy, or otherwise absent from school activities.

Parents may be required at teacher discretion to attend a portion of a school day in any classroom from which their student has been suspended for obscene, vulgar, profane, or disruptive behavior. The law prohibits employer sanctions. (Education Code Section 48900.1)

**VICTIM OF A VIOLENT CRIME** If while on school grounds a student becomes a victim of a violent criminal offense, as defined by the State Board of Education, or attends a school designated by the California Department of Education as a persistently dangerous, he/she shall be provided an option to transfer to another school or school district. - (20 USC 7912a, 5CCR 11992)

#### **Gun-Free School Zone**

SB 707 (Wolk) authorizes persons with a valid license to carry a concealed firearm to be allowed in an area within 1,000 feet of school, but not on school grounds. Reassignment of certain appointed peace officers who may carry on campus is described. Ammunition or reloaded ammunition is allowed on campus but only if in locked container in a locked trunk of vehicle. Peace keepers, military, and armored vehicle guards engaged in job duties are also defined and exempt. **PC 626.9 and 30310**

#### **SEXUAL HARASSMENT** (Education Code Section 231.5, 48980g, 48900.2, 48915)

The Val Verde Unified School District is committed to maintaining a learning and working environment that is free from sexual harassment. Any student who engages in sexual harassment of anyone in or from the district may be subject to disciplinary action to and including expulsion. Any employee who permits, engages in, or fails to report sexual harassment shall be subject to disciplinary action up to and including dismissal. The policy dealing with students is included with notification. The student Title IX Coordinator is the Director of Pupil Services and can be reached at 951-940-6100 ext. 10464. The employee Title IX Coordinator is the Director of Personnel Services and can be reached at 951-940-6100 ext. 10381.

**METAL DETECTORS** (Governing Board Administrative Regulation 5145.12)

The metal detector search program will only be used in secondary schools within the district. The search procedure may include all individuals entering a school building during the regular school day or school-related activities outside of the regular school day.

**Use of Contraband Detection Dogs (Governing Board Policy 5145.12)**

In an effort to keep the schools free of dangerous contraband, the district may use specially trained, nonaggressive dogs to sniff out and alert staff to the presence of substances prohibited by law or Board policy.

The dogs may sniff the air around lockers, desks, or vehicles on district property or at district-sponsored events. Dogs shall not sniff within the close proximity of students or other persons and may not sniff any personal items on those persons without their consent.

**STUDENT CONDUCT** (Education Code 5100)

- (a) Except as provided in subdivisions (c) and (e), the principal or the superintendent of schools shall recommend the expulsion of a pupil for any of the following acts committed at school or at a school activity off school grounds, unless the principal or superintendent finds that expulsion is inappropriate, due to the particular circumstance:
  - (1) Causing serious physical injury to another person, except in self-defense.
  - (2) Possession of any knife or other dangerous object of no reasonable use to the pupil.
  - (3) Unlawful possession of any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, except for the first offense for the possession of not more than one avoirdupois ounce of marijuana, other than concentrated cannabis.
  - (4) Robbery or extortion.
  - (5) Assault or battery, as defined in Sections 240 and 242 of the Penal Code, upon any school employee.
- (b) Upon recommendation by the principal, superintendent of schools, or by a hearing officer or administrative panel appointed pursuant to subdivision (d) of Section 48918, the governing board may order a pupil expelled upon finding that the pupil committed an act listed in subdivision (a) or in subdivision (a), (b), (c), (d), or (e) of Section 48900. A decision to expel shall be based on a finding of one or both of the following:
  - (1) Other means of correction are not feasible or have repeatedly failed to bring about proper conduct.
  - (2) Due to the nature of the act, the presence of the pupil causes a continuing danger to the physical safety of the pupil or others.
- (c) The principal or superintendent of schools shall immediately suspend, pursuant to Section 48911, and shall recommend expulsion of a pupil that he or she determines has committed any of the following acts at school or at a school activity off school grounds:
  - (1) Possessing, selling, or otherwise furnishing a firearm. This subdivision does not apply to an act of possessing a firearm if the pupil had obtained prior written permission to possess the firearm from a certificated school employee, which is concurred in by the principal or designee of the principal. This subdivision applies to an act of possessing a firearm only if the possession is verified by an employee of a school district.
  - (2) Brandishing a knife at another person.
  - (3) Unlawfully selling a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code.
  - (4) Committing or attempting to commit a sexual battery as defined in subdivision (n) of Section 48900 or committing a sexual battery as defined in subdivision (n) of Section 48900.
  - (5) Possession of an explosive.
- (d) The governing board shall order a pupil expelled upon finding that the pupil committed an act listed in subdivision (c), and shall refer that pupil to a program of study that meets all of the following conditions:
  - (1) Is appropriately prepared to accommodate pupils who exhibit discipline problems.
  - (2) Is not provided at a comprehensive middle, junior, or senior high school, or at any elementary school.
  - (3) Is not housed at the school site attended by the pupil at the time of suspension.
- (e) Upon recommendation by the principal, superintendent of schools, or by a hearing officer or administrative panel appointed pursuant to subdivision (d) of Section 48918, the governing board may order a pupil expelled upon finding that the pupil, at school or at a school activity off of school grounds violated subdivision (f), (g), (h), (i), (j), (k), (l), or (m) of Section 48900, or Section 48900.2, 48900.3, or 48900.4, and either of the following:
  - (1) That other means of correction are not feasible or have repeatedly failed to bring about proper conduct.
  - (2) That due to the nature of the violation, the presence of the pupil causes a continuing danger to the physical safety of the pupil or others.
- (f) The governing board shall refer a pupil who has been expelled pursuant to subdivision (b) or (e) to a program of study which meets all of the conditions specified in subdivision (d). Notwithstanding this subdivision, with respect to a pupil expelled pursuant to subdivision (e), if the county superintendent of schools certifies that an alternative program or study is not available at a site away from a comprehensive middle, junior, or senior high school, or an elementary school, and that the only option for placement is at another comprehensive middle, junior, or senior high school, or another elementary school, the pupil may be referred to a program of study that is provided at a comprehensive middle, junior, or senior high school, or at an elementary school.

- (g) As used in this section, “knife” means any dirk, dagger, or other weapon with a fixed, sharpened blade fitted primarily for stabbing, a weapon with a blade fitted primarily for stabbing, a weapon with a blade longer than 3 ½ inches, a folding knife with a blade that locks into place, or a razor with an unguarded blade.
- (h) As used in this section, the term “explosive” means “destructive device” as described in Section 921 of Title 18 of the United States Code.

The Governing Board believes that all students have the right to be educated in a positive learning environment, free from disruptions. Students shall be expected to exhibit appropriate conduct that does not infringe upon the rights of others or interfere with the school program while on school grounds, while going to or coming from school, while at school activities, and while on district activities with transportation provided. Conduct is considered appropriate when students are diligent in study, careful with school property, courteous, and respectful toward their teachers, other staff, students, and volunteers. The Superintendent or designee shall ensure that each school site develops standards of conduct and discipline consistent with district policies and administrative regulations. Students and parents/guardians shall be notified of district and school rules related to conduct.

The Board desires to prevent bullying by establishing a positive, collaborative school climate and clear rules for student conduct. Cyber bullying conducted using district-owned equipment or on school premises, as well as off-campus Cyber bullying that impacts school activity or school attendance, may be subject to discipline.

**DUTIES OF PUPILS** (Education Code § 48900K, 48908, California Code of Regulations, Title 5, 5 CCR §300)

Requires pupils to conform to school regulations; obey all directions; be diligent in study and respectful to teachers and others in authority; and refrain from the use of profane and vulgar language.

**DRESS AND GROOMING – STUDENTS, STUDENT ACTIVITIES, CAMPUS REGULATIONS, GANG APPAREL** (Education Code 32282, 35183.5)

In cooperation with teachers, students and parents/guardians, the principal or designee shall establish school rules governing student dress and grooming which are consistent with law, Governing Board Policy and administrative regulations. These school dress codes shall be regularly reviewed. Each school shall allow students to wear sun-protective clothing, including but not limited to hats, for outdoor use during the school day.

At individual schools that have a dress code prohibiting gang-related apparel at school or school activities, the principal, staff and parents/guardians participating in the development of the school safety plan shall define “gang-related apparel” and shall limit this definition to apparel that reasonably could be determined to threaten the health and safety of the school environment if it were worn or displayed on a school campus.

For the safety of all students, gang related apparel is not acceptable. The district will collaborate with Law Enforcement Agencies to update changes in gang-related apparel as necessary. Any clothing, apparel or “colors” that a student or group of students wear to identify themselves for the purpose of harassing, threatening or intimidating others will not be allowed. Additionally, clothing shall be free of writing, pictures or any other insignia which identifies any group advocating or participating in disruptive behavior.

Because gang-related symbols are constantly changing, definitions of gang-related apparel shall be reviewed at least once each semester and updated whenever related information is received.

**HAZING** (Education Code Section 32050, 32051, 48900(q))

No student or other person in attendance, at any public or private educational institution shall conspire or engage in hazing.

**HATE VIOLENCE** (Education Code Section 48900.3)

A student in grades 4 to 12, inclusive, who has caused, attempted to cause, threatened to cause, or participated in an act of hate violence, as defined in subdivision (e) of Section 233.

**HARASSMENT/ABUSE** (Education Code Section 48900.4, 44810, 48900.7)

A student in grades 4 to 12 has intentionally engaged in harassment, threats, or intimidation, directed against a student, or group of students, that is sufficiently severe or pervasive to have the actual and reasonable expected effect of materially disrupting class work, creating an intimidating or hostile educational environment.

**TERRORISTIC THREATS** (Education Code Section 48900.7)

The student has made terrorist threats against school officials or school property, or both.

**IMITATION FIREARMS** (PC Code 12550, 12556)

It is a criminal offense to openly display or expose any imitation firearm, to include a BB device, in a public place.

**POSSESSION OF CELLULAR PHONES AND OTHER MOBIL COMMUNICATIONS DEVICES** (Education Code §48901.5)

No student shall be prohibited from possession of using an electronic signaling device that is determined by a licensed physician or surgeon to be essential for the student’s health and the use of which is limited to health-related purposes.

Students may possess or use on school campus personal electronic signaling devices including, but not limited to, pagers, beepers, and cellular/digital telephones, as well as other mobile communications devices including, but not limited to, digital media players, personal digital

assistants (PDAs), compact disc players, portable game consoles, cameras, digital scanners, and laptop computers, provided that such devices do not disrupt the educational program or school activity and are not used for illegal or unethical activities such as cheating on assignments or tests. Neither Val Verde Unified School District nor the school site will be responsible for any personal items lost or stolen while on school grounds.

#### **Electronic Listening or Recording Device – EC 51512**

*The use by any person, including a pupil, of any electronic listening or recording device in any classroom without the prior consent of the teacher and the principal is prohibited as it disrupts and impairs the teaching process and discipline in the schools. Any person, other than the pupil, willfully in violation shall be guilty of a misdemeanor. Any pupil in violation shall be subject to appropriate disciplinary action.*

#### **LASER POINTERS: PROHIBITIONS ON SALES, POSSESSION AND USE (Penal Code Section 417.27, Education Code § 48900b)**

Students are prohibited to possess a laser pointer on any district campus unless possession is for a valid instruction. It is further prohibited to direct the beam of a laser pointer into the eyes of another or into a moving vehicle or into the eyes of a guide dog.

#### **SUSPENSION & EXPULSION: PUPIL RECORDS (Education Code Sections 48201, 48919)**

The school district must specifically request any student records that a sending district has maintained on a pupil, for acts committed resulting in suspension or expulsion. The request for a copy of an expulsion hearing transcript shall be in writing.

#### **TRUANCY POLICY (Education Code 48260)**

In keeping with state law, Val Verde Unified School District students are expected to be at school during school hours unless they are ill. Students who fail to attend school as required will be subject to Val Verde Unified School District truancy policy. Students shall be classified as truant if absent from school without a valid excuse three full days in one school year or tardy or absent for more than any 30-minute period during the school day without a valid excuse on three occasions in one school year, or any combination thereof. Such students shall be reported to the Director of Child Welfare and Attendance.

#### **DISRUPTION IN A PUBLIC SCHOOL or PUBLIC SCHOOL MEETING (EC 32210)**

Any person who willfully disturbs any public school or any public school meeting is guilty of a misdemeanor, and shall be punished by a fine of not more than five hundred dollars (\$500).

### **HEALTH AND SAFETY**

#### **Instruction for Pupils with Temporary Disabilities – EC 48206.3, 48207 and 48208**

*Instrucción para los Alumnos con Discapacidades Temporales – CE 48206.3, 48207 y 48208*

EC 48980(b): Requires the annual notification to advise the parent or guardian of the availability of individualized instruction as prescribed by EC 48206.3.

A pupil with a temporary disability which makes attendance in the regular day classes or the alternative educational program in which the pupil is enrolled impossible or inadvisable may receive individualized instruction provided in the pupil's home for one hour a day. Please contact Student Services for further information.

EC 48980(a): At the beginning of the first semester or quarter of the regular school term, the school district shall notify the parent or guardian of a minor pupil regarding the right or responsibility of the parent or guardian under EC 48207 and 48208.

A pupil with a temporary disability, who is in a hospital or other residential health facility, excluding a state hospital, may be deemed to have complied with the residency requirements for school attendance in the school district in which the hospital is located.

It is the responsibility of the parent or guardian to notify the school district in which the hospital or other residential health facility is located of the presence of a pupil with a temporary disability. Upon receipt of the notification, the district will within five working days determine whether the pupil will be able to receive individualized instruction pursuant to EC 48206.3 and, if so, provide the instruction within five working days or less.

#### **Health Care Coverage – EC 49452.9**

Requires a public school, for the 2015-16, 2016-17, and 2017-18 school years, to add an informational item to its enrollment forms, or amend an existing enrollment form in order to provide parents/guardians information about health care coverage options and enrollment assistance. Schools may also include a factsheet with its enrollment forms explaining basic information about affordable health care coverage options for children and families.

#### **EMERGENCIES (Education Code Section 49407)**

It is most important for each student to have on file in the school office one or more emergency telephone numbers to be used by the principal when appropriate situations arise. The following section from the California Education Code is relevant to this issue.

“Notwithstanding any provision of any law, no school district, officer of any school district, school principal, physician, or hospital treating any child enrolled in any school in any district shall be held liable for the reasonable treatment to a child without the consent of a parent or guardian of the child when the child is ill or injured during regular school hours, requires reasonable medical treatment, and the parent or guardian cannot be reached, unless the parent or guardian has previously filed with the school district written objection to any medical treatment other than first aid.”

#### **Emergency Treatment for Anaphylaxis – EC 49414**

Requires school districts, county offices of education, and charter schools to provide emergency epinephrine auto-injectors to school nurses and trained personnel and authorizes them to use epinephrine auto-injectors to provide emergency medical aid to persons suffering or reasonably believed to be suffering from a life-threatening severe allergic reaction (anaphylaxis).

*Anaphylaxis is a severe and potentially life-threatening allergic reaction that can occur after encountering an allergic trigger, such as food, medicine, an insect bite, latex or exercise. Symptoms include narrowing of the airways, rashes or hives, nausea or vomiting, a weak pulse and dizziness. It is estimated that approximately 25% of the anaphylactic reactions occur during school hours to students who had not previously been diagnosed with a food or other allergy. Without immediate administration of epinephrine followed by calling emergency medical services, death can occur. Being able to recognize and treat it quickly can save lives. Recent changes to EC 49414 now require school districts to provide epinephrine auto-injectors to school nurses and trained personnel and authorizes them to use epinephrine auto-injectors for any student who may be experiencing anaphylaxis, regardless of known history.*

#### **Immunizations**

SB 277 (Huff) eliminates personal beliefs exemptions and requires existing specified immunizations to be completed prior to enrollment in school settings. A personal beliefs exemption on file at school prior to January 1, 2016 will continue to be valid until the student enters the next grade span at TK/K or 7<sup>th</sup> grade. This does not prohibit a student with an individualized education program from accessing special education and related services required in the student's IEP. This does not apply to students enrolled in a home-based private school or an independent study program with no classroom based instruction.

#### **HSC 120325, 120335, 120 338, 120365, 120370, and 120375**

#### **IMMUNIZATIONS (Education Code 48216, 48980, 49403) (HSC 120335, 120365, and 120370)**

Unless a pupil's parent or legal guardian provides the school with an acceptable signed waiver, a pupil must be immunized against certain communicable diseases. Students are prohibited from attending school until the immunization requirements are met. The school district shall cooperate with local health officials in measures necessary for the prevention and control of communicable diseases in school age children. The district may use any funds, property, or personnel and may permit any person licensed as a physician or registered nurse to administer an immunizing agent to any student whose parents have consented in writing. (a) All new students to the Val Verde Unified School District, in transitional kindergarten through grade 12, must provide proof of polio, diphtheria, whooping cough, tetanus, measles, mumps, and rubella immunizations. All transitional kindergarten through 12<sup>th</sup> grade students new to the district must also provide proof of vaccination against hepatitis B. (b) All transitional kindergarten through 12<sup>th</sup> grade students must also provide proof of vaccination against chicken pox. (c) All seventh grade students must also provide proof of a hepatitis B series and second measles, mumps, rubella, and a pertussis booster vaccination. Information about a permanent medical exemption or personal beliefs exemption from immunizations for your student is available at the Centralized Student Service Center. All students who will be entering grades 7 to 12 are required by CALIFORNIA ASSEMBLY BILL 354 to receive a Tdap after the child's seventh birthday, before entering school. Beginning January 1, 2014, a parent will need to provide additional information and documentation in order to exempt his/her child from required immunizations on the basis that they are contrary to the parent's beliefs.

#### **Immunizations – EC 49403 and 48216, HSC 120335, 120365, and 120370**

Requires the school district exclude any pupil not properly immunized and to notify the parent or guardian that they have two weeks to supply evidence that the pupil has been properly immunized or that the pupil is exempt from the immunization requirements as specified in HSC 120365 or 120370. \* Notification to also refer the parent or guardian to usual sources of medical care to obtain the immunization(s).

*Note:* School districts must apply the immunization requirements in concert with the immediate enrollment mandates for homeless and foster youth.

Unless a pupil's parent or legal guardian provides the school with an acceptable signed waiver, a pupil must be immunized against certain communicable diseases. Students are prohibited from attending school until the immunization requirements are met. The school district shall cooperate with local health officials in measures necessary for the prevention and control of communicable diseases in school age children. The district may use any funds, property, or personnel and may permit any person licensed as a physician or registered nurse to administer an immunizing agent to any student whose parents have consented in writing.

State law requires the following immunizations before a child may attend school:

- (a) All new students, in transitional kindergarten through grade 12, to the Val Verde Unified School District must provide proof of polio, diphtheria, pertussis, tetanus, measles, mumps, rubella, and varicella immunizations.
- (b) All transitional kindergarten and kindergarten students must also provide proof of vaccination against hepatitis B.
- (c) All seventh grade students must also provide proof of a second \*\*\* *measles-containing vaccine, and a pertussis booster vaccine.*

#### **ENTRANCE HEALTH SCREENING – (HSC 124085, 124100, and 124105) AR 5141.32**

State law requires that the parent or legal guardian of each pupil provide the school documentary proof that the pupil has received a health screening examination by a doctor within 90 days after entrance to kindergarten and first grade. Pupils may be excluded up to 5 days from school for failing to comply or not providing a waiver. Health screening is available through the local health department.

#### **ORAL HEALTH ASSESSMENT – EC 49452.8**

Record of a dental assessment done by a dental professional is required for all kindergarteners attending public school for the first time. Dental assessments must be completed upon enrollment into kindergarten.

**PHYSICAL EXAMINATION** (Education Code Section 49451, 49452, 4942.5, 4942.6, 48980) (20 USC 1232h)

A parent or guardian may file annually with the school principal a written statement, signed by the parent or legal guardian, withholding consent to a physical examination of the pupil. However, whenever there is a good reason to believe that the pupil is suffering from a recognized contagious or infectious disease, the pupil shall be sent home and shall not be permitted to return until school authorities are satisfied that the contagious or infectious disease no longer exists.

**SUNSCREEN AND SUN-PROTECTIVE CLOTHING** – (EC 35183.5)

Provides that pupils may use sunscreen during the day without a physician’s note or prescription. Students shall be allowed to wear sun-protective clothing, including, but not limited to district/school hats. Students shall be allowed to wear UV-protective sunglasses outdoors.

**NUTRITION** (Education Code Section 49520, 49510 – 49520, 48980)

The District recognizes the importance of proper nutrition to the physical well-being of the child. The Free and Reduced Lunch Program is an on-going effort by the district to provide well-balanced meals to students from low-income families. For information on qualifications to participate in this program, please see your school principal.

**CONFIDENTIAL MEDICAL SERVICES** (Education Code 46010.1, 48205, 48980)

School authorities may excuse any student in grades 7 through 12 from school to obtain confidential medical services without the consent of the student’s parent/guardian.

**ACCIDENT INSURANCE** (Education Code Section 32221.5, 49472, 48980, 49471)

The Governing Board may provide or make available to purchase from a state authorized agency student insurance for injuries to students arising from school programs or activities. No student shall be compelled to accept such services without his/her consent or, if a minor, without the consent of a parent or guardian. Procedures have been developed to ensure that first aid and/or medical attention is provided as quickly as possible and the parents/guardians are notified of accidents. The district does not provide medical and hospital services for pupils injured while participating in athletic activities.

**MEDICATION** (Education Code Section 49480, 49423, 49423.1, 48980)

The parent or legal guardian of any pupil taking medication on a regular basis must inform the school nurse or school principal of the medication being taken, the current dosage, and the name of the supervising physician. With the consent of the parent or legal guardian, the school nurse may communicate with the physician and may counsel with the school personnel regarding the possible effects of the medication on the pupil.

Parental suggestions for medications include:

1. Talk to your child’s doctor about making a medicine schedule so that your child does not have to take medicine while at school;
2. If your child is regularly taking medicine for an ongoing health problem, even if he or she only takes the medicine at home, give a written note to the school nurse or other designated school employee at the beginning of each school year. You must list the medicine being taken, the current amount taken, and the name of the doctor who prescribed it (EC 49480);
3. If your child must take medicine while at school, give the school a written note from your child’s doctor or other health care provider, who is licensed to practice in California. Provide new, updated notes at the beginning of each school year and whenever there is any change in the medicine, instructions, or doctor (EC 49423);
4. As parent or guardian, you must supply the school with all medicine your child must take during the school day. You or another adult must deliver the medicine to school, except medicine your child is authorized to carry and take by him or herself;
5. All controlled medicine, like Ritalin, must be counted and recorded on a medicine log when delivered to the school. You or another adult who delivered the medicine should verify the count by signing the log.
6. Each medicine your child must be given at school must be in a separate container labeled by a pharmacist licensed in the United States. The container must list your child’s name, doctor’s name, name of the medicine, and instructions for when to take the medicine and how much to take;
7. Pick up all discontinued, outdated, and/or unused medicine before the end of the school year;
8. Know and follow the medicine policy of your child’s school.

**Administration of Prescribed Medication for Pupils** – EC 49423 and 49423.1

Any pupil who is required to take, during the regular school day, medication prescribed by a physician or surgeon, may be assisted by the school nurse or other designated school personnel or may carry and self-administer auto-injectable epinephrine or inhaled asthma medication if the school district receives **\*\*\* both a written statement of instructions from the physician detailing the method, amount and time schedules by which such medication is to be taken and a written statement from the parent or guardian requesting the school district assist the pupil with prescribed medication as set forth in the physician statement.**

Administration of Epilepsy Medication – EC 49414.7

If a pupil with epilepsy has been prescribed an emergency anti-seizure medication by his or her health care provider, the pupil's parent or guardian may request the pupil's school to have one or more of its employees receive training in the administration of an emergency anti-seizure medication in the event that the pupil suffers a seizure when a nurse is not available.

**HEALTH CARE & EMERGENCIES – RESUSCITATION ORDERS** (Civil Code 1714.21, Education Code 32040-32044, 49407, Health & Safety Code 1797.196)

The Board believes that staff members should not be placed in the position of determining whether or not to follow any parental or medical “do not resuscitate” orders. Staff shall not accept or follow any such orders unless they have been informed by the Superintendent or designee that the request to accept such an order has been submitted to the Superintendent or designee, signed by the parent/guardian, and supported by a written statement from the student's physician and an order from an appropriate court.

**Concussion and Head Injuries – EC 49475**

Requires, on a yearly basis, a concussion and head injury information sheet to be signed and returned by the athlete and the athlete's parent or guardian before the athlete initiates practice or competition. These provisions would not apply to an athlete engaged in an athletic activity during the regular school day or as part of a physical education course.

A concussion is a brain injury that can be caused by a bump, blow, or jolt to the head, or by a blow to another part of the body with the force transmitted to the head. Even though most concussions are mild, all concussions are potentially serious and may result in complications including prolonged brain damage and death if not recognized and managed properly. A school district, charter school, or private school that elects to offer an athletic program must immediately remove from a school-sponsored athletic activity for the remainder of the day an athlete who is suspected of sustaining a concussion or head injury during that activity. The athlete may not return to that activity until he or she is evaluated by, and receives written clearance from, a licensed health care provider. *If the licensed health care provider determines the athlete has a concussion or head injury, the athlete shall also complete a graduated return-to-play protocol of no less than 7 days in duration under the supervision of a licensed health care provider.* On a yearly basis, a concussion and head injury information sheet must be signed and returned by the athlete and the athlete's parent or guardian before the athlete initiates practice or competition. This requirement does not apply to an athlete engaging in an athletic activity during the regular school day or as part of a physical education course.

**HEALTH INSTRUCTION** (Education Code Section 51240, 48980)

If health instruction conflicts with your religious training, beliefs, or personal and moral convictions, please advise your school principal in writing to exclude your child from this phase of the instructional program.

**FAMILY LIFE EDUCATION** (Education Code Sections 48980, 51550 and 51820)

The Val Verde Unified School District believes that the primary responsibility for family life education is in the home; however, Val Verde Unified School District shares with other community agencies in supporting and supplementing the responsibility of the home in this area. Family Life Education Programs may be provided in grades K-12. Instruction in the prevention of sexually transmitted diseases may be provided in grades 7-12. If instruction about the human reproductive system and its functions, processes, and diseases are included in your child's class, you will then have an opportunity to inspect and review any written or audio-visual materials to be used. You may evaluate the materials and determine whether or not you want your child to participate in the program. Your child will not be permitted to attend the class during the study unit if you request in writing that he/she be excused. If you have any questions on this matter, contact the principal of the school.

**Lactation Accommodations**

AB 302 (Garcia) requires that if there is at least one lactating pupil on school campus, then reasonable accommodations be made to express breast milk, breast feed an infant, or address other needs related to breast-feeding. **EC 222**

**AIDS PREVENTION EDUCATION** (Education Code Section 51938, 51937, 51201.5d)

The Governing Board recognizes the extreme public health danger that the AIDS epidemic poses for its students and is committed to meet the immediate need to provide young people with accurate, lifesaving health information to prevent the spread of AIDS. As required by state law, AIDS prevention education will be provided to students at least once in the middle school grades, and once in the high school grades. The parent or guardian of each pupil receiving instruction on AIDS and AIDS prevention shall receive written notice explaining the purpose of the AIDS prevention program and the opportunity to preview all materials that will be used during the instruction. A parent must provide a written statement to the school in order to exempt their child from this instructional activity.

**Sexual Health Education**

AB 329 (Weber) integrates the instruction of comprehensive sexual health education and HIV prevention education. Renames the California Comprehensive Sexual Health and HIV/AIDS Prevention Education Act the California Healthy Youth Act. Ensures that all pupils in grades 7 to 12, inclusive, receive comprehensive sexual health education and HIV prevention education, as specified. Revises the types of textbooks, instructions, and materials. **EC 51930, 51931, 51932, 51933, 51934, 51935, 51936, 51937, 51938, and 51939**

**Sexual Abuse and Sex Trafficking Prevention – EC 51900.6**

Authorizes school districts, county offices of education and charter schools to provide age-appropriate instruction for students in kindergarten through grade 12, in sexual abuse and sexual assault awareness and prevention. Parents or guardians may submit a written request to excuse their child from participation in any class involving sexual abuse and sexual assault awareness and prevention.

#### **Sexual Abuse and Sexual Assault Awareness and Prevention – EC 51950**

Authorizes school districts to provide sexual abuse and sex trafficking prevention education which includes instruction on the frequency and nature of sexual abuse and sex trafficking, strategies to reduce their risk, techniques to set healthy boundaries, and how to safely report an incident. Parents or guardians may submit a written request to excuse their child from participation in any class involving sexual abuse and sex trafficking prevention education, and assessments related to that education.

#### **CHILD ABUSE PREVENTION AND REPORTING (PC 11164 et seq.)**

Staff of the Val Verde Unified School District is required by law to report cases of child abuse and neglect whenever staff have a reasonable suspicion. Staff may not investigate to confirm the suspicion. Both the staff name and the report itself are confidential and cannot be disclosed except to authorized agencies.

#### **CHILD ABUSE COMPLAINT GUIDELINES (Education Code Section 33308.1, PC 11164 et seq.)**

Requires that the California Department of Education prepare guidelines for dissemination by school districts or county offices of education for parents/guardians to advise them of procedures for reporting abuse of a child by a district employee or other persons that occurs at a school site. These guidelines are available upon request of the school principal.

#### **ASBESTOS MANAGEMENT PLAN (40 CFR 763.93) AR 3514**

The Val Verde Unified School District maintains and annually updates its management plan for asbestos-containing material in school buildings. For a copy of the asbestos management plan, please contact the Director of Risk Management

#### **GUARDIANSHIP (Probate Code Section 1513e)**

A person appointed by the court to investigate and make a recommendation concerning the guardianship of a proposed ward is not permitted access to the school records of the child without a court order or written parental consent. Parents may try to use the school as a forum for disputing custody matters. Custody disputes must be handled by the courts. The school has no legal jurisdiction to refuse a biological parent access to his/her child and/or school records. The only exception is when signed restraining orders or proper divorce papers, specifically stating visitation limitations, are on file in the school office. Any student release situation which leaves the student's welfare in question will be handled at the discretion of the site administrator or designee. Should any such situation become a disruption to the school, law enforcement will be contacted and an officer requested to intervene. Parents are asked to make every attempt not to involve school sites in custody matters. The school will make every attempt to reach the custodial parent when a parent or any other person not listed on the emergency card attempts to pick up a child.

#### **CUSTODY ISSUES**

Custody issues must be handled by the courts. The school has no legal jurisdiction to refuse a biological parent access to their child and/or school records. The only exception is when signed, court stamped, up to date restraining orders or proper court papers, specifically stating visitation limitations are on file in the school office. It is the responsibility of the parent to deliver accurate, up to date, court papers to the school. Any student release situation which leaves the student's welfare in question will be handled at the discretion of the site principal or designee. Should any such situation become a disruption to the school, law enforcement will be contacted and an officer requested to intervene.

#### **TOBACCO FREE SCHOOL DISTRICT (HSC § 104495, 104420)**

The Val Verde Unified School District is a tobacco-free district. Smoking or the use of any tobacco-related product including all forms of electronic vaping devices and disposal of any tobacco-related waste within 25 feet of the school playground, except on a public sidewalk located within 25 feet of the playground is prohibited. The California Smokers' Helpline is a resource for anyone who is considering quitting; call 1-800-NO-BUTTS (1-800-622-8887) for more information.

The Val Verde Unified School District makes a tobacco-use prevention and cessation services available to every pregnant minor and minor parent at all grade levels. Students and their families may seek guidance and education through the counselors at their school site about referral to prenatal and support services, outreach services and assessment of smoking status, tobacco-related counseling and advocacy services, and tobacco-related prevention messages. Information on cessation services for students is available through the school counseling staff.

#### **DRUG AND ALCOHOL-FREE WORKPLACE**

The Drug-Free Workplace Act and Government Code 8350-8357 and Board Policy requires Val Verde Unified School District to be a drug and alcohol-free workplace which is essential to school and district operations.

#### **SEX OFFENDER INFORMATION (Penal Code 290, 290.4)**

The Director of Child Welfare & Attendance shall contact law enforcement at the beginning of each year to coordinate the receipt of sex offender information. Parents and guardians will be notified of the districts willingness and intention to work with law enforcement to take appropriate action to protect the students of the school district.

#### **SECTION 504, REHABILITATION ACT (29 USC 794, 34 104.32)**

Eligible students under Section 504 may receive necessary accommodations in order to fully participate in the regular education program. The director of Pupil Services coordinates 504 compliance.

**COMPREHENSIVE SCHOOL SAFETY PLAN: ANNUAL NOTICE** (Education Code Section 35294.6, 32286, 32288) AR 5142

Each Val Verde Unified School District school site has a School Safety Plan, which includes a comprehensive disaster preparedness plan. Copies are available to read at each school office. School sites establish school rules for the safe and appropriate use of school equipment and materials and for students conduct consistent with law, Board policy, and administrative regulation. The school safety plan is developed by a committee which includes representative members of the school community. Fire drills are held at least once a month in all elementary and middle schools and at least twice each school year in all high schools. DROP procedures shall be practiced at least once each school quarter in elementary schools and at least once each semester in secondary schools.

**Pesticide Products – EC 17612 and 48980.3**

EC 48980.3: Requires the annual notification to include information on pesticide products as specified in EC 17612(a).

Requires a school to annually provide to all staff and to parents or guardians of pupils enrolled at the school written notification of the name of all pesticide products expected to be applied at the school site during the upcoming year.

Notification to identify the active ingredient(s) in each pesticide product, an Internet address on pesticide use and reduction developed under Food and Agricultural Code 13184, the Internet address where the school site integrated pest management plan may be found if the school site has posted the plan, and any other information deemed necessary by the school designee. The notice shall provide staff and parents or guardians the opportunity to register with the school if they wish to receive notification of individual pesticide applications at the school.

**PEST MANAGEMENT** (Education Code Section 17612, 48980.3) AR 3514.2

The District has implemented an integrated pest management (IPM) program designed to effectively control pests using a combination of techniques. Pesticides that pose the least possible hazard and are effective in a manner that minimizes risks to people, property, and the environment may be used according to established regulations and treatment thresholds. Pursuant to the Healthy Schools Act of 2000, the District is required to notify staff, parents, or guardians of the name of all pesticide products expected to be applied at one or more school facilities during the upcoming year. Those products (and the active ingredients) are as follows:

**Product Name Active Ingredient Pest Treated:** Hospital Spray (Ethanol-Sodium Nitrate-Ammonium Hydroxide-Isobutane), Bug Off (Petroleum Distillate-Pyrethrin-Piperonyl Butoxide-Permethrin-Isobutane), Gum Away II (Isobutane/Propane Blend), Lift Off (Acetone 67-64-1 ACGIH STEL=2380 mg/m3), Cynoff WP (Cypermethrin), Catalyst EC (Propetamphos), D Force (Deltamethrin), Delta Dust (Deltamethrin), Demand CS (Lambda-Cyhalothrin), Demon Max (Cypermethrin), Gopher Getter 1.8% (Strychnine Alkaloid), Fumitoxin (Aluminum Phosphide), Niban (Orthoboric Acid), PCQ (Diphacinone), PT Waspfreeze (d-trans Allethrin & Phenothrin), Suspend (Deltamethrin), Talstar CA Granular (Bifenthrin), Ten-Grad (Permethrin), Tera3 Blox (Cholecalciferol), Terro Ant Bait (Sodium Tetraborate Decahydrate), Lontnel (Clopyralid MEA Salt), Trimec Plus (Dimethylamine Salt/Monosodium Acid Methanearsonate), Round Up Pro (Isopropylamine Salt of Glyphosate), Round Up Pro Max (Potassium Salt of Glyphosate), Speed Zone Southern (Carfentrazone-ethyl), Mecomec (Postassinn Salt of Propionic Acid), FC 30-5-10 High Iron Plus (Nitrogen, Phosphoric Acid, Potash Iron, Manganese, Zinc).

Information regarding pesticide information may be obtained at the website for the California Department of Pesticide Regulation at ([www.cdpr.ca.gov](http://www.cdpr.ca.gov)). Parents or guardians may request prior notification of individual pesticide applications at the school site. Parents or guardians listed on the registry will be notified at least 72 hours before a pesticide is applied. If you would like to be notified every time a pesticide is applied, please check the box on page 23 of this booklet.

**WALKING OR RIDING A BIKE TO SCHOOL** (VC 21212) AR 5142

No Person under 18 years of age may operate a bicycle, non-motorized scooter, skateboard or wear in-line or roller skates, nor ride a passenger upon a bicycle, non-motorized scooter, or skateboard upon a street, bikeway, or any other public bicycle path or trail unless that person is wearing a properly fitted and fastened bicycle helmet that meets specified standards. Because of concerns about the risk to student safety, the following activities are prohibited on school campus; skateboarding, use of scooters, and rollerblading.

**PERSISTENTLY DANGEROUS SCHOOLS** (20 USC § 7912) AR 5116.1

Parents/guardians shall be notified of elementary and/or secondary schools considered to be “persistently dangerous” pursuant to California Department of Education guidelines and of available options.

**OPEN/CLOSED CAMPUS** (Education Code Section 44808.5, 48980)

In order to keep our student in a supervised, safe, and orderly environment, the Governing Board establishes a “closed campus” at all district schools. Once students arrive at school, they must remain on campus until the end of the school day unless they have brought written authorization from their parents/guardians and received permission from school authorities to leave for a specific purpose. Students who leave campus without such authorization shall be classified as truant and subject to disciplinary action.

**VISITORS ON SCHOOL CAMPUS** (PC § 626.8, 627.6, 647.6, 653g, Education Code § 44810)

Requires district’s to post at every entrance to each school and school grounds a notice setting forth visitor registration requirements, hours during which registration is required, the registration location, the route to take to that location, and the penalties for violation of registration requirements.

### **Civility Policy**

Members of the Val Verde Unified School District staff will treat parents, other district employees and members of the public with respect and expect the same in return. The district is committed to maintaining orderly educational and administrative processes in keeping schools and administrative offices free from disruptions and preventing unauthorized persons from entering school/district grounds.

This policy promotes mutual respect, civility and orderly conduct among district employees, parents and the public. This policy is not intended to deprive any person of his/her right to freedom of expression, but only to maintain, to the extent possible and reasonable, a safe, harassment-free workplace for our students and staff. In the interest of presenting positive role models to the students in the district, the Val Verde Unified School District encourages positive communication, discourages behavior that may appear rude, uncaring, abrupt, or insensitive, and will not tolerate volatile, hostile or aggressive actions. The district seeks public and employee cooperation with this endeavor.

Persons who are found to be in violation of this policy may receive any of the following consequences depending on the severity of the violation: A written warning from Superintendent or designee, Withdraw of Consent to be on premises for 30 days, Withdraw of Consent to be on premises for 3 months, Withdraw of Consent to be on premises for remainder of school year.

### **Civility on School Grounds – CC 1708.9, EC 32210**

Any person who willfully disturbs any public school or any public school meeting is guilty of a misdemeanor, and shall be punished by a fine of not more than five hundred dollars (\$500).

*It is unlawful for any person, except a parent/guardian acting toward his/her minor child, to intentionally or to attempt to injure, intimidate, interfere by force, threat of force, physical obstruction, or nonviolent physical obstruction with any person attempting to enter or exit any public or private school grounds.*

### **PARENT/GUARDIAN RIGHT TO OBSERVE INSTRUCTION OR OTHER SCHOOL ACTIVITY (Education Code 49091.10)**

A parent or guardian has the right to observe instruction and other school activities that involves his or her child in accordance with procedures determined by the governing board of the school district to ensure the safety of pupils, school personnel and to prevent undue interference with instruction or harassment of school personnel. Reasonable accommodations of parents/guardians shall be considered by the superintendent or his designee (the school site principal). Upon written request to the principal by the parent/guardian, school officials shall arrange for the parental observation of the requested class or classes or activities by that parent or guardian in a reasonable time frame and in accordance with procedures determined by the governing board of the school district. Request for observation of instruction requires 24 hour notice and must be in writing to the principal. The Superintendent or his designee (site principal) shall determine the date of the instructional observation.

### **MEGAN'S LAW (PC §§ 290.45, 290.46) AR 1240**

Information about registered sex offenders in California can be found on the California Department of Justice's website, <http://meganslaw.ca.gov/>. The website also provides information on how to protect yourself and your family, facts about sex offenders, frequently asked questions, and sex offender registration requirements in California.

## **SPECIAL EDUCATION**

### **INSTRUCTION (Education Code Section 56301, IDEA)**

“Special Education” means specially designed instruction (at no cost to the parent) to meet the unique needs of individuals with exceptional needs, whose educational needs cannot be met with modification of the regular instructional program; and related services (at no cost to the parent) which may be needed to assist such individuals to benefit from specially designed instruction.

### **SPECIAL EDUCATION FREE AND APPROPRIATE EDUCATION (Federal Register, PL 94-142, 121 a.41, 121 a-504, Education Code 56341, 56343(c) and Individuals with Disabilities Education Act)**

All disabled children are offered and have available to them a free and appropriate public education in the least restrictive environment, which includes Special Education and related services provided in accordance with an individualized education program.

### **Billing Special Education Only or Following DAB Decision**

Val Verde Unified School District, in cooperation with the California Departments of Health Services and Education, has a program to allow the District to be reimbursed with Medicaid dollars for selected health services (such as hearing and vision screenings and health assessments) provided to eligible students at school. In accordance with local Education Agency rules and guidelines, we are notifying you that eligible student records may be forwarded to the District's billing agency. These records will be forwarded in a confidential manner. Our vendor holds a contract with the District that contains a specific confidentiality clause to ensure information is not disclosed inappropriately, further, our vendor is HIPAA compliant (Federal Health Insurance Portability & Accountability Act). School health services currently provided to all students will not be changed by this program. Students will not be denied services they require to attend school and parents will never be billed for services by the school district.

**PRIVATE SCHOOLING FOR THE HANDICAPPED** (Education Code Section 56365)

Every handicapped student shall be offered the opportunity of a free and appropriate public education. When no appropriate public program is available, then a program in a private, non-sectarian non-public school may be offered as an alternative at no cost to the parents.

**COMPLIANT PROCEDURE – SPECIAL EDUCATION** (Education Code Section 56500.2, title 5 CCR, 3080)  
**PARENT RIGHTS AND APPEAL PROCEDURES**

1. General Rights

- All handicapped children have the right to a free and appropriate public education.
- Individuals have the right to privacy and confidentiality of all educational records including the right to see, review and if necessary, challenge the records in accordance with the Family Educational Rights and Privacy Act of 1974.
- Individuals have the right to review and/or obtain a copy of the educational records prior to meetings.
- All handicapped children have the right to placement in the least restrictive learning environment, to the program with the least restrictive alternatives, and the rights to enjoy the same variety of programs as are available to the non-handicapped.
- All individuals have the right to receive a full explanation of all procedural safeguards and rights of appeal.
- Individuals have the right to free or low cost legal and other relevant services upon request.

**YOU HAVE THE RIGHT TO:**

2. Rights Related to Assessment

- Initiate a request for educational assessment.
- Give or withhold written consent for any proposed assessment activities.
- Have 15 days in which to give or withhold consent.
- Obtain an independent outside assessment possibly at public expense. Procedures for obtaining such assessment shall be provided upon request.
- An assessment that is designed to be free of racial or cultural discrimination.
- Have a description of the procedures and assessments to be used and to be fully informed of the assessment results.

3. Rights Related to Individualized Education Program

- Be notified prior to, and to participate and/or be represented at meeting(s):
- The child's right to participate in the meeting(s) as appropriate.
- Have the meeting within 60 days from date of receipt of signed consent.
- Have the meeting conducted in your primary language/communication mode.
- Give written consent for the special education placement at any time.
- Have at least an annual review of the individualized Education Program or whenever the parent believes the pupil is not making appropriate progress.
- Appeal the decision of the Committee by due process hearing concerning the identification, evaluation, educational placement or provision for a free appropriate educational program.

4. Rights Related to Due Process Hearing

You have the right to request an impartial due process hearing regarding:

- The identification or your child for special education eligibility.
- The assessment of your child.
- The educational placement of your child.
- The provision of a free appropriate public education (FAPE) for your child.

The request for a due process hearing must be filed within *two years* from the date you knew or had reason to know of the facts that were the basis for the hearing process. [H.R. 1350 §615(f)(3) and EC 56043(r)]

There is an exception to this timeline if you were prevented from requesting the hearing earlier because:

- a) the district misrepresented that it had resolved the problem
- b) the district withheld information that should have been provided to you. [H.R. 1350 §615(f)(3)(D)]

Mediation and Alternative Dispute Resolution (ADR)

You may ask the school district to resolve disputes through mediation, which is less adversarial than a due process hearing. Alternative Dispute Resolution (ADR) may also be available in your district. Mediation and ADR are voluntary methods of resolving a dispute and may not be used to delay your right to a due process hearing. The parents and the school district must agree to try mediation before mediation is attempted. A mediator is a person who is trained in strategies that help people come to agreement over difficult issues. [20 USC 1415(e); EC 56500.3]

**Due Process Rights**

You have a right to:

1. Have a fair and impartial administrative hearing at the state level with a person who is knowledgeable of the laws governing special education and administrative hearings [EC 56501(b)(4)];
2. Be accompanied and advised by an attorney and/or individuals who have knowledge about children with disabilities [EC 56505(e)(1); 20 USC 1415(h)(1)];
3. Present evidence, written arguments, and oral arguments [EC 56505(e)(2)];
4. Confront, cross-examine, and require witnesses to be present [EC 5605(e)(3)];
5. Receive a written or, at the option of the parent, an electronic verbatim record of the hearing, including findings of fact and decisions [EC 56505(e)(4); 20 USC 1415(h)];
6. Have your child present at the hearing [EC 56501(c)(1)];
7. Have the hearing be open or closed to the public [EC 56501(c)(2)];
8. Be informed by the other parties of the issues and their proposed resolution of the issues at least ten calendar days prior to the hearing [EC 56505(e)(6) and 56403(u); 20 USC 1415(f)];
9. Receive a copy of all documents, including assessments completed by that date and recommendations, and a list of witnesses and their general area of testimony within five business days before hearing and bar the introduction of any documents or witnesses if not informed within 5 business days [EC 56505(e)(7)(8); 56043(v); EC 56505.1(d)];
10. Have an interpreter provided at the expense of the California Dept. of Education [CCR 3082(d)];
11. Request an extension of the hearing timeline [EC 56505(f)(3)];
12. Have a mediation conference at any point during the due process hearing [EC 56501(b)(1)(2)]; and
13. Receive notice from the other party, at least ten days prior to the hearing that it intends to be represented by an attorney. [EC 56507(a)]

*Val Verde Unified School District*

**ANNUAL NOTIFICATION OF THE UNIFORM COMPLAINT PROCEDURES (UCP)  
2016-2017**

For students, employees, parents/guardians, school and district advisory committee members, appropriate private school officials, and other interested parties

The *Val Verde Unified 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, harassment, intimidation, and bullying, and complaints alleging violation of state or federal laws governing educational programs and the charging of unlawful pupil fees.

The *Val Verde Unified School District* shall investigate all allegations of unlawful discrimination, harassment, intimidation or bullying against any protected group as identified in Education Code section 200 and 220 and Government Code section 11135, including any actual or perceived characteristics as set forth in Penal Code section 422.55 or on the basis of 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 in:

- **Career Technical Education**
- **Child Care and Development Programs including state preschool**
- **Consolidated Categorical Programs**
- **Discrimination, Harassment, Intimidation, and Bullying**
- **Foster and Homeless Youth**
- **Local Control Funding Formula and Local Control Accountability Plans**
- **NCLB Titles I-III**
- **Nutrition Services – USDA Civil Rights**
- **School Facilities**
- **Special Education**
- **Tobacco-Use Prevention Education Program**

A complaint of noncompliance with laws relating to pupil fees may be filed pursuant to 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.

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A pupil fee complaint shall not be filed later than one year from the date the alleged violation occurred.

Complaints other than complaints relating to pupil fees must be filed in writing with the following compliance officer:

**Assistant Superintendent – Human Resources\* or Director of Risk Management\***

**Val Verde Unified School District – Human Resources\* or Risk Management\***

**975 West Morgan Street, Perris CA 92571**

**(951) 940-6100**

\*Complaints of noncompliance with laws relating to pupil fees are filed with a principal of a school. A complaint regarding pupil fees or LCAP may be filed anonymously if the complaint provides evidence or information leading to evidence to support an allegation of noncompliance with laws relating to pupil fees or LCAP (EC Section 49013(b)).

Complaints alleging discrimination, harassment, intimidation, or bullying, must be filed within six (6) months from the date the alleged discrimination, harassment, intimidation, or bullying, occurred or the date the complainant first obtained knowledge of the facts of the alleged discrimination, harassment, intimidation, or bullying, 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 in accordance with sections 4680-4687 and in accordance with local procedures adopted under section 4621.

The complainant has a right to appeal the Val Verde Unified School District's Decision to the California Department of Education (CDE) by filing a written appeal within 15 days of receiving the Val Verde Unified School District's Decision. The appeal must include a copy of the complaint filed with the Val Verde Unified 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 Val Verde Unified School District's complaint procedures. Complainants may seek assistance from mediation centers or public/private interest attorneys. Civil law remedies that may be imposed by a court include, but are not limited to, injunctions and restraining orders.

A copy of the Val Verde Unified School District's UCP policy and complaint procedures shall be available free of charge.

Exhibit: VAL VERDE UNIFIED SCHOOL DISTRICT  
version: September 9, 2015 Perris, California

### **COMPLAINT PROCEDURES**

*The Uniform Complaint Procedures apply to the filing, investigation and resolution of complaints regarding alleged: 1) failure to comply with federal or state law or regulations governing adult education, consolidated categorical aid programs, migrant education, vocational education, child care and developmental programs, child nutrition programs and special education programs; 2) unlawful discrimination against any protected group as identified under Education Code section 200 and 220 and Government Code section 11135, including actual or perceived sex, sexual orientation, gender, ethnic group identification, race, ancestry, national origin, religion, color, or mental or physical disability, or age, or on the basis of 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 a local agency, which is funded directly by, or that receives or benefits from any state financial assistance; 3) failure to comply with school safety planning requirements as specified in Section 7114 of Title 20 of the United States Code; 4) unlawful discrimination, harassment, intimidation, and bullying based on actual or perceived characteristics set forth in Section 422.55 of the Penal Code and EC 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; 5) unlawful imposition*

*of pupil fees for participation in educational activities in public schools; and 6) EC 52075 authorizes the filing of a uniform complaint alleging a school district, county office of education, or charter school failed to comply with LCFF requirements related to the LCAP (EC 52060-52076) or EC 47606.5 and 47607.3.*

#### **PUBLIC COMPLAINTS 5CCR4622, EC 32289**

It is the philosophy of the Val Verde Unified School District to secure, at the lowest possible administrative level, equitable responses to complaints.

Step 1: The complainant shall attempt to discuss the matter with the employee within seven (7) working days of knowledge of the event given rise to the complaint unless the complainant alleges sexual harassment.

Step 2: If the complaint is not resolved at Step 1, the complainant shall submit a written complaint to the employee's immediate supervisor within twenty (20) working days of step 1 discussion. When a written complaint is received, the employee shall be notified by his/her supervisor in accordance with collective bargaining agreements. A written complaint must include: (1) the complainant's signature. (2) The complainant's name, address, and telephone number. (3) Information concerning the complainant's attempt, if any, to resolve the complaint directly with the person who allegedly engaged in the violation, including time, place, nature, participants in and witnesses to the alleged violation. (5) The law, regulation, policy, or procedure allegedly violated, if known. (6) The name(s) and work site(s) of the district staff member(s) who committed the alleged violation(s), and other pertinent information that may assist the District in investigating and resolving the complaint. The Supervisor shall hold a meeting with the complainant and employee within 15 working days of receipt of the written complaint.

Step 3: If the complaint is not resolved at step 2, the complainant shall submit a written complaint to the Superintendent or designee within ten (10) working days of the Step 2 response. The written complaint shall include the information listed in Step 2. The Superintendent or designee shall review and respond in writing within 15 working days.

Step 4: If the complaint is not resolved at Step 3, the complainant may appeal in writing to the Governing Board of the Val Verde Unified School District within ten (10) working days of the Step 3 response. The written complaint shall include the information listed in Step 2. The Governing Board may: Uphold the Superintendent or designee's decision without hearing the complaint. Meet with all parties at a closed session meeting of the Board to present evidence and explain issues. The employee shall receive written notice of his/her rights to request that the complaint be heard in open session.

The Governing Board's decision is final.

#### **Uniform Complaint Policy and Procedure – 5 CCR 4622, EC 234.1, 32289, and 49013**

##### ***Norma y Procedimiento Uniforme para Presentar Quejas – 5 CRC 4622, CE 234.1, 32289 y 49013***

Requires annual written notification to pupils, employees, parents, district advisory committee, school advisory committees, and other interested parties of the school district's uniform complaint process. Notice to include the identity of the person(s) responsible for processing the complaints, the civil law remedies that may be available, and the appeal or review procedures contained in the following sections: 5 CCR 4650, Basis of Direct State Interventions, 5 CCR 4652, Appealing Local Agency Decisions, and 5 CCR 4671, Federal Review Rights. Notice to be in English, and when applicable under EC 48985, the primary language or mode of communication of the recipient.

EC 32289, amended in 2004, authorizes the filing of a uniform complaint for noncompliance with the school safety planning requirements of Title IV of the NCLB (20 USC § 7114(d)(7)).

In compliance with the Safe Place to Learn Act (AB 9, Chapter 723, Statutes of 2011) which became effective on July, 1, 2012, school districts may authorize the filing of a uniform complaint to resolve complaints of discrimination, harassment, intimidation or bullying.

EC 49013 authorizes the filing of a uniform complaint for noncompliance regarding pupil fees. The California State Board of Education will begin the process of amending and adding to the California Code of Regulations to ensure consistency and clarity in relation to EC 49010-49013 (AB 1575, Chapter 776), which became effective on January 1, 2013. *Los Angeles County Office of Education, 34*

***The Uniform Complaint Procedures apply to the filing, investigation and resolution of complaints regarding alleged: 1) failure to comply with federal or state law or regulations governing adult education, consolidated categorical aid programs, migrant education, vocational education, child care and developmental programs, child nutrition programs and special education programs; 2) unlawful discrimination against any protected group as identified under Education Code section 200 and 220 and Government Code section 11135, including actual or perceived sex, sexual orientation, gender, ethnic group identification, race, ancestry, national origin, religion, color, or mental or physical disability, or age, or on the basis of 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 a local agency, which is funded directly by, or that receives or benefits from any state financial assistance; 3) failure to comply with school safety planning requirements as specified in Section 7114 of Title 20 of the United States Code; 4) unlawful discrimination, harassment, intimidation, and bullying based on actual or perceived characteristics set forth in Section 422.55 of the Penal Code and EC 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; and 5) unlawful imposition of pupil fees for participation in educational activities in public schools.***

The Val Verde Unified School District has primary responsibility for ensuring that it complies with state and federal laws and regulations governing educational programs implemented by the district and civil rights protections regarding actual or perceived sex, sexual orientation, gender, age, ethnic group identification, race, ancestry, national origin, religion, color or mental or physical disability. Any complaints alleging unlawful discrimination or failure to comply with state or federal laws in adult education, consolidated categorical aid

programs, migrant education, childcare and development programs, child nutrition programs, vocational education, and special education programs will be reviewed and mediated or investigated by the district. The complainant will have the opportunity to provide relevant information during the investigation. Within sixty days of receipt of the complaint the district will provide a written report to the complainant unless the complainant agrees in writing to extend the timeline. [T5CCR4631] Complaints alleging discrimination must be filed within six months from the alleged occurrence or when knowledge was first obtained. Complainants may also pursue civil law remedies through mediation centers, the county office of education, and public/private interest attorneys.

The district follows Uniform Complaint Procedures established in Board Policy. Complaints should be directed to the district complaint officer, the Director of Risk Management at 951-940-5100 extension 10672.

If dissatisfied with the district's resolution of a complaint, the complainant has the right to appeal to the California Department of Education within fifteen days after the district's report is issued. The appeal to CDE must include a copy of the locally filed complaint and a copy of the LEA Decision. [T5CCR4632(c)] **In a discrimination complaint, the complainant has the right to seek legal remedies (such as court action) when at least sixty days has passed after filing an appeal with the California Department of Education.**

#### **WILLIAMS COMPLAINT POLICY & PROCEDURE- EC 35186**

Every school must provide sufficient textbooks and instructional materials. Every student, including English learners, must have textbooks or instructional materials, or both, to use at home or after school. School facilities must be clean, safe, and maintained in good repair. There should be no teacher vacancies or miss-assignments. If a school is found to have deficiencies in these areas, and the school does not take corrective action, then a complaint form may be obtained at the district complaint officer, the Assistant Superintendent of Educational Services. Parents, students, teachers, or any member of the public may submit a complaint regarding these issues. However, it is highly encouraged that individuals express their concerns to the school principal before completing the complaint forms to allow the school to respond to these concerns.

#### **HATE-MOTIVATED BEHAVIOR**

The Governing Board affirms the right of every student to be protected from hate-motivated behavior. It is the intent of the Board to promote harmonious relationships that enable students to gain a true understanding of the civil rights and social responsibilities of people in our society. Behavior or statements that degrade an individual on the basis of his/her race, ethnicity, culture, heritage, gender, sexual orientation, physical/mental attributes, religious beliefs or practices shall not be tolerated.

Any student who feels that he/she is a victim of hate-motivated behavior shall immediately contact the principal or designee. If the student believes that the situation has not been remedied by the principal or designee, he/she may file a complaint in accordance with district complaint procedures.

Staff who receive notice of hate-motivated behavior or personally observe such behavior shall notify the principal, Superintendent or designee, and law enforcement, as appropriate. Students demonstrating hate-motivated behavior shall be subject to discipline in accordance with Board policy and administrative regulation.

In addition, the district shall provide counseling and appropriate sensitivity training and diversity education for students exhibiting hate-motivated behavior. The district shall also provide counseling, guidance and support, as necessary, to those students who are the victims of hate-motivated behavior.

The Superintendent or designee shall ensure that staff receives appropriate training to recognize hate-motivated behavior and methods for handling such behavior in appropriate ways.

The district shall provide age-appropriate instruction to help promote understanding of and respect for human rights.

At the beginning of each school year, students and staff shall receive a copy of the district's policy on hate-motivated behavior.

#### ***Title IX Policy Compliance***

The Val Verde Unified School District in compliance with Federal Regulations has adopted the following policy statement in reference to sex discrimination in all areas of employment, educational, recreational and professional association activity.

This policy is to be read by all parents and students.

Pursuant to Section 86.9 of Subtitle A of Title 45, Code of Federal Regulations, implementing Title IX of the Education Amendments of 1972 (20 USC, Section 1681, et seq), Val Verde Unified School District of Riverside County hereby notifies all applicants for admission and employment, all students, employees, parents of elementary and secondary school students, and all union and professional organizations having agreements with the Val Verde Unified School District that the District does not discriminate on the basis of sex in the educational programs or activities operated by the District or in the employment procedures and practices of the District.

**The Policies of the District implementing Title IX as developed to date are available for inspection during normal business hours at the District Office, 975 West Morgan Street, Perris, California. Any complaints or questions may be referred to Dr. Alan Jensen, the**

**District's Affirmative Action Officer at the district office, or to the Director of the Office for Civil Rights of the U.S. Department of Education.**

The District's Policies include provisions that:

1. Admission to the schools within the District and admission to classes shall not be made on the basis of sex. No preference given on the basis of sex, by ranking applicants separately on such basis, and to test shall be administered which has a disproportionately adverse effect on persons on the basis of sex.
2. No rule shall be applied concerning the actual or potential parental, family or marital status, or a student or applicant which treats persons differently on the basis of sex.
3. Pregnancy, childbirth, termination of pregnancy and disabilities related thereto shall be treated in the same manner and under the same policies as any other temporary disability or conditions
4. No persons shall on the basis of sex be excluded from participation in or denied the benefits of any academic, extracurricular, research, occupational training program or activity.
5. All toilet, locker room and shower facilities provided for students of one sex shall be comparable to facilities provided for students of the other sex.
6. No counselor shall discriminate against any person on the basis of sex in the counseling or guidance of students or applicants for admission and no course shall be offered separately on the basis of sex, including health, physical education, industrial, business, vocational, technical, home economics, music and adult education courses.
7. Title IX does not prohibit the grouping of students in physical education classes by ability as assessed by standards of individual performance developed and applied without regard to sex. The law further does not prohibit the separation of students by sex within physical education classes during participation in rugby, wrestling, boxing, ice hockey, football, basketball and other sports, the majority activity of which involves bodily contact. The District may operate separate teams for members of each sex where selection is based on competitive skill or the activity is a contact sport, providing sufficient members of the particular sex indicate interest in a separate team.
8. No student shall be discriminated against or excluded from any educational program, including extracurricular activities on the basis of such student's pregnancy, childbirth, false pregnancy, or termination of pregnancy, but the District may require the student to obtain a physician's certificate stipulating that the student is physically and emotionally able to participate in the normal education program, so long as other students with disabilities are required to submit such a physician's certificate.
9. Where a District operates interscholastic, intercollegiate club or intramural athletics, there shall be equal athletic opportunity for members of both sexes. While the aggregate monetary expenditures need not be equal, the provision of equipment and supplies, scheduling of games and practice time, quality of coaching and academic tutoring, compensation of coaches and publicity, must be substantially equal.
10. There shall be no discrimination in recruitment, hiring, promotion, consideration for tenure, demotion, transfer, layoff, or application of nepotism policy, based on sex.
11. There shall be grievance procedures providing prompt resolution of complaints of students and employees alleging violation of the provision of Title IX.

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**VAL VERDE UNIFIED SCHOOL DISTRICT  
2016-2017**

**MANDATORY PARENT NOTIFICATION RECEIPT ~ SCHOOL INFORMATION FOR  
PARENTS (A form must be on file at each school for each student)**

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**Publishing Student Work/Photo/Name** – Val Verde Unified School District & School Web Sites requires parental Permission be acquired prior to use of any student image or likeness. Such use includes the display, distribution, publication, transmission, or otherwise use of photographs, images, and/or video taken of student(s) for use in materials that include, but may not be limited to, printed materials such as newsletters or videos and digital images such as those on the VVUSD web site.

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**Pesticide Notification Request**

Parents/guardians can register with the school to receive notification of individual pesticide applications. Persons who register for this notification shall be notified at least seventy-two (72) hours prior to the application, except in emergencies, and will be provided the name and active ingredient(s) of the pesticide as well as the intended date of application.

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**Media Release** – The District occasionally receives requests from the news media and other agencies to photograph or videotape students. These requests are often received on a spur-of-the moment basis, which makes it difficult to obtain immediate parental consent. Parental consent is requested for your student to be photographed/videotaped during the school year.

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**California Healthy Kids Survey** – During the school year, students will be asked to complete the California Healthy Kids Survey. The survey is part of Val Verde Unified School District’s health education program and the State of California Healthy Kids program, and is being given to students in grades 5, 7, 9 and 11 in the district. Students will be asked about their behavior and attitudes toward drug use and about issues of safety and violence at school. Their answers are kept confidential. The survey results will give us important information about the extent of alcohol, tobacco and other drug use among our students. It will help also help us improve our substance use prevention and intervention program.

**Olweus Bullying Survey-** During the school year students will be asked to complete the Olweus Bullying Survey in grades 3-12. The survey is part of the Val Verde Unified School Districts Bullying prevention and education program. Data collected from the survey will be grouped by school site not by individual student. The data collected will give schools a picture of the types of bullying students are or have experienced at school. The survey will also provide schools and the district with information on school climate and safety. Collection of the data will help define the curriculum and implementation for bullying prevention at each school through the Olweus bullying Program.

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**Release of Directory Information-** The district also makes student directory information available to specific agencies in accordance with state and federal laws. Directory information may include any of the following items: student’s name, birthplace, address, telephone number, major course of study, participation in school activities, dates of attendance, awards, e-mail address, photograph, previous school attendance, and height and weight of athletes. Appropriate directory information MAY BE provided to the following: universities, interested school(s), parent/teacher association (PTA), Health Department, elected officials, military recruiters, any non-profit agency, employers and prospective employers of students, and news media. Directory information MAY NOT be provided to private profit-making organizations.

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**Val Verde Unified School District**  
**California Assessment of Student Performance and Progress (CAASPP)**

**Exclusion Form**

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**Val Verde Unified School District**  
**California Assessment of Student Performance and Progress (CAASPP)**

**Exclusion Form**

According to California state law, the 2016-17 CAASPP system encompasses the following assessments. There are four general types of tests within the CAASPP program:

1. Smarter Balanced Summative Assessments (SA) in ELA and math-Grades 3-8 and 11
2. Alternate Performance Assessments for California (CalAlt) in ELA and math-Grades 3-8 and 11
3. California Science Test (CAST) and the CAA for Science-Grades 5, 8 and a sampling of grades 10, 11 and 12)
4. Standards-Based Test in Spanish (STS) for Reading/Language Arts- Grades 2-11-Optional

California state law requires that the Val Verde Unified School District administer the Smarter Balanced Summative Assessments (SA), the Alternate Performance Assessments for California (CalAlt), the California Science Test (CAST), and the California Alternate Performance Assessment for Science to students. The Alternate Performance Assessments for California (CalAlt), the California Science Test (CAST) **or** the CAA for Science is available as an alternative to the California Standards Tests for certain Special Education students. Additionally, the State has made the Standards-Based Test in Spanish to be administered optionally to certain Spanish speaking students who have been enrolled in United States schools less than 12 months.

Although California law permits parent/guardians to exclude their children from testing, the Val Verde Unified School District strongly recommends that students take all State mandated tests. Your school will have more complete information as to how well your child is progressing academically when these tests are administered. Should you want your child excluded from one or more of these tests, please circle the appropriate box(s), explain the reason for the requested waiver, sign the form below, and hand this to school personnel **before** the first day of testing. You must sign and date an exclusion form yearly otherwise students will be tested as the law requires.

If you have any questions, please call your child's school or the District's Assessment and Accountability Office at (951) 940-6100, Extension 10410.

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Please excuse my child from the following test(s).

Student Name \_\_\_\_\_ Student Number \_\_\_\_\_

(Please Print)

School \_\_\_\_\_ School Year \_\_\_\_\_

Grade \_\_\_\_\_

**Please Circle Test(s) NOT to be Taken by Your Child**

SA All	CalAlt All	CAST Science	STS R/LA
SA ELA	CalAlt ELA	CAA for Science	
SA Math	CalAlt Math		

Reason for Requested Waiver:

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\_\_\_\_\_

Signature of Parent/Guardian

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Date

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**Publishing Student Work/Photo/Name (Please let your student know of your decision)**

**Yes, I give permission** my student's image may be used in print, video and digital media, including use on the district and/or school web site. I agree these images may be used by VVUSD for a variety of purposes and these images may be used without further notifying me. I do understand my student's last name will not be used in conjunction with any online video or digital images.

**No, I do not give permission** to use my student's image at all.

**Media Release (Please let your student know of your decision)**

**Yes, I give permission** for my student to be interviewed, photographed, or filmed by members of the media.

**No, I do not give permission** for my student to be interviewed, photographed, or filmed by members of the media.

**Yes, ok to post** pictures on District social media sites to highlight student and /or educational program success/information

**Annual Pesticide Notification Request**

**I would like to be pre-notified** every time a pesticide application is to take place at the school.

**I do not need to be notified** every time a pesticide application is to take place at the school.

**California Healthy Kids Survey**

**Yes, I give permission** for my student to participate in the survey. Grade: 5, 7, 9, 11 (Circle one)

**Olweus Bullying Prevention Survey**

**Yes, I give permission** for my student to participate in the survey. All grades

**Release of Directory Information**

**Yes, I give permission** for the District to release student directory information

**I do not wish** to have any directory information released to any individual or organization

I acknowledge receipt of the Annual Notification of the Parent Guide to Rights and Responsibilities and I will provide home support, both academically and behaviorally.

**Annual Library/Computer Use**

Library privileges for materials and textbooks in the Val Verde Unified School District are available to all students.

**Yes, I understand** students must return or pay for damaged or lost library materials and textbooks before additional materials will be available for them to check out.

**Yes, I acknowledge** that the VVUSD computer resources and all users' accounts are the property of the District and that my use of these resources is not a right but a privilege and can be revoked at the discretion of the district.

**Yes, I understand** that there is no right to privacy in their use and that the District reserves the right to monitor and access information on the system and in user's accounts.

\_\_\_\_\_  
Signature of Student (6<sup>th</sup> grade and above)

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Date

Parent/Guardian Name (Please print): \_\_\_\_\_

Address (Street, City, and Zip Code): \_\_\_\_\_

Home Telephone Number: \_\_\_\_\_ Cell \_\_\_\_\_