

**COVINA-VALLEY  
UNIFIED SCHOOL DISTRICT**

**ANNUAL NOTIFICATION GUIDE**

**2019-2020**

## **NOTIFICATION OF PARENTAL RIGHTS AND RESPONSIBILITIES**

California Education Code (EC) 48980 requires school districts to annually notify parents of their rights and responsibilities with respect to a number of topics. Additionally, Education Code 48982 requires that schools collect assurance from parents that they have been made aware of how to access the information contained in the Notification of Parental Rights and Responsibilities.

### **AB 1012 NOTIFICATION FORM**

Under Assembly Bill (AB) 1012 and Education Code sections 51228.1 and 51228.2, in order for a student to be assigned to a course period without educational content or to repeat a course in which they have earned a “C” or better, the following requirements must be met:

- The student’s parent/guardian and/or the student (if the student is 18 years or older) has given written consent by signing a consent form;
- The principal has determined the student will benefit from the course;
- The principal has stated in a written document maintained at the school that no students are assigned to those courses unless the school has met the conditions specified; and
- No student is assigned to one of these courses because there are not sufficient curricular offerings for the student to take during that particular period of the day.

This form serves as a notification to student who is enrolled in one of the three comprehensive high schools in the Covina-Valley Unified School District and to their parents/guardians of the conditions under which a student in grades 9-12 can be assigned to a “course period without educational content” for longer than one week in any given semester or can be assigned to repeat a course he or she has already satisfactorily completed.

### **ACCEPTABLE USE OF TECHNOLOGY**

EDC 51006. The Legislature finds that the increasing integration of computers and computer technology into our economy has profound implications for our society, and equally important implications for state educational policy. The Legislature also finds that the methods of distribution of computer resources in the public schools will have a substantial effect upon the state’s ability to meet the economic, political, and social challenges of the new technological era. Without adequate and early exposure to a basic computer education and computer resources, many students may be placed at a significant disadvantage in their opportunities to secure success in academics and the job market in the future. As females compose 51 percent of the student population in the state’s public elementary and secondary schools, and ethnic minorities constitute over one-third of that population, it is imperative that California adopt a policy to ensure equitable access to technological education programs.

EC 48980. Students enrolled in District programs or activities must follow District guidelines and procedures regarding acceptable use of technology. All students and their parents/guardians shall electronically acknowledge or sign and submit the District’s Acceptable Use of Technology Agreement prior to using District technological resources. Violation of this policy may result in disciplinary action and the loss of the privilege to use the technology and/or civil or criminal liability.

[Link to C-VUSD Acceptable Use Policy](#)

### ACCESS BY MILITARY RECRUITERS

20 USC 7908. Federal law requires school districts to provide military recruiters the same access to secondary school pupils as is provided to post secondary educational institutions or to prospective employers. Parents may request that the district not release their pupil's name, address, and telephone number without prior written consent. Written notice must be submitted to the school if the parent or legal guardian wishes to deny access to this information.

### ADMINISTRATION OF PRESCRIBED MEDICATION FOR STUDENTS

EC 49423 & 49423.1. Any student 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 a written statement of instructions from the physician detailing the method, amount and time schedules by which such medication is to be taken.

### ADVANCED PLACEMENT EXAMINATION FEES

EC 52244. Eligible high school students may receive financial assistance to cover the costs of the advanced placement examination fees or the International Baccalaureate examination fees, or both. Please contact the Director of Research and Program Evaluation.

### AIDS, SEX OR SEXUALLY TRANSMITTED DISEASE EDUCATION

EC 51930 et. seq, 51938. Parents will be notified in writing prior to any instruction or class or portion of a class in which sexual health education, HIV/AIDS prevention or assessments related to that education would occur. Such materials will be available for review prior to instruction. Parents may request in writing that the student not attend the instruction or class. EC 51930 et. Seq. More specific information is available upon request.

### ALTERNATIVE SCHOOLS

EC 48980(b)/EC 58501/58505/51225.3. Parents of any student may request the governing board of the District to establish an alternative school program in the District. Requirements for graduation and alternative modes for completing the prescribed course of study are available in the high school counseling office. (see attachment EC 58501)

### ANIMAL SCIENCE

EC 32255 et. seq. 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.

### ANNUAL NOTIFICATION

EC 51229. The District provides an annual notification to parents or guardians of students in grades 9-12 that explains college admission requirements, describes career technical education, and provides information about how students may meet with school counselors. This information is available at the high school counseling office.

## ASBESTOS MANAGEMENT PLAN

CCR, Title 40, Section 763.93. The 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 Chief Business Officer.

## ATTENDANCE OPTIONS

EC 48980. The District currently provides comprehensive educational programs for school-age children enrolled in kindergarten and grades one through 12. These programs are available on a limited basis as determined by Board Policy through statutory attendance options to students who reside outside District boundaries. Current statutory attendance options and local attendance options available to District students are:

EC 48200, 48204, 48204.3 Residency: A minor between the ages of 6 and 18 years is subject to compulsory education and, unless exempted, must enroll in school in the school district in which the residence of either the parent or legal guardian is located. A pupil may alternatively comply with the residency requirements for school attendance in a school district, if he or she is any of the following: placed in a foster home or licensed children's institution within the boundaries of the school district pursuant to a commitment of placement under the Welfare and Institutions Code; a pupil who is a foster child who remains in his or her school of origin; an emancipated pupil who resides within the boundaries of the school district; a pupil who lives in the home of a caregiving adult that is located within the boundaries of the school district; a pupil residing in a state hospital located within the boundaries of the school district; or a pupil whose parent is transferred or is pending transfer to a military installation within the state while on active military duty pursuant to an official military order. Covina-Valley Unified School District has also deemed a pupil as having complied with the residency requirements for school attendance in the school district if one or both parents or legal guardians of the pupil are physically employed within the boundaries of the school district for a minimum of 10 hours during the school week.

EC 35160.5(b) Intradistrict Open Enrollment: Allows parents to request enrollment in a school that has been declared to have additional space. Choice option is available for students whose parents or guardians currently reside within District attendance boundaries, who request admission to schools with openings. Selections are based on a random, unbiased selection process. Additional information and application forms for schools with openings are available from the District or school office in March each school year.

EC 46600 Interdistrict Attendance: The parent or legal guardian of a pupil may seek release from the school district of residence to attend a school in any other school district. School districts may enter into agreements for the interdistrict transfer of one or more pupils for a period of up to five years. The agreement must specify the terms and conditions for granting or denying transfers, and may contain standards of reapplication and specify the terms and conditions under which a permit may be revoked. Unless otherwise specified in the agreement, a pupil will not have to reapply for an interdistrict transfer, and the school board of the district of enrollment must allow the pupil to continue to attend the school in which he/she is enrolled. A student who has completed grade 10 by June 30, may enroll within the district of enrollment through grades 11 and 12 without any revocation from the desired district, and must be treated the same as any other resident student.

Regardless of whether an agreement exists or a permit is issued, the school district of residence cannot prohibit the transfer of a pupil who is a child of an active military duty parent to a school district of proposed enrollment if that district approves the application for transfer.

A student who is appealing a decision for an interdistrict permit approval through the County Office of Education may be eligible for provisional admission to the desired district in grades TK through 12, while continuing through the process of appeal, if space is made available by the desired district, not to exceed two months.

A pupil who has been determined by personnel of either the school district of residence or the district of proposed enrollment 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 interdistrict attendance under any existing agreement or, in the absence of an agreement, be given additional consideration for the creation of an interdistrict attendance agreement.

Each school district shall post their interdistrict policy agreements and local district caps on their district and/or school websites. Reasons for approval and denial of interdistrict transfer requests must be updated on the district website according to board policies. The County appeals process will be offered with the final denial in writing by the school district. The County appeal process may take up to a maximum of two months. If you have any questions about the interdistrict process please call the district office at 626-974-7000 or call the County Office at 562-922-6233.

Current Board Policy 5118 defines attendance options available to students.

#### ATTENDANCE

EC 46014/EC 48205. Absence from school for personal illness and justifiable absence from school for personal reasons (other than illness) may be granted on request. A student shall also be released from school when he or she is the custodial parent of a child who is ill or has a medical appointment during school hours. For absences approved by the principal or designee, and excused absences, the student shall be allowed to make up assignments and tests missed during the absence that can reasonably be provided and completed, and, upon satisfactory completion, shall be given full credit. A justified personal absence is not considered excused for apportionment purposes. Please see below EC Section 48205.

#### Excused Absence Other than Illness - EC § 48205

- (a) 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 a county or city health officer.
  - (3) For the purpose of having medical, dental, optometrical, 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 has been 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) 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 therefore. As the teacher of any class from which a pupil is absent shall determine the tests and assignments shall be reasonably equivalent to, but not necessarily identical to, the tests and assignments that the pupil missed during the absence.
- (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 absences in computing average daily attendance and shall not generate state apportionment payments.
- (e) "Immediate family," means the parent or guardian, brother or sister, grandparent, or any other relative living in the household of the pupil.

#### AVAILABILITY OF PROSPECTUS

EC 49063 and 49091.14. Each school must annually compile a prospectus of the current curriculum including titles, descriptions and instructional aims of every course offered by the school. The information is available on the district website (c-vusd.org).

#### BILINGUAL EDUCATION

EC 52173. Parents have the right for consultation prior to placement of child in a program of bilingual education. Parent receives notification by mail or in person. Parent has the right not to have their child enrolled in such a program.

#### CAL GRANT PROGRAM

EC 69432.9. By October 15<sup>th</sup> of a pupil's grade 12 academic year, Covina-Valley Unified School District will 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 application until the pupil opts 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 will indicate when the school will first send grade point averages to the Student Aide Commission.*

#### CALIFORNIA HIGH SCHOOL PROFICIENCY EXAM

5 CCR 11523. The California High School Proficiency Exam (CHSPE) is a voluntary test assesses proficiency in basic reading, writing, and mathematics skills taught in public schools. Eligible pupils who pass the CHSPE

are awarded 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 admission dates and registration deadlines, visit the following website: <http://www.chspe.net>.

#### CAREER COUNSELING AND COURSE SELECTION

EC 221.5(d). Parents shall be notified in advance of career counseling and course selection, commencing with course selection for the seventh grade, to promote equity and allow parents to participate in counseling sessions and decisions.

#### CHILD ABUSE AND NEGLECT REPORTING

PC 11164 et. seq. The Covina-Valley Unified School District is committed to protecting all students in its care. All employees of the District are considered mandated reporters, required by law to report cases of child abuse and neglect whenever there is reasonable suspicion abuse or neglect has occurred. District employees may not investigate to confirm a suspicion.

All complaints must be filed through a formal report, over the telephone, in person, or in writing, with an appropriate local law enforcement agency (i.e.- Police or Sheriff's Department, County, Probation Department, or County Welfare Department/County Child Protective Services). Both the name of the person filing the complaint and the report itself is confidential and cannot be disclosed except to authorized agencies.

Parents and guardians of students also have a right to file a complaint against a school employee or other person that they suspect has engaged in abuse of a child at a school site. Complaints may be filed with the local law enforcement agency; you may also notify the District of an incident by contacting the Assistant Superintendent of Human Resources.

Child abuse that does not include an injury caused by any force that is reasonable and necessary for a person employed by or engaged in a school:

1. To stop a disturbance threatening physical injury to people or damage to property;
2. For purposes of self-defense;
3. To obtain possession of weapons or other dangerous objects within control of a student; protect the health and safety of pupils, and maintain proper and appropriate conditions conducive to learning.

#### CHILD HEALTH AND DISABILITIES PREVENTION PROGRAM - FIRST GRADE REQUIRED PHYSICAL EXAMINATION

Health and Safety Code 124100/124105. Free health screening under the California Medical Assistance Program is available to qualified first grade students. Contact your school office for further information. First grade students may be excluded from school for up to five (5) days for failure to comply or sign a waiver.

#### 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.*

### CLOSED CAMPUS

EC 44808.5. All District schools have a “closed campus” policy. Students are not to leave campus during the school day without written parent authorization and school permission. Eleventh and twelfth grade students may leave campus during lunch period with prior parental and school authorization. Neither the school district nor any officer or employee thereof shall be liable for the conduct or safety of any student during such time as the student has left the school grounds pursuant to this section of the Education Code.

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

### COMPREHENSIVE SCHOOL SAFETY PLAN: ANNUAL NOTICE

EC 32286/32288/32288(c)/35294. The status of each school’s safety plan will be reported in the annual School Accountability Report Card. Each school site council or school safety planning committee will notify specified persons and entities about the required public meeting to allow members of the public an opportunity to express an opinion about the school plan. The school district will annually notify the State Department of Education by October 15 of any school that has not developed a comprehensive school site safety plan.

### CONCUSSIONS AND HEAD INJURIES

EC 49475. 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 healthcare 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's 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.

#### CONFIDENTIAL MEDICAL SERVICES

EC 46010.1. School officials may excuse students in grades 7-12 from school for the purpose of obtaining confidential medical services without the consent of the student's parent or guardian.

#### CONTINUING MEDICATION

EC 49480. Parents of a student on continuing medication shall inform the school of the medication (kind and dosage) and name of the physician. With parent consent, the school may communicate with the physician to determine possible effects of the medication on the student's behavior and symptoms of adverse side effects.

#### CONTROL OF COMMUNICABLE DISEASE AND IMMUNIZATION OF STUDENTS

EC 49403. The District may permit any licensed physician and surgeon, or any licensed registered nurse acting under the direction of a supervising physician and surgeon, to administer an immunizing agent to any student when the parent has consented in writing to the administration of such immunizing agent. Effective July 1, 2019 all children entering TK-12 must show proof of vaccines required according to the California Department of Public Health. These include 4 doses of Polio, 5 doses of Dtap, 3 doses of Hep B, 2 doses of MMR, and 2 doses of Varicella. All students advancing to the 7th grade are required to have immunizations up-to-date and 1 dose of Tdap and 2 doses of Varicella. Please refer to the following websites for further information.

<http://eziz.org/assets/docs/IMM-222School.pdf>

<http://eziz.org/assets/docs/IMM-222ChildCare.pdf>

#### CONTROLLED SUBSTANCES: OPIOIDS

EC 46010.1. School authorities must provide facts regarding the risks and side effects of opioid use each school year to athletes. Parents and student athletes must sign acknowledgement of receipt of the document annually.

#### COURSEWORK AND GRADUATION REQUIREMENTS: CHILDREN OF MILITARY FAMILIES

EC51225.1 and 51225.2. Children of military families may qualify to be exempted from local graduation coursework requirements that are beyond the California state requirements. All coursework what was completed at another school outside of the Covina-Valley Unified School District will be issued full or partial credit.

#### CUSTODY ISSUES

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 to reach the custodial parent when a parent or any other person not listed on the emergency card attempts to pick up a child.

#### DAMAGE TO SCHOOL PROPERTY

EC 48904. The parent or guardian of any student whose willful misconduct results in injury or death to another student or District employee, or who willfully destroys or damages in any way property belonging to the District, shall be held liable for damages caused by the student.

#### DIRECTORY INFORMATION

C49073. "Directory Information" includes one or more of the following items: student's name, address, telephone number, e-mail address, date of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent public or private school attended by the student. Information will be released as designated in board policy. No information may be released to private profit making entity other than employers, prospective employers and representatives of the news media, including, but not limited to, newspapers, magazines, and radio and television stations. Directory information may be disclosed without prior consent from the parent or legal guardian unless the parent or legal guardian submits a written notice to the school to deny access to his/her pupil's directory information. Directory information regarding a pupil identified as a homeless child or youth shall not be released unless a parent, or pupil given parental rights, has provided written consent that directory information may be released.

#### DRESS CODE/GANG APPAREL/SCHOOLWIDE STANDARDIZED CLOTHING

EC 35183/EC 35183.5 The District is authorized to adopt a dress code that would prohibit the wearing of "gang-related clothing." School sites will allow for outdoor use during school day articles of sun protective clothing as set forth in the dress code. Elementary students will be required to wear a school wide uniform/standardized dress. Further, education code provides for the use of sunscreen by students, during the school day without a physician's note or prescription.

#### STUDENT DRIVER

EC 35211. Parents are advised of potential civil liability and mandated insurance coverage for student drivers. Please check with your private insurance company for further information.

#### EDUCATIONAL LIAISON FOR FOSTER CHILDREN

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

Requires the 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 its Internet Web site.

#### ELECTRONIC SIGNALING DEVICE

EC 48901.5. (a) The governing board of each school district, or its designee, may regulate the possession or use of any electronic signaling device that operates through the transmission or receipt of radio waves, including,

but not limited to, paging and signaling equipment, by pupils of the school district while the pupils are on campus, while attending school-sponsored activities, or while under the supervision and control of school district employees. (b) No pupil shall be prohibited from possessing or using an electronic signaling device that is determined by a licensed physician and surgeon to be essential for the health of the pupil and use of which is limited to purposes related to the health of the pupil.

#### 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.

#### Electronic Nicotine Delivery Systems (e-cigarettes)

PC 308. The Covina-Valley Unified School District prohibits the use of electronic nicotine delivery systems (ENDS) such as e-cigarettes, hookah pens, cigarillos, and other vapor-emitting devices, with or without nicotine content, that mimic the use of tobacco products on all district property and in district vehicles at all times. ENDS are often made to look like cigarettes, cigars and pipes, but can also be made to look like everyday items such as pens, asthma inhalers and beverage containers. These devices are not limited to vaporizing nicotine; they can be used to vaporize other drugs such as marijuana, cocaine, and heroin.

Students using, in possession of, or offering, arranging or negotiating to sell ENDS can be subject to disciplinary action, particularly because ENDS are considered drug paraphernalia, as defined by 11014.5 of the Health and Safety Code. Section 308 of the Penal Code also states that every person under 18 years of age who purchases, receives, or possesses any tobacco, cigarette, or cigarette papers, or any other preparation of tobacco, or any other instrument or paraphernalia that is designed for the smoking of tobacco, tobacco products, or any controlled substance shall, upon conviction, be punished by a fine of seventy-five dollars (\$75) or 30 hours of community service work.

#### EMERGENCY INFORMATION

EC 49408. Parents are required to provide current emergency information, including home and business addresses and phone numbers, as well as adult contacts who can assume responsibility for the student in case of an emergency.

#### 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.

#### ENGLISH LANGUAGE EDUCATION

EC 310/311, 5 CCR 11309. Parents shall be notified of placement of their child in a structured English immersion program and of the opportunity to apply for waiver.

#### ENGLISH LEARNER IDENTIFICATION NOTICE

EC 313.2 Parents shall be notified of their child's English proficiency status and whether their child has been identified as a "Long-Term English Learner" or "At-risk of becoming a Long-Term English Learner".

#### ENTRANCE HEALTH SCREENING

HSC 124085, 124100, and 124105. 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 within 90 days after entrance to first grade. Pupils may be excluded up to 5 days from school for failing to comply or not providing a waiver. Free health screening is available through the local health department.

#### EQUAL EDUCATIONAL OPPORTUNITY

EC 200 et. seq. 5 CCR 4900, Title 6, Civil Rights Act/Title 9, 1972 Education Act. The District's plan to ensure equal educational opportunities is available to the public in the office of the Superintendent, during normal working hours. The lack of English will not be a barrier to admission and participation in District programs. The District does not discriminate on the basis of sex, race, color, national origin, religion, ancestry, ethnic group, marital or parental status, mental or physical disability, sexual orientation, or lack of English skills.

#### EDUCATIONAL EQUITY: IMMIGRATION STATUS

EC 66251, 66260.6, 66270, and 66270. The Equity in Higher Education Act, states that all persons, regardless of their disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or any other specified characteristic, equal rights and opportunities and adds this opportunity to apply for financial aid for higher education to also be equitable, and an application may not be denied of a student based on their immigration status. This does not guarantee any final eligibility, but simply an ability to apply for financial aid just like any other student, without discrimination.

#### EXCUSE FROM THE INSTRUCTION ON RELIGIOUS BELIEFS

EC 51240. Whenever a student's religious training conflicts with any part of the school's health, family life, or sex education classes, the student shall be excused from that part of the instruction, if requested in writing by the parent or guardian.

#### FOSTER YOUTH EXEMPTION FROM LOCAL GRADUATION REQUIREMENTS

EC 48853, 49069, and 51225.2. Foster and homeless youth are allowed educational rights, such as: 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. Entering students are reviewed on a case-by-case basis to determine available options.

FREE AND REDUCED-PRICE SCHOOL LUNCHES

EC 49510/EC 48980(b)/EC 49520. The District provides free or reduced price lunches at school for each student whose parent qualifies and completes the required application form. Application forms may be obtained through the Nutrition Services Department or at the school site.

FUTURE EDUCATION

EC 48980(d). Parents are advised of the importance of investing for future college or university education for their children.

GIFTED AND TALENTED PROGRAM

5 CCR 3831. A written plan for the Gifted and Talented (GATE) Program is available through the office of the Director of Curriculum.

GRADE REDUCTION/LOSS OF CREDIT

EC 48980(j). No student shall have a grade reduced or face loss of credit for any absence or absences excused pursuant to EC 48205, for missed assignments or tests that can reasonably be provided and completed within a reasonable period of time. Please see attached EC 48205 for further information related to grade reduction and loss of credit.

GUN FREE SCHOOLS ACT

EC 48915(c). In accordance with the provisions of 20 USC 8921, any student who is determined to have brought a firearm to school shall be expelled for a period of not less than one year, unless the expulsion is modified by the Board of Education, and the student is referred to the criminal justice system.

HEALTH INSURANCE COVERAGE FOR ATHLETES

EC 32221.5. Under state law, school districts are required to ensure that all members of school athletic teams have accidental injury insurance that covers medical and hospital expenses. This insurance requirement can be met by the school district offering insurance or other health benefits that cover medical and hospital expenses. Some pupils may qualify to enroll in no-cost or low-cost local, state, or federally sponsored health insurance programs. Information about these programs may be obtained by calling 1-800-880-5305.

HEALTH CARE COVERAGE

EC 49452.9. Requires a public school commencing with the 2015-16 school year, 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.

HOMELESS YOUTH EDUCATION

42 USC 11432, EC 51225.1, and 51225.2. Requires every local education agency to appoint a homeless liaison 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 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 who is not your parent or guardian, in substandard housing, or with friends or family because you are a runaway, unaccompanied, or migrant 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 records, or legal guardianship papers.
4. Right to education and other services (*e.g.*, to participate fully in all school activities and programs 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 must be disseminated at places where children receive services, such as schools, shelters, and soup kitchens.

#### IMITATION FIREARMS

PC12550/12556. It is a criminal offense to openly display or expose any imitation firearm, including a BB device, in a public place.

#### IMMUNIZATION REQUIREMENTS

EC 48216 & 48216, Health & Safety Code (HSC) 120335, 120365 & 120370. Students must be immunized against certain communicable diseases. Students are prohibited from attending school unless immunization requirements are met from age and grade. 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.

Beginning January 1, 2016, parents of students in any school, will no longer be allowed to submit a personal beliefs exemption to a currently required vaccine. 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 kindergarten (including transitional kindergarten) or 7<sup>th</sup> grade.

Students are not required to have immunizations if they attend a home-base private school or independent study program and do not receive classroom-based instruction. However, parents must continue to provide immunizations records for these students to their schools. The immunization requirements do not prohibit

students from accessing special education and related services required by their individualized educational programs.

A student not fully immunized may be temporarily excluded from a school or other institution when that child has been exposed to a specified disease and whose documentary proof of immunization status does not show proof of immunization against one of the communicable diseases described above.

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

- (a) All new students, in transitional kindergarten through 12<sup>th</sup> grade, to the 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 immunization for measles, mumps, rubella, and a pertussis booster vaccination.

The student shall be excluded for up to 2 weeks in order to allow the parent to supply evidence that the student has been properly immunized or that the student is exempt from the immunization requirements.

#### INDIVIDUALS WITH DISABILITIES EDUCATION ACT/SECTION 504 OF THE REHABILITATION ACT OF 1973

EC 56300/EC 56301/EC 56302/EC 56329/EC 56345/EC 56380/EC 56506. Federal law requires a free and appropriate education in the least restrictive environment be offered to all qualified disabled students, beginning at age 3, including children who are homeless or wards of the state. Parents may initiate a referral or request for assessment to determine eligibility for special education programs, services and/or accommodations. Recent Section 504 legal interpretations ensure that the benefits of programs will not be denied to a student who meets the definition of a qualified disabled person under the Section 504 regulations. The referral or request may be made to the school principal or the District Office. Identification procedures will be coordinated with school site procedures for referral of students with needs that cannot be met with modification of the regular instructional program. Equal educational opportunities will be provided without discrimination on the basis of sex, disability, race, color, national origin or lack of English skills. Should your child not be school age, please contact District office for assistance.

#### INFORMATION ON COLLEGE ADMISSION

EC 51129. Students earning a high school diploma may choose to pursue higher education in one of three kinds of institutions: Community College, State University, Private College or University. Guidance on how to access admissions information for each is found below.

##### Community College

The California Community College system is available to all student with a valid high school Diploma. For more information on admissions and local campuses, visit the California Community Colleges web site at <http://www.cccco.edu/>

### State University

In order for a student to be eligible to attend any of the campuses of the University of California, the student must meet minimum requirements for completed coursework, grades, and scores on the SAT and/or ACT. For a thorough review of all aspects of admission to the University of California, visit the admissions web site at <http://www.universityofcalifornia.edu/admissions/>

In order for a student to be eligible to attend any of the campuses of the California State University, the student must meet minimum requirement for completed coursework, grades, and scores SAT and/or ACT. For a thorough review of all aspects of admission to the University of California, visit the admissions web site at [http://www.calstate.edu/admissions\\_shtml](http://www.calstate.edu/admissions_shtml)

### INSTRUCTION FOR DISABLED STUDENTS IN HOSPITAL

EC 48206.3/EC 48207/EC 48208. The District will provide an individual instruction program for a student placed in a hospital or health-care facility located in the District, even though the parent resides in another school district. It is the parent's responsibility to notify the District of the student's presence in a qualifying hospital. The District will provide individual instruction for a student who resides in our District with a properly documented temporary disability.

### INSTRUCTION FOR PUPILS WITH TEMPORARY DISABILITIES

EC 48206.3, 48207, and 48208. 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 the Director of Student Services for further information.

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.

A pupil with a temporary disability may remain enrolled in the district of residence or charter school and may attend regular classes when not confined to the hospital setting, the total days of instruction may not exceed the maximum of five days with both school settings and attendance may not be duplicated. If necessary, the district of residence may provide instruction in the home for the days not receiving instruction in the hospital setting, depending upon the temporary doctor orders. The supervisor of attendance shall ensure that absences from the regular school program are excused until the pupil is able to return to the regular school program.

An honorary high school diploma which is clearly distinguishable from the regular diploma of graduation may be awarded to a pupil who is terminally ill, from the resident governing school board, a county office of

education or a charter school.

### LACTATING PUPILS

EC 222. Requires a school operated by a school district or a county office of education, the California School for the Deaf, the California School for the Blind, and a charter school to provide, only if there is at least one lactating pupil on the school campus, reasonable accommodations to a lactating pupil on a school campus to express breast milk, breast-feed an infant child, or address other needs related to breast-feeding. These reasonable accommodations include, but are not limited to, access to a private and secure room, other than a restroom, to express breast milk or breast-feed an infant child, permission to bring onto a school campus any equipment used to express breast milk, access to a power source for that equipment, and access to a place to safely store expressed breast milk.

### LASER POINTERS

PC417.27. No student shall possess a laser pointer on any elementary or secondary school campus, unless possession is for valid instructional or other school-related purpose.

### MARKETING

20 USC 1232. Parents will be notified when an activity involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or selling that information is scheduled. Parents will be offered an opportunity to opt students out of participation in the activity.

### MEDICAL AND HOSPITAL INSURANCE FOR STUDENTS

EC 49472. Parents may elect to purchase accident insurance made available to District students. No student shall be compelled to purchase such insurance without personal consent, or if a minor, without the consent of the parent.

### MEDICAL AND HOSPITAL SERVICES NOT PROVIDED

EC 49471. The District does not provide or make available medical and hospital services for students injured while on school property, while attending school sponsored activities or while participating in athletic activities.

### MEDICATION REGIMEN

EC 49480. The parent or legal guardian of any pupil taking medication on a regular basis must inform the school nurse or health clerk 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.

EC 49423 and 49423.1. Administration of Prescribed Medication for Pupils- 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 a written statement of instructions from the physician detailing the method, amount and time schedules by which such medication is to be taken.

EC 49414.7. Administration of Epilepsy Medication- 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.

#### MEGAN'S LAW (SEX OFFENDER INFORMATION)

PC290.45/290.46. The Penal Code 290.46 makes information about certain sex offenders, including their home addresses, available to the public via the Internet.

#### MENTAL HEALTH - EC 49428

In order to initiate access to available pupil mental health services, you may contact the following mental health provider: Care Solace at [caresolace.com/cvusdparents](http://caresolace.com/cvusdparents). Our school district will notify parents at least twice per year. This is one time through our Annual Notifications, we will also notify you again a second time each school year, by the following means: District Website.

#### NONDISCRIMINATION

EC 200 et seq. The Covina-Valley Unified School District is committed to providing a safe school environment where all individuals in education are afforded equal access and opportunities. The District's academic and other educational support programs, services and activities shall be free from discrimination, harassment, intimidation, and bullying of any individual based on the person's actual race, color, ancestry, national origin, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, or gender expression; the perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics. Specifically, state law prohibits discrimination on the basis of gender in enrollment, counseling, and the availability of physical education, athletic activities, and sports. Transgender students shall be permitted to participate in gender-segregated school programs and activities (e.g., athletic teams, sports competitions, and field trips) and to use facilities consistent with their gender identity. The District assures that lack of English language skills will not be a barrier to admission or participation in District programs. Complaints of unlawful discrimination, harassment, intimidation, or bullying 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, please contact the office of the Assistant Superintendent of Educational Services.

#### OFF CAMPUS LUNCH

EC 44808.5. The governing board of the Covina-Valley Unified School District, pursuant to Education Code 44808.5 and individual school policies, has decided to permit the students enrolled at each of the high schools to leave the school grounds during the lunch period.

Neither the school district nor any officer or employee thereof shall be liable for the conduct or safety of any pupil during such time as the pupil has left the school grounds pursuant to this section.

### ORAL HEALTH ASSESSMENT

EC 49452.8. Record of a dental assessment done by a dental professional is required for all kindergarteners and first graders attending school for the first time. Dental assessments must be completed in the 12 months prior to entry or by May 31<sup>st</sup> of the pupil's first school year.

### PARENTAL ENGAGEMENT-SCHOOL ACCOUNTABILITY

EC 11500, 11501, 11502, 11503. To participate in the district offerings of parent education and to provide parental input to the local training programs for parents, please contact the following district representative for more information on how you may contribute: Educational Services Department.

### PARENTAL REVIEW

EC 49091.1/49091.14. All primary and supplemental instructional materials and assessments shall be made available for inspection by a parent or guardian in a reasonable timeframe. A parent or guardian may observe instruction and other school activities that involve his or her child with prior approval by the school administration. Parents may request information about the professional qualifications of their child's classroom teacher(s).

### PERSONAL STUDENT INFORMATION

EC 49073/49073.5. Personal information may be released when it serves the needs and interests of the student. Directory, information shall be made available to military recruiters, unless parents "opt out" related to the release of a student's name, address and telephone number. Personal information includes the student's name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height (members of athletic teams), dates of school attendance, awards received, and previous educational institutions attended by the student. The parent or eligible student must inform the school in writing prior to the end of the first six weeks of school, if any of the above information is not to be released without prior consent.

### PHYSICAL EXAMINATION CONSENT

EC 49450/49451. Entering first grade students are required to have a physical examination. A free health screening is available through the local health department. Parents may file annually a written statement with the school principal stating that they will not consent to routine physical examinations and the student will then be exempt from such examinations. Students with recognized contagious or infectious diseases may, however, be excluded from school attendance.

### PREGNANT AND PARENTING PUPILS

EC 221.51, 222.5, 46015, 48205, and 48980. The governing board of the Covina-Valley Unified School District will treat both the pregnant teen mother and the teen father with the same accommodations, regardless of sex. The teen parents may not be excluded from any class or extracurricular activities, solely on the basis of pregnancy, childbirth, false pregnancy, termination of pregnancy, or postpartum recovery. Physical and emotional ability to continue may only be determined by physician or nurse practitioner. Pregnant or parenting pupils may not be required to participate in pregnant minor programs or alternative programs, with the exception of personal choice.

Parental rights will be an option available in annual notifications or at semester term periods, welcome packets, orientation, online or in print, or in independent study packets as provided to all regular students from school districts or

charter schools.

Parental leave for eight weeks for preparation of birth of infant, post-partum for mental and physical health needs of the teen parents and to bond with infants, or any additional medically approved time to protect the infant or parents is allowed. Any additional time due if deemed medically necessary, as prescribed by physician or nurse practitioner. The pregnant and parenting teens are not required to take all or part of the leave to which they are entitled. Leave will be approved by the district or charter school supervisor of attendance, as excused absence, with a unique code similar to independent study. However, no work is required during the leave. Upon return, the parenting teens are entitled to return to the school courses that were in enrolled before taking leave. Make up plans and re-enrollment will be worked out with the school counselor or administrator to achieve an opportunity to fully participate in all activities, as before leave. If needed, parenting teen may enroll for a fifth year of instruction if on course for graduation requirements. If parenting teens were enrolled in an alternative school setting, a return to that environment is to be available as needed to achieve graduation. A pupil shall not incur any academic penalties due to using these available accommodations.

An illness for sick child does not require a doctor note for the custodial parenting teens; the mother or father will be excused by the attendance supervisor.

#### PROMOTION/RETENTION OF STUDENTS/PARENTS NOTIFICATION

EC 48070.5. Provides for early notification when a student is identified as being at risk of retention. The District has a Board policy regarding the promotion and retention of students. Please contact your school principal for further information regarding promotion or retention of students.

#### PUPIL MEALS - CHILD HUNGER PREVENTION AND FAIR TREATMENT ACT OF 2017

EC 49557.5. The Covina-Valley Unified School District has a Meal Charge Policy about how students who pay the full or reduced cost of a school meal are impacted by not having enough cash on hand or in their account to purchase a meal. The meal charge policy may be viewed on the Nutrition Services webpage, in the student handbook or for a copy of the policy, please contact Nutrition Services.

#### PUPIL RECORDS

EC 49063 AND 49069, 34 CFR 99.7, 20 USC 1232g. A cumulative record, whether recorded by handwriting, print, tapes, film, microfilm or other means, must be maintained on the history of a pupil's development and educational progress. The District will protect the privacy of such records. Parents/guardians have the right to

- 1) Inspect and review the student's educational record maintained by the school,
- 2) Request that a school correct records which they believe to be inaccurate or misleading, and
- 3) Have some control over the disclosure of information from educational records. School officials with legitimate educational interests may access student records without parental consent as long as the official needs to review the records in order to fulfill his/her professional responsibility. Upon request from officials of another school district in which a student seeks or intends to enroll, the District shall disclose educational records without parental consent.

Parents' request to access their student's educational records must be submitted in a written form to the school principal and/or Student Services Department and the school will have five (5) business days from the day of receipt of the request to provide access to the records. Copies of student records are available to parents for a fee

of 10 cents per page.

Any challenge to school records must be submitted in writing to the Director of Student Services. A parent challenging school records must show that the records are 1) inaccurate, 2) an unsubstantiated personal conclusion or inference, 3) a conclusion or inference outside the observer's area of competence, 4) not based on the personal observation of a named person with the time and place of the observation noted, 5) misleading, or 6) in violation of the privacy or other rights of the student. Parents have the right to file a complaint with the United States Department of Education concerning an alleged failure by the District to comply with the provisions of the United States Family Educational Rights and Privacy Act (FERPA) by writing to: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Ave., SW, Washington, D.C. 20202-4605.

#### REASONABLE TREATMENT OF A STUDENT

EC 49707. No school district personnel shall be held liable for the reasonable treatment of a student without the consent of the parent/guardian when the student requires medical treatment and the guardian can not be reached, unless a written objection to medical treatment has been filed with the school district.

#### RELEASE JUVENILE INFORMATION

WIC 831. Provides that nothing in these provisions authorizes the disclosure of juvenile information to federal officials absent a court order upon filing a petition, as specified. Provides that nothing in these provisions authorizes the dissemination of juvenile information to, or by, federal officials absent a court order upon filing a petition, as specified. Provides that nothing in these provisions authorizes the attachment of juvenile information to other documents given to, or provided by, federal officials absent prior approval of the presiding judge of the juvenile court. Specifies that "juvenile information" includes the juvenile case file and information related to the juvenile, as specified.

#### RELIGIOUS INSTRUCTION

EC 46014. The District follows policy regarding religious education release-time and limitations.

#### REVIEW OF STUDENT RECORDS

EC 49063. The District will keep necessary student records. When a student moves to a new district, records will be forwarded upon request of the new district. Parents have the right to inspect and review all student records. These records are available for review during the regular school day. If the parent has concerns regarding the accuracy of information in records, the parent should inform the principal. There are appeal rights available to parents. Further information is available through the office of the Director of Student Services.

#### RETROACTIVE GRANT OF HIGH SCHOOL DIPLOMAS: DEPARTED AND DEPORTED PUPILS

EC 51430. The governing board of the Covina-Valley Unified School District may **award** a diploma to any student who may have been deported outside the US, if in good standing after completing the second year of high school. Any transfer credits from outside the US will be considered as completion through online or foreign classes.

### SAFE PLACE TO LEARN ACT/BULLYING

EC234.4 and EC 32283.5. The Covina-Valley Unified School District is committed to the prohibition of discrimination, harassment, intimidation, and bullying. Annual training will be provided to all staff who work with students, to prevent bullying and cyberbullying. You may find a list of education web pages describing the staff training at: <https://www.cde.ca.gov/ls/ss/se/bullyres.asp> If you or your child should experience any bullying on campus, at school events, or on the way to or from school, please contact our district counseling liaison available to assist you in identifying and stopping this behavior at: 626-974-7000.

### SCHOOL ACCOUNTABILITY REPORT CARD

EC 33126/35256/35258. A copy of the School Accountability Report Card may be requested in the office of the Director of Research and Program Evaluation during normal working hours. The information is also available on the internet (c-vusd.org) or at the school site, and includes misassignments of teachers, number of vacant teacher positions, availability of sufficient textbooks and other instructional materials, needed maintenance to ensure good repair of facilities, estimated expenditures per student, and types of services funded.

### SCHOOL BUS SAFETY

EC 39831.5. All pupils in pre-kindergarten, kindergarten, and grades 1 to 6, shall receive written information on school bus safety (i.e., a list of school bus stops, general rules of conduct at school bus loading zones, red light crossing instructions, school bus danger zone, and walking to and from school bus stops). Prior to departure on a school activity trip, all pupils riding on a school bus or school activity bus shall receive safety instruction that includes, but is not limited to, location of emergency exits, and location and use of emergency equipment. Instruction also may include responsibilities of passengers seated next to an emergency exit.

### SCHOOL VISITING PROCEDURES

EC51101 (a)(12). Parents and guardians of students enrolled in public schools have the right and should have the opportunity, as mutually supportive and respectful partners in the education of their children, to be informed about school rules, including procedures for visiting the school. Please contact the school office as needed to set up a mutually agreed upon time to visit you child's classroom(s) if desired.

### SEARCH OF SCHOOL LOCKERS

School lockers remain the property of the Covina-Valley Unified School District even when assigned to students. The lockers are subject to search whenever the District finds a need to do so. The use of the school locker for other than school-related purposes is prohibited. Improper use of school lockers will result in discipline as guided by progressive discipline and student conduct standards.

### 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.

## SEX AND HIV/AIDS EDUCATION

EC51938. The purpose of the California Comprehensive Sexual Health and HIV/AIDS Prevention Education Act (Education Codes 51930 through 51939) is to provide every student with the knowledge and skills necessary to protect their sexual and reproductive health from unintended pregnancy and sexually transmitted diseases.

The Covina-Valley Unified School District will provide instruction in comprehensive sexual health education, HIV/AIDS prevention education and/or will conduct assessments on pupil health behaviors and risks in the upcoming year.

Parents or guardians may:

1. Inspect the written and audiovisual educational materials used in the comprehensive sexual or HIV/AIDS prevention education
2. Request in writing that their child not receive comprehensive sexual health or HIV/AIDS prevention education
3. Request a copy of Education Codes 51930 through 51939
4. Be informed whether comprehensive sexual health or HIV/AIDS prevention education will be taught by the district personnel or outside consultants
5. When the district choose to use outside consultants or to hold an assembly with guest speakers to teach comprehensive sexual health or HIV/AIDS prevention education, to be informed of:
  - a. The date of the instruction
  - b. The name of the organization or affiliation of each guest speaker

## STUDENT CONDUCT/DUTY OF STUDENT

Title 5, Section 300, EC 44807. Every teacher shall hold students to a strict account for their conduct on the way to and from school, on the playgrounds or during recess. Students shall conform to school regulations, obey all directions, be diligent in their studies and respectful to teachers and others in authority, as well as refrain from the use of profane and vulgar language.

## STUDENT DISCIPLINE

EC 35291/35291.5/35291.7. Rules pertaining to student discipline are available to students and parents at the individual school offices. School site rules are established by school committees with specific membership, filed with the Board of Education, and communicated to students annually.

## STUDENT PHOTOGRAPHS

Upon signature of the TTK-12 Enrollment Form, consent is given for the use of any photograph, picture, slide or printed facsimile taken or made of the student highlighting curriculum or extra curricular activities by the Covina-Valley Unified School District for commercial or non-commercial use or for use on school or District web pages. If you do not wish to have your child's picture taken, please attach a written note, with signature, to the TTK-12 Enrollment Form, indicating denial of permission for photographs.

## SURVEYS

EC 51513 and 51514, 20 USC§. Anonymous, voluntary and confidential research and evaluation tools to measure student's health behaviors and risks, including tests, questionnaires, and surveys containing age-appropriate questions about the student's attitudes and practices relating to sex, family life, morality, and religion may be administered to students if the parent is notified in writing that 1) this test, questionnaire, or survey is to be administered, 2) the student's parent is given the opportunity to review the test, questionnaire, or survey, and 3) the parent consents in writing. Questions pertaining to the sexual orientation and gender identity of a student shall not be removed from a survey that already includes them.

## SUSPENSION & EXPULSIONS

EC 48900.1. A parent of a suspended student may be requested to attend the student's class and confer with the teacher or principal.

### **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.
- (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 complaining witness or a witness in a school disciplinary proceeding for the purpose of either preventing the pupil from being a witness or retaliating against that pupil for being a witness or retaliating against the 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 pre-initiation 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.

(2) (A) "Electronic act" means the creation or 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:
- III. 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).
- IV. 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
- V. 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 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, the 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.

#### EC 48900.2. SEXUAL HARASSMENT

In addition to the reasons specified in Section 48900, a pupil may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has committed sexual harassment as defined in Section 212.5.

For the purposes of this chapter, the conduct described in Section 212.5 must be considered by a reasonable person of the same gender as the victim to be sufficiently severe or pervasive to have a negative impact upon the individual's academic performance or to create an intimidating, hostile, or offensive educational environment. This section shall not apply to pupils enrolled in kindergarten and grades 1 to 3, inclusive.

#### EC 48900.3. HATE VIOLENCE

In addition to the reasons set forth in Sections 48900 and 48900.2, a pupil in any of grades 4 to 12, inclusive, may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has caused, attempted to cause, threatened to cause, or participated in an act of, hate violence, as defined in subdivision (e) of Section 233.

#### EC 48900.4. HARASSMENT, THREATS OR INTIMIDATION

In addition to the grounds specified in Sections 48900 and 48900.2, a pupil enrolled in any of grades 4 to 12, inclusive, may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has intentionally engaged in harassment, threats, or intimidation, directed against school district personnel or pupils, that is sufficiently severe or pervasive to have the actual and reasonably expected effect of materially disrupting classwork, creating substantial disorder, and invading the rights of either school personnel or pupils by creating an intimidating or hostile educational environment.

#### EC 48900.5. LIMITATIONS ON IMPOSING SUSPENSIONS

Suspension, including supervised suspension as described in Section 48911.1, shall be imposed only when other means of correction fail to bring about proper conduct. A school district may document the other means of correction used and place that documentation in the pupil's record, which may be accessed pursuant to Section 49069. However, a pupil, including an individual with exceptional needs, as defined in Section 56026, may be suspended, subject to Section 1415 of Title 20 of the United States Code, for any of the reasons enumerated in Section 48900 upon a first offense, if the principal or superintendent of schools determines that the pupil violated subdivision (a), (b), (c), (d), or (e) of Section 48900 or that the pupil's presence causes a danger to persons.

#### EC 48900.7. TERRORIST THREATS

(a) In addition to the reasons specified in Sections 48900, 48900.2, 48900.3, and 48900.4, a pupil may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has made terroristic threats against school officials or school property, or both.

(b) For the purposes of this section, "terroristic threat" shall include any statement, whether written or oral, by a person who willfully threatens to commit a crime which will result in death, great bodily injury to another person, or property damage in excess of one thousand dollars (\$1,000), with the specific intent that the statement is to be taken as a threat, even if there is no intent of actually carrying it out, which, on its face and under the circumstances in which it is made, is so unequivocal, unconditional, immediate, and specific as to convey to the person threatened, a gravity of purpose and an immediate prospect of execution of the threat, and thereby causes that person reasonably to be in sustained fear for his or her own safety or for his or her immediate family's safety, or for the protection of school district property, or the personal property of the person threatened or his or her immediate family.

#### EC 48915. CIRCUMSTANCES FOR RECOMMENDING EXPULSION

(1) 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 determines that expulsion should not be recommended under the circumstances or that an alternative means of correction would address the conduct:

- (A) Causing serious physical injury to another person, except in self-defense.
- (B) Possession of any knife or other dangerous object of no reasonable use to the pupil.
- (C) 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 either of the following:
  - (i) The first offense for the possession of not more than one avoirdupois ounce of marijuana, other than concentrated cannabis.
  - (ii) The possession of over-the-counter medication for use by the pupil for medical purposes or medication prescribed for the pupil by a physician.
- (D) Robbery or extortion.
- (E) Assault or battery, as defined in Sections 240 and 242 of the Penal Code, upon any school employee.

(2) If the principal or the superintendent of schools makes a determination as described in paragraph (1), he or she is encouraged to do so as quickly as possible to ensure that the pupil does not lose instructional time.

- (a) 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 paragraph (1) of 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.
- (b) 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 the designee of the principal. This subdivision applies to an act of possessing a firearm only if possessing an imitation firearm, as defined in subdivision (m) of Section 48900, is not an offense for which suspension or expulsion is mandatory pursuant to this subdivision and subdivision (d), but it is an offense for which suspension, or expulsion pursuant to subdivision (e), may be imposed.
  - (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 assault 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.
- (c) 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.
- (d) 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.
- (e) The governing board shall refer a pupil who has been expelled pursuant to subdivision (b) or (c) 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 (c), if the county superintendent of schools certifies that an alternative program of 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.
- (f) 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 1/2 inches, a folding knife with a blade that locks into place, or a razor with an unguarded

blade.

(g) As used in this section, the term "explosive" means "destructive device" as described in Section 921 of Title 18 of the United States Code.

### TRUANCY

EC 48260, 48262, & 48263.6. A student is considered truant after three absences or three tardies of more than 30 minutes each time and the absences or tardies are unexcused. After a student has been reported as a truant three or more times in a school year, the student is considered a habitual truant. A student who is absent from school without a valid excuse for 10% or more of the school days in one school year, from the date of enrollment to the current date, is considered a chronic truant. Unexcused absences are all absences that do not fall within EC 48205 (attached).

### UNIFORM COMPLAINT POLICY AND PROCEDURES

5 CCR 4622, EC 234.1, 32289, and 49013

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 (EC) sections 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) *failure to comply with the requirements established through the Local Control Funding Formula related to the Local Control and Accountability Plan as described in EC sections 52060 through 52076 or sections 47606.5 and 47607.3.*

A complaint must be filed no later than six months from the date the complainant first obtains knowledge of the concern. These uniform procedures require the complainant to submit a written complaint to Superintendent or designee who will coordinate an investigation and response within 60 days of receipt of the written complaint, unless the complainant agrees in writing to extend the time line. *If the District finds merit in a complaint, the District shall provide a remedy to all affected pupils, parents/guardians.*

A complainant may appeal the District's decision to the California Department of Education (CDE) by filing a written appeal within 15 days after receiving the District's decision. The CDE may directly intervene in the complaint without waiting for action by the district when one of the conditions listed in Section 4650 of Title 5

of the California Code of Regulations exists, including cases in which the district has not taken action within 60 days of the date the complaint was filed with the district. If a district is found to have violated a state or federal law and/or regulation, and the District does not take corrective action to comply, then various civil remedies may be available. Contact Assistant Superintendent of Ed Services for additional information or assistance.

USE OF PESTICIDE

EC 48980.3. The Covina-Valley Unified School District shall annually provide to all staff and parent/guardians of pupils enrolled at a school site a written notification of the name of all pesticide products expected to be applied at the school facility during the upcoming year.

Please see the District’s list of products we expect to use at our sites for the 2019-20 school year below:

Product Name	Active Ingredient	Use
RoundUp Quik Pro	Glyphosate/Diquat 2%	Weed Control
Dimension 270G	Dithiopyr 0.27%	Pre-Emergent Weed Control
Dupont Advion Ant Gel	Indoxicarb 0.6%	Ant Bait
Dupont Advion Roach Gel	Indoxicarb 0.6%	Roach Bait
Dupont Advion Insect Granules	Indoxicarb 0.06%	General Crawling Insect Bait
Maxforce Complete G	Hydramethylnon 1%	General Crawling Insect Bait
Drione Dust	Pyrethrin 1%	Bee Control
P.I.	Pyrethrins 0.5%	Bee Control in Hives
Termidor SC	Fipronil 0.06%	Argentine Ants
Fastrac Blox	Bromethaliln 0.01%	Rodent Control in Stations
M-Pede	Potassium Salts 49%	Bee Swarm Control
Dupont Advion Fire Ant Bait	Indoxicarb 0.045%	Fire Ants
Tempo Ultra WP	Cypermethrin 0.5%	Spider Control Exterior
Fumitoxin	Aluminum Phosphide 55%	Gopher Control Underground
Bell Rodent Rolled Oat Bait	Zinc Phosphide 2%	Gopher Control Underground

Covina-Valley Unified School District shall provide the opportunity for recipients to register with the District if they wish to receive notification of individual pesticide applications at the school facility. Persons who register for such notification shall be notified of individual pesticide applications at least 72 hours prior to the application. To register for this year, please send your name, address, student’s name, and school site to the Maintenance & Operations Department, at 519 E. Badillo St., Covina, CA 91723, “Attention Pesticide Notification”. If you should have any questions, call Rich Rebenstorff, Maintenance and Operations, at (626) 974-7000 ext. 2150.

VICTIM OF A VIOLENT CRIME

20 USC 79129. A student who becomes a victim of a violent criminal offense while in or on the grounds of a school that the student attends, has the right to transfer to another school within the District. The District has 15 calendar days to offer students the option to transfer. For more information, please contact the Child Welfare and Attendance Office.

### VISITORS TO SCHOOL CAMPUS

PC627.6. All visitors to school campuses must register at the school office. Failure to register may result in penalties for violation of registration requirements.

\*NOTE: EC refers to the Education Code of the State of California; USC refers to United States Code; CCR refers to California Code of Regulations; CFR refers to Code of Federal Regulations

The Covina-Valley Unified School District is committed to providing equal opportunities for every student in all education programs and activities and in its employment program for every employee and applicant. Inquiries regarding education programs should be directed to the school principal and in the case of employment practices to the Assistant Superintendent, Personnel Services.

The Federal Court has secured a preliminary injunction prohibiting the implementation of Proposition 187 as of the date of the printing of this document. No school employee may ask any student, parent or guardian about his/her citizenship or immigration status nor give such information to other agencies.

Anti-drug, alcohol and tobacco policies, as required by the Federal Drug-Free Workplace Regulations, are available in the office of the Superintendent, during normal working hours. Information regarding services and sanctions required by this regulation are also available.

### 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 mis-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 District Office. 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.