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,

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

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. 238 for a copy of the prospectus.

CAL GRANT PROGRAMS

EC §93432.9 & 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 for your GPA submitted to CASC, please contact the school principal to complete the “opt out” form by no later than October 15th, 2019 for 12th grade and January 2, 2019 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, the student may opt himself/herself out, and can opt in if the parent/guardian had previously decided to opt out the student.

Conejo Valley Unified School District Graduation Requirements

<table>
<thead>
<tr>
<th>Courses</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Social Studies</td>
<td>30</td>
</tr>
<tr>
<td>United States History/Geography (10 units)</td>
<td></td>
</tr>
<tr>
<td>World History/Geography (10 units)</td>
<td></td>
</tr>
<tr>
<td>United States Government &amp; Politics/Economics (10 units)</td>
<td></td>
</tr>
<tr>
<td>English (four courses)</td>
<td>40</td>
</tr>
<tr>
<td>English 9, English 10, English 11 &amp; English 12</td>
<td></td>
</tr>
<tr>
<td>Mathematics (three courses)</td>
<td>30</td>
</tr>
<tr>
<td>Science</td>
<td>20</td>
</tr>
<tr>
<td>Biological Sciences (10 units)</td>
<td></td>
</tr>
<tr>
<td>Physical Sciences (10 units)</td>
<td></td>
</tr>
<tr>
<td>Visual or Performing Arts OR Foreign Language OR Career Technical Education</td>
<td>10</td>
</tr>
<tr>
<td>Health (one semester)</td>
<td>5</td>
</tr>
<tr>
<td>Elective Courses</td>
<td>75</td>
</tr>
<tr>
<td>Physical Education</td>
<td>20</td>
</tr>
<tr>
<td>Total Credits needed to Graduate</td>
<td>230</td>
</tr>
</tbody>
</table>

University of California Admission Requirements For Freshman Entry

<table>
<thead>
<tr>
<th>Courses</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>(a) Social Science</td>
<td>20</td>
</tr>
<tr>
<td>US History (10 units) or American Govt. (5 units) &amp; American History (5 units)</td>
<td></td>
</tr>
<tr>
<td>World History (10 units)</td>
<td></td>
</tr>
<tr>
<td>(b) English (college prep or higher)</td>
<td>40</td>
</tr>
<tr>
<td>(c) Mathematics (must include Algebra I, Geometry, Algebra II or higher) (4 years recommended)</td>
<td>30</td>
</tr>
<tr>
<td>(d) Laboratory Science</td>
<td>20</td>
</tr>
<tr>
<td>Biological Science (10 units)</td>
<td></td>
</tr>
<tr>
<td>Physical Science (10 units)</td>
<td></td>
</tr>
<tr>
<td>(e) Foreign Language (units must be in same language) (3 years recommended)</td>
<td>20</td>
</tr>
<tr>
<td>(f) Visual/Performing Arts (dance, drama or theater, music, or visual art)</td>
<td>10</td>
</tr>
<tr>
<td>(g) College Prep Elective (chosen from UC “a-f” list)</td>
<td>10</td>
</tr>
</tbody>
</table>

California State University Admission Requirements For Freshman Entry

<table>
<thead>
<tr>
<th>Courses</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>(a) Social Science</td>
<td>20</td>
</tr>
<tr>
<td>US History (10 units) or American Govt. (5 units) &amp; American History (5 units)</td>
<td></td>
</tr>
<tr>
<td>World History (10 units)</td>
<td></td>
</tr>
<tr>
<td>(b) English (college prep or higher)</td>
<td>40</td>
</tr>
<tr>
<td>(c) Mathematics (must include Algebra I, Geometry, Algebra II or higher) (4 years recommended)</td>
<td>30</td>
</tr>
<tr>
<td>(d) Laboratory Science</td>
<td>20</td>
</tr>
<tr>
<td>Biological Science (10 units)</td>
<td></td>
</tr>
<tr>
<td>Physical Science (10 units)</td>
<td></td>
</tr>
<tr>
<td>(e) Foreign Language (units must be in same language) (3 years recommended)</td>
<td>20</td>
</tr>
<tr>
<td>(f) Visual/Performing Arts (dance, drama or theater, music, or visual art)</td>
<td>10</td>
</tr>
<tr>
<td>(g) College Prep Elective (chosen from UC “a-f” list)</td>
<td>10</td>
</tr>
</tbody>
</table>

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 abilities 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 EXIT EXAMINATION

EC §48980(g) & EC §60850

The California High School Exit Exam (CAHSEE) has been suspended for any pupils completing grade 12 through the 2017-18 school years. All schools, including state special schools, are to grant a diploma of graduation from high school to any pupil who completed grade 12 in the 2003-04 school year or a subsequent school year and has met all applicable graduation requirements other than the passage of the high school exit examination.

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](http://www.cccco.edu)
- [www.assist.org](http://www.assist.org)
- [www.californiaicolleges.edu](http://www.californiaicolleges.edu)
- [www.universityofcalifornia.edu/admissions](http://www.universityofcalifornia.edu/admissions)
- [www.ucop.edu/doorway/](http://www.ucop.edu/doorway/)
- [www.csumentor.edu](http://www.csumentor.edu)
- [www.cde.ca.gov/cigs/hs/hsgtrtable.asp](http://www.cde.ca.gov/cigs/hs/hsgtrtable.asp)
- [www.calstate.edu/admission](http://www.calstate.edu/admission)

The California Department of Education defines “career technical education” as a program of study that involves a multyear sequence of courses that integrates core academic knowledge with technical and occupational 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/cirt](http://www.cde.ca.gov/cirt). 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 credits in English, 20 credits in Social Science, 40 credits in English, 30 credits in Mathematics, 20 credits in Science, 10 credits in Visual or Performing Arts/Foreign Language/Career Technical Education, 5 credits in Health, 20 credits of Physical Education, and 75 credits in Electives.

**Grades 9-12**

1. **Assessments on pupil health behaviors and risk factors:** The Conejo Valley Unified School District will provide instruction in comprehensive sexual health and HIV/AIDS prevention education, including information regarding 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 protected at the public high school.

2. **Coursework and Graduation Requirements—Children of Military Families:** If you are a military family, your child may qualify to be exempted from local graduation coursework requirements that are beyond the California state requirements. Please make an appointment with the school counselor to review your child’s options for graduation. All coursework that was completed at another school outside of the Conejo Valley Unified School District will be issued full or partial credit. You may contact the school counselor or the District’s Assistant Superintendent of Instructional Services Department at (805) 497-9511 Ext. 238.

3. **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, EC §51930-51939, 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 & 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. 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 Learners Services Department at (805) 497-9511 Ext. 650.

**English Learner Program**

District programs regarding designation of students as English Learners or Fluent English Proficient include home language survey, language assessments, notice of assessment results, and opportunity for reassessment. Program placement takes place with written parent notification for parent consultation and procedures for granting waivers for alternative programs. For more information, contact the District’s Assistant Superintendent of Instructional Services at (805) 497-9511 Ext. 238.

**English Immersion Program (Language Acquisition Program)**

Parents and guardians of children placed in a structured English immersion program must be notified of such placement and be provided an opportunity to apply for a parental exception waiver. In order to obtain a parent exception waiver or for more details regarding this program, please contact the school principal. (EC §310, CCR Title 5 §11309)

**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 Coordinator, Child Welfare, Attendance, and Safety at (805) 497-9511 Ext. 234.

**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 §48909, 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 child.

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 Coordinator, Child Welfare, Attendance, and Safety at (805) 497-9511 Ext. 234.

**Migrant Education**

EC §54444.2 & CVUSD Administrative Regulation 6171

The Migrant Education Program is federally funded under Title I 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 programs through a parent advisory council. Contact the Coordinator, Child Welfare, Attendance, and Safety at (805) 497-9511 Ext. 234.
SPECIAL EDUCATION

EC §56301, EC §56306, EC §56329, EC §56380, EC §56506, EC §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 their designee. Further, the parent(s) 1) may expect his/her right to have children with disabilities educated in the least restrictive environment (LRE) to qualified pupils 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, Erika Johnson, who can be reached at (805) 622-6900 Ext. 158.

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 of employment or in its programs or activities. Questions or complaints regarding the existence and location of services, activities, and facilities should be addressed to:

Shauna Ashmore, Section 504 Compliance Officer
1400 E. Janss Road
Thousand 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 receive special education services if he/she is found to be eligible under Section 504 of the Rehabilitation Act;
6. Have your child receive an individualized evaluation and receive specialized education services if he/she 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 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 the records 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. Have 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 Shauna Ashmore, 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 Shauna Ashmore. She is responsible for assuring that the District complies with Section 504 and may be reached at (805) 497-9511 or at sashmore@coneusd.org.

ATTENDANCE

EXCUSED ABSENCES

EC §48204, 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 required 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 coneusd.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 a funeral service 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 as a mother, 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 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 §48010.1, 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 school day. The permission 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.

**ATTENDANCE OPTIONS**

EC §48390(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. Parents may enroll their student in a different school within the district through the District School of Choice process. The Superintendent or designee may assign a trained district employee to conduct an investigation to determine that the student meets the district residency requirements for school attendance in the school district, if the parent/guardian has provided false or unreliable evidence of residency, he/she may be given priority for interdistrict attendance under any existing interdistrict attendance agreement or, in the absence of an agreement, shall be given consideration for the creation of a new permit.

Parents or 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 that the Superintendent grant the transfer of their child to a different school district for any of the following reasons:

1. To meet the child care needs of the student
2. To meet the student’s special mental or physical health needs as certified by a physician, school psychologist, or other appropriate school personnel
3. When the student has a sibling attending school in the receiving district, to avoid splitting the family’s attendance
4. To allow the student to attend school in the same school year when his/her parents/guardians have moved out of the district during that year
5. To allow the student to remain with a class graduating that year from an elementary, middle, or senior high school
6. To allow a high school senior to attend the same school he/she attended as a junior, even if his/her family moved out of the district during the junior year
7. When the parent/guardian provides written evidence that the family will be moving into the district in the immediate future and would like the student to start the year in the district
8. When the student will be living out of the district for one year or less
9. Where recommended by the student attendance review board or by county child welfare, probation, or social service agency staff in documented cases of serious home or community problems which make it inadvisable for the student to attend the school of residence
10. When there is valid interest in a particular educational program not offered in the district of residence
11. To provide a change in school environment for reasons of personal and social adjustment
12. When the student has been determined by staff of either the district of residence or district of proposed attendance to be a victim of an act of bullying as defined in Education Code 48900(i)

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) 497-3611 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.

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. 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 5183

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 prescribing 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 students 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 may be 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.

ERIC PAREDES SUDDEN CARDIAC ARREST PREVENTION ACT
SB 1375

The senate bill requires a pupil in any public school, including a charter school, or private school that elects to conduct athletic activities, and the pupil’s parent or guardian, to sign and return an acknowledgement of receipt of an information sheet on sudden cardiac arrest symptoms and warning signs each school year before the pupil participates in an athletic activity.

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 immunization 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 documentation of full immunization, in accordance with the age/grade and dose requirements do not show 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 requirements by the California Department of Public Health (CDPH), against the following diseases:

- Measles, mumps, and rubella (MMR)
- Diphtheria, tetanus, and pertussis (DT, 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/gk-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 §104405 & 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, pipes, 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 leading cause of death among youth. When school personnel who regularly interact with students are often in a position to recognize the warning signs of suicide and to offer appropriate referral and/or assistance. To attempt to reduce suicidal behavior and its impact on students and families, the Superintendent or designee shall develop measures and strategies for suicide prevention, intervention, and “postvention” defined as “counseling and other social care given after the experience of a traumatic event, especially to those directly affected by a suicide.”

In developing measures and strategies for use by the district, the Superintendent or designee may consult with school health professionals, school counselors, school psychologists, school social workers, administrators, other staff, parents/guardians, students, local health agencies, mental health professionals, and community organizations.

Such measures and strategies shall include, but are not limited to:
1. Staff development on suicide awareness and prevention for teachers, school counselors, administrators including principals, and other district employees who interact with students in all grades
2. Instruction to students in problem-solving and coping skills to promote students’ mental, emotional, and social health and well-being, as well as instruction in recognizing and appropriately responding to warning signs of suicidal intent in others
3. Methods for promoting a positive school climate that enhances students’ feelings of connectedness with the school and that is characterized by caring staff and harmonious interrelationships among students
4. The provision of information to parents/guardians regarding risk factors and warning signs of suicide, the severity of the youth suicide problem, the district’s suicide prevention curriculum, basic steps for helping suicidal youth, and/or school and community resources that can help youth in crisis
5. Encouragement for students to notify appropriate school personnel or other adults when they are experiencing thoughts of suicide or when they suspect or have knowledge of another student’s suicidal intentions
6. Crisis intervention procedures for addressing suicide threats or attempts
7. Counseling and other postvention strategies for helping students, staff, and others cope in the aftermath of a student’s suicide

Prevention and Instruction

Suicide prevention strategies may include, but be not 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

Whensoever a staff member suspects or has knowledge of a student’s suicidal intent or he/she shall promptly notify the principal or the principal’s designee. 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 §3626.9 & 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, EC §48860.3 & 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 in 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 2016/19 listed below.

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: gifusco@coneujusd.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 via email: gifusco@coneujusd.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 available options and a determination that these options are unacceptable or are ineffective, 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-Supervisors 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

<table>
<thead>
<tr>
<th>Chemical</th>
<th>Active Ingredient</th>
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<tr>
<td>Talstar PL</td>
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<tr>
<td>Talstar CS</td>
<td>bifenthrin</td>
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<td>Perculex</td>
<td>butoxyethyl ester</td>
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<td>Roundup Promax</td>
<td>glyphosate (n-ethylhexyl ester, Mecoprop)</td>
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<td>Confront</td>
<td>cyhalothrin</td>
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<td>Delta Dust</td>
<td>deltamethrin</td>
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<td>Essentria IC3</td>
<td>rosemary oil 10%, geranool 5%, peppermint oil 2%</td>
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<td>665 Plus XLO</td>
<td>pyrethrins, piperonyl butoxide, technical, n-octyl bicycloheptene dicarboximide</td>
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<td>Border</td>
<td>lambda-cyhalothrin, technical, lambda-cyhalothrin-11α(S*), 3α(Z)-2, cyano-(3-phenoxymethyl)phenyl-3,3,3-trifluorotri-1-propenyl-2,2-dimethylyclopropane carbonate</td>
</tr>
<tr>
<td>Phantom</td>
<td>chlorfenapyr: 4-bromo-2-(4-chlorophenyl)-1-(ethoxymethyl)5-(trifluoromethyl)-1H-pyrrole-3-carboxitole</td>
</tr>
<tr>
<td>VectoLex CG</td>
<td>baecculus spaeicus</td>
</tr>
<tr>
<td>Cyzmic CS</td>
<td>lambda-cyhalothrin</td>
</tr>
<tr>
<td>Masterline Bifenthrin 7.9</td>
<td>bifenthrin</td>
</tr>
<tr>
<td>Tandem</td>
<td>lambda-cyhalothrin, thiamethoxam</td>
</tr>
<tr>
<td>Temprid</td>
<td>imidacloprid, 1-[6-(chloro-3-pyridinyl) methyl] 2,2-dichloroethoxyethyl-2,2-dimethylyclopropane carbonate</td>
</tr>
<tr>
<td>Advion Art Gel</td>
<td>indoxacarb: 7-chloro-2,5-dihydro-2-[(methoxymethoxy)phenyl]amino] carbonyl[jindolen[1,2-3] [1,3,4-oxadiazole-4a-(3H)carboxylys-0.05%</td>
</tr>
<tr>
<td>Advion Cookroach Gel Bait</td>
<td>indoxacarb: (S)-methyl 7-chloro-2,5-dihydro-2-[(methoxymethoxy)phenyl]amino] carbonyl[jindolen[1,2-3] [1,3,4-oxadiazole-4a-(3H)carboxylys-0.6%</td>
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| Advion Insect Granule | indoxacarb: (S)-methyl 7-chloro-2,5-dihydro-2-[(methoxymethoxy)phenyl]amino] carbonyl[jindolen[1,2-3] [1,3,4-oxadiazole-4a-(3H)carboxylys-0.22%
| Megatrol SFR       | permethrin        |

HERBICIDES

<table>
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<tr>
<th>Chemical</th>
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<tbody>
<tr>
<td>Ronstar G</td>
<td>oxadiazon [2-tert-butyl-r-(2,4-dichloro-5-isopropoxyphenyl)-α, α, 3, 4-oxadiazalin-5-one]</td>
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<tr>
<td>Turfon</td>
<td>triclopyr, 3,5,6-trichloro-2-&lt;i&gt;o&lt;/i&gt;-&lt;i&gt;o&lt;/i&gt;-acetic acid, butoxyethyl ester</td>
</tr>
<tr>
<td>Roundup Power</td>
<td>glyphosate n-phosphonomethyl glycin</td>
</tr>
<tr>
<td>Aquamaster (only used at NPHS ditch)</td>
<td>glyphosate n-phosphonomethyl glycin</td>
</tr>
<tr>
<td>Fuscilade II</td>
<td>fluazifop-P-butyl, Butyl 6-2-[4s-(trifluoromethylyl)-2-pyrdinyl]oxyphenoxylpropanolate</td>
</tr>
<tr>
<td>Tahoe 4E</td>
<td>triclopyr, 3,5,6-trichloro-2-pyridinoloxycetic acid</td>
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<tr>
<td>Aquamaster XLR</td>
<td>dimethylamine, 2,5-dichloro-8-quinolinecarboxylic acid 18.92%</td>
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<tr>
<td>Reward</td>
<td>diquat dibromide [6,7-dihydrodipropyridol1,2-2,1-α-&lt;i&gt;c&lt;/i&gt; pyrazinedibromide] 37.3%</td>
</tr>
<tr>
<td>Certain</td>
<td>sulfosulfonate 75%</td>
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<tr>
<td>SpeedZone Southern</td>
<td>2,4-D, 2-ethoxyethyl ester, Mecoprop-p-acid, Dicamba acid, Cefranitrazon-ethyl</td>
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<tr>
<td>Finale</td>
<td>sulfosulfonate-ammonium</td>
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<tr>
<td>Pathfinder II</td>
<td>triclopyr, 3,5,6-trichloro-2-pyridinoloxycetic acid, butoxyethyl ester</td>
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**DRESS CODE**

<table>
<thead>
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<tbody>
<tr>
<td>Bifenazate</td>
<td>Dinotefuran (CAS 9789-45-8)</td>
</tr>
<tr>
<td>Dimeban SC</td>
<td>Isoxaben [2-[(1-methylpropyl)-5-isoxazolyl]-2,6-dimethoxybenzamide &amp; isomers]</td>
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**PLANT GROWTH REGULATOR**

<table>
<thead>
<tr>
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<th>Active Ingredient</th>
</tr>
</thead>
<tbody>
<tr>
<td>ATRIMMEC</td>
<td>Dikegulac-sodium (Sodium salt of 2,3,4,6-tetrahydroxybenzoic acid)</td>
</tr>
</tbody>
</table>

**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, 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.

**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 expression, gender identity, national origin, 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 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](http://www.conejousd.org).

**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 locker for other than school-related purposes is prohibited.
PARENTS’ INFORMATION

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, 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, EC §8483 & EC §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 a fee 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 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 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 playbook 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.
Director 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 pupil, or eligible pupil guardian, has provided written consent that directory information may be released.
Disclosure of Student Information for Marketing Purposes
20 USC 1232h
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 §55151. 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 a parent, or eligible pupil guardian, has provided written consent that 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 from the parent or guardian is not released regarding a pupil identified as a homeless child or youth shall not be released.

Requirements
EC §221.9
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.

EMPLOYEE CODE OF CONDUCT
CVUSD Board Policies 4119.21, 4219.21 & 4319.21
The Governing Board expects district employees to maintain the highest ethical standards, behave professionally, follow district policies and regulations, abide by state and federal laws, and exercise good judgment when interacting with students and other members of the school community. Employees shall engage in conduct that enhances the integrity of the district, advances the goals of the district’s educational programs, and contributes to a positive school climate.

The Board encourages district employees to accept as guiding principles the professional standards and codes of ethics adopted by educational or professional associations to which they may belong. Each employee is expected to acquire the knowledge and skills necessary to fulfill his/her responsibilities and to contribute to the learning and achievement of district students.
Inappropriate Conduct
Inappropriate employee conduct includes, but is not limited to:
1. Engaging in any conduct that endangers students, staff, or others, including, but not limited to, physical violence, threats of violence, or possession of a firearm or other weapon
2. Engaging in harassing or discriminatory behavior towards students, parents/guardians, staff, or community members, or failing or refusing to intervene when an act of discrimination, harassment, intimidation, or bullying against a student is observed
3. Physically abusing, sexually abusing, neglecting, or otherwise willfully harming or injuring a child
4. Engaging in inappropriate socialization or fraternization with a student or soliciting, encouraging, or maintaining an inappropriate written, verbal, or physical relationship with a student
5. Possessing or viewing child pornography or other imagery portraying children in a sexualized manner at any time
6. Using profane, obscene, or abusive language towards students, parents/guardians, staff, or community members
7. Willfully disrupting district or school operations by loud or unreasonable noise or other action
8. Using tobacco, alcohol, or an illegal or unauthorized substance, or possessing or distributing any controlled substance, while in the workplace, on district property, or at a school-sponsored activity
9. Being dishonest with students, parents/guardians, staff, or members of the public, including, but not limited to, falsifying information in employment records or other school records
10. Divulging confidential information about students, district employees, or district operations to persons or entities not authorized to receive the information
11. Using district equipment or other district resources for the employee’s own commercial purposes or for political activities
12. Using district equipment or communications devices for personal purposes while on duty, except in an emergency, during scheduled work breaks, or for personal necessity
Employees shall be notified that computer files and all electronic communications, including, but not limited to, email and voice mail, are not private. To ensure proper use, the Superintendent or designee may monitor employee usage of district technological resources at any time without the employee’s consent.

13. Causing damage or interfering with the theft of property belonging to students, staff, or the district

14. Wearing inappropriate attire

Reports of Misconduct
An employee who observes or has evidence of another employee’s inappropriate conduct shall immediately report such conduct to the principal or Superintendent or designee. An employee who has knowledge of or suspects child abuse or neglect shall file a report pursuant to the district’s child abuse reporting procedures as detailed in AR 5141.4 - Child Abuse Prevention and Reporting.

Any reports of employee misconduct shall be promptly investigated. Any employee who is found to have engaged in inappropriate conduct in violation of law or Board policy shall be subject to disciplinary action and, in the case of a certified employee, may be subject to a report to the Commission on Teacher Credentialing. The Superintendent or designee shall notify local law enforcement as appropriate.

An employee who has knowledge of but fails to report inappropriate employee conduct may also be subject to discipline. The district prohibits retaliation against anyone who files a complaint against an employee or reports an employee’s inappropriate conduct. Any employee who retaliates against any such complainant, reporter, or other participant in the district’s complaint process shall be subject to discipline.

Notifications
The section(s) of the district’s employee code of conduct addressing interactions with students shall be provided to parents/guardians at the beginning of each school year and shall be posted on school and/or district web sites. (Education Code 44050)

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 2018-19, available on the District’s website (http://conejoisd.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 distance learning 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 §100.9, CVUSD Board Policy 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, gender identity, 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 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 or more 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, retaliation, 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, gender identity, 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 (805) 497-9511 or via email at lichtl@conejoisd.org.

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; 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 will 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.

Lou Lichtl, Assistant Superintendent
1400 E. Janss Road
Thousand Oaks, CA 91362
(805) 497-9511
lichtl@conejoisd.org
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 allocated 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 property 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:

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.

1) To be given any required written notification, under any applicable law, in English and the pupil’s home language pursuant to Section 48985.
2) To participate in school and district advisory bodies in accordance with federal and state laws and regulations.
3) To support their child’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.
4) 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 §49904
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.

PUPIL MEALS – CHILD HUNGER PREVENTION AND FAIR TREATMENT ACT OF 2017
EC §49557.5
The Conejo Valley Unified School District has a Meal Charge Policy about how students who pay the full or reduced cost of a school meal are impacted by not having enough cash on hand or in their account to purchase a meal. The meal charge policy may be viewed at www.conejousd.org.

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 attending 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 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)

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 with the district, whether routine or as a result of special circumstances, require him/her to 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.

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 49069.3; 34 CFR 99.31).

4. Members of a school discipline review panel, or other similarly designated persons, to the extent that: (Education Code 49076; 34 CFR 99.31)

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).

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 not entitled to receive services to a referred student (Education Code 49076).

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 99.31, 99.33).

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).

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 regard to declaring the minor student to be a truancy court or involving a violation of a condition of probation, subject to evidentiary rules specified in Welfare and Institutions Code 701 (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 861 (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 49076; 34 CFR 99.31).

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).

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 indicate 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 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 official representing the 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 7566).

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 representation of the student and the 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).


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.


4. Individuals 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 49076 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 is not released; for these purposes disclosure is permitted 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, 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. (5 CCR 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 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 personnel in the identification code 49076
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; 34 CFR 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 student 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, 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 439)

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, as filed with the record personnel in the identification code 49076 through the log.

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 a student record. 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. Permissioned student records may be forwarded to any other district or private school. (Education Code 48918, 49066; 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 49089.5)

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 in 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, 49885; 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 office, if any, for charging fees for duplication 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 §§238289 & 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 or by that receive or benefit from any state financial assistance, based on the person's actual or perceived characteristics of ancestry, color, ancestry, nationality, national origin, ethnic group identification, real or perceived immigration status, 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 district, school transfer or district noncompliance with 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 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, 51225)
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
11. Any complaint, by or on behalf of a former juvenile court student who transfers into the district after his/her second year of high school, alleging district noncompliance with any requirement applicable to the student regarding the award of credit for coursework satisfactorily completed in the juvenile court school or the grant of an exemption from Board-imposed graduation requirements (Education Code 51210, 51225.2)
12. Any other complaint as specified in a district 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 maintain 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 Assistant Superintendent at (805) 497-9511 ext. 238.

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
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.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-
defined 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.

CALIFORNIA EDUCATION CODES

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 40991.10)
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 curricular 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 40991.10)
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 40991.14)
The school may charge an amount not to exceed the cost of duplication.
(Edueation Code 40991.14)
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)

Grounds for 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, 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.

(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, pouches, and betel.

(i) 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.

(j) 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.

(k) 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.

(l) 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) “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. 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
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, principal, or any other available 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. Additionally, in school districts with suspension and/or expulsion policies, any separate rule violation involving an alleged victim or any other person reporting a sexual harassment incident shall include:

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
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**SEXUAL HARASSMENT POLICY**

EC §48900(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 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 of 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.
**HARASSMENT, THREATS OR INTIMIDATION**

EC §48900.4

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

**LIMITATIONS ON IMPOSING SUSPENSION**

EC §48900.5

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

**TERRORISTIC THREATS**

EC §48900.7

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

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

**CIRCUMSTANCES FOR RECOMMENDING EXPULSION**

EC §48915

(a) (1) Except as provided in subdivisions (c) and (e), the principal or the superintendent of schools shall recommend the expulsion of a pupil for any of the following acts committed at school or at a school activity off school grounds, unless the principal or superintendent determines that expulsion should not be recommended under the circumstances or that an alternative means of correction would address the conduct:

(A) Causing serious physical injury to another person, except in self-defense.

(B) Possession of any knife or other dangerous object of no reasonable use to the pupil.

(C) Unlawful possession of any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, except for either of the following:

(i) The first offense for the possession of not more than one ounce of marijuana, other than concentrated cannabis.

(ii) The possession of over-the-counter medication for use by the pupil for medical purposes or medication prescribed for the pupil by a physician.

(D) Robbery or extortion.

(E) Assault or battery, as defined in Sections 240 and 242 of the Penal Code, upon any school employee.

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

(b) Upon recommendation by the principal or the superintendent of schools, or by a hearing officer or administrative panel appointed pursuant to subdivision (d) of Section 48918, the governing board of a school district may order a pupil expelled upon finding that the pupil committed an act listed in subdivision (c), and shall refer that pupil to a program of study that meets all of the following conditions:

(1) Is appropriately prepared to accommodate pupils who exhibit discipline problems.

(2) Is not provided at a comprehensive middle, junior, or senior high school, or at any elementary school.

(3) Is not housed at the school site attended by the pupil at the time of suspension.

(e) Upon recommendation by the principal or the superintendent of schools, or by a hearing officer or administrative panel appointed pursuant to subdivision (d) of Section 48918, the governing board of a school district may order a pupil expelled upon finding that the pupil committed an act listed in subdivision (c), and shall refer that pupil to a program of study that meets all of the following conditions:

(1) Is appropriately prepared to accommodate pupils who exhibit discipline problems.

(2) Is not provided at a comprehensive middle, junior, or senior high school, or at any elementary school.

(f) The governing board of a school district shall order a pupil expelled upon finding that the pupil committed an act listed in subdivision (c), and shall refer that pupil to a program of study that meets all of the following conditions:

(1) Is appropriately prepared to accommodate pupils who exhibit discipline problems.

(2) Is not provided at a comprehensive middle, junior, or senior high school, or at any elementary school.

(g) As used in this section, "knife" means any dirk, dagger, or other weapon with a fixed, sharpened blade fitted primarily for stabbing, a weapon with a blade fitted primarily for stabbing, a weapon with a blade longer than 3 inches, a folding knife with a blade that locks into place, or a razor with an unguarded blade.

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