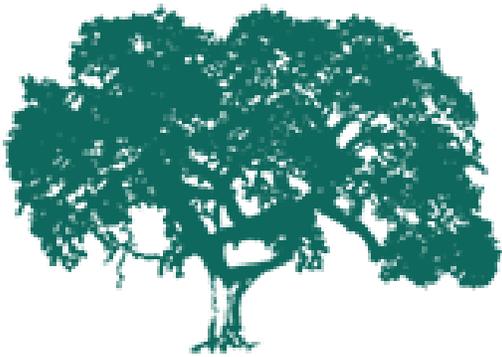


Conejo Valley Unified School District

Annual Notice of Parents' Rights & Responsibilities

2017-2018



CVUSD

CONEJO VALLEY UNIFIED SCHOOL DISTRICT

Governing Board

Mike Dunn, President
John Andersen, Vice President
Santee Everett, Clerk
Betsy Connolly, D.V.M., Member
Pat Phelps, Member

District Administration

Mark W. McLaughlin, Ed.D.
Interim Superintendent

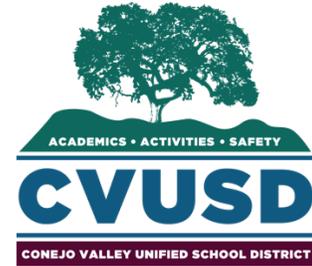
Dr. Victor P. Hayek
Assistant Superintendent of Business Services

Robert Iezza
Deputy Superintendent of Instructional Services

LETTER FROM THE INTERIM SUPERINTENDENT / CHIEF OF POLICE

BOARD OF EDUCATION

Mike Dunn, President
John Andersen, Vice President
Santee Everett, Clerk
Betsy Connolly, D.V.M., Member
Pat Phelps, Member



INTERIM SUPERINTENDENT

Mark W. McLaughlin, Ed.D.

July 2017

Dear CVUSD School Community:

Each day we strive to maximize the learning environment for our students so they can achieve at their highest levels. It is important that the culture and conditions in the schools support this goal. Therefore, we work earnestly each day to create and maintain safe schools.

Safety comes in many forms. It starts with caring adults who understand the social, emotional, and psychological needs of our children. We want each student to feel connected with a caring adult who understands how to meet the unique needs of children. From there, our campuses need to be secure, which is where law enforcement is a friend to Conejo Valley Unified School District.

The Thousand Oaks Police Department has partnered with the CVUSD to provide a safe learning environment for students, faculty, and visitors. This partnership of the school district and police department, coupled with the close involvement of parents, students, and community members, has proven to be effective. Over the years, thousands of students have benefited from this positive influence.

In the City of Thousand Oaks, there are three full-time Police Officers that are assigned as school resource officers (SROs). Each officer chosen for this assignment is an effective communicator who can partner with students to solve problems. While each officer is empowered to investigate crimes and make arrests for criminal violations, they employ discretion, experience, and good judgment when serving and protecting students.

We thank you for the support and influence you provide to make our schools safe. As a result, our children can be confident and secure as they excel in their academic and extra-curricular programs.

Sincerely,

A handwritten signature in black ink, appearing to read "Mark W. McLaughlin", written over a horizontal line.

Mark W. McLaughlin, Ed.D.
Interim Superintendent
Conejo Valley Unified School District

A handwritten signature in black ink, appearing to read "Tim Hagel", written over a horizontal line.

Tim Hagel
Chief of Police
Thousand Oaks Police Department

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NOTE: In accordance with California Education Code 48980, every school district must notify the parents and guardians of each pupil and staff annually of their rights and responsibilities related to school. The following is a summary of those rights and responsibilities. It is also required under California Education Code 48982 that the parents or guardians indicate in writing that this information was received. Therefore, please read the information carefully, review it with your student, and then complete, sign and return the [Emergency Authorization Form](#) where it states that you either received a written copy or accessed the same information on the district's or your child's school website. Your Signature neither indicates that your consent or withholding of consent to participate in any particular program. This form will be sent to you directly by your child's school.

For your information: This Annual Notice is also available on the district's website at <http://www.conejousd.org>.

ACADEMICS

ADVANCED PLACEMENT AND/OR INTERNATIONAL BACCALAUREATE EXAMINATION FEES

EC §52244 & CVUSD Board Policy 6141.5

Students meeting eligibility criteria may apply for state funds to cover the costs of Advanced Placement and/or International Baccalaureate examination fees. Students should contact their high school counselor to obtain an application and information about the application process.

AVAILABILITY OF PROSPECTUS

EC §49063, EC §49091.14 & CVUSD Administrative Regulation 5020

The prospectus of the curriculum being taught annually including titles, descriptions, and instructional goals of every course offered by each school is available upon request by the parent or guardian. Please contact the District's Instructional Services Department at (805) 497-9511 Ext. 468 for a copy of the prospectus.

CAL GRANT PROGRAMS

EC §69432.9 & CVUSD Administrative Regulation 5125

A Cal Grant is money for college that does not have to be paid back. To qualify, a student must meet the eligibility and financial requirements as well as any minimum grade point average (GPA) requirements. Cal Grants can be used at any University of California, California State University or California Community College. Some independent and career colleges or technical schools in California also take Cal Grants.

In order to assist students in applying for financial aid, all students in grades 11 and 12 are automatically considered a Cal Grant applicant and each grade 11 and 12 student's GPA will be submitted to the California Student Aid Commission (CASC) electronically by a school or school district official. A student, or the parent/guardian of a student under 18 years of age, may complete a form to indicate that he/she does not wish for the school to electronically send CASC the student's GPA. If you do not wish to have your GPA submitted to CASC, please contact the school principal to complete the "opt out" form by no later than October 15th, 2017 for 12th grade and January 1, 2018 for 11th grade.

Until a student turns 18 years of age, only the parent/guardian may opt out the student. Once a student turns 18 years of age, only the student may opt himself/herself out, and can opt in if the parent/guardian had previously decided to opt out the student.

CAREER COUNSELING AND COURSE SELECTION

EC §221.5(d) & CVUSD Board Policy 6164.2

Commencing grade 7, school personnel shall assist pupils with course selection or career counseling, exploring the possibility of careers, or courses leading to careers based on the interest and ability of the pupil and not on the pupil's gender. Parents or legal guardians are notified so that they may participate in such counseling sessions and decisions.

CALIFORNIA HIGH SCHOOL PROFICIENCY EXAMINATION

CCR Title 5 §11523, CVUSD Board Policy 6146.2 & CVUSD Administrative Regulation 6146.2

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

COLLEGE & CAREER TECHNICAL EDUCATION

EC §51229 & CVUSD Board Policy 6143

The State of California offers community colleges, California State Universities (CSU), and Universities of California (UC) for students who wish to continue their education after high school. In order to attend a community college, you need only be a high school graduate or 18 years of age. In order to attend CSU, you have to take specific high school courses, have the appropriate grades and test scores, and have graduated from high school. Parents/guardians and students may find the following list of website references helpful in learning about college admission requirements and high school courses that have been certified by the University of California as satisfying the requirements for admission to the University of California and the California State University.

- www.cccco.edu
- www.assist.org
- www.californiacolleges.edu
- www.universityofcalifornia.edu/admissions
- www.ucop.edu/doorways/
- www.csumentor.edu
- www.cde.ca.gov/ci/gs/hs/hsgtable.asp
- www.calstate.edu/admission

The California Department of Education defines "career technical education" as a program of study that involves a multiyear sequence of courses that integrates core academic knowledge with technical and occupational

Conejo Valley Unified School District Graduation Requirements		University of California Admission Requirements For Freshman Entry		California State University Admission Requirements For Freshman Entry	
Courses	Units	Courses	Units	Courses	Units
Social Studies United States History/Geography (10 units) World History/Geography (10 units) United States Government & Politics/Economics (10 units)	30	(a) Social Science US History (10 units) or American Govt. (5 units) & American History (5 units) World History (10 units)	20	(a) Social Science US History (10 units) or American Govt. (5 units) & American History (5 units) World History (10 units)	20
English (four courses) English 9, English 10, English 11 and English 12	40	(b) English (college prep or higher)	40	(b) English (college prep or higher)	40
Mathematics (three courses)	30	(c) Mathematics (must include Algebra I, Geometry, Algebra II or higher) (4 years recommended)	30	(c) Mathematics (must include Algebra I, Geometry, Algebra II or higher) (4 years recommended)	30
Science* Biological Sciences (10 units) Physical Science (10 units) *30 units recommended	20*	(d) Laboratory Science Biological Science (10 units) Physical Science (10 units) (3 years recommended)	20	(d) Laboratory Science Biological Science (10 units) Physical Science (10 units) (3 years recommended)	20
World Languages OR Visual/Performing Arts OR Career Technical Education (CTE) World Languages (Must be in the same language) Visual/Performing Arts Career Technical Education (CTE)	10 10 10	(e) Foreign Language (units must be in same language) (3 years recommended)	20	(e) Foreign Language (units must be in same language) (3 years recommended)	20
Health (one semester)	5	(f) Visual/Performing Arts (dance, drama or theater, music, or visual art)	10	(f) Visual/Performing Arts (dance, drama or theater, music, or visual art)	10
Elective Courses	75	(g) College Prep Elective (chosen from UC "a-f" list)	10	(g) College Prep Elective (chosen from UC "a-f" list)	10
Physical Education	20				
Total Credits needed to Graduate	230				

knowledge to provide students with a pathway to postsecondary education and careers. Career technical education may include agricultural education, apprenticeship opportunities, business and marketing coursework, health careers education, home economics, industrial and technology education, regional occupational programs, student organizations, technical preparation coursework, and work experience. More information related to the state's career technical education program can be found at www.cde.ca.gov/ci/ct. Detailed information related to each high school's career technical education programs and course offerings can be located in the counseling office/department.

GRADUATION REQUIREMENTS

EC §51225.3 & CVUSD Board Policy 6146.1

All students enrolled in grades 9-12 are required to earn a total of 230 units to qualify for graduation from any of the district's high schools. Requirements include 30 units in Social Studies, 40 units in English, 30 units in Mathematics, 20 units in Science, 75 units in Electives (of which 30 units must include courses from visual/performing arts, world language, science, math, social science, industrial arts, business, consumer/family studies), 5 units in Health, and 20 units of Physical Education.

GRADUATION REQUIREMENTS – FOSTER YOUTH EXEMPTION

EC §48853, EC §49069.5, EC §51225.1, 51225.2 & EC §51225.3
CVUSD Administrative Regulation 6173.1

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. A local educational agency must provide a remedy to the affected pupil following the Uniform Complaint Procedures, including information regarding exemption from local graduation requirements, if educational rights are not allowed at the public high school.

OBJECTION TO DISSECTING, HARMING, OR DESTROYING ANIMALS

EC §32255 & EC §32255.1

Any pupil with a moral objection to dissecting or otherwise harming or destroying an animal, or any part thereof, must inform his or her teacher of the objection. Objections must be substantiated by a note from the pupil's parent or guardian.

A pupil who chooses to refrain from participation in an education project involving the harmful or destructive use of an animal may receive an alternative education project, if the teacher believes that an adequate alternative education project is possible. The teacher may work with the pupil to develop and agree upon an alternative education project so that the pupil may obtain the knowledge, information, or experience required by the course of study in question.

CALIFORNIA HEALTHY YOUTH ACT (GRADES 7-12)

EC §231.5, §51930 – EC §51939,
CVUSD Board Policy 6142.1 & CVUSD Administrative Regulation 6142.1

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 Conejo 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 coming school year.

Parents or guardians may:

1. Inspect the written and audiovisual educational materials used in the comprehensive sexual health and 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 the comprehensive sexual health or HIV/AIDS prevention education will be taught by district personnel or outside consultants
5. When the district chooses 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

The District may administer to students in grades 7 through 12 anonymous, voluntary, and confidential research and evaluation instruments, including tests and surveys, containing age-appropriate questions about their attitudes or practices relating to sex. Prior to administering such a research and evaluation instrument, parents/guardians shall be provided written notice of the administration. Parents/guardians shall be given an opportunity to review the research instrument and the District will request in writing prior positive permission from parents for their child to participate in the specified instruction or questionnaire/survey conducted.

SEXUAL ABUSE / SEX TRAFFICKING PREVENTION / SEXUAL ASSAULT AWARENESS PREVENTION

EC §51900.6 and EC §51950

Parents/guardians will be notified of any instruction which includes topics related to sexual abuse, sexual assault awareness prevention, or sex trafficking prevention education. Parents may submit a written request to excuse their child from participation in these classes.

SPECIALIZED EDUCATIONAL PROGRAMS

Bilingual Education

EC §52173, 5 CCR §11303 & CVUSD Board Policy 6174

Parents shall be provided an opportunity for consultation prior to placement of their child in a program of bilingual education. A parent or guardian shall be notified or informed 1) in a simple, nontechnical description of purposes, method, and content of the program; 2) that they have the right and are encouraged to visit classes and to come to the school for a conference to explain the nature and objectives of bilingual education; 3) of their right not to have their child enrolled in such a program; and 4) the opportunity to participate in the school or school district advisory committee, or both. Written notice shall be provided in English and the primary language of the pupil. For more information, contact the District's English Learner Services Department at (805) 497-9511 Ext. 550.

Foster Youth

EC §48204, EC §48645.5, EC §48853, EC §48853.5 & WIC §317 & §16010
CVUSD Administrative Regulation 6173.1

Requires school district educational liaisons to ensure pupils in foster care receive stable school placements which are in the best interest of the child. If you have any questions, please contact the Director of Student Support Services at (805) 497-9511 Ext. 233.

Gifted & Talented Education (GATE)

5 CCR §3831 & CVUSD Board Policy 6172

The GATE plan and information on testing and services is available by contacting the District's Student Support Services Department at (805) 497-9511 Ext. 296.

Homeless Youth

42 USC §11432, EC §48853, EC §49069, EC §51225.1 & EC §51225.2
CVUSD Administration Regulation 6173

Homeless youth are ensured school placements in their best interest, and parents are provided meaningful opportunities to participate in the education of their children.

Circumstances for eligibility include 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. Homeless youth have the 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. Homeless youth have the 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 the District's Homeless Liaison to resolve disputes that arise during enrollment. Homeless youth can be assisted by the Director of Student Support Services at (805) 497-9511 Ext. 233.

Migrant Education

EC §54444.2 & CVUSD Administrative Regulation 6171

The Migrant Education Program is federally funded under Title 1 Part C. Eligibility is determined by an oral interview. A family is eligible if either parent or guardian changes residence and crosses school boundaries in search of employment in agriculture, fishing, lumber or dairy and the child accompanies or joins the parents later. Eligibility is for a three-year period.

Migrant Education funds/services actively solicit parent involvement in planning, operation, and evaluation of its program through a parent advisory council. Contact the Director of Student Support Services at (805) 497-9511 Ext. 233.

SPECIAL EDUCATION

EC §56301, 56306, 56329, 56380, 56506, 56345(a)(8), IDEA & CAC 3125)

Special Education Programs

Federal law requires that a free and appropriate education (FAPE) shall be offered in the least restrictive environment (LRE) to qualified pupils with disabilities, including those who are homeless or wards of the court, ages 3 through 21 years; and early intervention services for "at-risk infants and toddlers" under the age of 3. This right applies to students eligible for Special Education services as defined under the Individuals with Disabilities Education Act (IDEA).

Through the district's Student Study Team process, and other procedures (implementation and monitoring of interventions), including the processing of referrals from the community, a continuous effort is made to locate and identify individuals who might qualify for special education services. The law also provides that parents may initiate a request to have their child assessed to determine eligibility for Special Education and/or related services. The request shall be in writing and may be submitted to the District's Special Education Office, school principal or his/her designee. Further, the parent(s) 1) may expect his/her rights to be written in understandable language; 2) will be asked to give written consent before any assessments are conducted; 3) is entitled to receive a copy of the assessment results and the documentation of determination of eligibility upon request; 4) shall participate in the individualized education program (IEP) team meeting for their child and be provided with recommendations and the reasons for them; and 5) will give written consent prior to the student receiving services. The parent also has the right to electronically record the proceedings of IEP meetings and to observe the pupil in the classroom, as specified by board policy. If the pupil is identified as special needs, then a meeting will be held annually to review his/her progress. Further and more specific information about parent rights, due process, specific procedures, and the assessment plan are available under a separate document, which may be obtained from the District's Department of Special Education.

Special Education Students Reaching Age 18

Beginning at least one year prior to a special education pupil reaching the age of 18, he/she is to be informed of their rights, which will be transferred to them upon reaching the age of 18. This information is also contained within the individualized education program (IEP).

Special Education Complaints

The parent may file a complaint with the State Department of Public Instruction if he/she feels there has been a violation of the Special Education Laws. The complaint may be filed with the Director of Special Education, Lisa Miller, who can be reached at (805) 622-6900 Ext. 160.

Child Find Systems

The district is a member of the Ventura County Special Education Local Plan Area which has established written policies and procedures including continuous child find systems including children with disabilities who are migrant, homeless, or wards of the state, and children with disabilities attending private schools. Policies and procedures include written notification to all parents of their rights regarding identification, referral, assessment, instructional planning, implementation, review, and procedures for initiating referral for assessment.

SECTION 504 COMPLIANCE

EC §56301, 29 USC §794, 34 CFR §104.32 & §504 Rehabilitation Act

Section 504 Compliance Notice

The Conejo Valley Unified School District complies with the rules and regulations implementing Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA). The District does not discriminate on the basis of race, color, national origin, sex, age, or handicap in admission or access to, or treatment or employment in, its programs or activities. Questions or complaints regarding the existence and location of services, activities, and facilities should be addressed to:

Dr. Juan Manuel Santos, Section 504 Compliance Officer
1400 E. Janss Road
Thousands Oaks, CA 91362
(805) 497-9511

Procedural Safeguards

You have the right to:

1. Have your child take part in, and receive benefits from public education programs without discrimination because of his/her disability;
2. Have the school district advise you of your rights under federal law;
3. Receive notice with respect to identification, evaluation, or placement of your child;
4. Have your child receive a free appropriate public education. This includes the right to be educated with non-disabled students to the maximum extent appropriate. It also includes the right to have the school district make reasonable accommodations to allow your child an equal opportunity to participate in school and school-related activities;

5. Have your child educated in facilities and receive services comparable to those provided non-disabled students;
6. Have your child receive an individualized evaluation and receive specialized education services if s/he is found to be eligible under Section 504 of the Rehabilitation Act;
7. Have evaluation, educational, and placement decisions made based upon a variety of information sources, and by persons who know the student, the evaluation data, and placement options;
8. Have your child be given an equal opportunity to participate in nonacademic and extracurricular activities offered by the district;
9. Examine all relevant records relating to decisions regarding your child's identification, evaluation, educational program and placement and obtain copies of educational records at a reasonable cost unless the fee would effectively deny you access to the records;
10. Receive a response from the school district to reasonable requests for explanations and interpretations of your child's records;
11. Request amendment of your child's educational records if there is reasonable cause to believe that they are inaccurate, misleading or otherwise in violation of the privacy or other rights of your child. If the school district refuses this request for amendment, it shall notify you within a reasonable time, and advise you for the right to a hearing;
12. File a local grievance; see CVUSD Uniform Complaint Policy (Board Policy 1312.3)
13. Request an impartial due process hearing related to decisions or actions regarding your child's identification, evaluation, educational program or placement. You and the student may take part in the hearing and have an attorney represent you at your own expense. The impartial Hearing Officer will be selected by the district. Hearing requests must be made in writing to Dr. Juan Manuel Santos, Section 504 Compliance Officer.
14. This notice will also be provided to students who are entitled to these rights at age 18.
15. If you believe the district has not acted in compliance with the law, you also have the right to file a complaint with the Office of Civil Rights. The Office that covers Southern California is:

OFFICE FOR CIVIL RIGHTS, REGION IX
U.S. Department of Education
50 Beale Street, Suite 7200
San Francisco, CA 94105

The Conejo Valley Unified School District 504 Compliance Coordinator is Dr. Juan Manuel Santos. He is responsible for assuring that the District complies with Section 504 and may be reached at (805) 497-9511 or at jsantos@conejouisd.org.

ATTENDANCE

EXCUSED ABSENCES

EC §46014, EC §48205, EC §48260

CVUSD Board Policy 5113 & CVUSD Administrative Regulation 5113

Parents or legal guardians, unless exempted, are required to enroll their children between the ages of 6 and 18 in the school district in which they reside. They are compelled to ensure that the minor is in school regularly and on time each day. Parents may be requested to appear before the School Attendance Review Board (SARB) and subsequently be referred to the District Attorney for legal action when attendance, tardiness, and/or behavior problems occur. For additional information regarding truancy, review the attendance section on the District's website located at conejouisd.org.

Notwithstanding Section 48200, a pupil shall be excused from school for any of the following reasons:

- (1) Personal illness
- (2) Quarantine under the direction of a county or city health officer
- (3) Medical, dental, optometrical, or chiropractic appointment
- (4) Attendance at funeral services for a member of the immediate family, which shall be limited to one day if the service is conducted in California or three days if the service is conducted out of state. Immediate family shall be defined a smother, father, grandmother, grandfather, spouse, son/son-in-law, daughter/daughter-in-law, brother, sister, or any relative living in the student's immediate household.
- (5) Jury duty in the manner provided by law
- (6) The illness or medical appointment of a child to whom the student is the custodial parent
- (7) Upon advance written request by the parent/guardian and the approval of the principal or designee, justifiable personal reasons, including but not limited to:
 - a) Appearance in court
 - b) Attendance at a funeral service
 - c) Observation of a holiday or ceremony of his/her religion
 - d) Attendance at religious retreats for no more than four hours per semester
 - e) Attendance at an employment conference

- f) Attendance at an educational conference offered by a nonprofit organization on the legislative or judicial process
- (8) Service as a member of a precinct board for an election pursuant to Elections Code 12302
- (9) To spend time with an immediate family member who is an active duty member of the uniformed services, as defined in Education Code 49701, and has been called to duty for deployment to a combat zone or a combat support position or is on leave from or has immediately returned from such deployment
- 10) To attend his/her naturalization ceremony to become a United States citizen

No pupil shall have his or her grade reduced or lose academic credit for any excused absence or absences, if missed assignments and tests that can reasonably be provided are satisfactorily completed within a reasonable period of time.

The school must receive appropriate verification (i.e., written note, doctor's note, telephone call) of an absence by the end of the third day (72 hours) after the student returns for it to be considered excused. Otherwise, the absence will be recorded as a truancy.

Truant: Any public subject to compulsory full-time education or to compulsory continuation education who is absent from school without valid excuse for three full days in one school year, or tardy or absent for more than any 30-minute period during the school day without a valid excuse on more than three days in one school year, or any combination thereof, and a concerted effort has been made to meet with the family, is a truant and shall be reported to the attendance supervisor. The pupil shall also be referred immediately to the School Attendance Review Board (SARB).

ABSENCES FOR CONFIDENTIAL MEDICAL SERVICES

EC §46010.1, CVUSD Board Policy 5113 & CVUSD Administrative Regulation 5113

The Governing Board of each school district shall, each academic year, notify pupils in grades 7 to 12, inclusive, and the parents/guardians of all pupils enrolled in the district, that school authorities may excuse any pupil from the school for the purpose of obtaining confidential medical services without the consent of the pupil's parent/guardian. However, the District, as a practice, does not choose to release students to obtain confidential medical services.

OPEN CAMPUS PRIVILEGES FOR HIGH SCHOOL STUDENTS

EC §44808.5, CVUSD Board Policy 5112.5 & CVUSD Administrative Regulation 5112.5

Students in grades 11 and 12 may be granted approval for a lunch permit to leave campus during the student's lunch period. This is considered a privilege to be earned through satisfactory citizenship, academic standing, and attendance. 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.

ENROLLMENT

ATTENDANCE OPTIONS

EC §48490(h), EC §48200, EC §48204, EC §48204.2, EC§ 48300, EC§ 46600, USC Title 20 §7912 & CVUSD Board Policies 5111.1, 5116, 5116.1, 5117 & CVUSD Administrative Regulation 5111.1, 5116, 5116.1 & 5117

Residency Requirements

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; or a pupil residing in a state hospital located within the boundaries of the school district.

A school district shall accept applications by electronic means for enrollment, including enrollment in a specific school or program within the school district, and course registration for military dependents. The parent shall provide proof of residence within 10 days after the published arrival date provided on official documentation related to his or her military move: temporary on-base billeting facility, purchased or leased home or apartment, or federal government or public-private venture off-base military housing.

A school district may also deem a pupil as having complied with the residency requirements for school attendance in the school district if one or both of the

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. To consider a student for acceptance under this provision, the parent/guardian must follow the District's procedures which include the completion of the required request form and verification of employment within the district's boundaries. The request may be granted if space is available at the school nearest the location of employment and excess costs to educate the child will not be incurred.

Residency is established when a pupil's parent or legal guardian resides outside of the boundaries of that school district but is employed and lives with the pupil at the place of his or her employment within the boundaries of the school district for a minimum of three days during the school week.

Intradistrict Enrollment/Transfer Requests

It is expected that students will attend the school serving the attendance zone in which they reside. However, parents/guardians residing in the district may apply for a different school within the district through the District School of Choice process. School of Choice application requests are based on enrollment and staffing ratios. Parents of high school athletes should check on CIF sports eligibility rules before pursuing open enrollment. Transportation to any other school is the responsibility of the parent. Contact the school office for further information.

Interdistrict Enrollment/Transfer Requests

Parents/guardians of students living outside the boundary of Conejo Valley Unified School District may apply for an Interdistrict Transfer. The parent or legal guardian of a pupil may seek release from the home district to attend a school in any other school district. It is expected that pupils will attend the school district serving the attendance zone in which they reside. However, Districts may enter into an agreement for a period of up to five years which specifies the terms and conditions under which pupil transfers are permitted. Therefore, the parent or guardian may request and be granted to transfer their child to a different school district providing 1) established terms and conditions are met, 2) the procedures are followed to request the change, and 3) permission is granted for the change from both the releasing and receiving districts. The parent will be notified of the acceptance or rejection of the transfer request in writing.

The permit, if granted, is valid for up to five years (except less when changing between school levels, i.e., elementary to middle and middle to high school); while the conditions stated are maintained; and as long as the pupil's attendance, behavior and academic performance are satisfactory to the school of attendance. Thus, the parent/guardian will not have to reapply for an interdistrict transfer and the pupil will be allowed to continue to attend the school in which he/she is enrolled. Pupils who are entering grade 11 or 12 in the subsequent school year shall not have their permits rescinded. Failure to adhere to the terms/conditions set forth may result in a revocation of the permit anytime while the permit is still in effect.

A pupil who has been determined by personnel of either the home or receiving district to have been the victim of an act of bullying, as defined in EC 48900(r), shall, at the request of the parent or legal guardian, be given priority for 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.

Requests are based on District enrollment and impacted programs. Preferences will be given to pupils whose parents are enlisted in the military. Parents/guardians should contact the District's Student Support Services Department at (805) 497-9511 Ext. 296 for further information.

Persistently Dangerous Schools

The Conejo Valley USD Governing Board has adopted a policy stating that students who attend a persistently dangerous school must be allowed to attend a safe public school.

Residency Investigations

When the Superintendent or designee reasonably believes that a student's parent/guardian has provided false or unreliable evidence of residency, he/she may make reasonable efforts to determine that the student meets district residency requirements. An investigation may be initiated when the Superintendent or designee is able to identify specific, articulable facts supporting the belief that the parent/guardian has provided false or unreliable evidence of residency.

The Superintendent or designee may assign a trained district employee to conduct the investigation. The investigation may include the examination of records, including public records, and/or interviews of persons who may have knowledge of the student's residency.

If necessary, the Superintendent or designee may employ the services of a private investigator to conduct the investigation. Before hiring a private investigator, the Superintendent or designee shall make other reasonable efforts to determine whether the student resides in the district.

The investigation shall not include the surreptitious collection of photographic or videographic images of persons or places subject to the investigation. However, the use of technology is not prohibited if done in open and public view.

Any employee or contractor engaged in the investigation shall truthfully identify himself/herself as an investigator to individuals contacted or interviewed during the course of the investigation.

INSTRUCTION FOR PUPILS WITH A TEMPORARY DISABILITY

EC §48206.3, EC §48207, EC §48208 & CVUSD Administrative Regulation 6183

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 and, if so, provide the instruction within five working days or less.

NOTICE OF ALTERNATIVE SCHOOLS

EC §58501 & CVUSD Board Policy 6158, 6181 & CVUSD Administrative Regulation 6158, 6181

California state law authorizes all school districts to provide for alternative schools. Education Code §58500 defines alternative school as a school or separate class group within a school which is operated in a manner designed to:

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

In the event any parent, pupil, or teacher is interested in further information concerning alternative schools, the administrative office of this district and the principal's office in each school have copies of the law available for your information.

VICTIM OF VIOLENT CRIME

USC Title 20 §7912a & CVUSD Board Policy 5116.1

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 14 calendar days to offer students the option to transfer. For more information, please contact the school principal or the District's Student Support Services Department at (805) 497-9511 Ext. 296.

HEALTH

ADMINISTRATION OF MEDICINE DURING THE SCHOOL DAY

EC §49414.7, EC §49423, EC §49423.1 & EC §49480
CVUSD Board Policy 5141.21 & CVUSD Administrative Regulation 5141.21

The parent or legal guardian of any pupil taking medication on a regular basis must inform the school nurse or other designated personnel 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.

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 both a written statement of instructions from the physician detailing the method, amount and time schedules by which such medication is to be taken and a written statement from the parent or guardian requesting the school district assist the pupil with prescribed medication as set forth in the physician statement.

Emergency Treatment for 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.

ANNUAL HEALTH SCREENINGS

EC §49452, EC §49452.5,
CVUSD Board Policy 5141.3 & CVUSD Administrative Regulation 5141.3

Annual vision and hearing screenings are conducted in kindergarten, second, fifth, and eighth grade. Annual scoliosis screenings are performed for seventh grade females and eighth grade males. Parent teacher referrals or students receiving special education services may be included in these screenings as required by law unless the parent/guardian files a written objection. Notification will be sent to the parent/guardian of a student for any noted condition discovered through the screenings.

CONCUSSION 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 that elects to offer athletic programs must immediately remove from a school-sponsored athletic activity for the remainder of the day an athlete who is suspected of sustaining a concussion or head injury during that activity. The athlete may not return to that activity until he or she is evaluated by, and receives written clearance from, a licensed health care provider. 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 initiating 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.

ENTRANCE HEALTH SCREENING

HSC §124085, HSC §124100, HSC §124105 &
CVUSD Administrative Regulation 5141.32

The district requires a physical examination prior to entering transitional or regular kindergarten. The State of California requires a physical exam 18 months before entering first grade. If the physical examination is done after March 1st of the year the student enters transitional/regular kindergarten, it will meet both requirements. If it is before March 1st of that year, another physical will be required prior to first grade.

IMMUNIZATIONS

HSC §120325, HSC §120335, HSC §120338, HSC §120365, HSC §120370,
HSC §120375 & CVUSD Board Policy 5141.31

Students must be immunized against certain communicable diseases. Students are prohibited from attending school unless immunization requirements are met for 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 who 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 7th grade.

Students are not required to have immunizations if they attend a home-based private school or an 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 education 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.

The Superintendent or designee shall not unconditionally admit any student to a district elementary or secondary school, preschool, or child care and development program for the first time nor, after July 1, 2016, admit or advance any student to grade 7 unless the student has been fully immunized. The student shall present documentation of full immunization, in accordance with the age/grade and dose required by the California Department of Public Health (CDPH), against the following diseases:

- Measles, mumps, and rubella (MMR)
- Diphtheria, tetanus, and pertussis (whooping cough) (DTP, DTaP, or Tdap)
- Poliomyelitis (polio)
- Hepatitis B
- Varicella (chickenpox)
- Haemophilus influenza type b (hib meningitis)
- Any other disease designated by the CDPH

Free- or low-cost immunizations for children are available. Please contact the Ventura County Health Care Agency found on their website located at <https://www.shotsforschool.org/k-12/> for more information.

LACTATION ACCOMMODATIONS

EC §222 & CVUSD Board Policy 5146

The Conejo Valley Unified School District provides 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 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 breast milk. A reasonable amount of time to accommodate the need to express breast milk or breast-feed an infant child is also given, and no academic penalty will be incurred as a result of use of these reasonable accommodations during the school day.

MEDICAL SERVICES INFORMATION

EC §49471 & EC §49472

Medical Services

Conejo Valley Unified School District does not provide insurance to cover student accidents or injuries while the student is at school, going to or from school, or while attending school-sponsored activities.

Health Insurance Coverage for Athletes

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.

Low- or no-cost insurance for students may be available through Healthy Families Program, Medi-Cal, or other insurance programs for those who qualify. Parents/guardians may call (800) 880-5305 for information or an application.

Medical Attention at School for Accidents/Injuries

An emergency card will be used to contact parents/guardians in the event of a medical emergency. The school will act in the absence of parent contact to ensure appropriate medical treatment is provided even if the parent/guardian cannot be reached. Specific health care information and/or direction regarding emergency care must be noted on emergency cards.

ORAL HEALTH ASSESSMENT

EC §49452.8 & CVUSD Board Policy 5141.6

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

PHYSICAL EXAMINATION

EC §49451

CVUSD Board Policy 5141.3 & CVUSD Administrative Regulation 5141.3

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

TOBACCO FREE CAMPUS

HSC §104420, HSC §104495 & CVUSD Board Policy 5131.62

The Board prohibits smoking and/or the use of tobacco products at any time in district-owned or leased buildings, on district property, in district vehicles,

and within 250 feet of a youth sports event.

These prohibitions apply to all employees, students, and visitors at any school-sponsored instructional program, activity, or athletic event held on or off district property. Any written joint use agreement governing community use of district facilities or grounds shall include notice of the district's tobacco-free schools policy and consequences for violations of the policy.

Smoking means inhaling, exhaling, burning, or carrying of any lighted or heated cigar, cigarette, pipe, tobacco, or plant product intended for inhalation, whether natural or synthetic, in any manner or form, and includes the use of an electronic smoking device that creates aerosol or vapor or of any oral smoking device for the purpose of circumventing the prohibition of smoking.

Tobacco products include:

1. Any product containing, made, or derived from tobacco or nicotine that is intended for human consumption, whether smoked, heated, chewed, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means, including, but not limited to, cigarettes, cigars, little cigars, chewing tobacco, pipe tobacco, or snuff
2. An electronic device that delivers nicotine or other vaporized liquids to the person inhaling from the device, including, but not limited to, an electronic cigarette, cigar, pipe, or hookah
3. Any component, part, or accessory of a tobacco product, whether or not sold separately

This policy does not prohibit the use or possession of prescription products and other cessation aids that have been approved by the U.S. Department of Health and Human Services, Food and Drug Administration, such as nicotine patch or gum.

Smoking or use of any tobacco-related product or disposal of any tobacco-related waste is prohibited within 25 feet of any playground, except on a public sidewalk located within 25 feet of the playground. In addition, any form of intimidation, threat, or retaliation against a person for attempting to enforce this policy is prohibited.

SUICIDE PREVENTION

EC §215,

CVUSD Board Policy 5141.52 & CVUSD Administrative Regulation 5141.52

The Governing Board recognizes that suicide is a major cause of death among youth and should be taken seriously. In order to attempt to reduce suicidal behavior and its impact on students and families, the Superintendent or designee shall develop preventive strategies and intervention procedures.

The Superintendent or designee may involve school health professionals, school counselors, administrators, other staff, parents/guardians, students, local health agencies and professionals, and community organizations in planning, implementing, and evaluating the district's strategies for suicide prevention and intervention.

Prevention and Instruction

Suicide prevention strategies may include, but not be limited to, efforts to promote a positive school climate that enhances students' feelings of connectedness with the school and is characterized by caring staff and harmonious interrelationships among students.

The district's health education program shall promote the healthy mental, emotional, and social development of students including, but not limited to, the development of problem-solving skills, coping skills, and self-esteem. Suicide prevention instruction shall be incorporated into the health education curriculum in the secondary grades. Such instruction shall be aligned with state content standards and shall be designed to help students analyze signs of depression and self-destructive behaviors, including potential suicide, and to identify suicide prevention strategies.

The Superintendent or designee may offer parents/guardians education or information which describes the severity of the youth suicide problem, the district's suicide prevention curriculum, risk factors and warning signs of suicide, basic steps for helping suicidal youth, and/or school and community resources that can help youth in crisis

Staff Development

1. Research identifying risk factors, such as previous suicide attempt(s), history of depression or mental illness, substance abuse problems, family history of suicide or violence, feelings of isolation, interpersonal conflicts, a recent severe stressor or loss, family instability, and other factors
2. Warning signs that may indicate suicidal intentions, including changes in students' appearance, personality, or behavior
3. Research-based instructional strategies for teaching the suicide prevention curriculum and promoting mental and emotional health
4. School and community resources and services
5. District procedures for intervening when a student attempts, threatens, or discloses the desire to commit suicide

Intervention

Whenever a staff member suspects or has knowledge of a student's suicidal intentions, he/she shall promptly notify the principal or school counselor. The principal or counselor shall then notify the student's parents/guardians as soon as possible and may refer the student to mental health resources in the school or community.

Students shall be encouraged to notify a teacher, principal, counselor, or other adult when they are experiencing thoughts of suicide or when they suspect or have knowledge of another student's suicidal intentions.

The Superintendent or designee shall establish crisis intervention procedures to ensure student safety and appropriate communications in the event that a suicide occurs or an attempt is made on campus or at a school-sponsored activity.

SAFETY

ASBESTOS MANAGEMENT PLAN

CFR Title 40 §763.93 & CVUSD Board Policy 3514

The district has developed an asbestos management plan for each school, including all buildings that they lease, own, or otherwise use as school buildings in accordance with CFR Title 40 §763.93. A copy of the complete, updated management plan for asbestos-containing material in school buildings may be reviewed in the Director of Maintenance & Grounds office located at 750 Mitchell Road, Newbury Park, CA 91320.

GUN-FREE SCHOOL ZONE

Penal Code §626.9 and Penal Code §30310

Unless it is with the written permission of the school district superintendent, the superintendent's designee, or equivalent school authority, no person shall carry ammunition or reloaded ammunition onto school grounds, except sworn law enforcement officers acting within the scope of their duties.

This section shall not apply to any of the following: A duly appointed peace officer, a full-time paid peace officer of another state or the federal government who is carrying out official duties while in California; any person summoned by any of these officers to assist in making an arrest or preserving the peace while that person is actually engaged in assisting the officer; a member of the military forces of this state or of the United States who is engaged in the performance of that person's duties; an armored vehicle guard, who is engaged in the performance of that person's duties; any peace officer, whether active or honorably retired; any other duly appointed peace officer; any honorably retired peace officer who during the course and scope of his or her appointment as a peace officer was authorized to, and did, carry a firearm; and a person carrying ammunition or reloaded ammunition onto school grounds that is in a motor vehicle at all times and is within a locked container or within the locked trunk of the vehicle.

PESTICIDE PRODUCTS

EC §17612, §48980.3 & CVUSD Administrative Regulation 3514.2

As directed in Assembly Bill 2260, Section 1. Article 4., this has been added to Chapter 5 of part 10.5 of the Education Code, to read "Article 4. Healthy Schools Act of 2000".

Section 17612 of this act reads as follows: "The school district designee shall annually provide to all staff and parents or 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 school district's List of Products we expect to use at our sites for the school year 2017/18 attached to this memo.

Section 17612, Part 1, also reads that the school district designee shall provide the opportunity for recipients to register with the school 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 under this section please mail your name, address, student's name and school site to the Maintenance & Operations Department at 750 Mitchell Road, Newbury Park, California, 91320, "Attention Pesticide Notification" or your name, address, student's name and school site, subject-Pesticide Notification via email to: joeputnam@conejousd.org.

It is the goal of the Conejo Valley Unified School District to use the least toxic methods of pest control at the lowest effective dose through our Integrated Pest Management Program (IPM). A copy of the Conejo Valley Unified School District's IPM policy statement is stated below. If further information is desired, please contact me via email: joeputnam@conejousd.org.

INTEGRATED PEST MANAGEMENT POLICY (IPM) STATEMENT

The Conejo Valley Unified School District initiated an IPM Program in September of 1988. Since the initiation of the IPM Program, it has been the intent of the CVUSD to continue to utilize IPM principles to manage pest populations adequately. The choice of using a pesticide will be based on a review of all other available options and a determination that these options

are unacceptable or are infeasible, alone or in combination. Cost or staffing considerations alone will not be adequate justification for use of chemical control agents. Strategies for managing pest populations will also be influenced by the pest species and the degree to which that population poses a threat to people, property, or the environment. The full range of alternatives, including no action, will be considered.

When it is determined that a pesticide must be used in order to prevent pest levels from exceeding action thresholds, the least hazardous material will be chosen and applied at the lowest possible effective dose.

Our Rodent Control Leadworker and Facility Supervisor-Grounds are licensed and certified "Qualified Pesticide Applicators". Both are required to attend continuing education classes for pest management.

Listed below are the names of all pesticide and/or herbicide products that Conejo Valley Unified School District's Maintenance & Grounds Department may apply at a school facility. Further information may be found at this website address: <http://www.cdpr.ca.gov>.

PESTICIDES

Chemical	Active Ingredient
Talstar PL	Bifenthrin
Talstar GC	Bifenthrin
Perma Dust	Boric acid
Wasp-Freeze	d-trans Allethrin Penothrin
Terro PCO	Sodium tetraborate, decahydrate (borax)
Knox Out 2FM (yellow jackets-bait only)	Diazinon: 0, 0-Diethyl o-(2-isopropyl-6-methyl-4-pyrimidinyl) phosphorothioate
Onslaught	(S)-cyano (3-phenoxyphenyl) methyl-(S)-4-chloro-alpha-(1-methylethyl) benzeneacetate
Borid Turbo	Orthoboric acid
Termidor SC	Fipronil: 5-amino-1-(2, 6 dichloro-4-(trifluoromethyl_phenyl)-4-4(2,R,S)-(trifluoromethyl) sulfinyl)-1-H-pyrazole-3-carbonitrile
Delta Dust	Deltamethrin 0.05%
Essentria IC3	Rosemary oil 10%, Geraniol 5.0%, Peppermint oil 2.00%
EcoPCO AR-X	2-Phenethyl Propionate 1.00%, Pyrethrins 0.40%
565 Plus XLO	Pyrethrins, Piperonyl Butoxide, Technical, n-Octyl Bicycloheptene Dicarboximide
Border	Lambda-cyhalothrin 1[1a(S*), 3a(Z)]-(±)-cyano-(3-phenoxyphenyl)methyl-3-(2-chloro-3,3,3-trifluoro-1-propenyl)-2,2-dimethylcyclopropanecarboxylate
Phantom	Chlorfenapyr: 4-bromo-2-(4-chlorophenyl)-1-(ethoxymethyl)-5-(trifluoromethyl)-1H-pyrrole-3-carbonitrile
VectoLex CG	Bacillus spaeicus
Cyzmic CS	Lambda Cyhalothrin
Masterline Bifenthrin 7.9	Bifenthrin
Tandem	Lambda-Cyhalothrin, Thiamethoxam
Temprid	Imidacloprid, 1-[(6-Chloro-3-pyridinyl)methyl] 3-(2,2-dichloroethenyl)-2,2-dimethyl-cyclopropanecarboxylate: 0.025%
Advion Ant Gel	Indoxacarb*: (S)-methyl 7-chloro-2,5-dihydro-2-[[[(methoxycarbonyl) [4(trifluoromethoxy) phenyl]amino] carbonyl]indeno[1,2-3] [1,3,4]oxadiazine-4a-(3H)carboxylate-0.05%
Advion Cockroach Gel Bait	Indoxacarb*: (S)-methyl 7-chloro-2,5-dihydro-2-[[[(methoxycarbonyl) [4(trifluoromethoxy) phenyl]amino] carbonyl]indeno[1,2-e] [1,3,4]oxadiazine-4a-(3H)carboxylate-0.6%
Advion Insect Granule	Indoxacarb*: (S)-methyl 7-chloro-2,5-dihydro-2-[[[(methoxycarbonyl) [4(trifluoromethoxy) phenyl]amino] carbonyl]indeno[1,2-3] [1,3,4]oxadiazine-4a-(3H)carboxylate-0.22%
Dragnet SFR	Permethrin

HERBICIDES

Chemical	Active Ingredient
Ronstar G	Oxadiazon [2-tert-butyl-r-(2,4-dichloro-5-isopropoxyphenyl)-Δ1, 3, 4-oxadiazolin-5-one]
Turflon	Triclopyr 3,5,6 trichloro-2-iny (oxy-acetic acid, butoxyethyl ester)
Roundup Promax	Glyphosate n-(phosphonomethyl) glycine
Aquamaster (only used at NPBS ditch)	Glyphosate n-(phosphonomethyl) glycine
Fusilade II	Fluazifop-P-butyl, Butyl ®-2-[4[[5-(trifluoromethyl)-2-pyridinyl]oxy]phenoxy]propanoate
Tahoe 4E	Triclopyr: 3,5,6-trichloro-2-pyridinyloxyacetic acid, butoxyethyl ester
Drive XLR8	Dimethylamine salt of quinclorac: 3,7-duichloro-8-quinolinecarboxylic acid 18.92%
Reward	Diquat dibromide [6,7-dihydrodiprido[1,2-a:2',1'-c] pyrazinedium dibromide] 37.3%
Certainty	Sulfosulfuron 75%
SpeedZone Southern	2,4-D, 2-ethylhexyl ester, Mecoprop-p acid, Dicamba acid, Carfentrazone-ethyl
Finale	Glufosinate-ammonium
Pathfinder II	Triclopyr:3,5,6-trichloro-2-pyridinyloxyacetic acid, butoxyethyl ester
SPECT(i)CLE G	Indaziflam
Dimension 270G	Dithiopyr (CAS 97886-45-8)
Gallery SC	Isoxaben: N-[3-(1-ethyl-1-methylpropyl)-5-isoxazoly]-2,6-dimethoxybenzamide & isomers

RODENTICIDES

Chemical	Active Ingredient
PCQ	Diplacinone 2-Diipeny (ACETYL)-1,3-Indandione
First Strike Soft Bait	difethialone
Prozap Zinc Phosphide	Zinc phosphide
Evac	Balsam Fir oil, a botanical pesticide 2.0%, fragrance oil, plant fibers 98.0%
Resolv	Bromadiolone
Final All Weather Blox	Brodifacoum
Fastrac Blox	Bromethalin
Terad3 Blox	Cholecalciferol
Rat & Mouse Attractant	Nontoxic attractant

PLANT GROWTH REGULATOR

Chemical	Active Ingredient
ATRIMMEC	Dikegulac-sodium (Sodium salt of 2,3:4,6-bis-O-(1-methylethylidene)a-L-xylo-2-hexulofuranosonic acid)

* LIMITED USE– Chemicals will only be applied under the District and State policy. Strict conditions will be implemented to reduce exposure. If such a treatment is necessary, it will be made only during breaks, in restricted zones and/or within isolated construction areas, and signs will be posted.

"No pesticide or herbicide may be applied by any person at any time anywhere in the district, including gardens, sports fields, or administrative sites unless it has been specifically approved and authorized in writing by the District IPM Committee and by the Facilities IPM Coordinator. Any approved application will be in accordance with District policy, state law, and applied solely by the CVUSD IPM Technician. Unauthorized spraying could lead to a facility being closed for an extended period of time".

This notice will serve as a notification for emergencies only. If you have any questions, please call the Director of Maintenance & Grounds at (805) 498-4557 Ext. 107.

SCHOOL SAFETY PLAN

EC §32280, CVUSD Board Policy 0450 & CVUSD Administrative Regulation 0450

Each Conejo Valley Unified School District school site has a Comprehensive School Safety Plan, which includes a disaster preparedness plan and emergency procedures. Copies are available to read at each school office. This plan includes appropriate strategies and programs that provide a high level of safety including specific rules and regulations on student discipline, disaster preparedness plan and procedures, child abuse reporting procedures, assessment of school crime committed, sexual harassment policy, and other policies.

SCHOOL BUS SAFETY

EC §39831.5,

CVUSD Board Policy 5131.1 & CVUSD Administrative Regulation 5131.1

Upon 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. These regulations related to student conduct on buses, bus driver authority, and the suspension of riding privileges shall be made available to parents/guardians, students, and other interested parties.

STUDENT CONDUCT & DISCIPLINE

DRESS CODE

CVUSD Board Policy 5132 & CVUSD Administrative Regulation 5132

The Governing Board believes that appropriate dress and grooming contribute to a productive learning environment. The Board expects students to give proper attention to personal cleanliness and to wear clothes that are suitable for the school activities in which they participate. Students' clothing must not present a health or safety hazard or a distraction which would interfere with the educational process.

Students and parents/guardians shall be informed about dress and grooming standards at the beginning of the school year and whenever these standards are revised. A student who violates these standards shall be subject to appropriate disciplinary action.

Gang-Related Apparel

The principal, staff and parents/guardians at a school may establish a reasonable dress code that prohibits students from wearing gang-related apparel when there is evidence of a gang presence that disrupts or threatens to disrupt the school's activities. Such a dress code may be included as part of the school safety plan and must be presented to the Board for approval. The Board shall approve the plan upon determining that it is necessary to protect the health and safety of the school's students.

Uniforms

In order to promote student safety and discourage theft, peer rivalry and/or gang activity, the principal, staff and parents/guardians at a school may establish a reasonable dress code requiring students to wear uniforms. Such a dress code may be included as part of the school safety plan and must be presented to the Board for approval. The Board shall approve the plan upon determining that it is necessary to protect the health and safety of the school's students.

If a school's plan to require uniforms is adopted, the Superintendent or designee shall establish procedures whereby parents/guardians may choose to have their children exempted from the school uniform policy. Students shall not be penalized academically, otherwise discriminated against or denied attendance to school if their parents/guardians so decide. (Education Code 35183)

The Superintendent or designee shall ensure that resources are identified to assist economically disadvantaged students in obtaining uniforms.

SAFE PLACE TO LEARN ACT

EC §234, EC §234.1 & CVUSD Board Policy 5131.2

The Conejo Valley Unified School District is committed to maintaining a learning environment that is free from discrimination, harassment, violence, intimidation, and bullying based on actual or perceived characteristics set forth in Section 422.55 of the Penal Code and Section 220 of the Education Code, 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. All school personnel who witness an act of discrimination, harassment, intimidation, or bullying must take immediate steps to intervene when safe to do so. Any student who engages in acts of discrimination, harassment, violence, intimidation, or bullying related to school activity or school attendance occurring within a school of the school district may be subject to disciplinary action up to and including expulsion. To report an incidence and/or to receive a copy of the district's anti-discrimination, anti-harassment, anti-intimidation,

and anti-bullying policies, please contact the school principal and/or the Office of Instructional Services. Policies may also be found on the district's website: <http://www.conejousd.org>.

SCHOOL RULES

EC §35291 & CVUSD Board Policy 5144 & CVUSD Administrative Regulation 5144

Each school district may prescribe procedures to provide written notice to pupils and parents/guardians regarding school rules and procedures. School sites may adopt rules and procedures established by school committees with specific membership and filed with the Governing Board. Parents/guardians will be notified regarding the availability of site and district rules as well as procedures pertaining to discipline.

SEARCH OF SCHOOL LOCKERS

CVUSD Board Policy 5145.12

School lockers remain the property of the school district even when assigned to students. 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.

GROUND FORS SUSPENSION & EXPULSION

EC §48900, EC §48915

CVUSD Board Policy 5144.1 & CVUSD Administrative Regulation 5144.1

The Conejo Valley Unified School District may suspend students from school and/or recommend transfer to another school or alternative school or recommend expulsion for the following reasons:

- (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 110535) 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) Stole 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 the use or possession by a pupil of his or her own prescription products.
- (i) Committed an obscene act or engaged in habitual profanity or vulgarity.
- (j) Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell drug paraphernalia, as defined in Section 11014.5 of the Health and Safety Code.
- (k) (1) Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties.
- (2) Except as provided in Section 48910, a pupil enrolled in kindergarten or any of grades 1 to 3, inclusive, shall not be suspended for any of the acts enumerated in this subdivision, and this subdivision shall not constitute grounds for a pupil enrolled in kindergarten or any of grades 1 to 12, inclusive, to be recommended for expulsion. This paragraph shall become inoperative on July 1, 2018, unless a later enacted statute that becomes operative before July 1, 2018, deletes or extends that date.
- (l) Knowingly received stolen school property or private property.
- (m) Possessed an imitation firearm. As used in this section, "imitation firearm" means a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.
- (n) Committed or attempted to commit a sexual assault as defined in Section 261, 266c, 286, 288, 288a, or 289 of the Penal Code or committed a sexual battery as defined in Section 243.4 of the Penal Code.

- (o) Harassed, threatened, or intimidated a pupil who is a complaining witness or a witness in a school disciplinary proceeding for purposes of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both.
 - (p) Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
 - (q) Engaged in, or attempted to engage in, hazing. For purposes of this subdivision, "hazing" means a method of initiation or pre-initiation into a pupil organization or body, whether or not the organization or body is officially recognized by an educational institution, that 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, video, or image.
 - (ii) A post on a social network Internet website, including, but not limited to:
 - (I) Posting to or creating a burn page. "Burn page" means an Internet website created for the purpose of having one or more of the effects listed in paragraph (1).
 - (II) Creating a credible impersonation of another actual pupil for the purpose of having one or more of the effects listed in paragraph (1). "Credible impersonation" means to knowingly and without consent impersonate a pupil for the purpose of bullying the pupil and such that another pupil would reasonably believe, or has reasonably believed, that the pupil was or is the pupil who was impersonated.
 - (III) Creating a false profile for the purpose of having one or more of the effects listed in paragraph (1). "False profile" means a profile of a fictitious pupil or a profile using the likeness or attributes of an actual pupil other than the pupil who created the false profile.
 - (iii) An act of cyber sexual bullying.
 - (I) For purposes of this clause, "cyber sexual bullying" means the dissemination of, or the solicitation or incitement to disseminate, a photograph or other visual recording by a pupil to another pupil or to school personnel by means of an electronic act that has or can be reasonably predicted to have one or more of the effects described in subparagraphs (A) to (D), inclusive, of paragraph (1). A photograph or other visual recording, as described above, shall include the depiction of a nude, semi-nude, or sexually explicit photograph or other visual recording of a minor where the minor is identifiable from the photograph, visual recording, or other electronic act.
 - (II) For purposes of this clause, "cyber sexual bullying" does not include a depiction, portrayal, or image that has any serious literary, artistic, educational, political, or scientific value or that involves athletic events or school-sanctioned activities.
 - (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 the act is related to a 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 a school activity or school attendance that occur at any time, including, but not limited to, any of the following:
- (1) While on school grounds.
 - (2) While going to or coming from school.
 - (3) During the lunch period, whether on or off the campus.
 - (4) During, or while going to, or coming from, a school-sponsored activity.
- (t) A pupil who aids or abets, as defined in Section 31 of the Penal Code, the infliction or attempted infliction of physical injury to another person may be subject to suspension, but not expulsion, pursuant to this section, except that a pupil who has been adjudged by a juvenile court to have committed, as an aider and abettor, a crime of physical violence in which the victim suffered great bodily injury or serious bodily injury shall be subject to discipline pursuant to subdivision (a).
- (u) As used in this section, "school property" includes, but is not limited to, electronic files and databases.
- (v) For a pupil subject to discipline under this section, a superintendent of the school district or principal may use his or her discretion to provide alternatives to suspension or expulsion that are age appropriate and designed to address and correct the pupil's specific 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.

school employee. Any employee who receives a report or observes an incident of sexual harassment shall notify the principal or a district compliance officer. Once notified, the principal or compliance officer shall take the steps to investigate and address the allegation, as specified in the accompanying administrative regulation.

The Superintendent or designee shall take appropriate actions to reinforce the district's sexual harassment policy.

Instruction/Information

The Superintendent or designee shall ensure that all district students receive age-appropriate information on sexual harassment. Such instruction and information shall include:

1. What acts and behavior constitute sexual harassment, including the fact that sexual harassment could occur between people of the same sex and could involve sexual violence
2. A clear message that students do not have to endure sexual harassment under any circumstance
3. Encouragement to report observed incidents of sexual harassment even where the alleged victim of the harassment has not complained
4. A clear message that student safety is the district's primary concern, and that any separate rule violation involving an alleged victim or any other person reporting a sexual harassment incident will be addressed separately and will not affect the manner in which the sexual harassment complaint will be received, investigated, or resolved
5. A clear message that, regardless of a complainant's noncompliance with the writing, timeline, or other formal filing requirements, every sexual harassment allegation that involves a student, whether as the complainant, respondent, or victim of the harassment, shall be investigated and prompt action shall be taken to stop any harassment, prevent recurrence, and address any continuing effect on students
6. Information about the district's procedure for investigating complaints and the person(s) to whom a report of sexual harassment should be made
7. Information about the rights of students and parents/guardians to file a civil or criminal complaint, as applicable, including the right to file a civil or criminal complaint while the district investigation of a sexual harassment complaint continues
8. A clear message that, when needed, the district will take interim measures to ensure a safe school environment for a student who is the complainant or victim of sexual harassment and/or other students during an investigation and that, to the extent possible, when such interim measures are taken, they shall not disadvantage the complainant or victim of the alleged harassment

Complaint Process and Disciplinary Actions

Sexual harassment complaints by and against students shall be investigated and resolved in accordance with law and district procedures specified in AR 1312.3 – Uniform Complaint Procedures. Principals are responsible for notifying students and parents/guardians that complaints of sexual harassment can be filed under AR 1312.3 and where to obtain a copy of the procedures.

Upon investigation of a sexual harassment complaint, any student found to have engaged in sexual harassment or sexual violence in violation of this policy shall be subject to disciplinary action. For students in grades 4-12, disciplinary action may include suspension and/or expulsion, provided that, in imposing such discipline, the entire circumstances of the incident(s) shall be taken into account.

Upon investigation of a sexual harassment complaint, any employee found to have engaged in sexual harassment or sexual violence toward any student shall have his/her employment terminated in accordance with law and the applicable collective bargaining agreement.

Record-Keeping

The Superintendent or designee shall maintain a record of all reported cases of sexual harassment to enable the district to monitor, address, and prevent repetitive harassing behavior in district schools.

Coordinator/Compliance Officer (AR 5145.7)

The district designates the following individual(s) as the responsible employee(s) to coordinate its efforts to comply with Title IX of the Education Amendments of 1972 and California Education Code 234.1, as well as to investigate and resolve sexual harassment complaints under AR 1312.3 - Uniform Complaint Procedures. The coordinator/compliance officer(s) may be contacted at:

Deputy Superintendent
1400 E. Janss Road
Thousand Oaks, CA 91362
(805) 497-9511
biezza@conejoisd.org

SEXUAL HARASSMENT POLICY

EC §48980(g)
CVUSD Board Policy 5145.7 & CVUSD Administrative Regulation 5145.7

Note: Title IX of the Education Amendments of 1972 (20 USC 1681-1688) prohibits discrimination based on sex by recipients of federal financial assistance. School districts are responsible under Title IX and the regulations for the issuance of a policy against sex discrimination (34 CFR 106.8). Sexual harassment is a form of sex discrimination under Title IX and can deny or limit a student's ability to participate in or receive education benefits, services, or opportunities on the basis of that student's sex.

The Governing Board is committed to maintaining a safe school environment that is free from harassment and discrimination. The Board prohibits, at school or at school-sponsored or school-related activities, sexual harassment targeted at any student by anyone. The Board also prohibits retaliatory behavior or action against any person who reports, files a complaint or testifies about, or otherwise supports a complainant in alleging sexual harassment.

Note: OCR's January 2001 Revised Sexual Harassment Guidance and 2011 Dear Colleague Letter: Sexual Violence note that, regardless of whether a harassed student, his/her parent/guardian, or a third party files a complaint under the district procedures or otherwise requests action on the student's behalf, a school that knows, or reasonably should know, about possible harassment must promptly take action to determine what occurred and then take appropriate steps to resolve the situation. Even where a parent/guardian or student does not wish to disclose the student's identity, there are steps a school can take to limit the effects of alleged harassment and prevent its recurrence without initiating formal action. Such steps may include limited investigative activities and actions to protect the complainant and the school community and prevent recurrence while keeping the identity of the complainant confidential. These actions may include providing services to the complainant, such as counseling services; providing increased monitoring, supervision, or security at locations or activities where the misconduct occurred; providing training and education materials for students and employees; or changing and publicizing the school's policies on sexual violence. OCR has indicated that the principles in its Revised Sexual Harassment Guidance also apply to harassment based on race, color, national origin, disability, or age.

Note: It is also important to note that a referral to law enforcement does not relieve a school district of its responsibility to investigate the complaint as a matter of sex discrimination.

The district strongly encourages any student who feels that he/she is being or has been sexually harassed on school grounds or at a school-sponsored or school-related activity by another student or an adult who has experienced off-campus sexual harassment that has a continuing effect on campus to immediately contact his/her teacher, the principal, or any other available

PARENTS' RIGHTS

ANNUAL NOTICE OF PHYSICAL EDUCATION REQUIREMENTS

EC 51210(g)

Conejo Valley Unified School District strives to provide the highest quality educational experience we can envision for our students. Included in that is a high quality physical education (P.E.) program in our elementary schools. California Education Code governs how much PE is taught in each classroom. As per California Education Code 51210(g), first through sixth grade teachers are required to teach 200 minutes of physical education over 10 instructional days. It is at the discretion of the classroom teachers as to how and when these minutes are distributed over this time frame. We are providing this notice to inform parents/guardians that, if they have questions regarding P.E. minutes, they should first contact their child's teacher or principal. If you have additional questions not addressed at the school level, contact Mrs. Jeanne Valentine, Director of Elementary Education. If there is an interest in filing a formal complaint with the district regarding P.E. minutes of instruction, parents are to use the Uniform Complaint Form which can be accessed on the District's website under [Annual Notifications Information](#).

BEFORE AND AFTER SCHOOL PROGRAMS

EC §8482.6, 8483 & 8483.1

The After School Education and Safety Program serves pupils in kindergarten through grade 9 at participating schools, including charter schools. The grades served by the program may be determined by local needs. Programs that charge family fees shall not charge for a child who is homeless or in foster care. In any before or after school program, first priority for enrollment goes to pupils who are identified by the program as homeless at the time they apply or at any time during the school year, and pupils who are identified by the program as being in foster care; second priority in programs serving middle and junior high school pupils goes to those who attend daily. If you have any questions, please contact the Director of Student Support Services at (805) 497-9511 Ext. 233.

COMPETITIVE ATHLETICS

EC §221.9

All elementary and secondary schools that offer competitive athletics shall publicly make available at the end of the school year 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, and competes during a defined season, and has competition as its primary goal. For more information, please contact the school site principal.

DISCLOSURE OF STUDENT INFORMATION

EC §49073 7 & CVUSD Board Policy 5125.1

Directory Information

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that Conejo Valley Unified School District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Conejo Valley Unified School District may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the District to include the type of information from your child's education records in certain school publications. Examples include a playbill showing your student's role in a drama production; the annual yearbook; honor roll or other recognition lists; graduation programs; and sports activity sheets such as for wrestling showing weight and height of team members.

Directory information which is information that is generally not considered harmful or an invasion of privacy if released can also be disclosed to outside organizations with a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks.

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 eligible pupil guardian, has provided written consent that directory information may be released.

Disclosure of Student Information for Marketing Purposes

20 USC 1232(h)

Requires notification to parents of pupils that an activity involving the collection, disclosure, or use of personal information collected from pupils for the purpose of marketing or selling that information will require prior written consent from parents or guardians.

Student Images or Photo Use

As part of the District's effort to keep the community fully informed, there may be occasions in which the District will need to use images and/or pictures of your student individually or in a group photo. All of the uses of photos, video images, and student work would be for non-commercial purposes and may include use in:

- School newsletters (print and electronic)
- Newspapers, publications
- School site and/or district websites
- Televised board meetings or other televised events

Surveys

EC §51513, 20 USC 1232h

Prohibits the use of tests, questionnaires, surveys or examinations containing any questions about the pupil's personal beliefs or practices in sex, family life, morality, and religion, unless the parent or guardian is notified in writing that the test, questionnaire, survey, or examination is to be administered and the parent or guardian consents in writing.

Students will not be given a survey, analysis, or evaluation that reveals sensitive personal information (i.e., political affiliations or beliefs, mental or psychological problems, sex behavior or attitudes, illegal, anti-social, self-incriminating, or demeaning behavior, critical appraisals of other individuals with whom respondent has close family relationships, legally recognized privileged or analogous relationships, religious practices, affiliations or beliefs, or income) without the prior written consent of the parent. Parents/guardians may inspect surveys created by a third party used to collect personal information.

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.

EVERY STUDENT SUCCEEDS ACT

On December 10, 2015, President Obama signed the Every Student Succeeds Act (ESSA), reauthorizing the federal Elementary and Secondary Education Act (ESEA) and replacing the No Child Left Behind Act (NCLB), the 2001 reauthorization of ESEA.

FREE/REDUCED PRICE MEALS

EC §49510 & CVUSD Board Policy 3553

Free or reduced price lunches are available at school for pupils whose parents or guardians qualify, based on household income and completion of the required application form with the district. Application forms are available at each school site.

MINIMUM DAYS

EC §48980(c)

The Governing Board adopted calendar for 2017-18, available on the District's website (<http://conejouisd.org>) and at each school and district site, outlines the instructional days for students, including scheduled minimum days at the elementary level in October for parent conferences. Any pupil free Staff Development days for teachers will be provided outside of those instructional days. While changes to the calendar are not anticipated, parents/guardians will be notified as early as possible but no later than one month prior to the scheduled change.

NONDISCRIMINATION IN DISTRICT

CFR Title 34 §106.9, CVUSD Board Policies 5145.3

The Governing Board desires to provide a safe school environment that allows all students equal access and opportunities in the district's academic and other educational support programs, services, and activities. The Board prohibits, at any district school or school activity, unlawful discrimination, including discriminatory harassment, intimidation, and bullying of any student based on the student's actual or perceived race, color, ancestry, national origin, nationality, ethnicity, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender,

gender identity, or gender expression or association with a person or group with one or more of these actual or perceived characteristics.

This policy shall apply to all acts related to school activity or to school attendance occurring within a district school, and to acts which occur off campus or outside of school-related or school-sponsored activities, but which may have an impact or create a hostile environment at school.

Unlawful discrimination, including discriminatory harassment, intimidation, or bullying, includes physical, verbal, nonverbal, or written conduct based on any of the categories listed above. Unlawful discrimination also shall include the creation of a hostile environment when the prohibited conduct is so severe, persistent, or pervasive that it affects a student's ability to participate in or benefit from an educational program or activity; creates an intimidating, threatening, hostile, or offensive educational environment; has the effect of substantially or unreasonably interfering with a student's academic performance; or otherwise adversely affects a student's educational opportunities.

Unlawful discrimination also includes disparate treatment of students based on one of the categories above with respect to the provision of opportunities to participate in school programs or activities or the provision or receipt of educational benefits or services.

The Board also prohibits any form of retaliation against any individual who reports or participates in the reporting of unlawful discrimination, files or participates in the filing of a complaint, or investigates or participates in the investigation of a complaint or report alleging unlawful discrimination. Retaliation complaints shall be investigated and resolved in the same manner as a discrimination complaint.

The Superintendent or designee shall facilitate students' access to the educational program by publicizing the district's nondiscrimination policy and related complaint procedures to students, parents/guardians, and employees. He/she shall provide training and information on the scope and use of the policy and complaint procedures and take other measures designed to increase the school community's understanding of the requirements of law related to discrimination. The Superintendent or designee shall regularly review the implementation of the district's nondiscrimination policies and practices and, as necessary, shall take action to remove any identified barrier to student access to or participation in the educational program. He/she shall report his/her findings and recommendations to the Board after each review.

Regardless of whether a complainant complies with the writing, timeline, and/or other formal filing requirements, all complaints alleging unlawful discrimination, including discriminatory harassment, intimidation, or bullying, shall be investigated and prompt action taken to stop the discrimination, prevent recurrence, and address any continuing effect on students.

Students who engage in unlawful discrimination, including discriminatory harassment, intimidation, retaliation, or bullying, in violation of law, Board policy, or administrative regulation shall be subject to appropriate consequence or discipline, which may include suspension or expulsion for behavior that is severe or pervasive as defined in Education Code 48900.4. Any employee who permits or engages in prohibited discrimination, including discriminatory harassment, intimidation, retaliation, or bullying, shall be subject to disciplinary action, up to and including dismissal.

Record-Keeping

The Superintendent or designee shall maintain a record of all reported cases of unlawful discrimination, including discriminatory harassment, intimidation, or bullying, to enable the district to monitor, address, and prevent repetitive prohibited behavior in district schools.

Coordinator/Compliance Officer (AR 5145.3)

The district designates the individual(s) identified below as the employee(s) responsible for coordinating the district's efforts to comply with applicable state and federal civil rights laws, including Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act, and the Age Discrimination Act of 1975, and to answer inquiries regarding the district's nondiscrimination policies. The individual(s) shall also serve as the compliance officer(s) specified in AR 1312.3 - Uniform Complaint Procedures as the responsible employee to handle complaints alleging unlawful discrimination targeting a student, including discriminatory harassment, intimidation, or bullying, based on actual or perceived race, color, ancestry, national origin, nationality, ethnicity, ethnic group identification, age, religion, marital or parental status, pregnancy, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, or any other legally protected status; or association with a person or group with one or more of these actual or perceived characteristics. The coordinator/compliance officer(s) may be contacted at: (Education Code 234.1; 5 CCR 4621)

Deputy Superintendent
1400 E. Janss Road
Thousand Oaks, CA 91362
(805) 497-9511
biezza@conejo.usd.org

PARENT/GUARDIAN RIGHTS

EC §51101, EC §51102 & CVUSD Administrative Regulation 5020

The rights of parents/guardians of district students include, but are not limited to, the following:

1. To observe, within a reasonable period of time after making the request, the classroom(s) in which their child is enrolled or for the purpose of selecting the school in which their child will be enrolled (Education Code 51101)
Parents/guardians may observe instructional and other school activities that involve their child in accordance with Board policy and administrative regulations adopted to ensure the safety of students and staff, prevent undue interference with instruction or harassment of school staff, and provide reasonable accommodation to parents/guardians. Upon written request by a parent/guardian, the Superintendent or designee shall arrange for parental observation of a class or activity in a reasonable time frame and in accordance with Board policy and administrative regulations. (Education Code 49091.10)
2. To meet, within a reasonable time of their request, with their child's teacher(s) and the principal (Education Code 51101)
3. Under the supervision of district employees, to volunteer their time and resources for the improvement of school facilities and school programs, including, but not limited to, providing assistance in the classroom with the approval, and under the direct supervision, of the teacher (Education Code 51101)
4. To be notified on a timely basis if their child is absent from school without permission (Education Code 51101)
5. To receive the results of their child's performance and the school's performance on standardized tests and statewide tests (Education Code 51101)
For parents/guardians of English learners, this right shall include the right to receive the results of their child's performance on the English language development test. (Education Code 51101.1)
6. To request a particular school for their child and to receive a response from the district (Education Code 51101)
7. To have a school environment for their child that is safe and supportive of learning (Education Code 51101)
8. To examine the curriculum materials of the class(es) in which their child is enrolled (Education Code 51101; 20 USC 1232h)
Parents/guardians may inspect, in a reasonable time frame, all primary supplemental instructional materials and assessments stored by the classroom teacher, including textbooks, teacher's manuals, films, tapes and software. (Education Code 49091.10)
Each school site shall make available to parents/guardians and others, upon request, a copy of the prospectus for each course, including the titles, descriptions and instructional aims of the course. (Education Code 49091.14)
The school may charge an amount not to exceed the cost of duplication. (Education Code 49091.14)
9. To be informed of their child's progress in school and of the appropriate school personnel whom they should contact if problems arise with their child (Education Code 51101)
10. For parents/guardians of English learners, to support their child's advancement toward literacy (Education Code 51101.1)
The Superintendent or designee may make available, to the extent possible, surplus or undistributed instructional materials to parents/guardians pursuant to Education Code 60510. (Education Code 51101.1)
11. For parents/guardians of English learners, to be informed, through the school accountability report card, about statewide and local academic standards, testing programs, accountability measures and school improvement efforts (Education Code 51101.1)
12. To have access to the school records of their child (Education Code 51101)
13. To receive information concerning the academic performance standards, proficiencies or skills their child is expected to accomplish (Education Code 51101)
14. To be informed in advance about school rules, including disciplinary rules and procedures in accordance with Education Code 48980, attendance policies, dress codes and procedures for visiting the school (Education Code 51101)
15. To be notified, as early in the school year as practicable pursuant to Education Code 48070.5, if their child is identified as being at risk of retention and of their right to consult with school personnel responsible for a decision to promote or retain their child and to appeal such a decision (Education Code 51101)
16. To receive information about any psychological testing the school does involving their child and to deny permission to give the test (Education Code 51101)
17. To refuse to submit or to participate in any assessment, analysis, evaluation or monitoring of the quality or character of the student's home life, any form of parental screening or testing, any nonacademic home-based counseling program, parent training, or any prescribed family

education service plan and to inspect any survey collecting personal information (Education Code 49091.18; 20 USC 1232h)

18. To participate as a member of a parent advisory committee, school site council or site-based management leadership team in accordance with any rules and regulations governing membership in these organizations (Education Code 51101)
For parents/guardians of English learners, this right shall include the right to participate in school and district advisory bodies in accordance with federal and state law and regulations. (Education Code 51101.1)
19. To question anything in their child's record that the parent/guardian feels is inaccurate or misleading or is an invasion of privacy and to receive a response from the school (Education Code 51101)
20. To provide informed, written parental consent before their child is tested for a behavioral, mental or emotional evaluation. A general consent, including medical consent used to approve admission to or involvement in a special education or remedial program or regular school activity, shall not constitute written consent for these purposes. (Education Code 49091.12)

Parent Responsibilities

Parents/guardians may support the learning environment of their child by: (Education Code 51101)

1. Monitoring attendance of their child
2. Ensuring that homework is completed and turned in on time
3. Encouraging their child to participate in extracurricular and co-curricular activities
4. Monitoring and regulating the television viewed by their child
5. Working with their child at home in learning activities that extend the classroom learning
6. Volunteering in their child's classroom(s) or for other school activities
7. Participating in decisions related to the education of their own child or the total school program as appropriate.

PARENT INVOLVEMENT

EC §11503, 20 USC §6318 & CVUSD Board Policy 6020

The Governing Board recognizes that parents/guardians are their children's first and most influential teachers and that sustained parent involvement in the education of their children contributes greatly to student achievement and a positive school environment. The Superintendent or designee shall work with staff and parents/guardians to develop meaningful opportunities at all grade levels for parents/guardians to be involved in district and school activities; advisory, decision-making, and advocacy roles; and activities to support learning at home.

Parents/guardians shall be notified of their rights to be informed about and to participate in their children's education and of the opportunities available to them to do so.

The Superintendent or designee shall regularly evaluate and report to the Board on the effectiveness of the district's parent involvement efforts, including, but not limited to, input from parents/guardians and school staff on the adequacy of parent involvement opportunities and barriers that may inhibit parent/guardian participation.

Title I Schools

Each year the Superintendent or designee shall identify specific objectives of the district's parent involvement program for schools that receive Title I funding. He/she shall ensure that parents/guardians are consulted and participate in the planning, design, implementation, and evaluation of the parent involvement program.

The Superintendent or designee shall ensure that the district's parent involvement strategies are jointly developed with and agreed upon by parents/guardians of students participating in Title I programs. Those strategies shall establish expectations for parent involvement and describe how the district will carry out each activity listed in 20 USC 6318.

The Superintendent or designee shall consult with parents/guardians of participating students in the planning and implementation of parent involvement programs, activities, and regulations. He/she also shall involve parents/guardians of participating students in decisions regarding how the district's Title I funds will be allotted for parent involvement activities.

The Superintendent or designee shall ensure each school receiving Title I funds develops a school-level parent involvement policy in accordance with 20 USC 6318.

Non-Title I Schools

The Superintendent or designee shall develop and implement strategies applicable to each school that does not receive federal Title I funds to encourage the involvement and support of parents/guardians in the education of their children, including, but not limited to, strategies describing how the district and schools will address the purposes and goals described in Education Code 11502.

PARENTS OF ENGLISH LEARNERS

EC §51101.1

The district shall take all reasonable steps to ensure that all parents and guardians of pupils who speak a language other than English are properly notified in English and in their home language, pursuant to Section 48985, of the rights and opportunities available to them. Parents and guardians of English learners are entitled to participate in the education of their children pursuant to Section 51101 and as follows:

- 1) To receive, pursuant to paragraph (5) of subdivision (a) of Section 51101, the results of their child's performance on standardized tests, including the English language development test.
- 2) To be given any required written notification, under any applicable law, in English and the pupil's home language pursuant to Section 48985.
- 3) To participate in school and district advisory bodies in accordance with federal and state laws and regulations.
- 4) To support their children's advancement toward literacy. School personnel shall encourage parents and guardians of English learners to support their child's progress toward literacy both in English and, to the extent possible, in the child's home language. School districts are encouraged to make available, to the extent possible, surplus or undistributed instructional materials to parents and guardians, pursuant to subdivision (d) of Section 60510, in order to facilitate parental involvement in their children's education.
- 5) To be informed, pursuant to Sections 33126 and 48985, about statewide and local academic standards, testing programs, accountability measures, and school improvement efforts.

PROPERTY DAMAGE

EC §48904

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

SCHOOL ACCOUNTABILITY REPORT CARD

EC §35256, EC §35258 & CVUSD Board Policy 0510

Parents may obtain a copy of any school's annual School Accountability Report Card at the district office, each school site, or the district website (<http://conejousd.org>) or on the CDE's website (www.sarconline.org). Each school is required to maintain copies of their individual School Accountability Report Card which shall be provided upon request.

STUDENT RECORDS

EC §49063, EC §49069, CFR Title 34 §99.7, USC Title 20 §1232(g)
CVUSD Board Policy 5125 & CVUSD Administrative Regulations 5125.1, 5125.2 & 5125.3

Definitions

Student means any individual who is or has been in attendance at the district and regarding whom the district maintains student records.

Attendance includes, but is not limited to, attendance in person or by paper correspondence, videoconference, satellite, Internet, or other electronic information and telecommunication technologies for students who are not physically present in the classroom, and the period during which a person is working under a work-study program.

Student records are any items of information (in handwriting, print, tape, film, computer, or other medium) gathered within or outside the district that are directly related to an identifiable student and maintained by the district, required to be maintained by an employee in the performance of his/her duties, or maintained by a party acting for the district. Any information maintained for the purpose of second-party review is considered a student record. Student records include the student's health record. (Education Code 49061, 49062; 5 CCR 430; 34 CFR 99.3)

Student records do not include: (Education Code 49061, 49062; 5 CCR 430; 34 CFR 99.3)

1. Directory information
2. Informal notes compiled by a school officer or employee which remain in the sole possession of the maker, are used only as a personal memory aid, and are not accessible or revealed to any other person except a substitute employee
3. Records of the law enforcement unit of the district, subject to 34 CFR 99.8
4. Records created or received by the district after an individual is no longer a student and that are not directly related to the individual's attendance as a student
5. Grades on peer-graded papers before they are collected and recorded by a teacher

Mandatory permanent student records are those records which are maintained in perpetuity and which schools have been directed to compile by state law, regulation, or administrative directive. (5 CCR 430)

Mandatory interim student records are those records which the schools are directed to compile and maintain for specified periods of time and are then destroyed in accordance with state law, regulation, or administrative directive. (5 CCR 430)

Permitted student records are those records having clear importance only to the current educational process of the student. (5 CCR 430)

Disclosure means to permit access to, or the release, transfer, or other communication of, personally identifiable information contained in student records to any party, except the party that provided or created the record, by any means including oral, written, or electronic. (34 CFR 99.3)

Access means a personal inspection and review of a record or an accurate copy of a record, or receipt of an accurate copy of a record or an oral description or communication of a record, and a request to release a copy of any record. (Education Code 49061)

Personally identifiable information includes, but is not limited to: (34 CFR 99.3)

1. The student's name
2. The name of the student's parent/guardian or other family members
3. The address of the student or student's family
4. A personal identifier, such as the student's social security number, student number, or biometric record (e.g., fingerprints, retina and iris patterns, voiceprints, DNA sequence, facial characteristics, and handwriting)
5. Other indirect identifiers, such as the student's date of birth, place of birth, and mother's maiden name
6. Other information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty
7. Information requested by a person who the district reasonably believes knows the identity of the student to whom the student record relates

Adult student is a person who is or was enrolled in school and who is at least 18 years of age. (5 CCR 430)

Parent/guardian means a natural parent, an adopted parent, legal guardian, surrogate parent, or foster parent. (Education Code 49061, 56050, 56055)

School officials and employees are officials or employees whose duties and responsibilities to the district, whether routine or as a result of special circumstances, require that they have access to student records. School officials and employees also include contractors and consultants to whom the district has outsourced district functions and who perform services for which the district would otherwise use employees.

Contractor or consultant is anyone with a formal written agreement or contract with the district regarding the provision of services or functions outsourced to him/her by the district. Contractor or consultant shall not include a volunteer or other party. (Education Code 49076)

Legitimate educational interest is an interest held by any school official, employee, contractor, or consultant whose duties, responsibilities, or contractual obligations to the district, whether routine or as a result of special circumstances, require him/her to have access to student records.

Custodian of records is the employee responsible for the security of student records maintained by the district and for devising procedures for assuring that access to such records is limited to authorized persons. (5 CCR 433)

County placing agency means the county social service department or county probation department. (Education Code 49061)

Persons Granted Access

The following persons or agencies shall have absolute access to any and all student records in accordance with law:

1. Parents/guardians of students younger than age 18 years, including the parent who is not the student's custodial parent (Education Code 49069; Family Code 3025)
2. An adult student, or a student under the age of 18 years who attends a postsecondary institution, in which case the student alone shall exercise rights related to his/her student records and grant consent for the release of records (34 CFR 99.3, 99.5)
3. Parents/guardians of an adult student with disabilities who is age 18 years or older and has been declared incompetent under state law (Education Code 56041.5)

Access for Limited Purpose/Legitimate Educational Interest

In addition, the following persons or agencies shall have access to those particular records that are relevant to their legitimate educational interest or other legally authorized purpose:

1. Parents/guardians of a student age 18 or older who is a dependent child as defined under 26 USC 152 (Education Code 49076; 34 CFR 99.31)
2. Students who are age 16 or older or who have completed the 10th grade (Education Code 49076; 34 CFR 99.31)
3. School officials and employees, consistent with the definition provided in the section "Definitions" above (Education Code 49076; 34 CFR 99.31)
4. Members of a school attendance review board (SARB) who are authorized representatives of the district and any volunteer aide age 18 or older who has been investigated, selected, and trained by the SARB to

5. provide follow-up services to a referred student (Education Code 49076)
5. Officials and employees of other public schools, school systems, or postsecondary institutions where the student intends or is directed to enroll, including local, county, or state correctional facilities where educational programs leading to high school graduation are provided, or where the student is already enrolled, as long as the disclosure is for purposes related to the student's enrollment or transfer (Education Code 49076; 34 CFR 99.31)
When the district discloses personally identifiable information to officials of another school, school system, or postsecondary institution where the student seeks or intends to enroll, the Superintendent or designee shall make a reasonable attempt to notify the parent/guardian or adult student at his/her last known address, provide a copy of the record that is disclosed, and give the parent/guardian or adult student an opportunity for a hearing to challenge the record. (34 CFR 99.34)
6. The Student Aid Commission, for the purpose of providing the grade point average (GPA) of all district students in grade 12 to the Cal Grant postsecondary financial aid program, except when students opt out or are permitted by the rules of the Student Aid Commission to provide test scores in lieu of the GPA (Education Code 69432.9)

The Superintendent or designee shall notify in digital and automated call forms each student in grade 12 and his/her parents/guardians (by October 15 each year), that the student's GPA will be forwarded to the Student Aid Commission unless he/she opts out within a period of time specified in the notice; not less than 30 days. (Education Code 69432.9)

Students' social security numbers shall not be included in the submitted information unless the Student Aid Commission deems it necessary to complete the financial aid application and the Superintendent or designee obtains permission from the student's parent/guardian, or from the adult student, to submit the social security number. (Education Code 69432.9)

7. Federal, state, and local officials, as needed for an audit, evaluation, or compliance activity related to a state or federally funded education program and in accordance with a written agreement developed pursuant to 34 CFR 99.35 (Education Code 49076; 34 CFR 99.3, 99.31, 99.35)
8. Any county placing agency acting as an authorized representative of a state or local educational agency which is required to audit or evaluate a state or federally supported education program pursuant to item #6 above (Education Code 49076)
9. Any person, agency, or organization authorized in compliance with a court order or lawfully issued subpoena (Education Code 49077; 5 CCR 435; 34 CFR 99.31)

Unless otherwise instructed by the court, the Superintendent or designee shall, prior to disclosing a record pursuant to a court order or subpoena, give the parent/guardian or adult student at least three days' notice of the name of the requesting agency and the specific record requested, if lawfully possible within the requirements of the judicial order. (Education Code 49077; 5 CCR 435; 34 CFR 99.31)

10. Any district attorney who is participating in or conducting a truancy mediation program or participating in the presentation of evidence in a truancy petition (Education Code 49076)
11. A prosecuting agency for consideration against a parent/guardian for failure to comply with compulsory education laws (Education Code 49076)
12. Any probation officer, district attorney, or counsel of record for a minor student for the purposes of conducting a criminal investigation or an investigation in regards to declaring the minor student a ward of the court or involving a violation of a condition of probation, subject to evidentiary rules specified in Welfare and Institutions Code 701 (Education Code 49076)

When disclosing records for these purposes, the Superintendent or designee shall obtain written certification from the recipient of the records that the information will not be disclosed to another party without prior written consent of the student's parent/guardian or the holder of the student's educational rights, unless specifically authorized by state or federal law. (Education Code 49076)

13. Any judge or probation officer for the purpose of conducting a truancy mediation program for a student or for the purpose of presenting evidence in a truancy petition pursuant to Welfare and Institutions Code 681 (Education Code 49076)

In such cases, the judge or probation officer shall certify in writing to the Superintendent or designee that the information will be used only for truancy purposes. Upon releasing student information to a judge or probation officer, the Superintendent or designee shall inform, or provide written notification to, the student's parent/guardian within 24 hours. (Education Code 49076)

14. Any foster family agency with jurisdiction over currently enrolled or former students for purposes of accessing those students' records of grades and transcripts and any individualized education program developed and maintained by the district (Education Code 49069.3)
15. Appropriate law enforcement authorities, in circumstances where Education Code 48902 requires that the district provide special education and disciplinary records of a student with disabilities who is suspended or

expelled for committing an act violating Penal Code 245 (Education Code 48902, 49076)

When disclosing such records, the Superintendent or designee shall obtain written certification by the recipient of the record(s). (Education Code 49076)

16. Designated peace officers or law enforcement agencies in cases where the district is authorized by law to assist law enforcement in investigations of suspected criminal conduct or kidnapping and a written parental consent, lawfully issued subpoena, or court order is submitted to the district, or information is provided to it indicating that an emergency exists in which the student's information is necessary to protect the health or safety of the student or other individuals (Education Code 49076.5; 34 CFR 99.1-99.67)
17. A student age 14 years or older who is both a homeless student and an unaccompanied minor as defined in 42 USC 11434a. (Education Code 49076)
18. An individual who completes items 1-4 of the caregiver's authorization affidavit pursuant to Family Code 6552 and signs the affidavit for the purpose of enrolling a minor in school (Education Code 49076)
19. A caseworker or other representative of a state or local child welfare agency or tribal organization that has legal responsibility for the care and protection of a student, provided that the information is directly related to providing assistance to address the student's educational needs. (Education Code 49076; 20 USC 1232(g))

When disclosing such records, the Superintendent or designee shall obtain written certification by the recipient of the records as described in item #12 above. (Education Code 49076).

In such cases, the Superintendent or designee shall provide information about the identity and location of the student as it relates to the transfer of that student's records to another public school district or California private school. (Education Code 49076.5)

When disclosing records for the above purposes, the Superintendent or designee shall obtain the necessary documentation to verify that the person, agency, or organization is a person, agency or organization that is permitted to receive such records.

Any person, agency, or organization granted access is prohibited from releasing information to another person, agency, or organization without written permission from the parent/guardian or adult student unless specifically allowed by state law or the federal Family Educational Rights and Privacy Act. (Education Code 49076)

In addition, the parent/guardian or adult student may provide written consent for access to be granted to persons, agencies, or organizations not afforded access rights by law. The written consent shall specify the records to be released and the party or parties to whom they may be released. (Education Code 49075)

Discretionary Access

At his/her discretion, the Superintendent or designee may release information from a student's records to the following:

1. Appropriate persons, including parents/guardians of a student, in an emergency if the health and safety of the student or other persons are at stake (Education Code 49076; 34 CFR 99.31, 99.32, 99.36)
When releasing information to any such appropriate person, the Superintendent or designee shall record information about the threat to the health or safety of the student or any other person that formed the basis for the disclosure and the person(s) to whom the disclosure was made. (Education Code 49076; 34 CFR 99.32)
Unless it would further endanger the health or safety of the student or other persons, the Superintendent or designee shall inform the parent/guardian or adult student within one week of the disclosure that the disclosure was made, of the articulable and significant threat to the health or safety of the student or other individuals that formed the basis for the disclosure, and of the parties to whom the disclosure was made.
2. Accrediting associations (Education Code 49076; 34 CFR 99.31)
3. Under the conditions specified in Education Code 49076 and 34 CFR 99.31, organizations conducting studies on behalf of educational institutions or agencies for the purpose of developing, validating, or administering predictive tests, administering student aid programs, or improving instruction, provided that: (Education Code 49076; 34 CFR 99.31)
 - a. The study is conducted in a manner that does not permit personal identification of parents/guardians and students by individuals other than representatives of the organization who have legitimate interests in the information.
 - b. The information is destroyed when no longer needed for the purposes for which the study is conducted.
 - c. The district enters into a written agreement with the organization that complies with 34 CFR 99.31.
4. Officials and employees of private schools or school systems where the student is enrolled or intends to enroll, subject to the rights of parents/guardians as provided in Education Code 49068 and in compliance with 34 CFR 99.34 (Education Code 49076; 34 CFR 99.31, 99.34)

5. Local health departments operating countywide or regional immunization information and reminder systems and the California Department of Public Health, unless the parent/guardian has requested that no disclosures of this type be made (Health and Safety Code 120440)
6. Contractors and consultants having a legitimate educational interest based on services or functions which have been outsourced to them through a formal written agreement or contract by the district, excluding volunteers or other parties (Education Code 49076)
7. Agencies or organizations in connection with the student's application for or receipt of financial aid, provided that information permitting the personal identification of a student or his/her parents/guardians for these purposes is disclosed only as may be necessary to determine the eligibility of the student for financial aid, determine the amount of financial aid, determine the conditions which will be imposed regarding the financial aid, or enforce the terms or conditions of the financial aid (Education Code 49076; 34 CFR 99.31, 99.36)
8. County elections officials for the purpose of identifying students eligible to register to vote or offering such students an opportunity to register, subject to the provisions of 34 CFR 99.37 and under the condition that any information provided on this basis shall not be used for any other purpose or transferred to any other person or agency (Education Code 49076; 34 CFR 99.31, 99.37)

Persons, agencies, or organizations not afforded access rights by law may be granted access only through written consent of the parent/guardian or adult student, or by judicial order. (Education Code 49075)

Any person, agency, or organization granted access is prohibited from releasing information to another person, agency, or organization without written permission from the parent/guardian or adult student unless specifically allowed by state law or the federal Family Educational Rights and Privacy Act. (Education Code 49076)

De-identification of Records

When authorized by law for any program audit, educational research, or other purposes, the Superintendent or designee may release information from a student record without prior consent of the parent/guardian or adult student after the removal of all personally identifiable information. Prior to releasing such information, the Superintendent or designee shall make a reasonable determination that the student's identity is not personally identifiable, whether through single or multiple releases and taking into account other reasonably available information. (Education Code 49074, 49076; 34 CFR 99.31)

Process for Providing Access to Records

Student records shall be maintained in a central file at the school attended by the student or, when records are maintained in different locations, a notation shall be placed in the central file indicating where other records may be found. Parents/guardians shall be notified of the location of student records if not centrally located. (Education Code 49069; 5 CCR 433)

The custodian of records shall be responsible for the security of student records and shall ensure that access is limited to authorized persons. (5 CCR 433)

The custodian of records shall develop reasonable methods, including physical, technological, and administrative controls, to ensure that school officials and employees obtain access to only those student records in which they have legitimate educational interests. (34 CFR 99.31)

To inspect, review, or obtain copies of student records, authorized persons shall submit a request to the custodian of records. Prior to granting the request, the custodian of records shall authenticate the individual's identity. For any individual granted access based on a legitimate educational interest, the request shall specify the interest involved.

When prior written consent from a parent/guardian is required by law, the parent/guardian shall provide a written, signed, and dated consent before the district discloses the student record. Such consent may be given through electronic means in those cases where it can be authenticated. The district's consent form shall specify the records that may be disclosed, state the purpose of the disclosure, and identify the party or class of parties to whom the disclosure may be made. Upon request by the parent/guardian, the district shall provide him/her a copy of the records disclosed. (34 CFR 99.30)

Within five business days following the date of request, a parent/guardian or other authorized person shall be granted access to inspect, review, and obtain copies of student records during regular school hours. (Education Code 49069)

Qualified certificated personnel shall be available to interpret records when requested. (Education Code 49069)

The custodian of records or the Superintendent or designee shall prevent the alteration, damage, or loss of records during inspection. (5 CCR 435)

Access Log

A log shall be maintained for each student's record which lists all persons, agencies, or organizations requesting or receiving information from the records and the legitimate educational interest of the requester. (Education Code 49064)

In every instance of inspection by persons who do not have assigned educational responsibility, the custodian of records shall make an entry in the

log indicating the record inspected, the name of the person granted access, the reason access was granted, and the time and circumstances of inspection. (5 CCR 435)

The log may include record of access by: (Education Code 49064)

1. Parents/guardians or adult students
2. Students who are 16 years of age or older or who have completed the 10th grade
3. Parties obtaining district-approved directory information
4. Parties who provide written parental consent, in which case the consent notice shall be filed with the record pursuant to Education Code 49075
5. School officials and employees who have a legitimate educational interest

The log shall be accessible only to the parent/guardian, adult student, dependent adult student, student who is age 16 years or older or who has completed the 10th grade, custodian of records, and certain state or federal officials. (Education Code 49064; 5 CCR 432)

Duplication of Student Records

To provide copies of any student record, the district shall charge a reasonable fee not to exceed the actual cost of providing the copies. No charge shall be made for providing up to two transcripts or up to two verifications of various records for any former student. No charge shall be made to locate or retrieve any student record. (Education Code 49065)

Changes to Student Records

Only a parent/guardian having legal custody of a student or an adult student may challenge the content of a record or offer a written response to a record. (Education Code 49061)

No additions except routine updating shall be made to a student's record after high school graduation or permanent departure without prior consent of the parent/guardian or adult student. (5 CCR 437)

A student's legal name or gender as entered on the mandatory student record required pursuant to 5 CCR 432 shall only be changed pursuant to a court order. However, at the written request of a student or, if appropriate, his/her parents/guardians, the district shall use the student's preferred name and pronouns consistent with his/her gender identity on all other district-related documents.

Retention and Destruction of Student Records

All anecdotal information and assessment reports maintained as student records shall be dated and signed by the individual who originated the data. (5 CCR 431)

The following mandatory permanent student records shall be kept indefinitely: (5 CCR 432, 437)

1. Legal name of student
2. Date and place of birth and method of verifying birth date
3. Sex of student
4. Name and address of parent/guardian of minor student
 - a. Address of minor student if different from the above
 - b. Annual verification of parent/guardian's name and address and student's residence
5. Entrance and departure dates of each school year and for any summer session or other extra session
6. Subjects taken during each year, half-year, summer session, or quarter, and marks or credits given
7. Verification of or exemption from required immunizations
8. Date of high school graduation or equivalent

Mandatory interim student records, unless forwarded to another district, shall be maintained subject to destruction during the third school year after the school year in which they originated, following a determination that their usefulness has ceased or the student has left the district. These records include: (Education Code 48918, 51747; 5 CCR 432, 437, 16027)

1. Expulsion orders and the causes therefor
2. A log identifying persons or agencies who request or receive information from the student record
3. Health information, including verification or waiver of the health screening for school entry
4. Information on participation in special education programs, including required tests, case studies, authorizations, and evidence of eligibility for admission or discharge
5. Language training records
6. Progress slips/notices required by Education Code 49066 and 49067
7. Parental restrictions/stipulations regarding access to directory information
8. Parent/guardian or adult student rejoinders to challenged records and to disciplinary action
9. Parent/guardian authorization or denial of student participation in specific programs
10. Results of standardized tests administered within the past three years
11. Written findings resulting from an evaluation conducted after a specified number of missed assignments to determine whether it is in a student's best interest to remain in independent study

Permitted student records may be destroyed six months after the student completes or withdraws from the educational program, including: (5 CCR 432, 437)

1. Objective counselor and/or teacher ratings
2. Standardized test results older than three years
3. Routine disciplinary data
4. Verified reports of relevant behavioral patterns
5. All disciplinary notices
6. Supplementary attendance records

Records shall be destroyed in a way that assures they will not be available to possible public inspection in the process of destruction. (5 CCR 437)

Transfer of Student Records

When a student transfers into this district from any other school district or a private school, the Superintendent or designee shall inform the student's parent/guardian of his/her rights regarding student records, including the right to review, challenge, and receive a copy of student records. (Education Code 49068; 5 CCR 438)

When a student transfers into this district from another district, the Superintendent or designee shall request that the student's previous district provide any records, either maintained by that district in the ordinary course of business or received from a law enforcement agency, regarding acts committed by the transferring student that resulted in his/her suspension or expulsion. (Education Code 48201)

When a student transfers from this district to another school district or to a private school, the Superintendent or designee shall forward a copy of the student's mandatory permanent record within 10 school days of the district's receipt of the request for the student's records. The original record or a copy shall be retained permanently by this district. If the transfer is to another California public school, the student's entire mandatory interim record shall also be forwarded. If the transfer is out of state or to a private school, the mandatory interim record may be forwarded. Permitted student records may be forwarded to any other district or private school. (Education Code 48918, 49068; 5 CCR 438)

Upon receiving a request from a county placing agency to transfer a student in foster care out of a district school, the Superintendent or designee shall transfer the student's records to the next educational placement within two business days. (Education Code 49069.5)

All student records shall be updated before they are transferred. (5 CCR 438)

Student records shall not be withheld from the requesting district because of any charges or fees owed by the student or parent/guardian. (5 CCR 438)

If the district is withholding grades, diploma, or transcripts from the student because of his/her damage or loss of school property, this information shall be sent to the requesting district along with the student's records.

Notification of Parents/Guardians

Upon any student's initial enrollment, and at the beginning of each school year thereafter, the Superintendent or designee shall notify parents/guardians and eligible students, in writing, of their rights related to student records. If 15 percent or more of the students enrolled in the district speak a single primary language other than English, then the district shall provide these notices to that language. Otherwise, the district shall provide these notices in the student's home language insofar as practicable. The district shall effectively notify parents/guardians or eligible students with disabilities. (Education Code 49063, 48985; 34 CFR 99.7)

The notice shall include: (Education Code 49063; 34 CFR 99.7, 99.34)

1. The types of student records kept by the district and the information contained therein
2. The title(s) of the official(s) responsible for maintaining each type of record
3. The location of the log identifying those who request information from the records
4. District criteria for defining school officials and employees and for determining legitimate educational interest
5. District policies for reviewing and expunging student records
6. The right to inspect and review student records and the procedures for doing so
7. The right to challenge and the procedures for challenging the content of a student record that the parent/guardian or student believes to be inaccurate, misleading, or otherwise in violation of the student's privacy rights
8. The cost, if any, charged for duplicating copies of records
9. The categories of information defined as directory information pursuant to Education Code 49073
10. The right to consent to disclosures of personally identifiable information contained in the student's records except when disclosure without consent is authorized by law
11. Availability of the curriculum prospectus developed pursuant to Education Code 49091.14 containing the titles, descriptions, and instructional aims of every course offered by the school
12. Any other rights and requirements set forth in Education Code 49060-49078, and the right of parents/guardians to file a complaint with the U.S. Department of Education concerning an alleged failure by the district to comply with 20 USC 1232g

13. A statement that the district forwards education records to other agencies or institutions that request the records and in which the student seeks or intends to enroll or is already enrolled as long as the disclosure is for purposes related to the student's enrollment

COMPLAINT PROCESS

UNIFORM COMPLAINT PROCEDURES

5 CCR 4622, EC §234.1, EC §32289 & EC §49013
CVUSD Board Policy 1312.3 & CVUSD Administrative Regulation 1312.3

The Governing Board recognizes that the district has the primary responsibility to ensure compliance with applicable state and federal laws and regulations governing educational programs. The Board encourages early resolution of complaints whenever possible. To resolve complaints which may require a more formal process, the Board adopts the uniform system of complaint processes specified in 5 CCR 4600-4670 and the accompanying administrative regulation.

The district's uniform complaint procedures (UCP) shall be used to investigate and resolve the following complaints:

1. Any complaint alleging district violation of applicable state or federal law or regulations governing adult education programs, after school education and safety programs, migrant education, career technical and technical education and training programs, child care and development programs, child nutrition programs, special education programs, consolidated categorical aid programs, and any other district-implemented program which is listed in Education Code 64000(a) (5 CCR 4610).
2. Any complaint alleging the occurrence of unlawful discrimination (such as discriminatory harassment, intimidation, or bullying) against any student, employee, or other person participating in district programs and activities, including, but not limited to, those programs or activities funded directly by or that receive or benefit from any state financial assistance, based on the person's actual or perceived characteristics of race or ethnicity, color, ancestry, nationality, national origin, ethnic group identification, age, religion, marital, pregnancy, or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, or genetic information, or any other characteristic identified in Education Code 200 or 220, Government Code 11135, or Penal Code 422.55, or based on his/her association with a person or group with one or more of these actual or perceived characteristics (5 CCR 4610).
3. Any complaint alleging district noncompliance with the requirement to provide reasonable accommodation to a lactating student on school campus to express breast milk, breastfeed an infant child, or address other breastfeeding-related needs of the student (Education Code 222)
4. Any complaint alleging district noncompliance with the prohibition against requiring students to pay fees, deposits, or other charges for participation in educational activities (5 CCR 4610)
5. Any complaint alleging district noncompliance with legal requirements related to the implementation of the local control and accountability plan (Education Code 52075)
6. Any complaint, by or on behalf of any student who is a foster youth, alleging district noncompliance with any legal requirement applicable to the student regarding placement decisions, the responsibilities of the district's educational liaison to the student, the award of credit for coursework satisfactorily completed in another school or district, school transfer, or the grant of an exemption from Board-imposed graduation requirements (Education Code 48853, 58853.5, 49069.5, 51225.1, 51225.2)
7. Any complaint, by or on behalf of a homeless student as defined in 42 USC 11434a, alleging district noncompliance with any requirement applicable to the student regarding the award of credit for coursework satisfactorily completed in another school or district or the grant of an exemption from Board-imposed graduation requirements (Education Code 51225.1, 51225.2)
8. Any complaint alleging district noncompliance with the requirements of Education Code 51228.1 and 51228.2 that prohibit the assignment of a student to a course without educational content for more than one week in any semester or to a course the student has previously satisfactorily completed, without meeting specified conditions (Education Code 51228.3)
9. Any complaint alleging district noncompliance with the physical education instructional minutes requirement for students in elementary school (Education Code 51210, 51223)
10. Any complaint alleging retaliation against a complainant or other participant in the complaint process or anyone who has acted to uncover or report a violation subject to this policy.

The Board recognizes that alternative dispute resolution (ADR) can, depending on the nature of the allegations, offer a process to reach a resolution to the complaint that is acceptable to all parties. ADR such as mediation may be offered to resolve complaints that involve more than one student and no adult. However, mediation shall not be offered or used to resolve any complaint involving sexual assault or where there is a reasonable

risk that a party to the mediation would feel compelled to participate. The Superintendent or designee shall ensure that the use of ADR is consistent with state and federal laws and regulations.

The district shall protect all complainants from retaliation. In investigating complaints, the confidentiality of the parties involved shall be protected as required by law. As appropriate for any complaint alleging retaliation or unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), the Superintendent or designee shall keep confidential the identity of the complainant and/or the subject of the complaint if he/she is different from the complainant, as long as the integrity of the complaint process is maintained.

When an allegation that is not subject to the UCP is included in a UCP complaint, the district shall refer the non-UCP allegation to the appropriate staff or agency and shall investigate and, if appropriate, resolve the UCP-related allegation(s) through the district's UCP.

The Superintendent or designee shall provide training to district staff to ensure awareness and knowledge of current law and related requirements, including the steps and timelines specified in this policy and the accompanying administrative regulation.

The Superintendent or designee shall maintain records of all UCP complaints and the investigations of those complaints in accordance with applicable state law and district policy.

Non-UCP Complaints

The following complaints shall not be subject to the district's UCP but shall be referred to the specified agency: (5 CCR 4611)

1. Any complaint alleging child abuse or neglect shall be referred to the County Department of Social Services, the County Protective Services Division, and the appropriate law enforcement agency.
2. Any complaint alleging health and safety violations by a child development program shall, for licensed facilities, be referred to Department of Social Services and shall, for licensing-exempt facilities, be referred to the appropriate Child Development regional administrator.
3. Any complaint alleging employment discrimination shall be sent to the California Department of Fair Employment and Housing and the compliance officer shall notify the complainant by first class mail of the transfer.
4. Any complaint alleging fraud shall be referred to the California Department of Education.

In addition, the district's Williams Uniform Complaint Procedures, AR 1312.4, shall be used to investigate and resolve any complaint related to sufficiency of textbooks or instructional materials, emergency or urgent facilities conditions that pose a threat to the health or safety of students or staff, or teacher vacancies and misassignments. (Education Code 35186)

For more information on the UCP procedures or to inquire about the complaint process, please contact the Deputy Superintendent at (805) 497-9511.

WILLIAMS LAWSUIT SETTLEMENT COMPLIANCE

EC §35186, CVUSD Administrative Regulation 1312.4

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 misassignments. If a school is found to have deficiencies in these areas, and the school does not take corrective action, then a Williams Uniform Complaint Form may be obtained at the school site and on the district's website <http://conejousd.org>. The individual responsible for processing complaints at the school district level is the Deputy Superintendent, who may be contacted at (805) 497-9511 Ext. 239. Parents, guardians, pupils, 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.

STUDENT ACCEPTABLE USE OF TECHNOLOGY POLICY

EC 48980(h), 51870.5 & CVUSD Board Policy 6163.4

Electronic Communication Acceptable Use

Electronic communication provides access to vast and diverse resources. Through Local Area Networks (LANs), Wide Area Networks (WAN), and the Internet, staff and students have access to individuals, groups, data, and materials from all over the world. Appropriate access to these resources is consistent with the District's goal of promoting educational excellence. It is understood that much of the material available through electronic communication has no direct educational value for students, and some of the material available is not suitable at all for students. It is also understood that the District cannot control the content of the materials on a global network, nor can it fully protect students who misuse District resources to electronically access materials.

- a. Access to a District LAN, WAN, or the Internet is a privilege, not a right.
- b. To assure the appropriate use of District resources for electronic

communication, the following requirements shall apply to all District staff and students.

1. All use must be in support of the educational mission, goals, objectives, and/or curriculum grade level content standards adopted by the Board of Education.
 2. All use must be consistent with the rules of any network being accessed.
 3. Unauthorized use of copyrighted materials is prohibited.
 4. Distribution of material protected by trade secret is prohibited.
 5. Threatening or obscene material is prohibited.
 6. Use for commercial activities is prohibited.
 7. Use for product advertisement or political lobbying is prohibited.
- c. All staff and students using the District LAN, WAN, or Internet access shall sign an Acceptable Use Agreement acknowledging their agreement to abide by this Policy and any related regulations.
- d. Violations of this policy will result in appropriate disciplinary action, which may include loss of access, the full range of disciplinary consequences allowed by the Education Code, and criminal prosecution.

Electronic Signaling Devices

EC 48901.5 & CVUSD Board Policy 5131

The Board of education acknowledges that there are legitimate reasons for students to possess and use electronic devices such as cellular phones, and pagers while going to and from school, and before and after school related activities. However, electronic devices will not be permitted to disrupt instruction, instructional programs, and/or school related activities nor to use a device to infringe upon the privacy rights of others. Therefore,

- a. Electronic devices shall be turned off in class, except when being used for a valid instructional or other school-related purpose as determined by the teacher or other district employee, and any any other time directed by a district employee.
- b. Any device with camera, video, or voice recording function shall not be used in any manner which infringes on the privacy rights of any other person.
- c. No student shall be prohibited from possessing or using an electronic device that is determined by a licensed physician or surgeon to be essential for the student's health and the use of which is limited to purposes related to the student's health. (EC 48901.5)
- d. The District assumes no responsibility for the protection, loss, or damage to any electronic device.

Internet Safety and Cyber-bullying

A national concern is the inappropriate use of the internet by students.

"Cyber-bullying" is one of those misuses which includes the transmission of communications by posting of harassing messages, direct threats, social cruelty, or other harmful texts, sounds, or images on the Internet, social networking sites, or other digital technologies using a telephone, computer, or any wireless communication device. It also includes breaking into another person's electronic account and assuming that person's identity in order to damage that person's reputation or friendships.

While the district has and will continue to ensure the safety of each student and continue to monitor student use of technology in school and at school sponsored events, it is apparent that there is an ongoing development of more sophisticated means of accessing the Internet. Across the nation, there has been an increase in negative student behavior in the use of home computers to post messages to popular "chat room" or "message exchange" websites. These websites allow students to chat with others and to post statements that ordinarily would not be said in a face-to-face conversation, otherwise referred to as "cyber-bullying". Unfortunately, some of these websites are being used by child predators, "cyber-bullies", and con artists with the intent of harming others. In some cases, adults pose as youths and gain access to student chat rooms. Some of these contacts have led to tragedy as some students post personal information, such as addresses and telephone numbers that predators can use to locate students. Some students (mostly between the ages of 9 and 14()) use the anonymity of the websites to participate in online bullying to threaten harm to other students without witnessing the consequences. Students who are bullied online sometimes do not report these incidences for fear of being harmed further or being restricted from using the internet. Therefore, it is recommended that you:

1. Discuss the potential danger of the Internet with your son or daughter.
2. Ask if they have an account with any website. If they are using such a site with your permission, review your child's profile to ensure that no personal and identifiable information has been posted.
3. Establish rules and guidelines to ensure your child's safety on the Internet. Examples of websites that provide helpful guidelines include: www.safekids.com, www.netismartz.org, www.connectsafely.org, and www.cyberbullying.us.

Student Responsible Use Agreement for Using Technology in School

After reviewing the presented guidelines and expectations for the Acceptable Use Policy (AUP) available at www.conejousd.org or in print by request, students and parents acknowledge the following by signing this agreement. As a CVUSD student, I understand that:

1. My use of the school network and email is a privilege, not a right.
2. My school and district's network and email accounts are owned by the CVUSD and are not private. CVUSD has the right to access my information at any time.
3. I am responsible for my computer account and email account.
4. I will not allow others to use my account name and password or try to use that of others.
5. I am responsible for my language and conduct.
6. I am responsible for following school rules and the guidelines within this document whenever I publish anything online.
7. I am responsible for protecting school property, including the security of the CVUSD's network.
8. I will use technology in a manner that complies with laws of the United States and the State of California, including copyright laws.
9. I understand that I am to notify an adult immediately if I encounter material that violates appropriate use.
10. I understand that my school may, at any time, sequester any school or district-owned device in my possession.
11. CVUSD Administrators, local teachers, and law enforcement will deem that conduct is inappropriate use if such conduct is not specified in this agreement.