



**COACHELLA Valley UNIFIED SCHOOL DISTRICT**

**2020/2021**

**SCHOOL YEAR**

**PARENT AND STUDENT ANNUAL NOTIFICATION  
(GRADES TK-12)**



## COACHELLA VALLEY UNIFIED SCHOOL DISTRICT

87225 Church Street (PO Box 847) Thermal CA 92274-084

Office (760) 399-5137 – Fax (760) 399-1052

### BOARD OF TRUSTEES

<b>President</b>	Silvia Paz	<a href="mailto:silva.paz@cvusd.us">silva.paz@cvusd.us</a>
<b>Vice President</b>	Joey Acuña Jr.	<a href="mailto:joey.acuna@cvusd.us">joey.acuna@cvusd.us</a>
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<b>Trustee</b>	Yolanda Corona	<a href="mailto:yolanda.corona@cvusd.us">yolanda.corona@cvusd.us</a>
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# COACHELLA VALLEY UNIFIED SCHOOL DISTRICT

87225 Church Street, Thermal, California 92274

Phone: (760) 399-5137 Fax: (760) 399-1052

## ADMINISTRATION

Dr. Maria G. Gander, Superintendent, [maria.gandera@cvusd.us](mailto:maria.gandera@cvusd.us)

## DISTRICT OFFICE DIRECTORY

DEPARTMENT	OFFICE NUMBER
Superintendent's Office	(760) 848-1161
Human Resources	(760) 848-1091
Human Resources-Certificated	(760) 848-1090
Human Resources-Classified	(760) 848-1083
Risk Management	(760) 848-1107
Business & Finance	(760) 848-1007
Fiscal Services	(760) 848-1000
Nutrition Services	(760) 848-1078
Purchasing/Warehouse	(760) 848-1102
Facilities	(760) 848-1880
Maintenance & Operations	(760) 848-1874
District Transportation	(760) 399-5127
District Security Office	(760) 848-1927
Secondary Education	(760) 848-1082
State & Federal Projects	(760) 848-1041
ASES/21 <sup>st</sup> Century Afterschool Program	(760) 848-1005
Child Welfare & Attendance	(760) 848-1161
Children & Family Services- Head Start/Preschool Program	(760) 848-1027
ELL Services	(760) 848-1018
Migrant Program	(760) 848-1250
AmeriCorps Program	(760) 848-1034
Parent & Community Center	(760) 848-1042
Special Education	(760) 848-1135
District Technology Services	(760) 848-1035
Testing and Assessment	(760) 848-1191

# COACHELLA VALLEY UNIFIED SCHOOL DISTRICT

## SCHOOL SITE DIRECTORY

### ELEMENTARY SCHOOLS (TK-6)

SCHOOL	ADDRESS	OFFICE NUMBER
Cesar Chavez Elementary	49601 Avenida de Oro, Coachella, CA 92236	(760) 398-2004
Coral Mountain Academy	51375 Van Buren Street, Coachella, CA 92236	(760) 398-3525
John Kelley Elementary	87163 Center Street, Thermal	(760) 399-5101
Las Palmitas Elementary	86150 Ave 66, Thermal, CA 92274	(760) 397-2200
Mecca Elementary	65250 Cahuilla, Mecca CA 92254	(760) 848-1800
Mountain Vista Elementary	49750 Hjorth, Indio CA 92201	(760) 848-1760
Oasis Elementary	88175 74 <sup>th</sup> Avenue, Thermal, CA 92274	(760) 397-4112
Palm View Elementary	1390 Seventh Street, Coachella, CA 92236	(760) 398-2861
Peter Pendleton Elementary	84750 Calle Rojo, Coachella, CA 92236	(760) 398-0178
Saul Martinez Elementary	65705 Johnson St., Mecca CA 92254	(760) 848-1599
Sea View Elementary	2467 Sea Shore Avenue, Salton City, CA 92275	(760) 848-1565
Valle del Sol Elementary	51433 Education Way, Coachella, CA 92236	(760) 398-1025
Valley View Elementary	85270 Valley Road, Coachella, CA 92236	(760) 398-4651
Westside Elementary	82225 Airport Blvd, Thermal, CA 92274	(760) 399-5171

### MIDDLE SCHOOLS (7-8)

SCHOOL	ADDRESS	OFFICE NUMBER
Bobby Duke Middle School	85358 Bagdad Avenue, Coachella, CA 92236	(760) 398-0139
Cahuilla Desert Academy	82489 Avenue 52, Coachella, CA 92236	(760) 398-0097
Toro Canyon Middle School	86150 Ave 66, Thermal, CA 92274	(760) 397-2244
West Shores Middle School	2381 Shore Hawk, Salton City, CA 92275	(760) 848-1360

### HIGH SCHOOLS (9-12)

SCHOOL	ADDRESS	OFFICE NUMBER
Coachella Valley High School	83800 Airport Blvd, Thermal, CA 92236	(760) 399-5183
Desert Mirage High School	86150 Ave 66, Thermal, CA 92274	(760) 397-2255
La Familia Continuation School	83800 Airport Blvd, Thermal, CA 92236	(760) 399-5929
West Shores High School	2381 Shore Hawk, Salton City, CA 92275	(760) 848-1360

### ALTERNATIVE PROGRAMS

PROGRAM	ADDRESS	OFFICE NUMBER
Home & Hospital Program	87225 Church Street, Thermal, CA 92274	(760) 848-1157
Independent Studies (K-12)	1099 Orchard Ave, Coachella CA 92236	(760) 398-6301 Ext 4
Adult School (18 and over)	1099 Orchard Ave, Coachella CA 92236	(760) 398-6301



# Coachella Valley Unified School District

## July 2020 - June 2021 - Traditional Calendar

JULY 2020						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

4 Fourth of July Holiday

AUGUST 2020						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

11-12 Teacher Prep  
13 First day of instruction

SEPTEMBER 2020						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

7 Labor Day Holiday

OCTOBER 2020						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

5 Non School/Prof. Dev.

NOVEMBER 2020						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

11 Veterans Day Holiday  
23-25 Non School Days  
26-27 Thanksgiving Holiday

DECEMBER 2020						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

17-31 Winter Break  
24, 25 & 31 Winter Holidays

JANUARY 2021						
S	M	T	W	T	F	S
						2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

1 Winter Break/Holiday  
18 Martin Luther King Holiday

FEBRUARY 2021						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

12 Lincoln's Birthday Holiday  
15 President's Birthday Holiday

MARCH 2021						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

22 Non School/Prof. Dev.

APRIL 2021						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

2 Good Friday  
5-9 Spring Break

MAY 2021						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

31 Memorial Day Holiday

JUNE 2021						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

3 Last Day of Instruction

First & Last Day of Instruction

- Holiday
- Teacher Work Days
- Non School Days
- School Recess
- Professional Dev (non student day)

Trimester Instructional Days  
Elementary Schools

- 1st - Nov 6, 2020 60 days
- 2nd - March 1, 2021 60 days
- 3rd - June 4, 2021 60 days

Quarter Instructional Days  
Middle Schools,  
High Schools

- 1st Quarter: 45 days  
Date: Oct 16, 2020
- 2nd Quarter: 37 days  
Date: Dec 16, 2020
- 3rd Quarter: 45 days  
Date: March 10, 2021
- 4th Quarter: 53 days  
Date: June 3, 2021
- Total 180 days

Parent Conference Days  
Elementary Schools

- Nov 18 & 19, 2020
- March 10 & 11, 2021
- Middle Schools  
Oct 27, 2020
- March 25, 2021
- High Schools  
Oct 29, 2020
- March 26, 2021
- 2:20-6:45pm Wed
- 1:20-4:00pm Thurs
- Minimum Days  
HS, MS - Oct 30, 2020 & March 26, 2021
- All Schools - June 2-3, 2021

### CVUSD Schools

- CV Adult School
- Bobby Duke Middle School
- Cahuilla Desert Academy Middle School
- Cesar Chavez Elementary
- Coral Mountain Academy Elementary
- Coachella Valley HS
- Desert Mirage HS
- John Kelley Elementary
- La Familia High School
- Las Palmitas Elementary
- Mecca Elementary
- Mountain Vista Elemen.
- Oasis Elementary
- Palm View Elementary
- Peter Pendleton Elemen
- Saul Martinez Elemen.
- Sea View Elementary
- Toro Canyon Middle Sch.
- Valle Del Sol Elementary
- Valley View Elementary
- West Shores HS
- Westside Elementary

Testing Window: TBD

Revised 5-6-2020



# Coachella Valley Unified School District

English Learner Services Department  
87-225 Church St. Thermal, CA 92274  
760-848-1018



## Available Language Programs and Language Acquisition Programs

The Coachella Valley Unified School District offers the following language and language acquisition programs for student enrollment. Parents/guardians may choose a language acquisition program that best suits their child (EC Section 310[a]).

- **Structured English Immersion (SEI) Program:** A language instructional program (LIP) designed for English learners in which nearly all classroom instruction is provided in English with curriculum and a presentation designed for students who are learning English. The goals of this program are language proficiency and academic achievement in English. Students receive instruction in designated and integrated English language development (ELD) based on the state-adopted CA ELD standards and grade-level content instruction based on the state-adopted academic standards. Some instruction and/or support may be provided in the students' native language. Program models in addition to Structured English Immersion may include English Language Mainstream, or other program models in which all or nearly all instruction is delivered in English.
- **Dual-Language Immersion (DLI) Program:** A language instructional program (ILP) designed for English learners and native English speakers, which provides content instruction delivered in the English learners' native language and English. Goals include language proficiency and academic achievement in students' first and second languages, and cross-cultural understanding. English learners receive instruction in designated and integrated ELD based on the state-adopted CA ELD standards. All students are provided grade-level content instruction based on the state-adopted academic standards. This program is available as follows:

Elementary Kinder – 6 <sup>th</sup>	Elementary Kinder	Middle Schools
Cesar Chavez Elementary School	John Kelley Elementary School	Bobby Duke Middle
Coral Mountain Academy	Las Palmitas Elementary School	Cahuilla Desert Academy
Mecca Elementary School	Mountain Vista Elementary School	Toro Canyon Middle
Oasis Elementary School	Palm View Elementary School	
Peter Pendleton Elementary School	Valle del Sol Elementary School	
Saul Martinez Elementary School	Sea View Elementary School	
Valley View Elementary School	Westside Elementary School	

- **English Language Mainstream (ELM):** Initially fluent English proficient (IFEP), English only (EO), and EL students who have met the district language proficiency goals for reclassification as fluent English proficient (RFEP) are enrolled in classes conducted completely in English.

### How to Enroll Your Child in a Language Acquisition Program:

A parent/legal guardian may submit a written request to the principal or designee at their local school. 5 CCR section 11311 requires that schools assist parents in clarifying their request.

### How to Request the Establishment of a New Program at a School:

Schools in which the parents/legal guardians of 30 pupils or more per school or the parents/guardians of 20 pupils or more in any grade request a language acquisition program that is designed to provide language instruction shall be required to offer such a program to the extent possible (EC Section 310[a].)

A parent/legal guardian may submit a written request to the principal or designee of their local school.



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## Receiving or Tracking Parent Requests

Each school is required to maintain written records of parent/legal guardians requests (including verbal requests) which include:

- Date of request
- Parent and child name(s)
- Description of request
- Grade level

## 5 CCR section 11311 requires that schools:

- Assist parents/legal guardians in clarifying their request.
- Maintain records of each request for three years.
- Accept requests from students enrolled for the current year, as well as the following school year.
- Monitor the number of parent/legal guardian requests for language acquisition or language programs on a regular basis throughout the year.
- Consider requests for multilingual program model from parents/legal guardians or pupils enrolled in the school who are native speakers of English when determining whether a threshold is reached.

## Reaching a Threshold

When the parents/legal guardians of 30 pupils or more enrolled in a school, or when the parents/legal guardians of 20 pupils or more in the same grade enrolled in a school, request the same or substantially similar type of a language acquisition or language program, the school responds by notifying the LEA immediately and taking the following three actions:

1. **Communication:** Within 10 school days of reaching a threshold described above, the LEA notifies the parents/legal guardians of pupils attending the school, the school's teachers, administrators, and the LEA's English learner parent advisory committee and parent advisory committee, in writing, of the parents' request for a language acquisition program.
2. **Cost and Resource Analysis:** The LEA then identifies costs and resources necessary to implement any new language acquisition or language program, including but not limited to:
  - Certificated teachers with the appropriate authorizations
  - Necessary instructional materials
  - Pertinent professional development for the proposed program
  - Opportunities for parent and community engagement to support the proposed program goals
3. **Determination:** Having completed the costs and resource analysis, the LEA determines, within 60 calendar days of reaching a threshold described above, whether it is possible to implement the requested language acquisition or language program. At that time, the LEA provides notice, in writing, to parents of pupils attending the school, the school's teachers, and administrators of its determination.
  - **Determination to implement a program at the school:** In the case that the LEA determines it can implement the requested program, the LEA creates and publishes a reasonable timeline of actions necessary to implement the program. As a part of the implementation, the LEA confers with school personnel, including administrators, and teachers with the authorizations required to provide or oversee programs and services for English learners, regarding the design and content of language acquisition programs.
  - **Determination not to implement a program at the school:** In the case that the LEA determines it is not possible to implement the program requested by parents, the LEA provides a written explanation of the reason(s) why the program cannot be provided. Further, the LEA may offer an alternate option that can be implemented at the school.



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Each school follows the process described above, even if the LEA, at the time the threshold is met, provides the requested language acquisition or language program at another school.

**Citations:** EC sections 305 and 310; 5 CCR section 11311 and 11312.

## About Language Acquisition Programs and Language Programs

Program Type	Characteristics
Language Acquisition Program (English Learners)	<p><b>The California Code of Regulations section 11309 requires that any language acquisition program provided by a school, district, or county shall:</b></p> <ul style="list-style-type: none"><li>• Be designed using evidence-based research and include both Designated and Integrated English Language Development;</li><li>• Be allocated sufficient resources by the local educational agency (LEA) to be effectively implemented, including, but not limited to, certificated teachers with the appropriate authorizations, necessary instructional materials, pertinent professional development for the proposed program, and opportunities for parent and community engagement to support the proposed program goals; and</li><li>• Within a reasonable period of time, lead to:<ul style="list-style-type: none"><li>○ Grade-level proficiency in English, and, when the program model includes instruction in another language, proficiency in that other language; and</li><li>○ Achievement of the state-adopted academic content standards in English, and, when the program model includes instruction in another language, achievement of the state adopted academic content standards in that other language.</li></ul></li></ul>
Language Program (non-English Learners)	<ul style="list-style-type: none"><li>• Language programs offer students who are not English learners opportunities to be instructed in languages other than English</li><li>• May lead to proficiency in languages other than English</li></ul>

## Parent and Community Engagement

Parents/legal guardians may provide input regarding language and language acquisition programs in the LEA or to be considered in the LEA during the development of the Local Control and Accountability Plan (EC Section 52062.) If interested in a different program from those listed above, please contact Graciela Gutierrez, Director of English Learner Services at 760-848-1018 to ask about the process.

**KEY TO CODE AND REGULATION SECTION ABBREVIATIONS**  
***CLAVE PARA LAS ABREVIATURAS DE LA SECCIÓN DE CÓDIGO Y REGLAMENTO***

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<b>Abbreviation</b> <b><i>Abreviatura</i></b>	<b>Complete Title</b> <b><i>Titulo Completo</i></b>
EC CE	California Education Code <i>Código de Educación de California</i>
BPC CNP	Business and Professions Code <i>Código de Negocios y Profesiones</i>
CC CC	Civil Code <i>Código Civil</i>
5 CCR 5 CRC	Title 5, California Code of Regulations <i>Titulo 5, Código de Reglamentos de California</i>
HSC CSS	California Health and Safety Code <i>Código de Salud y Seguridad de California</i>
LEA AEL	Local Educational Agency <i>Agencia Educativa Local</i>
PC CP	California Penal Code <i>Código Penal de California</i>
VC CV	California Vehicle Code <i>Código de Vehículos de California</i>
WIC CBI	California Welfare and Institutions Code <i>Código de Bienestar e Instituciones de California</i>
34 CFR 34 CRF	Title 34, Code of Federal Regulations <i>Titulo 34, Código de Reglamentos Federales</i>
40 CFR 40 CRF	Title 40, Code of Federal Regulations <i>Titulo 40, Código de Reglamentos Federales</i>
USC CEEUU	United States Code <i>Código de los Estados Unidos</i>

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## **ACADEMIC SERVICES**

### **ADVANCED PLACEMENT & INTERNATIONAL BACCALAUREATE EXAM FEES – EC 48980 (K) HIGH SCHOOL ONLY**

EC 48980(k): Requires the annual notification to advise the parent or guardian if the school district has obtained state funds to cover the costs of advanced placement examination fees under EC 52244.

Eligible high school students may receive financial assistance to cover the costs of the advanced placement examination fees or the International Baccalaureate examination fees, or both, please contact the school Academic Counselor.

### **ALTERNATIVE SCHOOLS – EC 58501**

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

- (a) Maximize the opportunity for students to develop the positive values of self-reliance, initiative, kindness, spontaneity, resourcefulness, courage, creativity, responsibility and joy.
- (b) Recognize that the best learning takes place when the student learns because of his/her desire to learn.
- (c) Maintain a learning situation maximizing student self-motivation and encouraging the student in his/her own time to follow his/her own interests. These interests may be conceived by him/her totally and independently or may result in whole or in part from a presentation by his/her teachers of choices of learning projects.
- (d) Maximize the opportunity for teachers, parents, and students to cooperatively develop the learning process and its subject matter. This opportunity shall be a continuous, permanent process.
- (e) Maximize the opportunity for the students, teachers, and parents to continuously react to the changing world, including, but not limited to, the community in which the school is located.
- (f) In the event any parent, pupil, or teacher is interested in further information concerning alternative schools, the county superintendent of schools, the administrative office of this district, and the principal's office in each attendance unit have copies of the law available for your information. This law particularly authorizes interested persons to request the governing board of the district to establish alternative school programs in each district.

### **AVAILABILITY OF PROSPECTUS – EC 49063 AND 49091.14**

Requires each school to compile annually a prospectus of the curriculum including titles, descriptions and instructional aims of every course offered by the school. Prospectus to be reproduced and made available, upon request by parent or guardian, for inspection.

### **CAL GRANT PROGRAM-EC 69432.9**

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

In order to assist students, apply for financial aid, all students in grade 12 are automatically considered a Cal Grant applicant and each grade 12 student's GPA will be submitted by the October 1 deadline to the California Student Aid Commission (CASC) electronically by a school or school district official. A student, or the parent or guardian of a student under 18 years of age, may complete a form to indicate that he or she does not wish for the school to electronically send CASC the student's GPA. Until a student turns 18 years of age, only the parent or guardian may opt out the student. Once a student turns 18 years of age, only the student may opt himself or herself out, and can opt in if the parent or guardian had previously decided to opt out the student. Notification regarding CASC and the opportunity to opt out of being automatically deemed a Cal Grant applicant will be provided to all students and their parents or guardians by January 1 of the students' 11<sup>th</sup> grade year.

### **CALIFORNIA HEALTHY YOUTH ACT – EC 51937-51939**

The California Healthy Youth Act requires school districts to provide pupils with integrated, comprehensive, accurate, and unbiased sexual health and HIV prevention education at least once in middle school and once in high school. It is intended to ensure that pupils in grades 7-12 are provided with the knowledge and skills necessary to: 1) protect their sexual and reproductive health from HIV, other sexually transmitted infections, and unintended pregnancy; 2) develop healthy attitudes concerning adolescent growth and development, body image, gender, sexual orientation, relationships, marriage, and family; and 3) have healthy, positive, and safe relationships and behaviors. It also promotes understanding of sexuality as a normal part of human development.

Parents or legal guardians have the right to:

1. Inspect the written and audiovisual educational materials used in the comprehensive sexual health and HIV prevention education.
2. Request in writing that their child not receive comprehensive sexual health or HIV prevention education.
3. Request a copy of Education Codes 51930 through 51939, the California Healthy Youth Act.
4. Be informed whether the comprehensive sexual health or HIV prevention education will be taught by district personnel or outside consultants.
5. Receive notice by mail or another commonly used method of notification no fewer than 14 days before the instruction is delivered if arrangements for the instruction are made after the beginning of the school year.
6. When the district chooses to use outside consultants or to hold an assembly with guest speakers to teach comprehensive sexual health or HIV prevention education, 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 pupils in grades 7 through 12 anonymous, voluntary, and confidential research and evaluation tools to measure pupils' health behavior and risks, including tests, questionnaires, and surveys, containing age-appropriate questions about their attitudes or practices relating to sex. Parents or legal guardians will be notified in writing about the administration of, the right to review, and the right to excuse their child from any test, questionnaire, or survey.

### **CALIFORNIA HIGH SCHOOL PROFICIENCY EXAM – 5 CCR 11523**

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 is equivalent to a high school diploma; however, it is not equivalent to completing all course work required for regular graduation from high school. Pupils planning to continue his or her studies in a college or university should contact the admissions office of the institution to find out if the Certificate of Proficiency will meet admission requirements.

A pupil is eligible to take the CHSPE only if he or she meets one of the following requirements on the test date: 1) is at least 16 years old; 2) has been enrolled in the tenth grade for one academic year or longer; or 3) will complete one academic year of enrollment in the tenth grade at the end of the semester during which the CHSPE regular administration will be conducted. A fee for each examination application shall not be charged to a homeless or foster youth under the age of 25. For more information, including administration dates and registration deadlines, visit the following website: <http://www.chspe.net/>.

### **COLLEGE AND CAREER TECHNICAL EDUCATION –EC 51229**

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.

To attend a community college, you need only a high school diploma or equivalent, or be over the age of 18. To attend a CSU, you have to take specific high school courses, have the appropriate grades and SAT/ACT test scores, and have graduated from high school. Test scores are not required if your GPA is 3.0 or above, and you applied to a campus or enrollment category that is not impacted. To attend a UC, you must meet requirements for coursework, GPA, and test scores. If you are a California student who has not been admitted to UC campus to which you have applied, you will be offered a spot at another campus if space is available and you rank in the top 9 percent of California high school students or of your graduating class at a participating high school. You may also transfer to a CSU or UC after attending a community college. For more information on college admission requirements, please refer to the following webpages:

[www.californiacommunitycolleges.cccco.edu](http://www.californiacommunitycolleges.cccco.edu) – This is the official website of the California Community College system. It offers links to all the California Community Colleges.

<https://www2.calstate.edu/> – This extensive online site offers assistance to students and their families on the CSU system, including the ability to apply online, and links to all CSU campuses.

[www.universityofcalifornia.edu](http://www.universityofcalifornia.edu) – This massive website offers information regarding admissions, online application, and links to all UC campuses.

[www.assist.org](http://www.assist.org) – This online student-transfer information system shows how course credits earned at one public California College or university can be applied when transferred to another.

Students may also explore career options through career technical education. These are programs and classes offered by a school that are specifically focused on career preparation and/or preparation for work. The programs and classes are integrated with

academic courses and support academic achievement. Students can learn more about career technical education by referring to the following webpage: [www.cde.ca.gov/ci/ct/gi/](http://www.cde.ca.gov/ci/ct/gi/).

You may meet with a school counselor to choose courses at your school that will meet college admission requirements or enroll in career technical education courses.

### **CAREER COUNSELING AND COURSE SESSION EC-221.5 (D)**

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

### **COURSEWORK AND GRADUATION REQUIREMENTS: CHILDREN OF MILITARY FAMILIES- EC 51225.0 AND 51225.2**

If you are a military family, your child may qualify to be exempt 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 are completed at another school outside of the Coachella Valley Unified School District will be issued full or partial credit. You may contact your school counselor.

### **FEDERAL STUDENT AID- EC 51225.8**

Under state law, school districts are to ensure that students prior to entering 12th grade are entitled to information on how to properly complete and submit the Free Application for Federal Student Aid (FAFSA) or the California Dream Act Application at least once. This information should be available in a timely manner as financial aid is awarded in order of submission according to deadlines, on a first-come, first served basis. All family and student personal information will be protected according to state and federal privacy laws and regulations. The Free Application for Federal Student Aid (FAFSA) information is distributed in all at all Coachella Valley Unified School District High Schools since the beginning of the school year and continuous until the FAFSA due date. The information is provided to students and parents in the following formats:

- Workshops
- Class Presentation/Assemblies
- Through Contest and Competitions
- By School Academic Counselors/College Career Readiness
- Community Agencies Collaboration

### **HARMFUL OR DESTRUCTION OF ANIMALS – EC 32255 ET SEQ**

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

A pupil who chooses to refrain from participation in an education project involving the harmful or destructive use of an animal may receive an alternative education project, if the teacher believes that an adequate alternative education project is possible. 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.

### **MINIMUM & PUPIL-FREE STAFF DEVELOPMENT DAYS-EC48980 (c)**

Parent(s), guardians, and/or caregivers of all pupils attending a school within the district shall be notified of the schedule of minimum days and pupil-free staff development days. If any minimum or pupil-free staff development days are scheduled thereafter, the governing board shall notify parent(s), guardians, and/or caregivers of the affected pupils as early as possible, but not later than one month before the scheduled minimum or pupil-free day.

### **RETROACTIVE GRANT OF HIGH SCHOOL DIPLOMAS: DEPARTED AND DEPORTED PUPILS- EC 51430**

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

## **AFTERSCHOOL PROGRAMS**

### **BEFORE AND AFTER SCHOOL PROGRAMS-EC 8482.6, 8483, 8483.1**

The After-School Education and Safety Program serves pupils in kindergarten through grade 9 at participating public schools, including charter schools. The grades served by the program at participating schools may be determined by local needs. Programs that charge family fees shall not charge for a child who is homeless or in foster care. In any before or after school program, first priority for enrollment goes to pupils who are identified by the program as homeless at the time they apply or at any time during the school year, and pupils who are identified by the program as being in foster care; second priority in programs serving middle and junior high school pupils goes to those who attend daily. The program must inform the parent or caregiver of a pupil of the right of homeless and foster children to receive priority enrollment and how to request priority enrollment.

## **COMPETITIVE ATHLETICS SEEKING HIGHER EDUCATION ATHLETIC PROGRAMS-EC 67455**

Under state law, students who witness or are the victim of any wrongdoing condoned by the higher education athletic organization, have a right to make a report, file, or otherwise assist the reporting of any violation of student athlete rights involving the program, participants, or staff. This right to make such reports is guaranteed by the "Student Athlete Bill of Rights" and may not result in retribution or removal of any benefits if the report has been made in good faith and truthfulness.

## **ATTENDANCE**

Education Code for Compulsory full-time education: A pupil subject to compulsory full-time education or to compulsory continuation education who is absent from school without a valid excuse three full days in one school year or tardy or absent for more than a 30-minute period during the school day without a valid excuse on three occasions in one school year, or any combination thereof, shall be classified as a truant and shall be reported to the school attendance supervisor.

The Coachella Valley Unified School District urges parents to make sure their children attend school regularly and to schedule medical and other appointments after school or during school holidays. The district also asks that travel or other absences be avoided during the time school is in session. The higher the district's daily attendance rate, the more a student will learn and the greater the amount of funding that the district will receive from the state for classroom instruction and academic programs. The school calendar is designed to minimize problems for families which plan vacations around traditional holiday periods, and thereby minimize student absences.

Following an absence, a student is required to bring a written excuse from home when returning to school. Illnesses, and doctor and dental appointments are considered excused absences. Absences without a written excuse are recorded as unexcused absence.

Tardiness children should be encouraged to be prompt as part of developing good habits. They are expected to be at school on time. If a child is late, the child should bring an excuse from home to the school office. Repeated tardiness in excess of 30 minutes lead to the student being designated as truant.

## **ABSENCES-EXCUSED – EC 46014, 48205**

Notwithstanding Section 48200, a pupil shall be excused from school when the absence is:

- (1) Due to the pupil's illness.
  - (2) Due to quarantine under the direction of a county or city health officer.
  - (3) For the purpose of having medical, dental, optometrical, or chiropractic services rendered.
  - (4) For the purpose of attending the funeral services of a member of the pupil's immediate family, so long as the absence is not more than one day if the service is conducted in California and not more than three days if the service is conducted outside California.
  - (5) For the purpose of jury duty in the manner provided for by law.
  - (6) Due to the illness or medical appointment during school hours of a child of whom the pupil is the custodial parent, including absences to care for a sick child for which the school shall not require a note from a doctor.
  - (7) For justifiable personal reasons, including, but not limited to, an appearance in court, attendance at a funeral service, observance of a holiday or ceremony of the pupil's religion, attendance at religious retreats, attendance at an employment conference, or attendance at an educational conference on the legislative or judicial process offered by a nonprofit organization when the pupil's absence is requested in writing by the parent or guardian and approved by the principal or a designated representative pursuant to uniform standards established by the governing board.
  - (8) For the purpose of serving as a member of a precinct board for an election pursuant to Section 12302 of the Elections Code.
  - (9) For the purpose of spending time with a member of the pupil's immediate family who is an active duty member of the uniformed services, as defined in Section 49701, and has been called to duty for, is on leave from, or has immediately returned from, deployment to a combat zone or combat support position. Absences granted pursuant to this paragraph shall be granted for a period of time to be determined at the discretion of the superintendent of the school district.
  - (10) For the purpose of attending the pupil's naturalization ceremony to become a United States citizen.
  - (11) Authorized at the discretion of a school administrator, as described in subdivision (c) of Section 48260.
- (b) A pupil absent from school under this section shall be allowed to complete all assignments and tests missed during the absence that can be reasonably provided and, upon satisfactory completion within a reasonable period of time, shall be given full credit therefor. The teacher of the class from which a pupil is absent shall determine which tests and assignments shall be reasonably equivalent to, but not necessarily identical to, the tests and assignments that the pupil missed during the absence.
- (c) For purposes of this section, attendance at religious retreats shall not exceed four hours per semester.

(d) Absences pursuant to this section are deemed to be absences in computing average daily attendance and shall not generate state apportionment payments.

(e) "Immediate family," as used in this section, means the parent or guardian, brother or sister, grandparent, or any other relative living in the household of the pupil.

### **ABSENCES-UNEXCUSED**

b1. Any absence not included in categories 7.a, even though parent or guardian is aware of the absence or has given consent.

b2. Absences such as, but not limited to, the following: (Cleared or Uncleaned)

- (1) Shopping
- (2) Taking a trip
- (3) Visiting relatives
- (4) Working
- (5) Babysitting for other children in family
- (6) Studying for a test
- (7) Personal business

### **CHRONIC ABSENTEEISM – EC 60901**

A student is considered a chronic absentee when he/she is absent on 10% or more of the school days in one school year, from the date of enrollment to the current date. Chronic absenteeism includes all absences – excused and unexcused – and is an important measure because excessive absences negatively impact academic achievement and student engagement.

### **HABITUALLY TRUANT**

Any student who has been twice reported as a truant and who is again absent without valid excuse shall be classified as "Habitually Truant" and may be referred to the School Attendance Review Board. (S.A.R.B.) Truant students are subject to arrest by a probation officer, a peace officer, a school administrator, an attendance supervisor or his/her designee under Education Code 48264 if found away from home and absent from school without valid excuse. Habitual truants may be subject to suspension, restriction or delay of his/her driving privilege pursuant to Vehicle Code 13202.7

### **PERFECT ATTENDANCE**

Coachella Valley Unified School District will recognize students who do not miss any seat time during an academic year. This means that a student must both be present at school and respect the daily schedule. Missed days, late arrivals, and early releases are detrimental to student learning. This Perfect Attendance policy begins the first day of the school year and ends the last day of the school year. Recognition at the end of the year is for students who attend school every day.

Perfect Attendance awards will be given at the end of the academic year to students who have met these requirements:

- Present every school day.
- No tardies
- No early pick-ups
- School Sponsored Activities will NOT count against Perfect Attendance

We appreciate your help in encouraging good attendance because it is necessary for the best educational experience for your child.

### **TARDINESS**

Children should be encouraged to be prompt as part of developing good habits. They are expected to be at school on time. If a child is late, the child should bring an excuse from home to the school office. A student will be classified as truant if they are tardy or absent for more than a 30-minute period during the school day without a valid excuse on three occasions in one school year.

### **TRUANCY DEFINITIONS-EC 48260, 48262 AND 48263.6**

A student is considered truant after three absences or three tardiness of more than 30 minutes each time or any combination thereof and the absences or tardiness are unexcused. After a student has been reported as a truant three or more times in a school year and the district has made a conscientious effort to meet with the family, the student is considered a habitual truant. A student who is absent from school without a valid excuse for 10% or more of the schooldays in one school year, from the date of enrollment to the current date, is considered a chronic truant. Unexcused absences are all absences that do not fall within EC 48205.

Arrest of Truants/School Attendance Review Boards – EC 48263 and 48264

The school attendance supervisor, administrator or designee, a peace officer, or probation officer may arrest or assume temporary custody during school hours, of any minor who is found away from his/her home and who is absent from school without valid excuse within the county, city or school district. A student who is a habitual truant may be referred to a School Attendance and Review Board (SARB).

#### School Attendance procedures

To fulfill the District's responsibilities as set forth in Education Code, Section 48200 et seq. and Board Policy:

1. Each principal shall establish and maintain procedures which provide daily, and in the middle schools and high schools period by period, recording and reporting of the attendance of each student enrolled. Such procedures shall meet all the requirements of California Administrative Code, Title V, and Section 401 et seq.
2. Each absence of a student shall be officially recorded in accordance with District procedures.
3. Absences shall be reported by the teacher to the principal or the person designated to record and verify attendance and absences within the school.
4. An attempt shall be made to contact the parent/guardian or the student to verify all reported absences by means of:
  - (a) Telephone call to the student's home or the parent's place of employment.
  - (b) Home visit at the student's residence when no telephone number is listed or when repeated telephone calls are not answered.
  - (c) Receipt of a parent's written excuse upon the student's return to school. Reference: California Administrative Code, Title V, Section 421. All parents should be encouraged to call the school to report a pupil's absence each day the student is not in school.
5. Failure to establish contact with the parent or guardian on one attempt should stimulate a continued effort to make contact by any available means until verification has been obtained.
6. Absences may be verified by:
  - a. A teacher
  - b. A principal
  - c. A school nurse
  - d. A school clerk or secretary
7. The principal or person in charge with the responsibility for attendance supervision or attendance counseling shall take action regarding absence in the categories listed above according to the following guidelines:
  - a. When any pupil is recorded as absent on any given day, an attempt shall be made to contact the parent or guardian for verification of the absence during the same school day.
  - b. Absence extending for several days shall be re-verified no less than every two days during the period of absence.
  - c. When illness absences exceed ten percent (10%) of the number of days the pupil has been enrolled in school, the parent shall be notified of the fact and a conference with the parent shall be held to determine if the pupil should be examined by the doctor. An attempt should be made early during the school year to prevent illness absences from becoming habitual when medical care or consultation with the school nurse might assist the family in overcoming the student's problem.
  - d. Any absence listed in category 7b may be counted as excused only upon written request of the parent or guardian in advance and prior approval granted by the principal or his or her designee.
  - e. All students whose absences are recorded in categories 7a and 7b shall be allowed to complete all assignments and tests missed during the absence and shall be given full credit earned on any assignment. Any tests and assignments shall be reasonably equivalent to the assignments missed during the absence. The teacher shall determine the specific conditions regarding make-up work and the time allowable for completion.
  - f. Absences listed in category 7c should be discouraged by teachers, administrators and all school employees through counseling with students and direct repeated communication with parents and guardians. If such absences become excessive, parent conferences shall be called to review the reasons for such absences on
  - g. Absences in category 7d truancy should result immediate consequences for the student with the specific goal to deter further trancies. Methods which are authorized as means to discourage or prevent a repetition of truancy include, but are not limited to:
    - g1. Pupil counseling
    - g2. Parent conferences
    - g3. Make-up time (detention - before or after school)

- g4. Make-up work (extra homework or special project assignment)
- g5. Screening for possible transfer to opportunity or continuation classes
- g6. Referral to family counseling, mental health or child protective services
- g7. Referral to School Attendance Review Board (SARB)

\*NOTE: Suspension from school is not a legal or acceptable consequence for truancy except when accompanied by defiance of authority.

- h. Period or part-day trancies (more likely to be reported at the middle school and high school levels) should be considered as symptomatic of an underlying problem and solutions to that problem should be sought in addition to dealing with the attendance problem. Reasons for period trancies and part-time absences include:
  - h1. Personality conflicts
  - h2. Dislike of the subject being taught
  - h3. Poor relationships with other pupils
  - h4. Negative peer pressure from other pupils
  - h5. Time of day in which pupil

Teachers have a significant responsibility to assist in dealing with part-time period absences. They must report all absences.

### **STUDENT ATTENDANCE REVIEW BOARD (S.A.R.B.)**

The School Attendance Review Board was created by the State Legislature as an alternative to the Juvenile Justice System in resolving school truancy and behavior problems of students. It was designed to encourage all agencies concerned to work together, as a team, to alleviate school attendance and behavior problems. In situations when pupils and/or parents refuse to cooperate, making resolutions difficult, if not impossible, the local S.A.R.B. may have no recourse but to:

The goal of S.A.R.B. is to avoid proceeding in a manner dictated by any of the above. The total effort of S.A.R.B. is to make possible the “bringing together” of community agencies in a cooperative unification to assist minors. If student and/or parent needs additional information regarding the SARB Process, please contact the Coachella Valley Unified School District Department of Child Welfare and Attendance.

#### **Due Process -Student Attendance Review Board (SARB)**

Step 1 – 1<sup>st</sup> Truancy (Absent for more than 30 minutes) - No Legal Consequences, School Site Administrator or Attendance Designee will speak with parents.

Step 2 – 2<sup>nd</sup> Truancy (continues to be absent)-No Legal Consequences, School Site Administrator or Attendance Designee will speak with parents.

Step 3 – 3<sup>rd</sup> Truancy-(3 or more unexcused absences Letter #1 §48260 EC) –The law requires a notice be mailed to parents by the School Site Administrator or Attendance Designee, notifying them that the student has been classified as “Truant”. Please contact your school to verify any unexcused absence.

Student Attendance Review Team Meeting (SART): The School Site Administrator or Attendance Designee must meet with parents and student to discuss and determine the cause of the absences. If parent fails to attend the scheduled SART meetings the student and the parent may be referred to the office of Child Welfare and Attendance for a Student Attendance Review Board Meeting (SARB).

- Team Building
- Counsel the gravity & consequences for student
- Advise them of the Legal Consequences
- Explore Alternative Education Programs
- Connect Families with needed services and resource
- Place Student and Parent on SART contract

Step 4– 4<sup>th</sup> Truancy (4 or more unexcused absences Letter #2 §48261) - The law requires a notice be mailed to parents by the school site attendance designee, to notify parents that the pupil continues to be classified as “Truant”. Please contact your school to verify any unexcused absence.

Step 5– 5<sup>th</sup> Truancy (5 or more unexcused absences- Student Attendance Review Board Meeting) – The student is deemed as a Habitual Truant and referred to the office of Child Welfare and Attendance for a District Student Attendance Review Board Meeting SARB meeting. If the parent fails to attend the scheduled SARB meetings the student and the parent may be referred to

the District Attorney's Office for Mediation. If you have any question in reference to the attendance please contact your school Administrator or the Office of Child Welfare and Attendance, Designee at (760) 848-1161.

### **SCHOOL ATTENDANCE REVIEW BOARD/ARREST OF TRUANTS-EC 48263 AND 48264**

The school attendance supervisor, administrator or designee, a peace officer, or probation officer may arrest or assume temporary custody during school hours, of any minor who is found away from his/her home and who is absent from school without valid excuse within the county, city or school district. A student who is a habitual truant may be referred to a School Attendance Review Board.

## **DISCIPLINE**

Within every school, the principal has the responsibility and authority for maintaining an orderly educational process. The Coachella Valley Unified School District Board of Education guarantees the freedoms allowed by law, provided these freedoms do not endanger the health, safety and welfare of students and staff. The School Board recognizes and supports student's rights and the corresponding student's responsibilities. Nowhere is it stated nor implied in this document that the school should give up its authority and responsibility.

Discipline Definitions:

<u>Suspension:</u>	Removal of a student from ongoing instruction for behavior adjustment purposes.
<u>Expulsion:</u>	Removal of a pupil from the immediate supervision, control, or the general supervision of school personnel.
<u>Principal:</u>	One or more administrators or, if there is not a second administrator at one school site, a certificated
<u>Designee:</u>	Person specifically designated by the principal, in writing, to assist with disciplinary procedures. The names of such persons shall be on file in the principal's office. (Education Code, Section 48911)

### **ACCEPTABLE USE OF TECHNOLOGY**

One of the adopted goals of the Coachella Valley Unified School District is to assist in advancing the use of technology to enhance student learning. Access to Coachella Valley Unified School District technology is a privilege, not a right, and students enrolled in District programs or activities must follow District guidelines and procedures regarding acceptable use of technology. All Coachella Valley Unified School District students and their parents/guardians shall sign the Acceptable Use of Technology Agreement prior to using District technological resources. The Coachella Valley Unified School District shall make a diligent effort to filter the inappropriate or harmful matter accessible through the Internet, and students shall also take responsibility not to initiate access to inappropriate or harmful matter while using District technology. Violation of this policy may result in disciplinary action and the loss of the privilege to use the technology and/or civil or criminal liability.

### **AUTHORITY TO SUSPEND**

A teacher may suspend any student from the teacher's class for any of the acts previously listed under "Grounds for Suspension and Expulsion" for the day of the suspension and the day following. (EC 48910)

A Superintendent, Superintendent's designee, Principal, or Principal's designee may suspend from a school for any of the acts previously listed under "Grounds for Suspension and Expulsion" for not more than five consecutive school days. (EC 48911)

A student may be suspended from school for not more than 20 school days in any school year, unless, for purposes of adjustment, a student enrolls in, or is transferred to, another regular school, an opportunity school, or continuation school or class, in which case suspension shall not exceed 30 days in any school year. (EC 48903, 48912)

Suspension may be imposed upon a first offense if the principal determines the student violated items (a-e) listed in "Grounds for Suspension and Expulsion" or if the student violated items f-o and the student's presence causes a danger to persons or property or threatens to disrupt the instructional process. (EC 48900.5)

A teacher may suspend any student from the teacher's class for any of the acts previously listed under "Grounds for Suspension and Expulsion" for the day of the suspension and the day following. (EC 48910)

A Superintendent, Superintendent's designee, Principal, or Principal's designee may suspend from a school for any of the acts previously listed under "Grounds for Suspension and Expulsion" for not more than five consecutive school days. (EC 48911)

A student may be suspended from school for not more than 20 school days in any school year, unless, for purposes of adjustment, a student enrolls in, or is transferred to, another regular school, an opportunity school, or continuation school or class, in which case suspension shall not exceed 30 days in any school year. (EC 48903, 48912)

Suspension may be imposed upon a first offense if the principal determines the student violated items a-e listed in "Grounds for Suspension and Expulsion" or if the student violated items f-o and the student's presence causes a danger to persons or property or threatens to disrupt the instructional process. (EC 48900.5)

### **CODE OF BEHAVIOR STUDENT RIGHTS AND RESPONSIBILITIES**

Coachella Valley Unified School District recognizes that the vast majority of our students is well behaved, polite, and strives for academic excellence. The schools acknowledge student efforts through awards and/or other means of special recognition. When students use inappropriate means of behavior for recognition, the Student Code of Behavior becomes applicable.



The District is dedicated to the development of each student's potential for learning in a positive environment. Schools must be free from disruptions that interfere with teaching and learning activities.

Therefore, the District believes it is important to establish an appropriate code of behavior that clearly defines the parameters of which would be considered unacceptable behavior.

It is essential that students and parents know their rights and responsibilities regarding the disciplinary process that would occur as a consequence for violating the District's Code of Behavior.

The Code of Behavior is designed so that prohibited or unacceptable behavior is clearly defined and the consequence for said behavior can be fair and consistently enforced.

It should be understood that appropriate behavior is a shared responsibility among all of those vitally concerned with the welfare of our students. All District employees, parents and various community agencies are essential to the process that encourages appropriate behavior.

All students, parents, and staff are encouraged to become familiar with the entire contents of this booklet that is available at your school or electronically at [www.cvusd.us](http://www.cvusd.us).

In order to ensure that school site rules for student discipline are enforced fairly, uniformly and consistently, the Superintendent shall establish procedures for the development of such rules. All school site rules shall be strictly based on District policy, regulation and existing law.

All avenues provided in policy, regulation, and law for the discipline of students may be utilized in developing site level rules. These include but are not limited to advising and counseling students, conferencing with parents/guardians, detention during and after school hours, alternative educational programs and if necessary, suspension and/or expulsion.

Special care shall be taken to solicit the views of the school community, including administrators, teachers, school security personnel, parents, and students in developing the site level rules.

The adoption of each school's rules on student discipline is the responsibility of the school principal/designee and staff.

All adopted school site rules shall be subject to Board approval prior to implementation.

School site rules shall be revised periodically as required by district policy, regulation or law, and shall undergo the site level adoption process every four years.

### **DANGEROUS OBJECT**

Often, students like to bring objects, such as a collector's item, to school to show their friends. Examples of these objects include, but are not limited to, laser pointers, mini baseball bats, martial arts weapons (*e.g.*, nunchaku, throwing stars), or any other sharp, pointy objects. Students should refrain from bringing objects that have the potential to inflict serious bodily injury to others.

The notice shall include the fact that these rules and regulations are available on request at the principal's office in all district schools.

### **DRESS CODE /UNIFORM – EC 35183**

Authorizes a school to adopt a dress code policy that requires pupils to wear a school-wide uniform or prohibits pupils from wearing gang-related apparel.

Requires a school to provide six months' prior notice to parents or guardians before implementing a policy that requires pupils to wear a school-wide uniform. Policy to address the availability of resources to assist economically disadvantaged pupils and to provide that no pupil will be penalized academically or otherwise discriminated against nor denied attendance to school if the pupil's parents chose not to have the pupil comply with the uniform policy.

Schools within the Coachella Valley Unified School District have adopted a school wide uniform policy.

In schools where uniforms are required, the principal, staff and parents of the individual school shall jointly select the specific uniform to be worn. Students who participate in nationally recognized youth organizations shall be allowed to wear the organization uniforms on days when the organization has a scheduled meeting. (EC 35183) (A.R. 5132)

Parents objecting to the mandatory uniform may contact the school site principal and request a waiver.

### **DRUG AND ALCOHOL INTERVENTION PROGRAM – BOARD POLICY 5131.6**

Any student who is suspended for a first offense involving drugs or alcohol [*e.g.* Education Code, Section 48900 (c), (d), or (j)] will be asked to sign a contract committing to the completion of a counseling program. The intent of this counseling program is to intervene on the student's drug or alcohol use. (A second offense involving drugs or alcohol may result in a formal hearing with a recommendation for expulsion.)

### **ELECTRONIC LISTENING OR RECORDING DEVICE – EC 51512**

The use by any person, including a pupil, of any electronic listening or recording device in any classroom without the prior consent of the teacher and the principal is prohibited as it disrupts and impairs the teaching process and discipline in the schools.

Any person, other than the pupil, willfully in violation shall be guilty of a misdemeanor. Any pupil in violation shall be subject to appropriate disciplinary action.

### **ELECTRONIC NICOTINE DELIVERY SYSTEMS (E-CIGARETTES) – PC 308**

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

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

### **ELECTRONIC SIGNALING DEVICES – EC 48901.5**

The use by any person, including a pupil, of any electronic signaling device in any classroom without the prior consent of the teacher and the principal is prohibited as it disrupts and impairs the teaching process and discipline in the schools. The only allowable use would be acceptable if it is determined by a licensed physician that the pupil must use for the health and safety of a pupil. Any pupil in violation shall be subject to appropriate disciplinary action.

Smartphone use may be prohibited by districts, charter schools, and county schools while a student is at a school site and under supervision and control of staff. There are health and special education limits or usage that may differ from the general student population but must be in writing and kept on file in student records for confidential record keeping and reasons.

### **JUVENILE COURT SCHOOL PUPILS: GRADUATION REQUIREMENTS AND CONTINUED EDUCATION OPTIONS –EC 48645.3 AND 48645.7**

Requires the county office of education, when a pupil completes the state minimum coursework requirements and becomes eligible for a diploma, to notify the pupil, the educational rights holders, the pupil's social worker or probation officer all of the following: The pupil's right to a diploma issued by the school district of residence if he or she completed the graduation requirements while being detained. The school district of residence shall issue to the pupil a diploma from the school the pupil last attended before detention or in the alternative, the county superintendent of schools may issue the diploma. How taking coursework and other requirements adopted by the governing board of the county office of education or continuing education upon release from the juvenile detention facility will affect the pupil's ability to gain admission to a postsecondary educational institution. Information about transfer opportunities available through the California Community Colleges. The pupil's or the education rights holder's, as applicable, option to allow the pupil to defer or decline the diploma and take additional coursework. If the county office of education fails to provide timely notice, the pupil shall be eligible for the diploma once notified, even if that notification occurs after termination of the court's jurisdiction over the pupil. In addition the statewide minimum course work, if a county office of education determines that the pupil could benefit from the coursework and other requirements adopted by the governing board of the county office of education, the county office of education shall do both of the following:

Inform the pupil of his or her option to take coursework and other requirements adopted by the governing board of the county office of education. Permit the pupil, upon agreement with the pupil, if the pupil is 18 years of age or older, or, if the pupil is under 18 years of age, upon agreement with the person holding the right to make educational decisions for the pupil, to take coursework or other requirements adopted by the governing board of the county office of education, and to defer the granting of the diploma until the pupil is released from the juvenile detention facility.

*The County Office of Education will notify the educational rights holder, or pupil if they are over 18, upon the release from a juvenile detention facility:* The option to decline the issuance of the diploma for the purpose of enrolling the pupil in a school operated by a local educational agency or charter school to take additional coursework. Advise the pupil, if the pupil is 18 years of age or older, or, if the pupil is under 18 years of age, the person holding the right to make educational decisions for the pupil, to consider, when deciding whether to elect to decline the diploma, whether the pupil is highly likely to do all of the following: *Enroll in a school operated by a local educational agency or charter school. Benefit from continued instruction. Graduate from high school.* If a juvenile court school pupil who is entitled to receive a diploma by completing the state minimum coursework requirements is not granted a diploma or if the pupil or the education rights holder, as applicable, has previously deferred or declined a diploma after completing the state minimum requirements, a county office of education shall grant a diploma if it is requested by the education rights holder or the pupil if they are over the age of 18. If a juvenile court school pupil is entitled to a diploma by completing the state minimum coursework requirements, a county office of education shall not revoke that eligibility.

If a former juvenile court school pupil is entitled to a diploma by completing the state minimum coursework that right shall continue to apply after the termination of the court's jurisdiction over the pupil.

## **INVOLUNTARY TRANSFER –EC 48980 (N), 48929**

Requires a school district that elects to adopt a policy regarding the transfer of a pupil convicted of violent felony or misdemeanor if he or she and the victim of the crime for which the pupil was convicted are enrolled in the same school to inform parents or guardians of the policy as part of the annual notification. The policy, as specified in EC 48929, shall contain all of the following conditions:

1. A requirement that the pupil and pupil's parent or guardian be notified of the right to request a meeting with the school principal or designee of the school or school district.
2. A requirement that the school first attempt to resolve the conflict before transferring a pupil, including, but not limited to, using restorative justice, counseling, or other services.
3. Whether the decision to transfer a pupil is subject to periodic review and the procedure for conducting the review.
4. The process to be used by the governing board of the school district to consider and approve or disapprove of the recommendation of the school principal or other school or school district designee to transfer the pupil.

## **SUSPENSION AND EXPULSION LAWS– EC 48900 ET SEQ**

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

- (a) (1) Caused, attempted to cause, or threatened to cause physical injury to another person.
- (2) Willfully used force or violence upon the person of another, except in self-defense.
- (b) Possessed, sold, or otherwise furnished a firearm, knife, explosive, or other dangerous object, unless, in the case of possession of an object of this type, the pupil had obtained written permission to possess the item from a certificated school employee, which is concurred in by the principal or the designee of the principal.
- (c) Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of, a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind.
- (d) Unlawfully offered, arranged, or negotiated to sell a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind, and either sold, delivered, or otherwise furnished to a person another liquid, substance, or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant.
- (e) Committed or attempted to commit robbery or extortion.
- (f) Caused or attempted to cause damage to school property or private property.
- (g) Stole or attempted to steal school property or private property.
- (h) Possessed or used tobacco, or products containing tobacco or nicotine products, including, but not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel. However, this section does not prohibit the use or possession by a pupil of the pupil's own prescription products.
- (i) Committed an obscene act or engaged in habitual profanity or vulgarity.
- (j) Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell drug paraphernalia, as defined in Section 11014.5 of the Health and Safety Code.
- (k) (1) Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties.
- (2) Except as provided in Section 48910, a pupil enrolled in kindergarten or any of grades 1 to 3, inclusive, shall not be suspended for any of the acts enumerated in paragraph (1), and those acts shall not constitute grounds for a pupil enrolled in kindergarten or any of grades 1 to 12, inclusive, to be recommended for expulsion. This paragraph is inoperative on July 1, 2020.
- (3) Except as provided in Section 48910, commencing July 1, 2020, a pupil enrolled in kindergarten or any of grades 1 to 5, inclusive, shall not be suspended for any of the acts specified in paragraph (1), and those acts shall not constitute grounds for a pupil enrolled in kindergarten or any of grades 1 to 12, inclusive, to be recommended for expulsion.
- (4) Except as provided in Section 48910, commencing July 1, 2020, a pupil enrolled in any of grades 6 to 8, inclusive, shall not be suspended for any of the acts specified in paragraph (1). This paragraph is inoperative on July 1, 2025.
- (l) Knowingly received stolen school property or private property.
- (m) Possessed an imitation firearm. As used in this section, "imitation firearm" means a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.

- (n) Committed or attempted to commit a sexual assault as defined in Section 261, 266c, 286, 287, 288, or 289 of, or former Section 288a of, the Penal Code or committed a sexual battery as defined in Section 243.4 of the Penal Code.
- (o) Harassed, threatened, or intimidated a pupil who is a complaining witness or a witness in a school disciplinary proceeding for purposes of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both.
- (p) Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
- (q) Engaged in, or attempted to engage in, hazing. For purposes of this subdivision, “hazing” means a method of initiation or preinitiation into a pupil organization or body, whether or not the organization or body is officially recognized by an educational institution, that is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to a former, current, or prospective pupil. For purposes of this subdivision, “hazing” does not include athletic events or school-sanctioned events.
- (r) Engaged in an act of bullying. For purposes of this subdivision, the following terms have the following meanings:
- (1) “Bullying” means any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, and including one or more acts committed by a pupil or group of pupils as defined in Section 48900.2, 48900.3, or 48900.4, directed toward one or more pupils that has or can be reasonably predicted to have the effect of one or more of the following:
- (A) Placing a reasonable pupil or pupils in fear of harm to that pupil’s or those pupils’ person or property.
- (B) Causing a reasonable pupil to experience a substantially detrimental effect on the pupil’s physical or mental health.
- (C) Causing a reasonable pupil to experience substantial interference with the pupil’s academic performance.
- (D) Causing a reasonable pupil to experience substantial interference with the pupil’s ability to participate in or benefit from the services, activities, or privileges provided by a school.
- (2) (A) “Electronic act” means the creation or transmission originated on or off the school site, by means of an electronic device, including, but not limited to, a telephone, wireless telephone, or other wireless communication device, computer, or pager, of a communication, including, but not limited to, any of the following:
- (i) A message, text, sound, video, or image.
- (ii) A post on a social network internet website, including, but not limited to:
- (I) Posting to or creating a burn page. “Burn page” means an internet website created for the purpose of having one or more of the effects listed in paragraph (1).
- (II) Creating a credible impersonation of another actual pupil for the purpose of having one or more of the effects listed in paragraph (1). “Credible impersonation” means to knowingly and without consent impersonate a pupil for the purpose of bullying the pupil and such that another pupil would reasonably believe, or has reasonably believed, that the pupil was or is the pupil who was impersonated.
- (III) Creating a false profile for the purpose of having one or more of the effects listed in paragraph (1). “False profile” means a profile of a fictitious pupil or a profile using the likeness or attributes of an actual pupil other than the pupil who created the false profile.
- (iii) (I) An act of cyber sexual bullying.
- (II) For purposes of this clause, “cyber sexual bullying” means the dissemination of, or the solicitation or incitement to disseminate, a photograph or other visual recording by a pupil to another pupil or to school personnel by means of an electronic act that has or can be reasonably predicted to have one or more of the effects described in subparagraphs (A) to (D), inclusive, of paragraph (1). A photograph or other visual recording, as described in this subclause, shall include the depiction of a nude, semi-nude, or sexually explicit photograph or other visual recording of a minor where the minor is identifiable from the photograph, visual recording, or other electronic act.
- (III) For purposes of this clause, “cyber sexual bullying” does not include a depiction, portrayal, or image that has any serious literary, artistic, educational, political, or scientific value or that involves athletic events or school-sanctioned activities.
- (B) Notwithstanding paragraph (1) and subparagraph (A), an electronic act shall not constitute pervasive conduct solely on the basis that it has been transmitted on the internet or is currently posted on the internet.
- (3) “Reasonable pupil” means a pupil, including, but not limited to, a pupil with exceptional needs, who exercises average care, skill, and judgment in conduct for a person of that age, or for a person of that age with the pupil’s exceptional needs.
- (s) A pupil shall not be suspended or expelled for any of the acts enumerated in this section unless the act is related to a school activity or school attendance occurring within a school under the jurisdiction of the superintendent of the school district or principal or occurring within any other school district.

A pupil may be suspended or expelled for acts that are enumerated in this section and related to a school activity or school attendance that occur at any time, including, but not limited to, any of the following:

- (1) While on school grounds.
- (2) While going to or coming from school.
- (3) During the lunch period whether on or off the campus.
- (4) During, or while going to or coming from, a school-sponsored activity.
- (t) A pupil who aids or abets, as defined in Section 31 of the Penal Code, the infliction or attempted infliction of physical injury to another person may be subject to suspension, but not expulsion, pursuant to this section, except that a pupil who has been adjudged by a juvenile court to have committed, as an aider and abettor, a crime of physical violence in which the victim suffered great bodily injury or serious bodily injury shall be subject to discipline pursuant to subdivision (a).
- (u) As used in this section, “school property” includes, but is not limited to, electronic files and databases.
- (v) For a pupil subject to discipline under this section, a superintendent of the school district or principal is encouraged to provide alternatives to suspension or expulsion, using a research-based framework with strategies that improve behavioral and academic outcomes, that are age appropriate and designed to address and correct the pupil’s specific misbehavior as specified in Section 48900.5.
- (w) (1) It is the intent of the Legislature that alternatives to suspension or expulsion be imposed against a pupil who is truant, tardy, or otherwise absent from school activities.
- (2) It is further the intent of the Legislature that the Multi-Tiered System of Supports, which includes restorative justice practices, trauma-informed practices, social and emotional learning, and schoolwide positive behavior interventions and support, may be used to help pupils gain critical social and emotional skills, receive support to help transform trauma-related responses, understand the impact of their actions, and develop meaningful methods for repairing harm to the school community.

#### Education Code, Section 48900.2 Sexual Harassment

In addition to the reasons specified in Section 48900, a pupil may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has committed sexual harassment as defined in Section 212.5. For the purposes of this chapter, the conduct described in Section 212.5 must be considered by a reasonable person of the same gender as the victim to be sufficiently severe or pervasive to have a negative impact upon the individual's academic performance or to create an intimidating, hostile, or offensive educational environment. This section shall not apply to pupils enrolled in kindergarten and grades 1 to 3, inclusive.

#### Education Code, Section 48900.3 Hate Violence

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

#### Education Code, Section 48900.4 Harassment, Threats or Intimidation

In addition to the grounds specified in Sections 48900 and 48900.2, a pupil enrolled in any 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 a pupil or group of pupils or any school personnel, 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.

#### Education Code, Section 48900.5 Limitations on Imposing Suspension

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 Unified States Code, for any of the reasons enumerated in Section 48900 upon a first offense, if the principal or superintendent of schools determines that the pupil violated subdivision (a), (b), (c), (d), or (e) of Section 48900 or that the pupil’s presence causes a danger to persons.

- (a) In addition to the reasons specified in Section 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
- (c) 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/her immediate family's safety, or for the protection of school district property, or the personal property of the person threatened or his/her immediate family. Gun-free school zone- PC 626.9 and 30310

California prohibits any person from possessing a firearm on, or within 1,000 feet from, the grounds of a public or private school, unless it is with the written permission from the school district superintendent. This does not apply to law enforcement officers, any active or honorably retired peace officers, members of the military forces of California or the United States, or armored vehicle guards engaged in the performance of, or acting in the scope of, their duties. A person may also be in possession of a firearm on school grounds if the firearm is unloaded and in a locked container or within the locked trunk of a motor vehicle. A violation of this law is punishable by imprisonment in a county jail for up to six months, a fine of up to \$1,000, or both imprisonment and fine.

#### Imitation Firearms-PC 12550 and 12556

To possess an imitation firearm at school or at any school related activity is illegal without prior written consent from the school site principal. The California Penal Code includes a BB device within the definition of imitation firearm. The California Penal Code makes it a criminal offense to openly display or expose any imitation firearm in a public place.

### **SCHOOL RULES- EC 35291**

The governing board of each school district shall prescribe rules not inconsistent with law or the State Board of Education. Each principal shall take steps to ensure that all rules pertaining to discipline of pupils is communicated to students at the beginning of each school year and to transfer students when enrolled.

### **SEX EDUCATION COURSES, VENEREAL DISEASE, CHILD ABUSE AND AIDS INSTRUCTION – EC 51930-51938**

The Coachella Valley Unified School District believes that the primary responsibility for family life education is at home; however, the District shares with other community agencies in supporting and supplementing the home's responsibility in this area.

Family Life Education programs may be provided in grades K through 12. Venereal Disease and AIDS instruction will be provided in grades 7 through 12. If instruction about the human reproductive organs and their functions, processes or disease or any information regarding child abuse are included in your child's class or provided by an outside agency or speaker, you will then have the opportunity to inspect and review any written or audio-visual materials to be used.

You may evaluate the materials and, based on firsthand knowledge, determine whether you want your child to participate in the program. **Your child will be permitted to be excused from that portion of class instruction relating to sex education, venereal disease, child abuse and AIDS during this year if you request, in writing, that he/she be excused.** If you have any questions on this matter, please contact the principal of the school your child attends. The school may require the student missing part or all of a particular course to complete other appropriate work to substitute for the material omitted.

Before a pupil who is enrolled in Kindergarten or any of grades 1 through 6, inclusive, receives instruction on sexually transmitted diseases, AIDS, human sexuality, or Family Life, the governing board shall provide the parent or guardian of each pupil with written notice explaining that the instruction will be given and information stating the parent's right to request a copy of EC Sections 51201.5 and EC 51553, related to AIDS prevention instruction. Sending the required notice through regular United States mail or by other method that the school district commonly uses, to communicate individually in writing to all parents or guardians, meets the notification requirement of this paragraph.

### **SEXUAL HARASSMENT – EC 231.5 AND 48900.2**

The Coachella Valley Unified School District is committed to maintaining a learning and working environment that is free from sexual harassment. Any student who engages in sexual harassment of anyone in or from the district may be subject to disciplinary action up to and including expulsion. Any employee who permits, engages in, or fails to report sexual harassment shall be subject to disciplinary action up to and including dismissal. For a copy of the district's sexual harassment policy or to report incidences of sexual harassment, please contact the Coachella Valley Unified School District, Human Resources Department at (760) 399-5137.

## **STUDENT RIGHTS AND RESPONSIBILITIES**

The student's rights guaranteed under the law include, but are not limited to, the use on campus of forums and bulletin boards, the distribution of printed materials or petitions, the wearing of buttons, badges or other insignia as long as the content of the speeches or materials is not obscene or is not libelous or slanderous according to current legal definitions and does not incite students so as to create a clear and present danger of the commission of unlawful acts on school premises or the violation of lawful school regulations, or the substantial disruption of the orderly operation of the school. (EC 48907)

The stated above relating to printed materials may be limited when the content of the materials is determined to be obscene, libelous or slanderous according to current legal definitions. The activities listed may also be limited under regulations

established by the school principal as to the time, place and manner of conducting such activities. Such limits shall be established under regulations which meet three tests:

- Free expression shall not be abridged or denied under the guise of regulation
- Regulations must clearly define, with objective standards, the areas of prohibition
- Regulations shall not be discriminatory.

No pupil shall be given any test, questionnaire, survey or examination containing any questions regarding a pupil's (or his parent's or guardian's) beliefs or practices in religion, morality, sex or family life unless the parent or guardian is notified in writing that such questions will be asked, and consent is received in writing from the parent or guardian.

In addition to the rights granted to students, there are responsibilities that are also defined in the statutes and upheld as constitutional by the courts. All students have the responsibility to comply with the regulations, pursue the required course of study and submit to the authority of the teachers of the schools. (Education Code 48908) Students shall respect the rights of all other individuals, both pupils and employees of the school.

Every pupil has the right to attend school, which may not be denied except through due process. Conversely, every pupil has the responsibility to attend school according to law. The parent shares this responsibility with the pupil and each shall be subject to legal consequences if the responsibility is not upheld.

Administrators and teachers are charged with the responsibility to prepare each pupil to take his/her place in a democratic society. The adherence of pupils to rules and regulations, which are based on the democratic principles of the U.S. Constitution and the Supreme Court interpretations of it, shall be the responsibility of all district employees.

The courts have defined the rights of pupils to freedom of speech and expression. These regulations attempt to clearly state the specific rights of students and the responsibility of school teachers and administrators relating to the student's rights.

Student rights are not absolute. They may be denied when there exists a clear and present danger that the activity will materially and substantially interfere with the requirements of appropriate discipline in the operation of the schools.

## **SUSPENSION PROCEDURES**

### **1. Suspension from Class by a Teacher/Parent Attendance**

Suspension from class means the removal of a student from class by a teacher for the day of the suspension and the next day. A teacher may suspend a student from class and may also refer a student for consideration of suspension from school for any act as listed in "Grounds for Suspension and Expulsion."

When suspending a student, the teacher shall immediately report this action to the principal and send the student to the principal for appropriate action. The student shall be appropriately supervised during the class period from which he/she has been suspended.

As soon as possible, the teacher shall ask the student's parent/guardian to attend a parent-teacher conference regarding the suspension. A counselor or psychologist should attend the conference if it is practical, and a school administrator may attend if either the parent/guardian or teacher so requests.

A suspended student shall not be returned to class during the period of suspension. However, if a student is assigned to more than one class per day, he/she may be placed in any other regular classes except those held at the same time as the class from which the student was suspended. (EC 48910)

The teacher of any class from which a student is suspended may require the suspended student to complete any assignments and tests missed during the suspension. (EC 48913)

When a teacher requires a parent/guardian to attend school in accordance with Board policy, the principal shall send the parent/guardian a written notice that the parent/guardian's attendance is required pursuant to law. (EC 48900.1)

The teacher shall remind the parent/guardian to meet with the principal or designee after completing the classroom visit and before leaving school premises.

### **2. Suspension by Superintendent, Superintendent's designee, Principal, or Principal's designee**

- a. Informal Conference: Suspension shall be preceded by an informal conference conducted by the principal, designee, or the Superintendent between the student, and whenever practical, the teacher, supervisor or school employee who referred the student to the principal. At the conference, the student shall be informed of the reasons for the disciplinary action and the evidence against him/her and shall be given the opportunity to present his/her version and evidence in support of his/her defense. [EC 48911 (b)]
- b. Administrative Actions: All requests for student suspension are to be processed by the principal or designee of the school in which the student is enrolled at the time of the misbehavior. A school employee shall report the suspension, including
- c. the name of the student and the cause for the suspension to the Superintendent or designee, who in turn, will inform the Board.
- d. Notice to Parent/Guardian: At the time of the suspension, a school employee shall make a reasonable effort to contact the parent/guardian by telephone or in person. Whenever a student is suspended, the parent/guardian shall be notified in writing of the suspension. (EC 48911)
- e. Parent/Guardian Conference: Whenever a student is suspended, school officials may meet with the parent/guardian to discuss the causes and duration of the suspension, the school policy involved, and any other pertinent matters. (Education Code, Section 48914)
- f. Extension of Suspension: If the expulsion of a suspended student is being considered by the Board, the Superintendent or designee may, in writing, extend the suspension until such time as the Board has made a decision. [EC 48911 (g)]

This extension of suspension may be made only if the Superintendent or designee has determined, following a meeting with the student and the student's parent/guardian that the student's presence at any school or program would endanger persons or property or threaten to disrupt the instructional process. Any extension of the original period of suspension shall be preceded by notice of such extension with an offer to hold an additional conference concerning the extension, giving the student a further opportunity to be heard. [EC 48911(g)]

### 3. Suspension by the Board

When the Board is considering a suspension, disciplinary action, or any other action (except expulsion) against any student, it may hold closed sessions if a public hearing would lead to disclosure of information which would violate a student's right to privacy under Education Code, Section 49073 et seq.

However, the Board shall provide the student with written notice of the closed session by registered or certified mail and the student may request a public meeting. The request shall be granted if made in writing within 48 hours after receipt of the Board's notice. However, any discussion that conflicts with any other student's right to privacy shall be in closed session. (Education Code, Sections 48912 and 35146)

## COMPLAINT PROCEDURES

### **EDUCATIONAL EQUITY: IMMIGRATION AND CITIZENSHIP STATUS-EC 200, 220, AND 234.1 ADDING ARTICLE 5.7 To EC 234.7**

All persons in public schools, regardless of their Immigration status, disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or any other specified characteristic, are to be afforded equal rights and opportunities in the schools, and are not to be discriminated against on the basis of these specific characteristics in any program or activity conducted by the school that receives or benefits from state financial assistance or enrolls students who receive state financial aid. School officials are prohibited from collecting information or documents regarding citizenship or immigration status of students or their family members. Schools are to adopt a policy that prohibits and adopt a process for receiving and investigating complaints of discrimination, harassment, intimidation, and bullying based on those actual or perceived specified characteristics. The superintendent of a school district or county office of education and principal of a charter school are to report to the governing board of local educational agency in a timely manner any requests for information or access to the school site by an officer or employee or a law enforcement agency for the purpose of enforcing the immigration laws in a manner that ensures the confidentiality and privacy of any potentially identifying information. Schools are encouraged, when an employee is aware that a student's parent or guardian is not available to care for the student, to work with parents or guardians to update the emergency contact information and not to contact Child Protective Services to arrange for the student's care unless the school is able to arrange for care through the use of emergency contact information or instructions provided by the student's parent or guardian. Governing boards or schools are to provide information to parents and guardians as appropriate, regarding their children's right to a free public education, regardless of immigration status or religious beliefs. Schools and school districts will adopt by July 1, 2018 model policies created by the California Attorney General, limiting immigration enforcement at public schools ensuring that public schools remain safe and accessible regardless of immigration status.

### **EDUCATION EQUITY: IMMIGRATION STATUS: EC 66251,66260.6,66270, AND 66270.3**

The Equity in Higher Education Act, states that all persons, regardless of their disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or any other specified characteristic such as hairstyles, equal



rights and opportunities and adds this opportunity to apply for financial aid for higher education to also be equitable, and an application may not be denied of a student based on their immigration status. This does not guarantee any final eligibility, but simply an ability to apply for financial aid just like any other student, without discrimination.

### **OPEN MEETINGS: PUBLIC COMMENTS: TRANSLATION-GC 54954.3**

Requires local agencies to provide at least twice the allotted time for public comment to speakers who require translation services.

### **PARENT ENGAGEMENT: EC 11500, 11501, 11502, 11503**

To participate in the district offerings of parent education and to provide parental input to the local training programs for parents, please contact the following district representative for more information on how you may contribute at (760) 848-1252.

### **PARENT PARTICIPATION IN SCHOOL MEETINGS AND CONFERENCES: LC 230.8**

If the parent's employer has 25 or more employees, the parent must be allowed to attend school meetings and events for your children, up to a maximum of 40 hours each year without discrimination or fear of job loss. Purposes to attend child-related activities include: enrollment in grades 1-12, to address child care or school emergency, behavior or discipline problem that requires immediate parent attention, sudden school closure, or natural disaster. (Parent" means a parent, guardian, stepparent, foster parent, or grandparent of, or a person who stands in.) If an employer discharges, threatens to discharge, demotes, suspends or otherwise discriminates against the parent, the employee may be entitled to reinstatement and reimbursement for lost income or benefits. See Labor Code 230.8 for more details.

### **TITLE IX- EC 221.61**

Title IX of the Education Amendments of 1972 is one of several federal and state anti-discrimination laws that ensure equality in educational programs and activities that receive federal funding. Specifically, Title IX protects male and female pupils and employees, as well as transgender pupils and pupils who do not conform to sex stereotypes, against discrimination based on sex, including sexual harassment. California law also prohibits discrimination based on gender, gender expression, gender identity, and sexual orientation. Under Title IX, pupils may not be discriminated against based on their parental, family, or marital status, and pregnant and parenting pupils may not be excluded from participating in any educational program, including extracurricular activities, for which they qualify. For more information about Title IX, or how to file a complaint of noncompliance with Title IX, contact Human Resources Department, 87225 Church Street, Thermal California, (760) 848-1091.

#### **Title IX Requirements**

#### **34 CFR [Code of Federal Regulations] 106.8**

- (a) Designation of responsible employee. Each recipient shall designate at least one employee to coordinate its efforts to comply with and carry out its responsibilities under this part, including any investigation of any complaint communicated to such recipient alleging its noncompliance with this part or alleging any actions which would be prohibited by this part. The recipient shall notify all its students and employees of the name, office address and telephone number of the employee or employees appointed pursuant to this paragraph.
- (b) Complaint procedure of recipient. A recipient shall adopt and publish grievance procedures providing for prompt and equitable resolution of student and employee complaints alleging any action which would be prohibited by this part.

#### **34 CFR 106.9**

- (a) Notification of policy.
  - (1) Each recipient shall implement specific and continuing steps to notify applicants for admission and employment, students and parents of elementary and secondary school students, employees, sources of referral of applicants for admission and employment, and all unions or professional organizations holding collective bargaining or professional agreements with the recipient, that it does not discriminate on the basis of sex in the educational program or activity which it operates, and that it is required by Title IX and this part not to discriminate in such a manner. Such notification shall contain such information and be made in such manner as the Assistant Secretary finds necessary to apprise such persons of the protections against discrimination assured them by Title IX and this part, but shall state at least that the requirement not to discriminate in the education program or activity extends to employment therein, and to admission thereto unless Subpart C does not apply to the recipient, and that inquiries concerning the application of Title IX and this part to such recipient may be referred to the employee designated pursuant to Sec. 106.8, or to the Assistant Secretary.
  - (2) Each recipient shall make the initial notification required by paragraph (a)(1) of this section within 90 days of the effective date of this part or of the date this part first applies to such recipient, whichever comes later, which notification shall include publication in:
    - (i) Local newspapers;
    - (ii) Newspapers and magazines operated by such recipient or by student, alumnae, or alumni groups for or in connection with such recipient
    - (iii) Memoranda or other written communications distributed to every student and employee of such recipient.

- (b) Publications.
  - (1) Each recipient shall prominently include a statement of the policy described in paragraph (a) of this section in each announcement, bulletin, catalog, or application form which it makes available to any person of a type, described in paragraph (a) of this section, or which is otherwise used in connection with the recruitment of students or employees.
  - (2) A recipient shall not use or distribute a publication of the type described in this paragraph which suggests, by text or illustration, that such recipient treats applicants, students, or employees differently on the basis of sex except as such treatment is permitted by this part.
- (c) Distribution. Each recipient shall distribute without discrimination on the basis of sex each publication described in paragraph (b) of this section and shall apprise each of its admission and employment recruitment representatives of the policy of nondiscrimination described in paragraph (a) of this section and require such representatives to adhere to such policy.

### **SAFE PLACE TO LEARN ACT – EC 234 AND 234.1**

The Coachella 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 EC 220, and disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or association with a person or group with one or more of these actual or perceived characteristics. All school personnel who witness an act of discrimination, harassment, intimidation, or bullying must take immediate steps to intervene when safe to do so. Any student who engages in acts of discrimination, harassment, violence, intimidation, or bullying related to school activity or school attendance occurring within a school of the school district may be subject to disciplinary action up to and including expulsion. To report an incidence and/or to receive a copy of the district's anti-discrimination, anti-harassment, anti-intimidation, and anti-bullying policies, please contact the office of Child Welfare and Attendance, 87225 Church Street, Thermal California, (760) 848-1159.

### **SECTION 504 -29 USC 794, 34 CFR 104.32**

Section 504 of the Rehabilitation Act of 1973 is a federal law which prohibits discrimination against persons with a disability. The Coachella Valley Unified School District provides a free and appropriate public education to all pupils regardless of the nature or severity of their disability. The District has a responsibility to identify, evaluate, and if eligible, provide pupils with disabilities the same opportunity to benefit from education programs, services, or activities as provided to their non-disabled peers. To qualify for Section 504 protections, the pupil must have a mental or physical impairment which substantially limits one or more major life activity. For additional information about the rights of parents of eligible pupils, or questions regarding the identification, evaluation, and eligibility of Section 504 protections, please contact the office of Child Welfare and Attendance at (760) 848-1161.

### **UNIFORM COMPLAINT POLICY AND PROCEDURE- 5CCR 4600 ET SEQ**

The Uniform Complaint Procedures (UCP) complaint is a written and signed statement by a complainant alleging a violation of federal or state laws or regulations, which may include an allegation of unlawful discrimination, harassment, intimidation, bullying or charging pupil fees for participation in an educational activity or non-compliance. The person who receives the complaint shall respond to the parent in writing within 60 days. The parent may appeal to CDE within 15 days if not in agreement with the final report.

Please contact Risk Management Department at 760-848-1091 if you would like more information on how to file a complaint with the school or district, prior to appealing to the CDE. For more information you may go to the CDE website: <https://www.cde.ca.gov/re/cp/uc/ucpmonitoring.asp>

### **WILLIAMS COMPLAINT POLICY AND PROCEDURE – EC 35186**

Every school must provide sufficient textbooks and instructional materials. Every student, including English learners, must have textbooks or instructional materials, or both, to use at home or after school. School facilities must be clean, safe, and maintained in good repair. There should be no teacher vacancies or miss assignments. If a school is found to have deficiencies in these areas, and the school does not take corrective action, then a complaint form may be obtained from the office of Human Resources, (760) 848-1091. Parents, students, teachers or any member of the public may submit a complaint regarding these issues. However, it is highly encouraged that individuals express their concerns to the school principal before completing the complaint forms to allow the school to respond to these concerns.

## **ENGLISH LANGUAGE LEARNER EDUCATION**

### **ENGLISH LEARNERS IDENTIFICATION NOTICE-EC 313.2**

Parents are to be notified by schools that in addition to the child's English proficiency status, for which they are notified using the English Language Proficiency for Assessments for California (ELPAC), and they are to be notified that their child is a "Long-term English Learner" or is an "English learner at-risk of becoming a Long-term English Learner".

## **BILINGUAL EDUCATION-EC 52173, 5 CCR 11303**

Requires the school district to provide parents and guardians an opportunity for consultation prior to placement of child in a program of bilingual education. Requires notification, by mail or in person, to inform parents and guardians: 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) of 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.

## **LANGUAGE ACQUISITION PROGRAM-EC 310, 5 CCR 11309**

5 CCR 11309: In order to facilitate parental choice of program, all parents and guardians must be informed of the placement of their children in a structured English immersion program and must be notified of an opportunity to apply for a parental exception waiver. Notice to include a description of the locally-adopted procedures for requesting a parental exception waiver, and any locally-adopted guidelines for evaluating a parental waiver request.

EC 310: Parents or legal guardians may choose a language acquisition program that best suits their child. Schools in which the parents or legal guardians of 30 pupils or more per school or the parents or legal guardians of 20 pupils or more in any grade request a language acquisition program that is designed to provide language instruction shall be required to offer such a program to the extent possible, based upon the requirements of EC 305. If the school district implements a language acquisition program, the parent or guardian shall be provided with information on the types of language programs available to pupils enrolled in the school district, including, but not limited to, a description of each program. The information shall be made part of the annual notice required pursuant to EC 48980 or upon enrollment.

## **FOSTER/HOMELESS YOUTH**

### **EDUCATION OF FOSTER YOUTH-EC 48204, 48853, 48853.5, 51215.1, 51225.2**

Requires every local educational agency to designate a staff person as the educational liaison for foster children to: 1) ensure and facilitate the proper educational placement, enrollment in school, and checkout from school of foster children; and 2) assist foster children when transferring from one school/district to another school/district in ensuring proper transfer of credits, records, and grades.

The California Department of Education, in consultation with the California Foster Youth Education Task Force, has developed and posted on its Internet Web site a standardized notice of the educational rights of foster children that the educational liaisons for foster children can disseminate. The notice must include the following rights, as specified in EC 48850, 48911, 48915.5, 49069.5, 51225.1, and 51225.2:

1. Stable school placements in the least restrictive education programs, with access to the academic resources, services, and extracurricular activities that are available to all pupils. This includes the right to remain in the school of origin and the right to matriculate with his or her peers.
2. Immediate enrollment in the school of origin or school where the foster youth is currently residing, whether in a licensed children's institution, licensed foster home, or a family home following a commitment or placement under the Welfare and Institutions Code.
3. Proper and timely transfer between schools. This includes the coordination between the local educational agency and the county placing agency, and the transfer of educational information and records of the foster youth to the next educational placement.
4. No lowering of grades if the foster youth is absent from school due to a decision by a court or placing agency to change his or her placement, or due to a verified court appearance or related court ordered activity.
5. Issuance and acceptance of partial credits for courses that have been satisfactorily completed by the foster youth. The foster youth shall not be required to retake the portion of the course already completed unless it has been determined that he or she is reasonably able to complete the requirements in time to graduate from high school.
6. Not be required to retake a course the pupil has satisfactorily completed.
7. Notified of the possibility of graduating within four years with reduced state requirements, if the foster youth transferred after the second year of high school, is credit deficient, and will not be able to graduate on time with local district requirements.
8. Invitation extended to the foster youth's attorney and representative from the county child welfare agency to attend the extension of suspension meeting, the manifestation determination meeting (if applicable), and the expulsion hearing related to a disciplinary proceeding involving the foster youth.
9. File a complaint of noncompliance with the local educational agency under the Uniform Complaint Procedures.

## **EDUCATION OF HOMELESS YOUTH – 42 US 11432, EC 48853, 49069, 51225.1, 51225**

Requires every local education agency to appoint a homeless liaison to ensure parents of homeless pupils are informed of educational and related opportunities available to their children and are provided with meaningful opportunities to participate in education of their children. Unaccompanied youth, such as teen parents not living with their parent/guardian or students that have run away or have been pushed out of their homes, have access to these same rights. Notification may address:

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

## **HEALTH AND SAFETY**

### **ADMINISTRATION OF EPILEPSY MEDICATION – 49414.7**

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

### **ASBESTOS MANAGEMENT PLAN – 40 CFR 763.93**

The Coachella Valley Unified School District maintains and annually updates its management plan for asbestos-containing material in school buildings. For further information, contact the Department of Facilities Management (760) 398-5909.

### **CAMERA SURVEILLANCE ON SCHOOL PROPERTY – PC 647 (j)**

For the safety of our students, staff and visitors, the School District employs camera surveillance equipment for security purposes. This equipment may or may not be monitored at any time.

Surveillance cameras will generally be utilized only in public areas where there is no "reasonable expectation of privacy." Public areas may include school buses; building entrances; hallways; parking lots; front offices where students, employees, and parents come and go; gymnasiums during public activities; cafeterias; and supply rooms. However, it is not possible for surveillance cameras to cover all public areas of District buildings or all District activities.

District surveillance cameras will not be installed in "private" areas such as restrooms, locker rooms, changing areas, private offices (unless consent by the office owner is given), or classrooms.

### **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, charter school, or private school that elects to offer an athletic program must immediately remove from a school-sponsored athletic activity for the remainder of the day an athlete who is suspected of sustaining a concussion or head injury during that activity. The athlete may not return to that activity until he or she is evaluated by, and receives written clearance from, a licensed health care provider. If the licensed health care provider determines the athlete has a concussion or head injury, the athlete shall also complete a graduated return-to-play protocol of no less than 7 days in duration under the supervision of a licensed health care provider. On a yearly basis, a concussion and head injury information sheet must be signed and returned by the athlete and the athlete's parent or guardian before the athlete initiates practice or competition. This requirement does not apply to an athlete engaging in an athletic activity during the regular school day or as part of a physical education course.

### **CONFIDENTIAL MEDICAL SERVICES – EC 46010.1**

School authorities may excuse any pupil in grades 7-12 from the school for the purpose of obtaining confidential medical services without the consent of the pupil's parent or guardian.

## **CONTROLLED SUBSTANCES: OPIOIDS – EC 49476**

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

## **EMERGENCY TREATMENT FOR ANAPHYLAXIS – EC 49414**

Anaphylaxis is a severe and potentially life-threatening allergic reaction that can occur after encountering an allergic trigger, such as food, medicine, an insect bite, latex or exercise. Symptoms include narrowing of the airways, rashes or hives, nausea or vomiting, a weak pulse and dizziness. It is estimated that approximately 25% of the anaphylactic reactions occur during school hours to students who had not previously been diagnosed with a food or other allergy.

Without immediate administration of epinephrine followed by calling emergency medical services, death can occur. Being able to recognize and treat it quickly can save lives. Recent changes to EC 49414 now require school districts to provide epinephrine auto-injectors to school nurses and trained personnel and authorizes them to use epinephrine auto-injectors for any student who may be experiencing anaphylaxis, regardless of known history.

## **ENTRANCE HEALTH SCREENING – HSC 124085, 124100, 124105**

State law requires that the parent or legal guardian of each pupil provide the school within 90 days after entrance to first grade documentary proof that the pupil has received a health screening examination by a doctor within the prior 18 months. Pupils may be excluded up to 5 days from school for failing to comply or not providing a waiver. Free health screening is available for eligible students through the Child Health Disabilities Prevention Program.

## **HEAD LICE – BP 5141.33**

The Governing Board believes that the district's head lice management program should emphasize the correct diagnosis and treatment of head lice in order to minimize disruption of the education process and to reduce the number of student absences resulting from infestation. In consultation with the school nurse, the Superintendent or designee may establish a routine screening program to help prevent the spread of head lice.

School employees shall report all suspected cases of head lice to the school nurse or designee as soon as possible. The nurse or designee shall examine the student and other students who are siblings of the affected student or members of the same household.

If a student is found with active, adult head lice, he/she shall be excluded from attendance. The parent/guardian of an excluded student shall receive information about recommended treatment procedures and sources of further information. The student shall be allowed to return to school the next day after proof of treatment and shall be checked by the nurse or designee before returning to class. Once he/she is determined to be free of lice, the student may be rechecked weekly for up to six weeks.

## **HEALTH INSURANCE FOR COVERAGE FOR ATHLETES-EC 32221.5**

Under state law, school districts are required to ensure that all members of school athletic teams have accidental injury insurance that covers medical and hospital expenses. This insurance requirement can be met by the school district offering insurance or other health benefits that cover medical and hospital expenses.

Some pupils may qualify to enroll in no-cost or low-cost local, state, or federally sponsored health insurance programs. Information about these programs may be obtained by calling Borrego Health (760) 399-4526.

## **IMMUNIZATION – EC 49403 AND 48216, HSC 120325, 120335, 120365, 120370, 120375**

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 whose parents have consented in writing.

Beginning January 1, 2016, parents of students in any school, will no longer be allowed to submit a personal beliefs exemption to a currently required vaccine. A personal beliefs exemption on file at school prior to January 1, 2016 will continue to be valid until the student enters the next grade span at kindergarten (including transitional kindergarten) or 7th grade.

Students are not required to have immunizations if they attend a home-based private school or an independent study program and do not receive classroom-based instruction. However, parents must continue to provide immunizations records for these students to their schools. The immunization requirements do not prohibit students from accessing special education and related services required by their individualized education programs.

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

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

- (a) All new students, in transitional kindergarten through grade 12, to the Coachella Valley Unified School District must provide proof of polio, diphtheria, pertussis, tetanus, measles, mumps, rubella, and varicella immunizations.

- (b) All transitional kindergarten and kindergarten students must also provide proof of vaccination against hepatitis B.
- (c) All seventh-grade students must also provide proof of a second measles-containing vaccine, and a pertussis booster vaccine. Instruction for Pupils with Temporary Disabilities – EC 48206.3, 48207 and 48208.

A pupil with a temporary disability which makes attendance in the regular day classes or the alternative educational program in which the pupil is enrolled impossible or inadvisable may receive individualized instruction provided in the pupil's home for one hour a day. Please contact the office of Child Welfare and Attendance, (760) 848-1161, for further information.

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

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

### **INSTRUCTION FOR PUPILS WITH TEMPORARY DISABILITIES – EC 48206.3, 48207, 48208**

A pupil with a temporary disability which makes attendance in the regular day classes or the alternative educational program in which the pupil is enrolled impossible or inadvisable may receive individualized instruction provided in the pupil's home for one hour a day. Please contact the office of Child Welfare and Attendance at (760) 848-1157 for further information.

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

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

A pupil with a temporary disability may remain enrolled in the district of residence or charter school and may attend regular classes when not confined to the hospital setting, the total days of instruction may not exceed the maximum of five days with both school settings and attendance may not be duplicated.

If necessary, the district of residence may provide instruction in the home for the days not receiving instruction in the hospital setting, depending upon the temporary doctor orders. The supervisor of attendance shall ensure that absences from the regular school program are excused until the pupil is able to return to the regular school program.

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

### **MEDICAL AND HOSPITAL SERVICES FOR PUPILS – EC 49472**

The medical costs of pupil accidents are normally the responsibility of the parent or guardian. Pupil accident insurance solves many problems in advance. Every year the Coachella Valley Unified School District provides parents or guardians with applications for school time accident insurance. The contract is made between the parent or guardian and the insurance company. The Coachella Valley Unified School District only supplies the application forms. This low-cost accident insurance helps pay for the medical costs if a child is injured while under the jurisdiction of the school. The principal of your child's school will provide you with further information and the application form.

### **MEDICATION REGIMEN-EC 49423, 49480**

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

Any pupil who is required to take, during the regular school day, medication prescribed by a physician may be assisted by the school nurse or other designated school personnel 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 requesting the school nurse to assist the pupil with prescribed medication as set forth in the physician statement. Student 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 that the student self-administer. All requests are to be approved by school nurse prior to use.

1. Talk to your child's doctor about making a medicine schedule so that your child does not have to take medicine while at school.
2. If your child is regularly taking medicine for an ongoing health problem, even if he or she only takes the medicine at home, give a written note to the school nurse or other designated school employee at the beginning of each school year.

You must list the medicine being taken, the current amount taken, and the name of the doctor who prescribed it (EC 49480).

3. If your child must take medicine while at school, give the school a written note from you and a written note from your child's doctor or other health care provider, who is licensed to practice in California. Provide new, updated notes at the beginning of each school year and whenever there is any change in the medicine, instructions, or doctor (EC 49423).
4. As parent or guardian, you must supply the school with all medicine your child must take during the school day. You or another adult must deliver the medicine to school, except medicine your child is authorized to carry and take by him or herself.
5. All controlled medicine, like Ritalin, must be counted and recorded on a medicine log when delivered to the school. You or another adult who delivered the medicine should verify the count by signing the log.
6. Each medicine your child must be given at school must be in a separate container labeled by a pharmacist licensed in the United States. The container must list your child's name, doctor's name, name of the medicine, and instructions for when to take the medicine and how much to take.
7. Pick up all discontinued, outdated, and/or unused medicine before the end of the school year.
8. Medicinal cannabis may be administered at school by parent according to local district adopted policy, which must include: no disruption of educational environment or exposure of cannabis to other students, parent administration only – no staff members to administer cannabis, removal of any remaining cannabis and packaging from school site, parent method to sign in and out for administration and medical recommendation to be kept on file according to confidential health records. The use of smoke or vape forms of cannabis is expressly forbidden on school campus.
9. Know and follow the medicinal policy of your child's school. The school board may amend or rescind any of their policies for any reason in a public board meeting.

### **MENTAL HEALTH: EC 49428**

In order to initiate access to available pupil mental health services, you may contact the following mental health provider: Department of Child Welfare at (760) 848-1161. Our school district will notify parents at least twice per year. This is one time through our Annual Notifications; we will also notify you again a second time each school year, by the following means:

District-wide Connect Ed. phone call.

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

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

### **PHYSICAL EXAMINATION – EC 49451; 20 USC 1232H**

A parent or guardian may file annually with the school principal a written statement, signed by the parent or legal guardian, withholding consent to a physical examination of the pupil. However, whenever there is 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.

### **PESTICIDE PRODUCTS NOTIFICATION – EC 17612**

To obtain a copy of all pesticide products and expected use at the school facility during the year, and to receive notification of individual pesticide applications at the school at least 72 hours before the application, please contact the Department of Facilities Management at 760-398-5909. The notice will identify the active ingredient(s) in each pesticide product, the intended date of application, an Internet address on pesticide use and reduction, and the Internet address where the school site integrated pest management plan may be found if the school site has posted the plan.

### **PREGNANT AND PARENTING PUPILS: EC 221.51, 222.5, 46015, AND 48980**

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

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

Parental leave for eight weeks for preparation of birth of infant, post-partum for mental and physical health needs of the teen parents and to bond with infants, or any additional medically approved time to protect the infant or parents is allowed. Any additional time due if deemed medically necessary, as prescribed by physician or nurse practitioner. The pregnant and parenting teens are not required to take all or part of the leave to which they are entitled. Leave will be approved by the district or charter school supervisor of attendance, as excused absence, with a unique code similar to independent study. However, no work is

required during the leave. Upon return, the parenting teens are entitled to return to the school courses that were in enrolled before taking leave. Make up plans and re-enrollment will be worked out with the school counselor or administrator to achieve an opportunity to fully participate in all activities, as before leave. If needed, parenting teen may enroll for a fifth year of instruction if on course for graduation requirements. If parenting teens were enrolled in an alternative school setting, a return to that environment is to be available as needed to achieve graduation. A pupil shall not incur any academic penalties due to using these available accommodations.

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

### **SAFE PLACE TO LEARN ACT- EC 234 AND 234.1**

The Coachella 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 EC 220, and disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or association with a person or group with one or more of these actual or perceived characteristics. All school personnel who witness an act of discrimination, harassment, intimidation, or bullying must take immediate steps to intervene when safe to do so. Any student who engages in acts of discrimination, harassment, violence, intimidation, or bullying related to school activity or school attendance occurring within a school of the school district may be subject to disciplinary action up to and including expulsion. To report an incidence and/or to receive a copy of the district's antidiscrimination, antiharassment, anti-intimidation, and antibullying policies, please contact 760-848-1161 or [cvusd.us](http://cvusd.us) (Sprigeo).

### **SCHOOL SAFETY: BULLYING- EC 234.4 AND 32283.5**

The Coachella Valley Unified School District is committed to the prohibition of discrimination, harassment, intimidation, and bullying. Annual training will be provided to all staff who work with students, to prevent bullying and cyberbullying. You may find a list of education web pages describing the staff training at: <https://www.cde.ca.gov/ls/ss/se/bullyres.asp>. If you or your child should experience any bullying on campus, at school events, or on the way to or from school, please report bullying at <https://app.sprigeo.com/district/coachella-valley-unified-school-district>.

### **SCHOOL SAFETY PLANS-EC 32288 ET SEQ.**

Each Coachella 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. Fire and emergency drills are held periodically at each school.

### **SUDDEN CARDIAC ARREST- EC 33479 ET SEQ**

Sudden cardiac arrest (SCA) is when the heart stops beating, suddenly and unexpectedly. When this happens, blood stops flowing to the brain and other vital organs. SCA is not a heart attack; it is a malfunction in the heart's electrical system, causing the victim to collapse. The malfunction is caused by a congenital or genetic defect in the heart's structure. SCA is more likely to occur during exercise or sports activity, so athletes are at greater risk. These symptoms can be unclear and confusing in athletes. Often, people confuse these warning signs with physical exhaustion.

If not properly treated within minutes, SCA is fatal in 92 percent of cases. In a school district, charter school, or private school that elects to conduct athletic activities, the athletic director, coach, athletic trainer, or authorized person must remove from participation a pupil who passes out or faints, or who is known to have passed out or fainted, while participating in or immediately following an athletic activity. A pupil who exhibits any of the other symptoms of SCA during an athletic activity may be removed from participation if the athletic trainer or authorized person reasonably believes that the symptoms are cardiac related. A pupil who is removed from play may not return to that activity until he or she is evaluated by, and receives written clearance from, a physician or surgeon. On a yearly basis, an acknowledgement of receipt and review of information regarding SCA must be signed and returned by the pupil and the pupil's parent or guardian before a pupil participates in specific types of athletic activities which generally does not apply to those conducted during the regular school day or as part of a physical education course.

### **SUICIDE PREVENTION POLICIES- EC 215**

Student suicide rates are of concern to all members of the school community. One child, ages 12 and older, dies by suicide every five days in California. Local Districts were required by California law to provide suicide prevention education, according to age-appropriate and sensitive local policies, for grades 7 to 12. Legislators have determined that training in mental health and coordination around improved services is extended to our elementary students. A shared goal by all staff educators is to keep a safe place to learn, free from harm to any of our students.

### **SEXUAL ABUSE AND SEX TRAFFICKING PREVENTION-EC 51950**

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



## **SEX EQUITY IN EDUCATION ACT**

California Education Code, 221.61

(a) On or before July 1, 2017, public schools, private schools that receive federal funds and are subject to the requirements of Title IX, school districts, county offices of education, and charter schools shall post in a prominent and conspicuous location on their Internet Web sites all of the following:

- (1) The name and contact information of the Title IX coordinator for that public school, private school, school district, county office of education, or charter school, which shall include the Title IX coordinator's phone number and email address.
- (2) The rights of a pupil and the public and the responsibilities of the public school, private school, school district, county office of education, or charter school under Title IX, which shall include, but shall not be limited to, Internet Web links to information about those rights and responsibilities located on the Internet Web sites of the department's Office for Equal Opportunity and the United States Department of Education Office of Civil Rights, and the list of rights specified in Section 221.8.A description of how to file a complaint under Title IX, which shall include all of the following:
- (b) On or before April 1, 2017, and annually thereafter, the Superintendent shall send a letter through electronic means to all public schools, private schools that receive federal funds and are subject to the requirements of Title IX, school districts, county offices of education, and charter schools informing them of the requirement specified in subdivision (a) and of their responsibilities under Title IX.
- (c) A public school that does not maintain an Internet Web site may comply with subdivision (a) by posting the information specified in paragraphs (1) to (3), inclusive, of subdivision (a) on the Internet Web site of its school district or county office of education.
- (d) Nothing in this section shall be construed to require a school or local educational agency to establish an Internet Web site if the school or local educational agency does not already maintain one.

## **SEXUAL ABUSE AND SEXUAL ASSAULT AWARENESS AND PREVENTION-EC 51900.6**

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

## **SEXUAL HARASSMENT-EC 231.5, 48980 (F)**

The Coachella Valley Unified School District is committed to maintaining a learning and working environment that is free from sexual harassment. Any student who engages in sexual harassment of anyone in or from the district may be subject to disciplinary action up to and including expulsion. Any employee who permits, engages in, or fails to report sexual harassment shall be subject to disciplinary action up to and including dismissal. For a copy of the district's sexual harassment policy or to report incidences of sexual harassment, please contact 760-848-1161.

## **TOBACCO-FREE CAMPUS-BPC 22950.5, HSC 104420, 104495, 104559, PC 308**

The use of tobacco and nicotine products is prohibited on school or district grounds, buildings, and vehicles, and within 250 feet of a youth sports event. Tobacco product includes, but is not limited to, cigarettes, cigars, little cigars, chewing tobacco, pipe tobacco, snuff, or an electronic device (e.g., electronic cigarette, cigar, pipe, or hookah) that delivers nicotine or other vaporized liquids.

## **VICTIM OF A VIOLENT CRIME – 20 USC 7912A**

A pupil who becomes a victim of a violent crime while in or on the school grounds must be offered the opportunity to transfer to a safe public school within the school district, including a public charter school, within ten calendar days. If there is not another school within the area served by the district, the district is encouraged, but not required, to explore other appropriate options such as an agreement with a neighboring school district to accept pupils through an interdistrict transfer. Primary examples of violent criminal offenses in the Penal Code include attempted murder, battery with serious bodily injury, assault with a deadly weapon, rape, sexual battery, robbery, extortion, and hate crimes. For more information, please contact the Office of Child Welfare and Attendance at (760) 848-1159.

## **MIGRANT PROGRAM**

### **MIGRANT EDUCATION –EC 54444.2**

Requires a school district receiving migrant education funds or services to actively solicit parental involvement in the planning, operation, and evaluation of its programs through the establishment of, and consultation with, a parent advisory council. Requires notice to parents, in language they understand, that parents have sole authority to decide composition of council.

## **NUTRITION SERVICES**

### **NOTICE OF FREE AND REDUCED-PRICE MEALS – EC 49510**

ALL students receive two healthy meals at no charge. Students that have access to better nutrition tend to perform better academically, have better health, and maintain better school attendance. Information regarding qualifications and availability may be obtained by contacting the Department of Nutritional Services at (760) 848-1078.

### **PUPIL MEALS – CHILD HUNGER PREVENTION AND FAIR TREATMENT ACT OF 2017 –EC 49557.5**

The Coachella 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.cvusd.us](http://www.cvusd.us) or for a copy of the policy, please contact the Coachella Valley Unified School District, Nutritional Services Department at (760) 848-1078.

## **PUPIL RECORDS**

### **CUSTODY ISSUES**

Custody disputes must be handled by the courts. The school has no legal jurisdiction to refuse a biological parent access to his/her child and/or school records. The only exception is when signed restraining order or proper divorce papers, specifically stating visitation limitations, are on file in the school office. Any student release situation which leaves the student's welfare in question will be handled at the discretion of the site administrator or designee. Should any such situation become a disruption to the school, law enforcement will be contacted, and an officer requested to intervene. Parents are asked to make every attempt not to involve school sites in custody matters. The school will make every attempt to reach the custodial parent when a parent or any other person not listed on the emergency card attempts to pick up a child.

### **DIRECTORY INFORMATION – EC 49073**

Periodically, the Coachella Valley Unified School District releases directory information on pupils to various non-profit organizations. It only releases information to those organizations whose purpose is to enhance the educational goals of the district. Information may also be released to organizations associated with education or institutions offering career opportunities to graduates. In addition, the district is obligated to release directory information to military recruiters. Directory information may include the student's name, address, telephone number, e-mail address, date of birth, and other related information. In particular, the district utilizes this method to disseminate important information to the parents of district students. The subject information may involve general school activities for such measures as the issuance of bonds of the school district.

No information may be released to private profit-making entity other than employers, prospective employers and representatives of the news media, including, but not limited to, newspapers, magazines, and radio and television stations. Directory information may be disclosed without prior consent from the parent or legal guardian unless the parent or legal guardian submits a written notice to the school to deny access to his/her pupil's directory information. Directory information regarding a pupil identified as a homeless child or youth shall not be released unless a parent, or eligible pupil, has provided written consent that directory information may be released.

### **PUPIL RECORDS – EC 49063 AND 49069, 34 CFR 99.7, 20 USC 1232g**

A cumulative record, whether recorded by handwriting, print, tapes, film, microfilm or other means, must be maintained on the history of a pupil's development and educational progress. The District will protect the privacy of such records. Parents/guardians have the right to 1) inspect and review the pupil's educational record maintained by the school, 2) request that a school correct records which they believe to be inaccurate or misleading, and 3) have some control over the disclosure of information from educational records. School officials with legitimate educational interests may access pupil records without parental consent as long as the official needs to review the records in order to fulfill his/her professional responsibility. Upon request from officials of another school district in which a pupil seeks or intends to enroll, the District shall disclose educational records without parental consent.

Parents' request to access their pupil's educational records must be submitted in a written form to pupil's and the school will have five (5) business days from the day of receipt of the request to provide access to the records.

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

### **RELEASE JUVENILE INFORMATION – WIC 831**

Juvenile court records should be confidential regardless of the juvenile's immigration status. Only if a court order is provided, will any student information be disseminated, attached or provided to federal officials. The court order must indicate prior

approval of the presiding judge of the juvenile court. Otherwise, juvenile information is protected from distribution and remains private without a court order.

Whenever a pupil has been found by a court to have committed any felony or misdemeanor involving curfew, gambling, alcohol, drugs, tobacco products, carrying of weapons, a sex offense, assault or battery, larceny, vandalism, or graffiti, the court will provide a written notice to the superintendent of the school district of attendance. The superintendent will then provide the information to the principal at the school of attendance, who will disseminate the information to any administrator, teacher, or counselor directly supervising or reporting on the behavior or progress of the pupil, allowing them to work with the pupil in an appropriate manner.

### **RIGHTS OF PARENTS AND GUARDIANS TO INFORMATION – EC 51101 (IN PART)**

The parents and guardians of pupils enrolled in public schools have the right and should have the opportunity, as mutually supportive and respectful partners in the education of their children within the public schools, to be informed by the school, and to participate in the education of their children, as follows:

- (1) Within a reasonable period of time after making the request, to observe their child's classroom(s).
- (2) Within a reasonable time of their request, to meet with their child's teacher(s) and the principal.
- (3) To volunteer their time and resources for the improvement of school facilities and school programs under the supervision of district employees, including, but not limited to, providing assistance in the classroom with the approval, and under the direct supervision, of the teacher.
- (4) To be notified on a timely basis if their child is absent from school without permission.
- (5) To receive the results of their child's performance on standardized tests and statewide tests and information on the performance of their child's school on standardized statewide tests.
- (6) To request a particular school for their child, and to receive a response from the school district.
- (7) To have a school environment for their child that is safe and supportive of learning.
- (8) To examine the curriculum materials of their child's class (es).
- (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.
- (10) To have access to the school records of their child.
- (11) To receive information concerning the academic performance standards, proficiencies, or skills their child is expected to accomplish.
- (12) To be informed in advance about school rules, including disciplinary rules and procedures, attendance policies dress codes and procedures for visiting the school.
- (13) To receive information about any psychological testing the school does involving their child and to deny permission to give the test.
- (14) To participate as a member of a parent advisory committee, school site council, or site-based management leadership team.
- (15) To question anything in their child's record that the parent feels is inaccurate or misleading or is an invasion of privacy and to receive a response from the school.
- (16) To be notified, as early in the school year as practicable, if their child is identified as being at risk of retention and of their right to consult with school personnel

### **SCHOOL ACCOUNTABILITY REPORT CARD – EC 35256**

Each school site has a School Accountability Report Card. This document is available for parents to review at their request. Please contact your individual school principal for further information on this document.

### **SURVEYS – EC 51513 AND 51514**

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

## **SPECIAL EDUCATION**

### **CHILD FIND SYSTEM – EC 56301; 20 USC1401 (3); 1412 (A) (3); 34CFR300.111 (C) (D)**

Districts within the Riverside County Special Education Local Plan Area (SELPA) offer programs for youngsters, between the age of birth and 21 years of age, who have: Communication problems, learning difficulties, physical disabilities, or severe disabilities. If you think your child needs special help in school, call his/her school or district office Department of Student Services at (760) 848-1135.

### **INDIVIDUALS WITH DISABILITIES ACT (IDEA)**

IDEA is a federal law that requires school districts to provide a “free appropriate public education” (FAPE) to eligible children with disabilities. A free appropriate public education means that special education and related services are to be provided as described in an individualized education program (IEP) and under public supervision to your child at no cost to you.

### **PARTICIPATION IN MAKING DECISIONS ABOUT YOUR CHILD’S EDUCATION**

You have the right to refer your child for special education services. You must be given opportunities to participate in any decision-making meeting regarding your child’s special education program. You have the right to participate in an IEP meeting either in person, by teleconference, written communication and/or by sending a representative to discuss the identification (eligibility), assessment, educational placement of your child and other matters relating to your child’s free appropriate public education. [20 USC 1414(d)(1)B-(d)(1)(D), 20 USC 1415(d); 34 CFR 300.321 and 300.504; EC 56301(d)(2) and EC 56321)]

You also have the right to participate in the development of the IEP and to be informed of the availability of free appropriate public education, including all appropriate program options, and of all available alternative programs, both public and nonpublic.

Additionally, you have the right to electronically record the meeting on an audio tape recorder. The law requires that you notify the district 24 hours prior to meeting if you intend to record the proceedings. If the parent or guardian does not consent to the LEA audiotape recording an IEP meeting, the meeting shall not be recorded on an audiotape recorder. [EC 56301, 56321, 56341.1(g) (1) and 56506(d)]

Additional Assistance

When you have a concern about your child’s education it is important that you call or contact your child’s teacher or administrator to talk about your child and any problems you see. Staff in the Special Education Department can answer questions about your child’s education, your rights, and procedural safeguards. When you have a concern, this informal conversation often solves the problem and helps maintain open communication. Additional resources are listed at the end of this document to help you understand the procedural safeguards.

## **TRANSFERS**

### **DISTRICT OF CHOICE – EC 48300 AND 48507**

Some school districts may choose to become a district of choice. A school board that elects to operate the school district as a district of choice must determine the number of transfers it is willing to accept and shall accept all pupils who apply to transfer until the school district is at maximum capacity. The school district of choice shall make sure that students are selected through an unbiased and random process that does not take into consideration his or her academic or athletic performance, physical condition, proficiency in English, family income, ethnicity, primary language, literacy, special needs, or any of the individual characteristics listed in Section 200. The parent of a pupil requesting to transfer must submit an application to the school district of choice no later than January 1 of the school year preceding the school year for which the student wishes to transfer. The parent shall be notified in writing by February 15 if the student was provisionally accepted, rejected, or placed on a waiting list for the next school year. A modified application process is available for children of relocated military personnel.

### **EMPLOYMENT IN LIEU OF RESIDENCY (ALLEN BILL) – EC 48204**

Some school districts may choose to accept employment in lieu of residency. A school district allows a student to have complied with the residency requirements for school attendance in the district if at least one parent/guardian of the pupil is physically employed within the boundaries of that district for a minimum of ten hours during the school week. Once admitted to residency, the pupil’s transfer may be revoked only if the parent ceases to be employed within the boundaries of the district. As a resident, the student does not have to re-apply for the transfer to be valid.

### **RESIDENCY REQUIREMENTS – EC 48200, 48204**

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.

### **INTRA-DISTRICT TRANSFER -EC 35160.5 (B)**

Residents of the school district may apply to other schools that serve the same grade levels within the district. Residents of the School District may apply to other schools within the District for their child to attend on a space available basis. Information on each school within the District is provided on the District website (cvusd.us). No pupil who currently resides in the attendance area of a school can be displaced by pupils transferring from outside the attendance area. Students who are a victim of bullying

shall be allowed an intradistrict permit to transfer if space is available at the same grade level. If there is no “intra-district” space to attend, the student may seek an “inter-district” permit to another district without any delay in release from the home district, but it does not guarantee entrance to an outside district.

The process to enter another school district will be according to the desired district’s transfer policies. A “victim of an act of bullying” means a pupil that has been determined to have been a victim of bullying by an investigation pursuant to the complaint process described in Section 234.1 and the bullying was committed by any pupil in the school district of residence, and the parent of the pupil has filed a written complaint regarding the bullying with the school, school district personnel, or a local law enforcement agency. “Bullying” means any severe or pervasive physical or verbal communication made in writing or by means of an electronic act directed toward one or more pupils that results in placing a reasonable person in fear of harm of self or property. It may cause a substantially detrimental effect on physical or mental health, interfere with academic performance or the ability to participate in or benefit from the services, activities, or privileges provided by a school, and may be done in person or online. Bullying may be exhibited in the creation or transmission of bullying online, on or off the school site, by telephone or other device in a message, text, sound, video, or image in a post on a social network internet website or burn page that creates a credible impersonation of another student knowingly and without consent for the purpose of bullying. Sharing or forwarding messages contributes to the act of bullying.

### **INTER-DISTRICT ATTENDANCE – EC 46600 ET SEQ.**

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

Regardless of whether an agreement exists, or a permit is issued, the school district of residence cannot prohibit the transfer of a pupil who is a child of an active military duty parent to a school district of proposed enrollment if that district approves the application for transfer. Nor may a district prohibit an interdistrict permit release when no intradistrict permit options are available to a victim of bullying. A “victim of an act of bullying” means a pupil that has been determined to have been a victim of bullying by an investigation pursuant to the complaint process described in Section 234.1 and the bullying was committed by any pupil in the school district of residence, and the parent of the pupil has filed a written complaint regarding the bullying with the school, school district personnel, or a local law enforcement agency. “Bullying” means any severe or pervasive physical or verbal communication made in writing or by means of an electronic act directed toward one or more pupils that results in placing a reasonable person in fear of harm of self or property. It may cause a substantially detrimental effect on physical or mental health, interfere with academic performance or the ability to participate in or benefit from the services, activities, or privileges provided by a school, and may be done in person or online. Bullying may be exhibited in the creation or transmission of bullying online, on or off the school site, by telephone or other device in a message, text, sound, video, or image in a post on a social network internet website or burn page that creates a credible impersonation of another student knowingly and without consent for the purpose of bullying. Sharing or forwarding messages contributes to the act of bullying.

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

A pupil who has been determined by personnel of either the school district of residence or the district of proposed enrollment to have been the victim of an act of bullying, as defined in EC 48900(r), shall, at the request of the parent or legal guardian, be given priority for interdistrict attendance under any existing agreement or, in the absence of an agreement, be given additional consideration for the creation of an interdistrict attendance agreement.

Each school district shall post their interdistrict policy agreements and local district caps on their district and/or school websites. Reasons for approval and denial of interdistrict transfer requests must be updated on the district website according to board policies. The County appeals process will be offered with the final denial in writing by the school district. The County appeal process may take up to a maximum of two months. If you have any questions about the interdistrict process, please call the district office at 760-848-1161 or call the County Office at 562-922-6233.

### **RESIDENCY INVESTIGATIONS – EC 48204.2**

If a school district elects to undertake an investigation, as specified, require the governing board of the school district to adopt a policy regarding the investigation of a pupil to determine whether the pupil meets the residency requirements for school attendance in the school district before investigating any pupils. Requires the policy to, among other things, identify the circumstances upon which the school district may initiate an investigation, describe the investigatory methods that may be used, including whether the school district will be employing the services of a private investigator, prohibit the surreptitious

photographing or video-recording of pupils who are being investigated, as provided, and provide for an appeal process, as specified. Requires the policy to be adopted at a public meeting of the governing board of the school district.

## **STUDENT ATHLETES**

Parents of high school athletes should check on CIF sports eligibility rules before pursuing a transfer under these options. Transportation to any other school is the responsibility of the parent. All transfer requests will be based on a random and unbiased selection process.

## **TRANSPORTATION**

### **BUS PRIVILEGES**

Appropriate student behavior, while on the bus, is essential for the safety and welfare of students. Violations of school rules also apply to students riding the bus. In addition, the following violations may result in a student losing the privilege of bus transportation. Violation of school bus rules and/or regulations shall be reported to the school principal and to the Director of Transportation. The Department of Transportation and/or the school administrator may take disciplinary action. If a student, while on a bus, commits an act which constitutes a crime under the California Education Code, he/she is subject to disciplinary action which may include expulsion.

Violations unique to student bus privileges are:

1. Eating or drinking while riding the bus is prohibited.
2. Putting head, arms or body outside the bus at any time other than when departing or boarding.
3. Bringing animals or pets on the bus with the exception of properly licensed and muzzled guide dogs.
4. Throwing any object inside or outside of the bus.
5. Use of the emergency exit except in case of EMERGENCY.
6. Loud talking or yelling and not remaining in seat.

### **SCHOOL BUS SAFETY – EC 39831.5**

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

### **RULES OF CONDUCT FOR SCHOOL BUS PASSENGERS**

All pupils of the Coachella Valley Unified School District shall behave in a proper manner while on the bus showing courteous consideration for the rights of other students. All passengers shall obey the following rules:

1. The bus driver's instructions will be followed at all times.
2. Riders should arrive at the bus stop five minutes prior to pick-up time. When the bus arrives, students will form a line at least six feet from the boarding zone and enter the bus at the driver's direction.
3. Students will not bring glass containers, sharp or dangerous objects or weapons of any kind on the bus.
4. Riders shall remain seated while the bus is in motion and shall not obstruct the aisle with their feet, legs or any other objects. Upon arrival at their destination riders shall remain seated until the bus stops and only then enter the aisle and go directly to the exit.
5. Riders will never throw objects inside the bus or out of the bus.
6. Because serious safety hazards can result from noise or behavior that can distract the driver, loud talking, laughing, singing, whistling, scuffling, smoking, eating, drinking and changing seats are strictly prohibited on the bus.
7. No part of the body (arms, legs, hands, and head) will ever be out of the window.
8. Riders shall keep the bus and the area around the bus stop clean. Defacing or damaging the bus or tampering with bus equipment is strictly prohibited.
9. No animals or insects are allowed on the bus, with the exception of properly licensed and muzzled guide dogs.
10. The use of profane or vulgar language is prohibited on the bus.
11. Upon departing from the bus all riders should be alert for traffic hazards in the area.
12. Pupils in grade transitional kindergarten through eight who are dropped off at a stop other than their regular stop must have a written note from a parent or guardian, which must be approved by the principal. No pupil will be allowed to be dropped off at other than regular stops unless the driver receives an approved note. No Preschool, Transitional Kindergarten or Kindergarten pupil will be released at his/her bus stop without a parent present to receive him/her.

Riders who fail to comply with the above rules shall be issued written citations. In all instances when citations are issued to a student, the student and his/her parent/guardian shall be given notice and warning. In the case of a severe violation or repeated offenses, the rider may be denied transportation for the remainder of the school year. The following telephone number may be used to obtain information or assistance regarding school bus transportation. Transportation Department Office: (760) 399-5127.

## **UNIFORMS**

### **UNIFORM POLICY-BOARD POLICY 5132**

Schools within the Coachella Valley Unified School District have adopted a school wide uniform policy.

In schools where uniforms are required, the principal, staff and parents of the individual school shall jointly select the specific uniform to be worn. Students who participate in nationally recognized youth organizations shall be allowed to wear the organization uniforms on days when the organization has a scheduled meeting. (EC 35183) (A.R. 5132)

Parents objecting to the mandatory uniform may contact the school site principal and request a waiver.