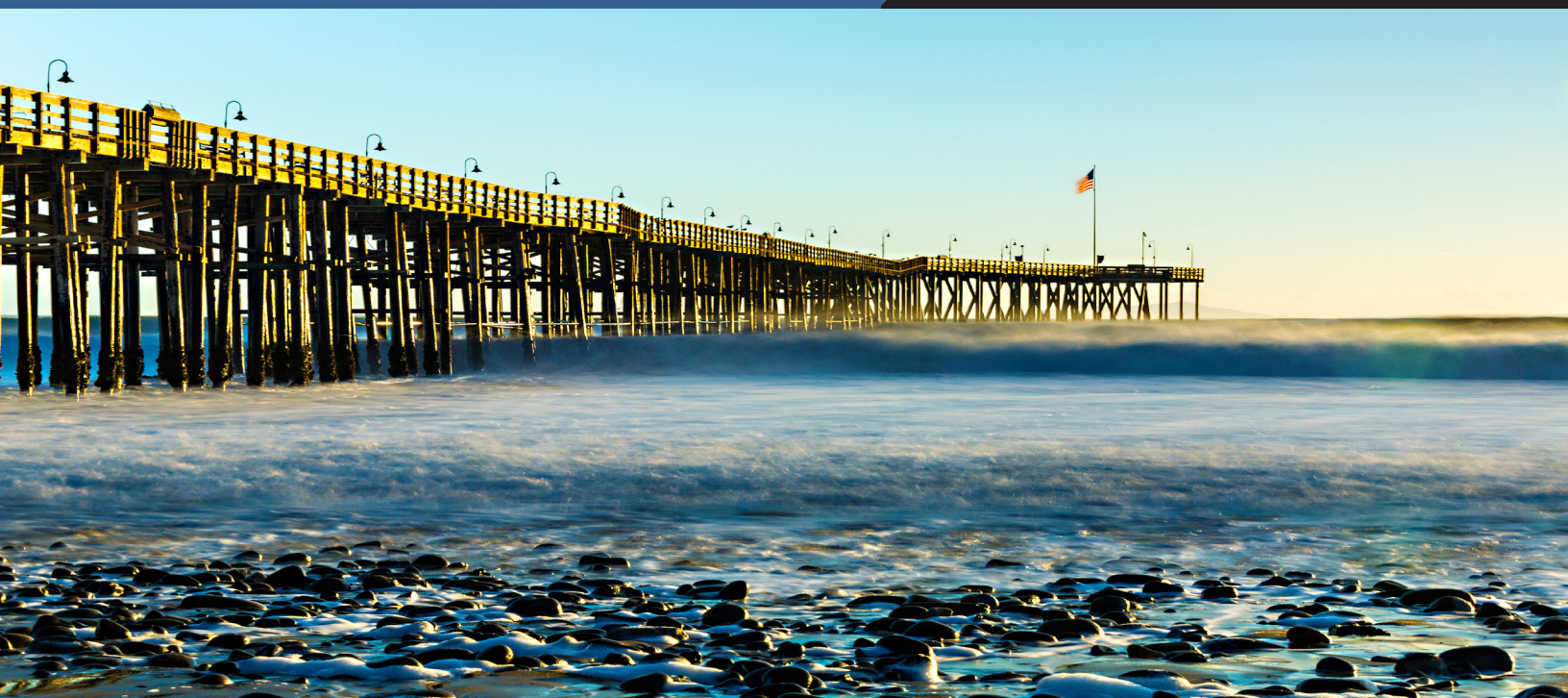


Ventura Unified School District

Annual Notice of Parents' Rights & Responsibilities

2022-2023



Dr. Roger Rice, Superintendent

Education Services Center
255 West Stanley Avenue, Suite 100
Ventura, CA 93001
(805) 641-5000
www.venturausd.org

Board of Trustees

Sabrena Rodriguez
Dr. Jerry Danenberg
Amy (Yamamoto) Callahan
Velma Lomax
Calvin Peterson

The Governing Board is committed to providing equal opportunity for all individuals in district programs and activities. District programs, activities, and practices shall be free from unlawful discrimination, including discrimination against an individual or group based on race, color, ancestry, nationality, national origin, immigration status, ethnic group identification, ethnicity, age, religion, marital status, pregnancy, parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, or genetic information; a perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics. (BP 0410)

Ventura Unified
SCHOOL DISTRICT

Published June 2022



TABLE OF CONTENTS

Emergency Communications Systems For Parents/Guardians	2	Tobacco Free Campus	13
District Compliance Contacts	2	Type 1 Diabetes Information	13
Important Dates	2	Type 2 Diabetes Information	14
Academics	3	Parents' Rights	14
Advanced Placement Examination Fees	3	Before and After School Programs	14
Availability of Course Directory.....	3	California Longitudinal Pupil Achievement Data System	14
California Healthy Youth Act (Sexual Health and HIV/AIDS Prevention - Instruction).....	3	Child Abuse and Neglect Reporting	14
CAL Grant Program	3	Disclosure of Student Information	14
California High School Proficiency Examination	3	Employee: Professional Standards.....	15
Career Counseling and Course Selection.....	3	Excusal from CAASPP Testing.....	15
Career Technical Education	4	Free/Reduced Price Meals.....	16
College Admission Requirements.....	4	Nondiscrimination/Harassment.....	16
Competitive Athletics.....	4	Parent Participation in School Meetings and Conferences	16
Federal Student Aid or Dream Act	4	Right to Know Professional Qualifications of Teachers and Paraprofessionals	16
Graduation Requirements	4	School Accountability Report Card	16
Minimum Days	6	Student Records	16
Objection to Dissecting, Harming, or Destroying Animals.....	6	Parent Involvement	20
Sexual Abuse / Sexual Assault Awareness Prevention / Human Trafficking Prevention	6	Title I Parent Involvement Policy	20
Specialized Educational Programs	6	Safety	20
Students with Disabilities	7	Asbestos Management Plan	20
Attendance.....	7	Pesticide Products	20
Absences Due to Religious Purposes	7	Pupil Safety: Swimming Pools – Adult Presence – CPR – Alex's Law	21
Absences for Confidential Medical Services	7	Safe Storage of Firearms	21
Chronic Absenteeism.....	7	School Bus Safety	21
Avoiding Absences, Clearing Absences, Excused Absences, Medical Notes, Truancy and Truancy Consequences	7	School Safety – Electronic Surveillance	22
Open Campus Privileges for High School Students	8	School Safety Plan	22
Complaint Process	8	Suicide Prevention	22
Uniform Complaint Procedures	8	Student Conduct & Discipline.....	22
Williams Lawsuit Settlement Compliance	9	Competitive Athletes Seeking Higher Education Athletic Programs	22
Enrollment	9	Educational Equity: Immigration Status	22
Attendance Options	9	Immigration-Enforcement Actions at California Schools – Guide for Students and Families	22
Involuntary Transfer	10	Response to Immigration Enforcement.....	23
Notice of Alternative Schools.....	10	Safe Place to Learn Act	24
Victim of Violent Crime	11	School Counseling	24
Health	11	School Discipline Policies	24
Administration of Medicine During the School Day	11	Search and Seizure	24
Annual Health Screenings.....	11	Sexual Harassment Policy	25
California Youth Football Act (6-12)	11	Student Use of the Internet Agreement.....	26
Concussion and Head Injuries	11	Uniform & Grooming Policies	26
Entrance Health Screening	11	California Education Codes	27
Eric Paredes Sudden Cardiac Arrest Prevention Act.....	11	Rights of Parents and Guardians to Information	27
Immunizations	11	Suspension and Expulsion Laws.....	27
Medical Services at School	12	Sexual Harassment	28
Menstrual Products.....	12	Hate Violence	28
Mental Health	12	Harassment, Threats or Intimidation.....	28
Oral Health Assessment.....	12	Limitations on Imposing Suspension	28
Physical Examination Exemption	12	Terroristic Threats	29
Pregnant and Parenting Pupils.....	12	Circumstances for Recommending Expulsion.....	29
Readmission to School of Students with Temporary Disability or Injury	13		
Temporary Disability.....	13		

Note: This handbook was published in May 2022 and any necessary updates will be identified and published in future versions of this handbook throughout the 2022-2023 school year.

EMERGENCY COMMUNICATIONS SYSTEMS FOR PARENTS/GUARDIANS

In the event of an emergency, please access the following:

- Ventura County Sheriff's Office of Emergency Services' website
www.vcsd.org/sub-office-er.php
- KVTM AM 1590 or KHAY FM 100.7 (English)
KQXR AM 910 (Spanish)
- ParentSquare – Automated parent email notification system from your student's school or the district office.

DISTRICT COMPLIANCE CONTACTS

VUSD Title IX Coordinator:

Gina Wolowicz, Assistant Superintendent of Human Resources
(805) 641-5000 ext. 1154 or gina.wolowicz@venturausd.org

VUSD ADA Compliance Officer:

Gina Wolowicz, Assistant Superintendent of Human Resources
(805) 641-5000 ext. 1154 or gina.wolowicz@venturausd.org

VUSD 504 Coordinator:

Neil Virani, Executive Director of Special Education
(805) 641-5000 ext. 1123 or neil.virani@venturausd.org

Educational Equity Coordinator:

Dr. Antonio Castro, Assistant Superintendent of Educational Services
(805) 641-5000 ext. 1023 or antonio.castro@venturausd.org

IMPORTANT DATES

First Day of School

August 24, 2022

Minimum Days

Elementary Schools

November 16-22, 2022

March 16-22, 2023

June 15, 2023

Middle Schools

October 21, 2022

November 7-10 & 14, 2022

January 27, 2023

March 31, 2023

June 15, 2023

High Schools

January 25-27, 2023

June 13-15, 2023

Pupil-Free Days

September 26, 2022

November 23, 2022

January 30, 2023

Holidays

September 5, 2022 – Labor Day

October 24-28, 2022 – Fall Break

November 11, 2022 – Veterans' Day Observed

November 24, 2022 – Thanksgiving Holiday

November 25, 2022 – Board Holiday; No School

December 19, 2022 – December 30, 2022 – Winter Break

December 30, 2022 – New Year's Eve Observed; No School

January 2, 2023 – New Year's Day Observed; No School

January 16, 2023 – Martin Luther King Day

February 13, 2023 – Lincoln's Birthday Observed

February 20, 2023 – President's Day

April 3-6, 2023 – Spring Break

April 7, 2023 – Board Holiday

May 29, 2023 – Memorial Day

Last Day of School

June 15, 2023

2023-2024 Schools of Choice

Open Enrollment Period

Applications Available

November 4 – December 2, 2022

ACADEMICS

ADVANCED PLACEMENT EXAMINATION FEES

EC §48980(j), VUSD Board Policy 6141.5 & Administrative Regulation 6141.5

Students meeting eligibility criteria may receive financial assistance to cover the costs of Advanced Placement examination fees. Students should contact their high school counselor to obtain an application and information about the application process.

AVAILABILITY OF COURSE DIRECTORY

EC §49091.14 & VUSD Board Policy 5020

The curriculum, including titles, descriptions, and instructional aims of every course offered by the district are compiled annually in a high school course directory which can be located online on the VUSD website under the Educational Services tab.

CALIFORNIA HEALTHY YOUTH ACT (SEXUAL HEALTH AND HIV/AIDS PREVENTION - INSTRUCTION)

EC §51930-51939, VUSD Board Policy 6142.1 & Administrative Regulation 6142.1

The purpose of the California Healthy Youth Act (Education Codes §51930 through §51939) is to provide every student 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 health 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.

The Ventura Unified School District will provide instruction in comprehensive sexual health education, HIV/AIDS prevention education, information about sexual harassment, sexual assault, adolescent relationship abuse, intimate partner violence, sex trafficking, and/or will conduct assessments on pupil health behaviors and risks in the coming school year.

Parents or guardians may:

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

The District may administer to students in grades 7 through 12 anonymous, voluntary, and confidential research and evaluation instruments, including tests and surveys, containing age-appropriate questions about their attitudes or practices relating to sex. Prior to administering such a research and evaluation instrument, parents/guardians shall be provided written notice of the administration. Parents/guardians shall be given an opportunity to review the research instrument and to request in writing their child not participate. If a parent or guardian exercises the option to exclude their student from any or all comprehensive sexual health and/or HIV/AIDS prevention education the student will not be academically penalized. The student will receive an alternative assignment. This Annual Notification shall be considered notice to parents/guardians.

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 in applying for financial aid, all students in grade 12 are automatically considered a Cal Grant applicant and each grade 12 student's GPA will be submitted to the California Student Aid Commission

(CASC) electronically by a school or school district official. A student, or the parent/guardian of a student under 18 years of age, may complete a form to indicate that he/she does not wish for the school to electronically send CASC the student's GPA. Until a student turns 18 years of age, only the parents/guardian may opt out the student. Once a student turns 18 years of age, only the student may opt himself/herself out, and can opt in if the parent/guardian had previously decided to opt out the student. 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' 11th grade year. The March 2 application deadline may be extended up to 30 calendar days when requested by students impacted by natural disaster, state of emergency, labor action or any other commission approval of "qualifying event".

CALIFORNIA HIGH SCHOOL PROFICIENCY EXAMINATION

CCR Title 5 §11523 & EC §48412

The California High School Proficiency Exam (CHSPE) is a voluntary test that assesses proficiency in basic reading, writing, and mathematics skills taught in public schools. Eligible pupils who pass the CHSPE are awarded a Certificate of Proficiency by the State Board of Education. A pupil who receives a Certificate of Proficiency may, with verified approval from the parent or legal guardian, leave high school early. The Certificate of Proficiency is equivalent to a high school diploma; however, it is not equivalent to completing all coursework 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/>.

CAREER COUNSELING AND COURSE SELECTION

EC §221.5(d), VUSD Board Policy 6164.2 & Administrative Regulation 6164.2

Beginning in grade 7, parents/guardians shall receive a general notice at least once before career counseling and course selection so that they may participate in the counseling sessions and decisions. The educational counseling program shall include academic counseling in the following areas:

1. Development and implementation, with parent/guardian involvement, of the student's immediate and long-range educational plans
2. Optimizing progress towards achievement of proficiency standards
3. Completion of the required curriculum in accordance with the student's needs, abilities, interests, and aptitudes
4. Academic planning for access and success in higher education programs, including advisement of courses needed for admission to public colleges and universities, standardized admissions tests, and financial aid
5. Career and vocational counseling, in which students are assigned in doing all of the following:
 - a. Planning for the future, including, but not limited to, identifying personal interests, skills and abilities, career planning, course selection, and career transition
 - b. Becoming aware of personal preferences and interest that influence educational and occupational exploration, career choice, and career success
 - c. Developing realistic perceptions of work, the changing work environment, and the effect of work on lifestyle
 - d. Understanding the relationship between academic achievement and career success, and importance of maximizing career options
 - e. Understanding the value of participating in career technical education and work-based learning activities and programs, including, but not limited to, service learning, regional occupation centers and programs, partnership programs, job shadowing, and mentoring experiences
 - f. Understanding the need to develop essential employable skills and work habits
 - g. Understanding the variety of four-year colleges and universities and communication college vocational and technical preparation programs, as well as admission criteria and enrollment procedures

Students have the right to meet with a school counselor to obtain help on choosing courses at their school that will meet college admission

requirements or to enroll in career technical education courses, or both. Students who wish to make an appointment with their counselor/career counselor (based on site availability) may do so through their school's office or counseling department. For more information, please contact the school counselor's office.

CAREER TECHNICAL EDUCATION

EC §48980(l)

The California Department of Education defines "career technical education" as a program of study that involves a multiyear sequence of courses that integrates core academic knowledge with technical and occupational knowledge to provide students with a pathway to postsecondary education and careers. Career technical education may include agricultural education, apprenticeship opportunities, business and marketing coursework, health careers education, industrial and technology education, regional occupational programs, student organizations, technical preparation coursework, and work experience. More information related to the state's career technical educational program can be found at www.cde.ca.gov/ci/ct. Detailed information related to each high school's career technical education programs and course offerings can be located in the high school course directory/catalogue and in the counseling office/department.

COLLEGE ADMISSION REQUIREMENTS

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. In order to attend a community college you need only be a high school graduate or 18 years of age. In order to be eligible to apply and enroll in a UC or CSU, a student must pass specific high school courses known as UC/CSU a-g coursework with a letter grade of C or better and have graduated from high school.

Parents/guardians and students may find the following list of website references helpful in learning about college admission requirements and high school courses that have been certified by the University of California as satisfying the requirements for admission to the University of California and the California State University.

- www.cccco.edu
- www.assist.org
- www.californiacolleges.edu
- www.universityofcalifornia.edu/admissions
- www.csumentor.edu
- www.cde.ca.gov/ci/gq/hs/hsqtable.asp
- www.calstate.edu

COMPETITIVE ATHLETICS

EC §221.9

All elementary and secondary schools that offer competitive athletics shall publicly make available at the end of the school year the following information:

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

Schools shall make the information identified above publicly available by posting it on the school's website. "Competitive athletics" means sports where the activity has coaches, a governing organization, and practices, and competes during a defined season, and has competition as its primary goal. All eligibility requirements must be met for any student who wishes to participate in school-based athletics. For more information, please contact the school site principal.

FEDERAL STUDENT AID OR DREAM ACT

EC §51225.8

The Governing Board of the Ventura Unified School District shall ensure that each of the pupils receives information on how to properly complete and submit the Free Application for Federal Student Aid (FAFSA) or the California Dream Act Application, as appropriate, at least once before the pupil enters grade 12. 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. For more information on this process, please contact your high school counselor.

GRADUATION REQUIREMENTS

EC §51225.2, VUSD Board Policy 6146.1 & Administrative Regulation 6146.1

The Governing Board desires to prepare each student to obtain a diploma of high school graduation in order to provide students with opportunities for postsecondary education and/or employment.

Course Requirements

To obtain a high school diploma, students shall complete the following courses in grades 9-12, with each course being one year unless otherwise specified:

1. Four courses in English. (EC §51225.3)
2. Three courses in mathematics. (EC §51225.3)
At least one mathematics course, or a combination of the two mathematics courses, shall meet or exceed state academic content standards for Algebra I or Mathematics I. Completion of such coursework prior to grade 9 shall satisfy the Algebra I or Mathematics I requirement, but shall not exempt a student from the requirement to complete two mathematics courses in grades 9-12. (EC §51224.5)
Students may be awarded up to one mathematics course credit for successful completion of an approved computer science course that is classified as a "category c" course based on the "a-g" course requirements for college admission. (EC §51225.3 & EC §51225.35)
3. Two courses in science, including biological and physical sciences. (EC §51225.3)
4. Three courses in social studies, including United States history and geography; world history, culture, and geography; a one-semester course in American government and civics; and a one-semester course in economics. (EC §51225.3)
5. One course in visual or performing arts; foreign language, including American Sign Language; or career technical education (CTE). (EC §51225.3)
To be counted towards meeting graduation requirements, a CTE course shall be aligned to the CTE model curriculum standards and framework adopted by the State Board of Education.
6. Two courses in physical education, unless the student has been otherwise exempted pursuant to other sections of the Education Code. (EC §51225.3)

(See page 5 for VUSD graduation requirements and UCC/CSU admission requirements)

Note: Beginning with the class of 2026, one year-long Ethnic Studies course.

Alternative Credits toward Graduation

Because the prescribed course of study may not accommodate the needs of some students, the Board shall provide alternative means for the completion of prescribed courses in accordance with law. (Education Code §51225.3)

The Superintendent or designee shall exempt or waive specific course requirements for foster youth, homeless students, and children of military families in accordance with Education Code §51225.1 and §49701.

Retroactive Grant of High School Diplomas: Departed and Deported Pupils

The governing board of the Ventura Unified School District may award a diploma to any student who may have been deported outside the U.S., if in good standing after completing the second year of high school. Any transfer credits from outside the U.S. will be considered as completion through online or foreign classes. (Education Code §51430)

Foster Youth Exemption from Local Graduation Requirements

Foster and homeless youth are allowed educational rights such as immediate enrollment, remain in school of origin, enrollment in local comprehensive school, partial credits, graduation with state minimum requirements with possible fifth year/exemption from local graduation requirements, and access to academic resources, services and extracurricular activities. A local educational agency must provide a remedy to the affected pupil following the Uniform Complaint Procedures, including information regarding exemption from local graduation requirements, if educational rights are not allowed at the public high school.

Coursework and Graduation Requirements: Children of Military Families

If you are a military family, your child may qualify to be exempted from local graduation coursework requirements that are beyond the California state requirements. Please make an appointment with the school counselor to review your child's options for graduation. All coursework that was completed at another school outside of the Ventura Unified School District will be issued full or partial credit. You may contact the school counselor or the District's Executive Director of Educational Services at (805) 641-5000 ext. 1139.

Ventura Unified School District Graduation Requirements		University of California Admission Requirements For Freshman Entry		California State University Admission Requirements For Freshman Entry	
Courses	Units	Courses	Units	Courses	Units
Social Studies (Three courses) United States History & Geography (10 units) World History, Cultures & Geography (10 units) American Government & Civics (5 units) Economics (5 units)	30	(a) Social Science (Two years including:) 1 year of World or European History, cultures and geography, AND 1 year of U.S. History OR ½ year of U.S. History AND ½ year of American Government	20	(a) Social Science (Two years including:) US History (10 units) or American Govt. (5 units) & Civics (5 units) AND Social Science (10 units)	20
English (Four courses)	40	(b) English (Four years of college-preparatory English that include frequent writing, from brainstorming to final paper, as well as reading of classic and modern literature. No more than one year of ESL-type courses can be used to meet this requirement.)	40	(b) English (Four years including:) College preparatory English composition and literature	40
Mathematics (Three courses) (At least one course or combination of courses to meet or exceed Mathematics I or Algebra I state academic content standards.) Completion of such coursework prior to grade 9 shall satisfy the Mathematics I or Algebra I requirement, but shall not exempt a student from the requirement to complete two mathematics courses in grades 9 - 12. Students may be awarded up to one mathematics course credit for successful completion of an approved computer science course that is classified as a "category c" course based on the "a-g" course requirements for college admission.	30	(c) Mathematics (Three years of college-preparatory mathematics that include the topics covered in elementary and advanced algebra and two- and three-dimensional geometry. A geometry course or an integrated math course with a sufficient amount of geometry content must be completed. Approved integrated math courses may be used to fulfill part or all of this requirement, as may math courses taken in the seventh and eighth grades if the high school accepts them as equivalent to its own courses; also acceptable are courses that address the previously mentioned content areas and include or integrate probability, statistics or trigonometry. Courses intended for 11 th and/or 12 th grade levels may satisfy the required third year or recommended fourth year of the subject requirement if approved as an advanced math course.)	30	(c) Mathematics (Three years including:) Algebra I, Geometry, Algebra II or higher mathematics (4 years recommended)	30
Science* (Two courses) Biological Sciences (10 units) Physical Science (10 units) *30 units recommended	20*	(d) Laboratory Science (Two years of college-preparatory science, including or integrating topics that provide fundamental knowledge in two of these three subjects: biology, chemistry, or physics. One year of approved interdisciplinary or earth and space sciences coursework can meet one year of the requirement. Computer Science, Engineering, Applied Science courses can be used in area D as an additional science (i.e., third year and beyond).	20	(d) Laboratory Science (Two years including:) Biological Science (10 units) Physical Science (10 units) (3 years recommended)	20
Visual or Performing Arts / World Language, including American Sign Language, or CTE* (One course) *To be counted towards meeting graduation requirements, a CTE course shall be aligned to the CTE model curriculum standards and framework adopted by the State Board of Education	10	(e) Language other than English (Two years, or equivalent to the 2 nd level of high school instruction of the same language other than English are required. Courses should emphasize speaking and understanding, and include instruction in grammar, vocabulary, reading, composition and culture. American Sign Language and classical languages such as Latin and Greek, are acceptable. Courses taken in the seventh and eighth grades may be used to fulfill part or all of this requirement if the high school accepts them as equivalent to its own courses). (3 years/3 rd level of high school instruction recommended)	20	(e) Language other than English (Two years including:) Two years of the same language; American Sign Language is applicable* *Waiver of "Language other than English" – If you can demonstrate competency in a language other than English that is equivalent to or higher than that expected of students who have completed two years of language other than English study, you may be allowed a waiver for this language requirement.	20
Health (One semester)	5	(f) Visual & Performing Arts (One yearlong course of visual and performing arts chosen from the following disciplines: dance, music, theater, visual arts or interdisciplinary arts – or two one-semester courses from the same discipline is also acceptable.)	10	(f) Visual/Performing Arts (dance, drama or theater, music, or visual art)	10
Electives	65	(g) College Preparatory (One year (two semesters) chosen from courses specific to the elective (G) subject area or courses beyond those used to satisfy the requirements of the A-F subjects.)	10	(g) College Prep Elective (additional year chosen from UC "a-g" list)	10
Physical Education (Two courses)	20	Required Testing (UC no longer considers SAT or ACT test scores as a factor in admissions decisions.)		Required Testing (UC no longer considers SAT or ACT test scores as a factor in admissions decisions.)	
Applied Arts (To include one semester course, College and Career Seminar).	10				

MINIMUM DAYS

EC §48980(c)

At the beginning of the first semester or quarter of the regular school term, the Governing Board shall notify parents/guardians of all pupils of the schedule of minimum days and pupil-free staff development days. For any minimum or pupil-free days scheduled thereafter, parents/guardians shall be notified one month before the scheduled minimum or pupil-free day.

2022-23 Elementary Schools Minimum Days:

- November 16-22, 2022
- March 16-21, 2023
- June 15, 2023

2022-23 Middle School Minimum Days:

- October 21, 2022
- November 7-10 & 14, 2022
- January 27, 2023
- March 31, 2023
- June 15, 2023

2022-23 High School Minimum Days:

- January 25-27, 2023
- June 13-15, 2023

2022-23 Pupil-Free Days – All Schools

- September 26, 2022
- November 23, 2022
- January 30, 2023

OBJECTION TO DISSECTING, HARMING, OR DESTROYING ANIMALS

EC §32255, EC §32255.1 & VUSD Board Policy 5145.8

Any pupil with a moral objection to dissecting or otherwise harming or destroying animals, or any parts thereof, shall notify his/her teacher regarding this objection. If a student chooses to refrain from participation in an education project involving the harmful or destructive use of animals, and if the teacher believes that an adequate alternative education project is possible, the teacher may work with a student to develop and agree upon an alternate education project for the purpose of providing the student an alternate avenue for obtaining the knowledge, information, or experience required by the course of study in question. The alternative education project shall require a comparable time and effort investment by the pupil. It shall not, as a means of penalizing the pupil, be more arduous than the original education project. The pupil shall not be discriminated against based upon his/her decision to exercise his/her rights.

Pupils choosing an alternative education project shall pass all examinations of the respective course of study in order to receive credit for that course of study. However, if tests require the harmful or destructive use of animals, a pupil may, similarly, seek alternative tests pursuant to this chapter. A pupil's objection to participating in an educational project pursuant to this section shall be substantiated by a note from his/her parent/guardian.

Each teacher teaching a course that utilizes live or dead animals or animal parts shall inform their students of their rights pursuant to EC §32255.

SEXUAL ABUSE / SEXUAL ASSAULT AWARENESS PREVENTION / HUMAN TRAFFICKING PREVENTION

EC §49381, EC §51900.6 & EC §51950

Sexual Abuse/Sexual Assault Awareness Prevention

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

Human Trafficking Prevention

The governing board of will work with their schools that maintain any grades 6 to 12, inclusive, to identify the most appropriate methods of informing parents and guardians of pupils in those grades of human trafficking prevention resources. For information about human trafficking, a Fact Sheet for Schools is located on the VCOE.org website. To report suspected human trafficking or to receive assistance, call your local police department, the REACH Team (805) 261-1212, or the National Human Trafficking Resource center 1-888-373-7888.

SPECIALIZED EDUCATIONAL PROGRAMS

EC §310, EC §311, EC §313.2, EC §48204, EC §48853, EC §48853.5, EC §48850, EC §49069, EC §51225.1, EC §51225.2, EC §52164.3, EC §52173, EC §52173.5, EC §54444.2, EC §69432.7, EC §69519, EC §69731, EC §69956, EC §70032, EC §78220, EC §88931, CCR Title 5 §3831, CCR Title 5 §11301, CCR Title 5 §11303, CCR Title 5 §11309, & 20 USC 11432

Bilingual Education

Parents or guardians shall be provided an opportunity for consultation prior to placement of their student in a program of bilingual education. A parent or guardian shall be notified or informed 1) in a simple, nontechnical description of purposes, method, and content of the program; 2) that they have the right and are encouraged to visit classes and to come to the school for a conference to explain the nature and objectives of bilingual education; 3) of their right not to have their student enrolled in such a program; and 4) the opportunity to participate in the school or school district advisory committee, or both. Written notice shall be provided in English and the primary language of the pupil. For more information, contact the District's Director of Elementary Education at (805) 641-5000 ext. 1084.

English Learner Program

District procedures regarding designation of students as English Learners or Fluent English Proficient include home language survey, language assessments, notice of assessment results, and opportunity for reassessment. Program placement takes place with written parent notification, opportunity for parent consultation, and procedures for participation in alternative programs. For more information, contact the District's Director of Elementary Education at (805) 641-5000 ext. 1084. (EC §52164.3, EC §52173.5, EC §310, EC §311, CCR Title 5 §11301)

English Learners Identification Notice

Parents are to be notified by schools that in addition to the student'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 student is a "Long-term English Learner" or is an "English learner at-risk of becoming a Long-term English Learner". (EC §313.2)

English Immersion Program (Language Acquisition Program)

Parents and guardians of students placed in a structured English immersion program must be notified of such placement. (EC §310, CCR Title 5 §11309)

Foster Youth

Foster youth are ensured school placements in their best interest, including the least restrictive educational program, access to academic resources/services/extracurricular/enrichment activities, full and partial credit for courses taken, and opportunities to meet state pupil academic achievement standards. Foster youth can be assisted by the District's Homeless & Foster Youth Liaison, Laura De La Rosa, at (805) 641-5000 ext. 1106. (EC §48850)

Gifted & Talented Education (GATE)

The GATE Office tests third through seventh grade students for GATE qualification and provides service to families K-12. Services include trainings and resources for parents and staff, student enrichment. For more information on timelines for testing, trainings, or other queries, please contact the GATE Office at (805) 641-5000 ext. 1087 or visit our website at www.venturausd.org. (CCR Title 5 §3831)

Homeless Youth

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

Circumstances for eligibility include living in a shelter, a motel, hotel, a house or apartment with more than one family because of economic hardship or loss, in an abandoned building, in a car, at a campground, or on the street, in temporary foster care or with an adult who is not your parent or guardian, in substandard housing, or with friends or family because you are a runaway, unaccompanied, or migrant youth. Homeless youth have the right to immediate enrollment in school of origin or school where currently residing without proof of residency, immunization records or tuberculosis skin-test results, school records, or legal guardianship papers. Homeless youth have the right to education and other services (e.g., to participate fully in all school activities and programs for which child is eligible, to qualify automatically for nutrition programs, to receive transportation services, and to contact the District's Homeless & Foster Youth Liaison to resolve disputes that arise during enrollment.

Homeless youth can be assisted by the District's Homeless & Foster Youth Liaison, Laura De La Rosa, at (805) 641-5000 ext. 1106. (EC §48850)

Homeless Youth Education: Right to Apply for Financial Aid

Students experiencing homelessness have a right to apply for financial aid to seek education beyond high school. The homeless liaison for the Ventura Unified School District is Laura De La Rosa who can be reached at (805) 641-5000 ext. 1106 for more information of services and policies

related to homeless education rights. (EC §69432.7, EC §69519, EC §69731, EC §69956, EC §70032, EC §78220 & EC §88931)

Indian Education Program (K-12)

The district encourages all parents of children of American Indian or Alaskan Native descent (heritage) to enroll their child/ren in the Indian Education Program. The program was designed to meet the unique educational and culturally related academic needs of American Indian and Alaska Native students, so that such students can meet the same challenging State student academic achievement standards as all other students are expected to meet. To enroll, parents must complete the "Title VI Student Eligibility Certification" which can be found at all school sites, at the district office, or on the website (<http://tinyurl.com/vcindianed>). Indian Education services include Indian studies reading lessons, counseling, and evening family events. The program encourages all students of American Indian descent to finish high school and attend college. High school students are provided information regarding foundations, grants and scholarships, as well as other financial aides, to assist with entrance into vocational/technical trade schools, community colleges, selected private universities, state universities, and state colleges. For more information, contact the Indian Education Office at (805) 641-5000 ext. 1084.

Migrant Education

The Migrant Education Program is federally funded under Title I (C). Eligibility is determined by an oral interview. A family is eligible if either parent or guardian changes residence and crosses school boundaries in search of employment in agriculture, fishing, lumber or dairy and the student accompanies or joins the parents later. Eligibility is for a three-year period. Migrant Education funds/services actively solicit parent involvement in planning, operation, and evaluation of its program through a parent advisory council. Ventura County Office of Education administers Ventura Unified School District's Migrant Education Program; please contact Maria Ponce-Montanez at (805) 437-1520. (EC §54444.2)

STUDENTS WITH DISABILITIES

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

Section 504 Accommodations for Students

Section 504 of the Rehabilitation Act of 1973 provides equal access to education by providing accommodations for students with identified disabilities that substantially limit one or more major life activities even if they are not eligible for special education services. Further, Section 504 prohibits discrimination against students with disabilities in district programs, gives parents/guardians rights to examine relevant records, to participate in an impartial hearing including the opportunity for representation by counsel and a review procedure.

It is the policy of the district to provide a free, appropriate public education to each student with disabilities. Parents/guardians who believe their student may have a disability are to contact the principal of the school to initiate a referral for an evaluation. For more information, contact your school site 504 Coordinator or the District 504 Coordinator at (805) 641-5000 ext. 1123.

Special Education

Special education services are available to meet the needs of students who have been assessed, found to have a disability and to be eligible for services from ages 3-21 years. Early intervention services are available for "at risk infants and toddlers" under 3 years of age.

It is the policy of our district to provide a free, appropriate public education to each student with disabilities. Parents/guardians who believe their student may have a disability are to contact the principal of their school to request a referral for evaluation for the services of Special Education. If the child is younger than age 5, contact the Early Intervention Center (EIC) at (805) 672-2705 ext. 2222.

Procedural Safeguards

The procedural safeguards will be made available in written form which is 1) understandable to the general public; and 2) provided in the native language of the parent or other mode of communication used by the parent, unless it is clearly not feasible to do so. A local educational agency may place a current copy of the procedural safeguards notice on its Internet website if such website exists.

Copies of parents' rights regarding identification, referral, assessment, instructional planning, implementation, review, and procedures for initiating referrals for assessment are available at the student's school site. For more information, contact the district's Special Education office at (805) 641-5000 ext. 1123.

With regards to special education matters, parents shall be given a copy of their rights and procedural safeguards annually, except that a copy also shall be given to the parents:

- Upon initial referral or parental request for assessment.
- Upon receipt of the first state complaint under Section 56500.2 in a school year.
- Upon receipt of the first due process hearing request under Section 56502 in a school year.

- When a decision is made to make a removal that constitutes a change of placement of an individual with exceptional needs because of a violation of a code of pupil conduct in accordance with Section 300.530(h) of Title 34 of the Code of Federal Regulations.
- Upon request by a parent.

Child Find Systems

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

ATTENDANCE

ABSENCES DUE TO RELIGIOUS PURPOSES

EC §46014, VUSD Board Policy 5113 & Administrative Regulation 5113

Students with the written consent of their parents/guardians, may be excused from school in order to participate in religious exercises or to receive moral and religious instruction at their respective places of worship or at other suitable place or places away from school property designated by the religious group, church, or denomination, which shall be in addition and supplementary to the instruction in manners and morals required elsewhere in this code. For purposes of this section, attendance at religious retreats shall not exceed four hours per semester.

ABSENCES FOR CONFIDENTIAL MEDICAL SERVICES

EC §46010.1 & VUSD Board Policy 5113

The Governing Board of each school district shall, each academic year, notify pupils in grades 7 to 12, inclusive, and the parents/guardians of all pupils enrolled in the district, that school authorities may excuse any pupil from the school for the purpose of obtaining confidential medical services without the consent of the pupil's parent/guardian.

CHRONIC ABSENTEEISM

EC §60901, VUSD Board Policy 5113.1 & Administrative Regulation 5113.1
Chronic absentee means a student who is absent for any reason, excused and/or unexcused absences, on 10% or more of the school days in the school year, when the total number of days a student is absent is divided by the total number of days the student is enrolled and school was actually taught in the regular day schools of the district, exclusive of Saturdays and Sundays.

The student may be referred to a student success team or school-site attendance review team to assist in evaluating the student's needs and identifying strategies and programs to assist the student. When necessary, the student may be referred to a school attendance review board (SARB) program, a truancy mediation program established by the district attorney or the probation officer, or a comparable program deemed acceptable by the Superintendent or designee, in accordance with EC §48263.

AVOIDING ABSENCES, CLEARING ABSENCES, EXCUSED ABSENCES, MEDICAL NOTES, TRUANCY AND TRUANCY CONSEQUENCES

EC §46014, EC §48205, EC §48260, EC §48262, EC §48263, EC §48263.6, EC §48264, EC §48267, EC §48268, EC §48269, EC §60901, WIC §236, WIC §601, WIC §601.3, WIC §651.5, WIC §653.5, WIC §654, VUSD Board Policy 5113, 5113.1 & Administrative Regulation 5113 & 5113.1

Avoiding Absences

Ventura Unified School District urges parents to make sure their children attend school regularly and to schedule medical, dental, counseling and other appointments after school, on the weekend if possible or during school holidays. The district also asks that travel or other absences be avoided during the time that school is in sessions.

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.

Clearing Absences

Please clear absences daily using the absence reporting feature in ParentSquare. Absences not cleared within five (5) days will result in the absence being recorded as unexcused.

Excused Absences

Subject to any applicable limitation, condition, or other requirement specified in law, a student's absence shall be excused for the following reasons:

1. Personal illness, including absence for the benefit of the student's mental or behavioral health.
2. Quarantine under the direction of a county or city health officer.
3. Medical, dental, optometrical, or chiropractic appointment.
4. Attendance at funeral services for a member of the student's immediate family, which shall be limited to one day if the service is conducted in California or three days if the service is conducted out of state.
5. Jury duty in the manner provided for by law.
6. Illness or medical appointment of a child to whom the student is the custodial parent.
7. Upon advance written request by the parent/guardian and the approval of the principal or designee, justifiable personal reasons including but not limited to:
 - a. Appearance in court
 - b. Attendance at a funeral service
 - c. Observation of a religious holiday or ceremony
 - d. Attendance at religious retreats for no more than four hours per semester
 - e. Attendance at an employment conference
 - f. Attendance at an educational conference on the legislative or judicial process offered by a nonprofit organization
8. Service as a member of a precinct board for an election pursuant to Elections Code 12302.
9. To spend time with an immediate family member who is an active duty member of the uniformed services, as defined in Education Code 49701, and has been called to duty for deployment to a combat zone or a combat support position or is on leave from or has immediately returned from such deployment. Such absence shall be granted for a period of time to be determined at the discretion of the Superintendent or designee.
10. Attendance at the student's naturalization ceremony to become a United States citizen.
11. Participation in a cultural ceremony or event which relates to the habits, practices, beliefs, and traditions of a certain group of people.
12. Participation in religious exercises or to receive moral and religious instruction at the student's place of worship or other suitable place away from school.

Absence for student participation in religious exercises or instruction shall not be considered an absence for the purpose of computing average daily attendance if the student attends at least the minimum school day as specified in AR 6112 – School Day, and is not excused from school for this purpose on more than four days per school month.
13. Work in the entertainment or allied industry.

Work for a student who holds a work permit authorizing work in the entertainment or allied industries for a period of not more than five consecutive days. For this purpose, student absence shall be excused for a maximum of and up to five absences per school year.
14. Participation with a nonprofit performing arts organization in a performance for a public school audience.

A student may be excused for up to five such absences per school year provided that the student's parent/guardian provides a written explanation of such absence to the school.
15. Other reasons authorized at the discretion of the principal or designee based on the student's specific circumstances.

For the purpose of the absence described above, immediate family means the student's parent/guardian, brother or sister, grandparent, or any other relative living in the student's household.

For the purpose of the absences described above, immediate family means the student's parent/guardian, brother or sister, grandparent, or any other relative living in the student's household.

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.

For purposes of this section, attendance at religious retreats shall not exceed four hours per semester.

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

For purposes of this section, the following definitions apply:

- (1) "Cultural" means relating to the habits, practices, beliefs, and traditions of a certain group of people.
- (2) "Immediate family" means the parent or guardian, brother or sister, grandparent, or any other relative living in the household of the pupil.

Medical Notes

Medical notes may be required for absences of five (5) consecutive days or more of missed school due to illness. An Illness Verification Request may also be required for chronic absences.

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.

Tuancy

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

Arrest of Truants/School Attendance Review Boards

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).

Tuancy Consequences

Any student who is identified as "Truant" may be assigned as a ward of the court, if the available community resources do not resolve the students' continued problem of truancy, by a Probation Officer or Deputy District Attorney.

OPEN CAMPUS PRIVILEGES FOR HIGH SCHOOL STUDENTS

EC §44808.5 & VUSD Board Policy 5112.5

Eleventh and twelfth grade pupils are permitted to leave school grounds during the lunch period at Ventura High School, Buena High School, and Foothill Technology High School if certain criteria (e.g., GPA, etc.) are met. Neither the school district nor any officer or employee thereof shall be liable for the conduct or safety of any pupil during such time as the pupil has left the school grounds pursuant to this section. Parents/guardians and students may contact the principal of their student's school to obtain specific criteria for leaving campus during lunch periods.

Students shall not leave the school grounds at any other time during the school day without written authorization of their parents/guardians and permission of school authorities. Students who leave school without such authorization shall be classified as truant and subject to disciplinary action.

COMPLAINT PROCESS

UNIFORM COMPLAINT PROCEDURES

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

The Ventura Unified School District (VUSD) has the primary responsibility for compliance with federal and state laws and regulations. We have established Uniform Complaint Procedures (UCP) to address allegations of unlawful discrimination, harassment, intimidation, and bullying, and complaints alleging violation of state or federal laws governing educational programs, the charging of unlawful pupil fees and the non-compliance of our Local Control and Accountability Plan (LCAP).

VUSD will investigate all allegations of unlawful discrimination, harassment, intimidation or bullying against any protected group as identified in Education Code section 200 and 220 and Government Code section 11135, including any actual or perceived characteristics as set forth in Penal Code section 422.55 or on the basis of a person's association with a person or group with one or more of these actual or perceived characteristics in any program or activity conducted by the agency, which is funded directly by, or that receives or benefits from any state financial assistance.

The UCP shall also be used when addressing complaints alleging failure to comply with state and/or federal laws in: Adult Education, After School Education and Safety; Agricultural Vocational Education; American Indian Education Centers and Early Childhood Education Program Assessments; Bilingual Education; California Peer Assistance and Review Programs for Teachers; Career Technical and Technical Education and Career Technical

and Technical Training; Career Technical Education; Child Care and Aid; Child Nutrition, Compensatory Education, Consolidated Categorical Aid, Course Periods without Educational Content, Education of Pupils in Foster Care and Pupils who are Homeless; Every Student Succeeds Act/No Child Left Behind; Local Control Accountability Plans (including Charter Schools as described in EC 47606.5 and 47607.3); Migrant Education; Physical Education Instructional Minutes; Pupil Fees; Reasonable Accommodations to a Lactating Pupil; Regional Occupational Centers and Programs; School Safety Plans; Special Education; State Preschool; and Tobacco-Use Prevention Education.

A Pupil fee includes, but it not limited to, all of the following: (1) a fee charged to a student as a condition for registering for school or classes, or as a condition for participation in a class or an extracurricular activity, regardless of whether the class or activity is elective or compulsory, or is for credit; (2) a security deposit, or other payment, that a student is required to make to obtain a lock, locker, book, class apparatus, musical instrument, clothes, or other materials or equipment; (3) a purchase that a student is required to make to obtain materials, supplies, equipment, or clothes associated with an educational activity. A Pupil fees or LCAP complaint may be filed anonymously if the complainant provides evidence or information leading to evidence to support the complaint. A student enrolled in a public school shall not be required to pay a pupil fee for participation in an educational activity. A pupil fee complaint shall be filed no later than one year from the date the alleged violation occurred.

VUSD shall post a standardized notice of the educational rights of foster and homes youth as specified in EC §48853, §48853.5, §49069.5, §51225.1, and §51225.3. This notice shall include complaint process information, as applicable.

Complaints other than issues relating to pupil fees must be filed in writing with the following designated to receive complaints: Assistant Superintendent of Human Resources, Ventura Unified School District, 255 W. Stanley Avenue; Ventura, CA 93001; 805-641-5000 ext. 1150.

A pupil fee complaint is filed with the VUSD and/or the principal of a school.

Complaints alleging discrimination, harassment, intimidation, or bullying must be filed within six (6) months from the date the alleged discrimination, harassment, intimidation, or bullying, occurred or the date the complainant first obtained knowledge of the facts of the alleged discrimination, harassment, intimidation, or bullying, unless the time for filing is extended by the superintendent or his or her designee.

Complaints will be investigated and a written Decision or report will be sent to the complainant within sixty (60) days from the receipt of the complaint. This time period may be extended by written agreement of the complainant. The person responsible for investigating the complaint shall conduct and complete the investigation in accordance with local procedures adopted under section 4621.

The complainant has a right to appeal our Decision of complaints regarding specific programs, pupil fees and the LCAP to the California Department of Education (CDE) by filing a written appeal within 16 days of receiving our Decision. The appeal must be accompanied by a copy of the originally-filed complaint and a copy of our Decision.

The complaint is advised of civil law remedies, including, but not limited to, injunctions, restraining orders, or other remedies or orders that may be available under state or federal discrimination, harassment, intimidation or bullying laws, if applicable.

A copy of our UCP compliant policies and procedures is available free of charge.

Compliance Officer:

Gina Wolowicz, Assistant Superintendent of Human Resources
Ventura Unified School District
255 W. Stanley Avenue, Suite 100
Ventura, CA 93001
(805) 641-5000 ext. 1150

WILLIAMS LAWSUIT SETTLEMENT COMPLIANCE

EC §35186 & VUSD Administrative Regulation 1312.4

Pursuant to Education Code §35186, you are hereby notified that:

1. There should be sufficient textbooks and instructional materials. That means each student, including an English learner, must have a textbook or instructional materials, or both, to use in class and to take home.
2. School facilities must be clean, safe, and maintained in good repair.
3. There should be no teacher vacancies or misassignments. There should be a teacher assigned to each class and not a series of substitutes or other temporary teachers. The teacher should have the proper credential to teach the class, including the certification required to teach English learners, if present.

Misassignment means the placement of a certificated employee in a teaching or services position for which the employee does not hold a legally recognized certificate or credential or the placement of a certificated

employee in a teaching or services position that the employee is not otherwise authorized by statute to hold.

Teacher vacancy means a position to which a single designated certificated employee has not been assigned at the beginning of the year for an entire year or, if the position is for a one-semester course, a position to which a single designated certificated employee has not been assigned at the beginning of a semester for an entire semester.

If you choose to file a complaint alleging that any of the above conditions is not being met, your complaint will be addressed through the district's Williams uniform complaint procedures as required by law. A complaint form may be obtained at the school office or district office, or downloaded from the school or district web site. You may also download a copy of the California Department of Education complaint form from the following web site: <http://www.cde.ca.gov/re/cp/uc>. However, a complaint need not be filed using either the district's complaint form or the complaint form from the California Department of Education.

The individual responsible for processing complaints at the school district level is:

Gina Wolowicz, Assistant Superintendent of Human Resources
Ventura Unified School District
255 W. Stanley Avenue
Ventura, CA 93001
(805) 641-5000 ext. 1150

ENROLLMENT

ATTENDANCE OPTIONS

EC §48200, EC §48204, EC §48204.3, EC §48300, EC §46600, VUSD Board Policies 5111.1, 5116, 5116.1, 5117 & Administrative Regulation 5111.1, 5116, 5116.1 & 5117

Interdistrict Enrollment/Transfer Requests

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

Regardless of whether an agreement exists or a permit is issued, the school district of residence cannot prohibit the transfer of a pupil who is a child of an active military duty parent to a school district of proposed enrollment if that district approves the application for transfer. 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 or 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 home or receiving district to have been the victim of an act of bullying, as defined in EC §48900(r), shall, at the request of the parent or legal guardian, be given priority for interdistrict attendance under any existing agreement or, in the absence of an agreement, be given additional consideration for the creation of an interdistrict attendance agreement.

Requests are based on the district's enrollment and staffing needs. Preferences will be given to pupils whose parents are enlisted in the military. For more information or to view the Ventura Unified School District interdistrict policy agreement and reasons for approval and denial of interdistrict transfer requests, please visit the district's website at www.venturausd.com and then click on the Educational Services tab. Parents/guardians should contact the District's Student Support Services Department at (805) 641-5000 ext. 1102 for further information.

Intradistrict Enrollment/Transfer Requests

Parents/guardians of students living within the City of Ventura who were not drawn in the School of Choice lottery process or who moved to the attendance area of a different school may apply for an Intradistrict Transfer. These requests are based on enrollment and staffing needs. Parents of high school athletes should check on CIF sports eligibility rules before pursuing open enrollment. Transportation to any other school is the responsibility of the parent.

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. Contact the school office for further information.

Persistently Dangerous Schools

The Ventura USD Governing Board has adopted a policy stating that students who attend a persistently dangerous school must be allowed to attend a safe public school. (USC Title 20 §7912, VUSD Board Policy 5116.1).

Residency Requirements

A minor between the ages of 6 and 18 years is subject to compulsory education and, unless exempted, must enroll in school in the school district in which the residence of either the parent or legal guardian is located.

A pupil may alternatively comply with the residency requirements for school attendance in a school district if he or she is any of the following: placed in a foster home or licensed children's institution within the boundaries of the school district pursuant to a commitment of placement under the Welfare and Institutions Code; a pupil who is a foster child who remains in his or her school or origin; an emancipated pupil who resides within the boundaries of the school district; a pupil who lives in the home of a caregiving adult that is located within the boundaries of the school district; a pupil residing in a state hospital located within the boundaries of the school district; or a pupil whose parent is transferred or is pending transfer to a military installation within the state while on active military duty pursuant to an official military order. Students in military and migrant families may remain in their school of origin and shall have waived residency restrictions due to the frequency of movement of their families. Connect with the District's Student Services Department at (805) 641-5000 ext. 1102 for more information on the protections afforded these students per California laws.

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

Residency Investigations

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

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

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

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

Any employee or contractor engaged in the investigation shall truthfully identify himself/herself as an investigator to individuals contacted or interviewed during the course of the investigation. (EC §48204.2 & BP 5111.1)

School of Choice

Parents/guardians of students residing within the Ventura Unified School District boundary may submit a request to attend a *School of Choice* school. *School of Choice* schools are designated annually based on capacity. Only those schools with available space will be listed as Schools of Choice. Application forms will be available at every school site during the open enrollment period – November 4 - December 2, 2022. Students of parents/guardians who submit applications to the district by December 2, 2022, shall be eligible for admission consideration to their School of Choice the following school year under the district's open enrollment policy.

INVOLUNTARY TRANSFER

EC §48980(m) & EC §48929

A school administrator may recommend an involuntary transfer of a student if convicted of a violent crime and if the victim attends the same school. Parents must be notified in writing and have the right to a meeting with the administration. The school will first attempt to resolve any conflict prior to transferring.

Periodic reviews will be considered for returning to the school site if there is no on-going danger to either student or others on campus. The school board makes the final decision.

NOTICE OF ALTERNATIVE SCHOOLS

EC §58501, VUSD Board Policies 6172.3, 6181, 6183.1, 6184, 6185 & Administrative Regulation 6172.3, 6183.1, 6184 & 6185

The district is committed to providing a variety of educational opportunities and experiences to those students it serves. To assist in accomplishing this task the district supports/ encourages the development and implementation of alternative and/or magnet schools.

For the purposes of this policy, an alternative school is defined as a school or separate class group within a school which is operated in a manner designed to:

1. Maximize the opportunity for students to develop the positive values of self-reliance, initiative, kindness, spontaneity, resourcefulness, courage, creativity, responsibility, and joy.
2. Recognize that the best learning takes place when the student learns because of his desire to learn.
3. Maintain a learning situation maximizing student self-motivation and encouraging the student in his own time to follow his own interests. These interests may be conceived by him totally and independently or may result in whole or in part from a presentation by his teachers of choices of learning projects.
4. Maximize the opportunity of teachers, parents and students to cooperatively develop the learning process and its subject matter. This opportunity shall be a continuous, permanent process.
5. 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.

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 school 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.

Ventura Unified School District Alternative Schools:

Elementary Schools:

- ATLAS; Academy of Technology & Leadership at Satcoy (K-5)
- EP Foster Elementary School; STEM Academy (K-5)
- Homestead Independent Study School (K-8)
- Montalvo Elementary School, Arts Academy, Traditional & Two-Way Immersion (K-5)
- Mound Elementary School; Science & Global Citizenship (K-5)

- Sheridan Way Elementary School; Academy of International Language Study (K-5)
- Will Rogers Elementary School; School of Environmental Science, Two-Way Immersion (K-5)

Middle Schools:

- Anacapa Middle School, Two-Way Immersion (6-8)
- ATLAS K-8 (Grades 6-8)
- DATA Middle School; Academy of Technology & the Arts (6-8)
- Lemon Grove K-8 (Grades 6-8)

High Schools:

- El Camino High School, Independent Study (9-12)
- Foothill Technology High School (9-12)
- Ventura High School, Two-Way Immersion Program (9-12)

VICTIM OF VIOLENT CRIME

USC Title 20 §7912, VUSD Board Policy 5116.1 & Administrative Regulation 5116.1

A student who becomes a victim of a violent criminal offense while in or on the grounds of a school that the student attends has the right to transfer to another school within the district. The district has 14 calendar days to offer students the option to transfer. For more information, please contact the principal or Student Support Services at (805) 641-5000 ext. 1102.

HEALTH

ADMINISTRATION OF MEDICINE DURING THE SCHOOL DAY

EC §49414, EC §49480 & VUSD Board Policy 5141.21

Administration of Prescribed Medication for Pupils

When a child is required to take any medication, including over-the-counter and herbal products, during the regular school day, the parent/guardian must request assistance of school personnel in administering medication. To provide this assistance, parents must submit an "Authorization for Medication to be Taken During School Hours" form to the school. The authorization must include a written statement from the physician, who is licensed to practice in California, detailing the name of the medication, method, amount, and time schedules by which the medication is to be taken.

At the elementary level, parents/guardians must bring the medication to the school office. Middle school and high school students may bring the medication to the health office at the beginning of the school day (if the medication is a controlled substance, the parents/guardians may be required to deliver the medication to the school office). All medication must be in the original labeled container.

Upon written request by the parent/guardian and with the approval of the student's physician, a student may be allowed to self-administer auto-injectable epinephrine, inhaled asthma medication and/or other necessary prescribed medication(s). The physician must confirm that the student is able to self-administer the medication safely.

A parent/guardian of a pupil on a continuing medication regimen for a non-episodic condition shall inform the school nurse or other designated school employee of medication being taken, the current dosage, and the name of the supervising physician. With the consent of the parent/guardian of the pupil, the school nurse may communicate with the physician and may counsel with school personnel regarding the possible effects of the drug on the child's physical, intellectual, and social behavior, as well as possible behavioral signs and symptoms of adverse side effects, omission, or overdose.

Administration of Seizure Disorder Medication

If a pupil with a seizure disorder has been prescribed an emergency anti-seizure medication by their physician, 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; if the district has a policy in place that allows non-medical employees to volunteer to provide this emergency medical assistance in the event that the pupil suffers a seizure when a licensed nurse is not available.

Emergency Treatment for Anaphylaxis

Anaphylaxis is a severe and potentially life-threatening allergic reaction that can occur after encountering an allergic trigger, such as, but not limited to, 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. EC 49414 now requires school districts to provide epinephrine auto-injectors to school/licensed nurses and trained personnel and

authorizes them to use epinephrine auto-injectors for any student who may be experiencing anaphylaxis, regardless of known history.

ANNUAL HEALTH SCREENINGS

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

Annual vision and hearing screenings are conducted in transitional kindergarten/kindergarten, second, fifth, and eighth grade. Parent, teacher, student self-referrals or students receiving special education services may be included in these screenings as required by law unless the parent/guardian files a written objection. Scoliosis (spinal) screening may be provided for female pupils in seventh grade and male pupils in eighth grade. Students that have missed these screenings, may be included in the screenings at different grade levels. Notification will be sent to the parent/guardian of a student for any noted condition discovered through the screenings.

CALIFORNIA YOUTH FOOTBALL ACT (6-12)

HSC §124241

Under state law, students who participate in football games in grades 6-12 must have a licensed medical professional present during the game, whether playing at a home game or away at another school. This does not include Physical Education classes or intramural football games outside of extra-curricular athletics offered at the middle or high school.

CONCUSSION AND HEAD INJURIES

EC §49475

A concussion is a brain injury that can be caused by a bump, blow, or jolt to the head, or by a blow to another part of the body with the force transmitted to the head. Even though most concussions are mild, all concussions are potentially serious and may result in complications including prolonged brain damage and death if not recognized and managed properly. A school district that elects to offer athletic programs must immediately remove from a school-sponsored athletic activity for the remainder of the day an athlete who is suspected of sustaining a concussion or head injury during that activity. The athlete may not return to that activity until they are evaluated by, and receive written clearance from, a licensed health care provider. On a yearly basis, a concussion and head injury information sheet must be signed and returned by the athlete and the athlete's parent or guardian before the athlete's initiating practice or competition. This requirement does not apply to an athlete engaging in an athletic activity during the regular school day or as part of a physical education course.

ENTRANCE HEALTH SCREENING

HSC §124085, HSC §124100, HSC §124105 & VUSD Board Policy 5141.32

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

ERIC PAREDES SUDDEN CARDIAC ARREST PREVENTION ACT

SB 1375

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

IMMUNIZATIONS

EC §48216, EC §49403, EC §49452, EC §49544, HSC §120325, HSC §120335, HSC §120370, HSC §120375, HSC §120380, 5 CCR §594, SB 86, VUSD Board Policy 5141.31 & Administrative Regulation 5141.31

Students must be immunized against certain communicable diseases. Students are prohibited from attending school unless immunization requirements are met for age and grade. All students must be in compliance with the State of California for school entry that includes educational instruction. 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 July 1, 2019, parents of students in any school, will continue to 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. VUSD does not offer either of these programs at this time. 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.

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

- All new students, in transitional kindergarten/kindergarten through grade 12, to the Ventura Unified School District must provide proof of Polio, Diphtheria, Pertussis, Tetanus, Hepatitis B, Measles, Mumps, Rubella, and Varicella immunizations.
- All students in any VUSD pre-kindergarten program up until entrance to transitional kindergarten/kindergarten must provide proof of Polio, Diphtheria, Pertussis, Tetanus, Hepatitis B, Haemophilus Influenzae, Type B (Hib), Measles, Mumps, Rubella and Varicella Immunizations.
- All seventh grade students must also provide proof of a second Measles & Mumps-containing vaccine, and a Pertussis booster vaccine.
- A temporary or permanent medical exemption to one or more of the immunizations may be granted under certain circumstances if a physical (MD or DO) licensed in California provides a signed, written statement which states:

Starting January 1, 2021, SB 276 and 714: Medical exemptions can only be issued through the California Immunization Registry – Medical Exemption website (CAIR-ME) by physicians licensed in California. Schools and childcare facilities may only accept from parents' new medical exemptions that are issued using CAIR-ME. Parents and physicians can register and create an account in CAIR-ME at any time. Once registered, parents can log in to CAIR-ME to request a medical exemption. Parents take the exemption request number to their child's physician who can log in to CAIR-ME to issue the exemption. Once the exemption is issued, the physician prints the two-page form and provides a copy to the parents to give to their child's school or childcare facility. A medical exemption filed at a pre-kindergarten facility or school remains valid until the earliest of:

- When the child enrolls in the next grade span (TK/K-6th grade, 7th-12th grade)
- The expiration date specified in a temporary medical exemption
- Revocation of the exemption because the issuing physician has been subject to disciplinary action from the physician's licensing entity.

Students who have exited Ventura Unified School District and return to enroll at any of VUSD schools will be subject to the new law changes stated above as well as no longer have a valid Personal Beliefs Exemption.

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 or as deemed necessary by Public Health. Ventura County Public Health (VCPH) offers low or no-cost vaccines, your child must be Medi-Cal eligible. Those with insurance/HMO, please make an appointment with your primary healthcare provider.

MEDICAL SERVICES AT SCHOOL

EC §3221.5, EC §49472, EC §49471, VUSD Board Policy 5141 & Administrative Regulation 5141

Health Insurance Coverage for Athletes

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

Low- or no-cost insurance for students is available through Medi-Cal for those who qualify. Parents/guardians may call (800) 880-5305 for information or an application. Low-cost Student Accident and Health Insurance is also available from Myers-Stevens & Toohey & Company, Inc. (CA License #0425842). Please call (800) 827-4695 for information.

Medical Attention at School for Accidents/Injuries

An emergency card will be used to contact parents/guardians in the event of a medical emergency. The school will act in the absence of parent contact to ensure appropriate medical treatment is provided even if the parent/guardian cannot be reached. The school may make available medical or hospital services for students while at or on the way to or from any school activity. Specific direction regarding emergency care must be noted on emergency cards.

Medical Services Not Provided

Ventura Unified School District does not provide or make available medical and hospital services for pupils who are injured in accidents related to school activity or attendance.

MENSTRUAL PRODUCTS

EC §35292.6

On or before the start of the 2022–23 school year, a public school, including a school operated by a school district, county office of education, or charter school, maintaining any combination of classes from grades 6 to 12, inclusive, shall stock the school's restrooms at all times with an adequate supply of menstrual products, available and accessible, free of cost, in all women's restrooms and all-gender restrooms, and in at least one men's restroom.

MENTAL HEALTH

EC §49428

In order to initiate access to available pupil mental health services, you may contact the following mental health provider: Ventura County Behavioral Health crises line at (866) 998-2243. Our school district will notify parents at least twice per year. This is one time through our Annual Notifications, and we will also notify you again a second time each school year by the following means through the mail or another commonly used method of notification.

ORAL HEALTH ASSESSMENT

EC §49452.8 & VUSD Board Policy 5141.32

The district requires a dental assessment as the pupil enters transitional or regular kindergarten. The State of California requires a dental assessment that must be completed in the 12 months prior to entry or by May 31 of the pupil's first school year. Record of a dental assessment done by a dental professional is required for all transitional/regular kindergarteners and first graders attending public school for the first time. Dental assessments must be completed in the 12 months prior to entry or by May 31 of the pupil's first school year. The district may offer oral health screenings for students through different community partnerships during the school year.

PHYSICAL EXAMINATION EXEMPTION

EC §49451, VUSD Board Policy 5141.3 & VUSD Administrative Regulation 5141.3

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

PREGNANT AND PARENTING PUPILS

EC §221.51, EC §222.5, EC §46015, EC §482-485, EC §48980, 5 CCR §4950, 34 CFR §106.40 & VUSD Board Policy 5146

Pregnant and Parenting Students

The Board is committed to providing a comprehensive, continuous, community-linked program for pregnant and parenting students and their children that reflects the cultural and linguistic diversity of the community.

The Superintendent or designee shall collaborate with the County Superintendent of Schools and other community agencies and organizations to ensure that appropriate educational and related support services are available to meet the needs of pregnant and parenting teens and their children.

Pregnant and parenting students retain the right to participate in any comprehensive school or educational alternative programs. School placement and instructional strategies for participating students shall be based on the needs and learning styles of individual students. The classroom setting shall be the preferred instructional strategy unless an alternative is necessary to meet the needs of the individual student and/or his/her child.

Any education program or activity that is offered separately to pregnant students, including any class or extracurricular activity, shall be equal to that offered to other district students. A student's participation in such programs shall be voluntary.

As required for other students with physical or emotional conditions or temporary disabilities, the Superintendent or designee may require a student, based on pregnancy, childbirth, false pregnancy, termination of pregnancy, or related recovery, to obtain certification from a physician indicating that the student is physically and emotionally able to participate in an educational program or activity.

Absences

Pregnant or parenting students may be excused for absences related to confidential medical appointments in accordance with BP/AR 5113 - Absences and Excuses.

A student shall be excused for absences to care for a sick child for whom the student is the custodial parent. A note from a physician shall not be required for such an absence.

A student shall be excused for absences to care for a sick child for whom the student is the custodial parent. A note from a physician shall not be required for such an absence, unless the absence exceeds five (5) school days.

Parental Leave

A pregnant or parenting student shall be entitled up to eight weeks of parental leave in order to protect the health of the student who gives or expects to give birth and the infant, and to allow the pregnant or parenting student to care for and bond with the infant. Such leave may be taken before the birth of the student's infant if there is a medical necessity and after childbirth during the school year in which the birth takes place, inclusive of any mandatory summer instruction. The Superintendent or designee may grant parental leave beyond eight weeks if deemed medically necessary by the student's physician. (Education Code §46015; 34 CFR §106.40)

The student, if age 18 years or older, or the student's parent/guardian shall notify the school of the student's intent to take parental leave. No student shall be required to take all or part of the parental leave. (Education Code §46015)

When a student takes parental leave, the attendance supervisor shall ensure that absences from the regular school program are excused until the student is able to return to the regular school program or an alternative education program. A pregnant or parenting student shall not be required to complete academic work or other school requirements during the period of the parental leave. (Education Code §46015)

Following the leave, a pregnant or parenting student may elect to return to the school and the course of study in which the student was enrolled before taking parental leave or to an alternative education option provided by the district. Upon return to school, a pregnant or parenting student shall have opportunities to make up work missed during the leave, including, but not limited to, makeup work plans and reenrollment in courses. (Education Code §46015)

When necessary to complete high school graduation requirements, the student may remain enrolled in school for a fifth year of instruction, unless the Superintendent or designee makes a finding that the student is reasonably able to complete district graduation requirements in time to graduate by the end of the fourth year of high school. (Education Code §46015)

Accommodations

When necessary, the district shall provide accommodations to enable a pregnant or parenting student to access the educational program.

A pregnant student shall have access to any services available to other students with temporary disabilities or medical conditions. (34 CFR §106.40)

The school shall provide reasonable accommodations to any lactating student to express breast milk, breastfeed an infant child, or address other needs related to breastfeeding. A student shall not incur an academic penalty for using any of these reasonable accommodations, and shall be provided the opportunity to make up any work missed due to such use. Reasonable accommodations include, but are not limited to: (Education Code §222)

1. Access to a private and secure room, other than a restroom, to express breast milk or breastfeed an infant child
2. Permission to bring onto a school campus a breast pump and any other equipment used to express breast milk
3. Access to a power source for a breast pump or any other equipment used to express breast milk
4. Access to a place to store expressed breast milk safely
5. A reasonable amount of time to accommodate the student's need to express breast milk or breastfeed an infant child

READMISSION TO SCHOOL OF STUDENTS WITH TEMPORARY DISABILITY OR INJURY

Students returning to school with a medical assisted device, wheelchair, cast, splint, crutches, etc., as a result of an accident or injury are to provide a physician's verification.

TEMPORARY DISABILITY

EC §48204, EC §48206.3, EC §48206.5, EC §48207, EC §48207.3, EC §48207.5, EC §48208, EC §51225.5 & VUSD Administrative Regulation 6183

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 school nurse or Student Support Services for further information.

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

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

TOBACCO FREE CAMPUS

HSC §104420, HSC §104495, HSC §104559 & VUSD Board Policy 3513.3

The District prohibits the use of tobacco or electronic e-cigarette products, including vapes, any time in district-owned or leased buildings, on district property, in district vehicles, and prohibits the disposal of cigarette butts, cigar butts, or any other tobacco-related waste within 25 feet of any playground or tot lot sandbox area (does not apply to private property or a public sidewalk located within 25 feet of a playground or a tot lot sandbox area).

TYPE 1 DIABETES INFORMATION

EC §49452.6

On and after January 1, 2023, the governing board of a school district, county board of education, and governing body of a charter school shall make the Type I Diabetes informational materials accessible to the parent or guardian of a pupil when the pupil is first enrolled in elementary school, or with the information provided pursuant to Section 48980. Information provided to parents and guardians pursuant to this section may include, but shall not be limited to, all of the following:

The Description of Type I Diabetes: if you have Type I Diabetes, your pancreas does not make insulin or makes very little insulin. Insulin helps blood sugar enter the cells in your body for use as energy. Without insulin, blood sugar cannot get into cells and builds up in the bloodstream. High blood sugar is damaging to the body and causes many of the symptoms and complications of Diabetes. Type I Diabetes was once called insulin-dependent or juvenile diabetes. It usually develops in children, teens, and young adults, but it can happen at any age. Type I Diabetes is less common than Type 2—about 5-10% of people with diabetes have Type I. (CDC)

Risk Factors, Symptoms and Warning Signs associated with Type I Diabetes: Type I Diabetes is thought to be caused by an immune reaction (the body attacks itself by mistake). Risk factors for Type I Diabetes are not as clear as for prediabetes and Type 2 Diabetes. Known risk factors include: family history (having a parent, brother, or sister with type 1 diabetes) or age. Type I Diabetes can happen at any age, but it usually develops in children, teens, or young adults. If you have any of the following diabetes symptoms, see your doctor about getting your blood sugar tested may be: frequent urination (often at night); thirst; loss of weight without trying; hunger; blurry vision; numbness or tingling of hands or feet; extreme fatigue; very dry skin; have sores that heal slowly and may have more infections than usual. (CDC) It can take months or years before symptoms of Type I Diabetes are noticed. Type I Diabetes symptoms can develop in just a few weeks or months. Once symptoms appear, they can be severe. Some Type I Diabetes symptoms are similar to symptoms of other health conditions. (ADA)

Type I Diabetes Health Screening Process: a simple blood test will let you know if you have diabetes. If your child is screened at a health fair or pharmacy, follow up with their healthcare provider. If your child's healthcare provider thinks you have Type I Diabetes, your blood may also be tested for autoantibodies. These substances indicate your body is attacking itself and are often found with Type I Diabetes but not with Type 2. Ketones may be present in their urine or blood. Ketones are produced when your body burns fat for energy. Having ketones in their urine or blood indicates that they have Type I Diabetes instead of Type 2. (ADA)

Following a Type 1 Diabetes diagnosis, parents or guardians should consult with the pupil's primary healthcare provider to develop an appropriate treatment plan, which may include consultation with and examination by a specialty care provider, including, but not limited to, a properly qualified endocrinologist. (ADA)

CDC (Centers for Disease Control and Prevention)

ADA (American Diabetic Association)

TYPE 2 DIABETES INFORMATION

EC §49452.7

Pursuant to California Education Code Section 49452.7, this type 2 diabetes information is for local educational agencies to provide to parents and guardians of incoming seventh grade students beginning July 1, 2010.

The California Department of Education developed this type 2 diabetes information in collaboration with the California Department of Public Health, American Diabetes Association, California School Nurses Organization, and Children's Hospital of Orange County.

Type 2 diabetes is the most common form of diabetes in adults.

- Until a few years ago, type 2 diabetes was rare in children, but it is becoming more common, especially for overweight teens.
- According to the U.S. Centers for Disease Control and Prevention (CDC), one in three American children born after 2000 will develop type 2 diabetes in his or her lifetime.

Type 2 diabetes affects the way the body is able to use sugar (glucose) for energy.

- The body turns the carbohydrates in food into glucose, the basic fuel for the body's cells.
- The pancreas makes insulin, a hormone that moves glucose from the blood to the cells.
- In type 2 diabetes, the body's cells resist the effects of insulin, and blood glucose levels rise.
- Over time, glucose reaches dangerously high levels in the blood, which is called hyperglycemia.
- Hyperglycemia can lead to health problems like heart disease, blindness, and kidney failure.

Risk Factors Associated with Type 2 Diabetes

It is recommended that students displaying or possibly experiencing the risk factors and warning signs associated with type 2 diabetes be screened (tested) for the disease.

Risk Factors

Researchers do not completely understand why some people develop type 2 diabetes and others do not; however, the following risk factors are associated with an increased risk of type 2 diabetes in children:

- Being overweight. The single greatest risk factor for type 2 diabetes in children is excess weight. In the U.S., almost one out of every five children is overweight. The chances are more than double that an overweight child will develop diabetes.
- Family history of diabetes. Many affected children and youth have at least one parent with diabetes or have a significant family history of the disease.
- Inactivity. Being inactive further reduces the body's ability to respond to insulin.
- Specific racial/ethnic groups. Native Americans, African Americans, Hispanics/Latinos, or Asian/Pacific Islanders are more prone than other ethnic groups to develop type 2 diabetes.
- Puberty. Young people in puberty are more likely to develop type 2 diabetes than younger children, probably because of normal rises in hormone levels that can cause insulin resistance during this stage of rapid growth and physical development.

Warning Signs and Symptoms Associated with Type 2 Diabetes

Warning signs and symptoms of type 2 diabetes in children develop slowly, and initially there may be no symptoms. However, not everyone with insulin resistance or type 2 diabetes develops these warning signs, and not everyone who has these symptoms necessarily has type 2 diabetes.

- Increased hunger, even after eating
- Unexplained weight loss
- Increased thirst, dry mouth, and frequent urination
- Feeling very tired
- Blurred vision
- Slow healing of sores or cuts
- Dark velvety or ridged patches of skin, especially on the back of the neck or under the arms
- Irregular periods, no periods, and/or excess facial and body hair growth in girls
- High blood pressure or abnormal blood fats levels

Type 2 Diabetes Prevention Methods and Treatments

Healthy lifestyle choices can help prevent and treat type 2 diabetes. Even with a family history of diabetes, eating healthy foods in the correct amounts and exercising regularly can help children achieve or maintain a normal weight and normal blood glucose levels.

- Eat healthy foods. Make wise food choices. Eat foods low in fat and calories.
- Get more physical activity. Increase physical activity to at least 60 minutes every day.
- Take medication. If diet and exercise are not enough to control the disease, it may be necessary to treat type 2 diabetes with medication.

The first step in treating type 2 diabetes is to visit a doctor. A doctor can determine if a child is overweight based on the child's age, weight, and height. A doctor can also request tests of a child's blood glucose to see if the child has diabetes or pre-diabetes (a condition which may lead to type 2 diabetes). There are different screening tests that are available through a health practitioner.

Type 2 diabetes in children is a preventable/treatable disease and the guidance provided in this information sheet is intended to raise awareness about this disease. Contact your student's school nurse, school administrator, or health care provider if you have questions.

PARENTS' RIGHTS

BEFORE AND AFTER SCHOOL PROGRAMS

EC §8482.6, EC §8483, EC §8483.1 & EC §46120

The After School Education and Safety (ASES) Program serves pupils in kindergarten through grade 9 at participating public schools, including charter schools. The 21st Century High School After School Safety and Enrichment for Teens (ASSETs) Program serves pupils in grades 9-12 at participating 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. Ventura Unified School District ASES programs serve students in grades 1-8 at participating schools and do not charge fees during school calendar days. District ASSETs programs serve students in grades 9-12 at participating high schools and do not charge fees. 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. For more information, please contact the school principal.

The "Expanded Learning Opportunities Program (ELO-P)" provides funding for afterschool and summer school enrichment programs for transitional kindergarten through sixth grade. "Expanded Learning" means before school, after school, summer, or intersession learning programs that focus on developing the academic, social, emotional, and physical needs and interests of pupils through hands-on, engaging learning experiences. It is the intent of the Legislature that expanded learning programs are pupil-centered, results drive, include community partners, and complement, but do not replicate, learning activities in the regular school day and school year.

CALIFORNIA LONGITUDINAL PUPIL ACHIEVEMENT DATA SYSTEM

Privacy & Confidentiality Procedures, Paragraph 3.2

This district is participating with the California Longitudinal Pupil Achievement Data System (CALPADS) in the electronic transfer of student data for state reporting to the California Department of Education and to districts and/or public post-secondary institutions to which the student is transferring or applying for admission. All data maintained by the CALPADS is in compliance with federal and state privacy and confidentiality requirements. Parents have the right to inspect student information maintained by CALPADS. Contact the District's Student Records Department at (805) 641-5000 ext. 1145 to initiate this procedure or obtain more information.

CHILD ABUSE AND NEGLECT REPORTING

Penal Code §11164 & VUSD Board Policy 5141.4

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

DISCLOSURE OF STUDENT INFORMATION

USC Title 20 §1232h & Title 20 §7908, EC §51513 & VUSD Board Policy 5125.1

Directory Information

The Family Educational Rights and Privacy Act (FERPA), a federal law, requires that Ventura Unified School District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable

information from your child's education records. However, the district may disclose appropriately designated "directory information" without written consent, unless you have advised the district to the contrary in accordance with district procedures. The primary purpose of directory information is to allow the district to include this type of information from your child's education records in certain school and/or district publications. Examples include:

- a playbill, showing your child's role in a drama production
- the annual yearbook
- honor roll or other recognition lists
- graduation programs
- sports activity sheets, such as for wrestling, showing weight and height of team members

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

If you do not want the district to disclose directory information from your child's education records without your prior written consent, you must notify the district in writing.

The district has designated the following information as directory information:

1. Name
2. Address
3. Telephone number
4. Email address
5. Date of birth
6. Major field of study
7. Participation in officially recognized activities and sports
8. Weight and height of athletic team members
9. Dates of attendance
10. Degrees and awards received
11. Most recent previous school attended

The district also may disclose your child's student identification number, user identification, or other unique personal identifier used to communicate in electronic systems, provided it cannot be used to access education records without a personal identification number (PIN), password, or other factor that only the authorized user knows. Your child's social security number will not be used for this purpose.

Directory information does not include your child's citizenship status, immigration status, place of birth, or any other information indicating national origin. The district will not disclose such information without your consent or a court order.

Student Photo, Video, and Media Release

The Ventura Unified School District ("District") is proud of the many accomplishments of our students and staff. Often, the District highlights these accomplishments on social media, websites, brochures, and other marketing and communications platforms. Such achievements also draw the attention of newspapers, television stations, or other media. On occasion, representatives from and/or employees of the Ventura Unified School District and/or an invitee of the District wish to photograph, videotape, and/or interview individuals in connection with school programs, projects, or events. We value your child's participation and ask for your permission to include them.

I give permission for my child to be photographed, videotaped, and/or interviewed by representatives from and/or Employees of The Ventura Unified School District for educational and/or marketing purposes. I authorize the use and reproduction by the Ventura Unified School District or anyone authorized by the Ventura Unified School District of any and all photographs and/or videotapes taken of my child, and/or their artwork without compensation to me/my child. All of these photographs/video recordings shall be the property, solely and completely, of the Ventura Unified School District. I waive any right to inspect or approve the finished product that may be used in conjunction with them.

This permission applies to photographs, likenesses, poses, acts, appearances, voice, use of musical instruments, artwork, and written work. Artwork includes musical, dramatic, and other performances and presentations, as well as all forms of visual and digital artwork. Areas where these images and/or sound reproductions may appear include but are not limited to any of the following: District, school or other websites, television broadcasts (including streaming services), slide shows, school newspaper, annual yearbook, social media such as Facebook, Instagram, Twitter, Nextdoor and LinkedIn or promotional material.

I understand that by granting the District permission to use my child's name, photographs, likenesses, poses, acts, appearances, voice, use of musical

instruments, artwork, and/or written work, the District will retain the right to use and reuse, in any manner at all, the video, motion picture, audio recording or still photograph productions, broadcasts, publications, presentations, performances, and/or artwork as described above. I also understand that by granting the District permission to use my child's name, photographs, likenesses, poses, acts, appearances, voice, use of musical instruments, artwork, and/or written work in the above-described manner, I hereby forever release and discharge the District from any and all claims, actions and demands, arising out of or in connection with the use of said video, motion picture, audio recording, still photograph, broadcasts, publications, presentations, performances, and/or artwork, including, without limitation, any and all claims for invasion of privacy and libel.

Permission or denial of permission is made through the on-line Annual Update process by selecting the appropriate response in the Annual Notice acknowledgments section. Please understand that if your position on this authorization and release changes, parents/guardians can revoke this document, in its entirety by calling their child's school office and notifying the school office manager in writing of said change.

Marketing

Parents/guardians will be notified and will be given the opportunity to opt their child out of participation in an activity involving the collection, disclosure, or use of personal information collected from pupils for the purpose of marketing or selling that information.

Tests/Surveys on Personal Beliefs

Students in grades TK-6 will not be given any test, questionnaire, survey, or examination, containing questions about personal beliefs/practices in sex, family life, mortality, and religion; unless parent/guardian gives written permission. Students in grades 7-12 will be notified that a test, questionnaire, survey, or examination, containing questions about personal beliefs/practices in sex, family life, mortality, and religion is going to be given and if they do not want their child to attend they must sign the "opt out" form and return it to the school site.

Survey/Analysis/Evaluation

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

Access by Military Recruiters

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

EMPLOYEE: PROFESSIONAL STANDARDS

EC §44050, VUSD Board Policy 4119.21 & Exhibit 4119.21

The Governing Board of the Ventura Unified School District has adopted Professional Standards which can be viewed on the district's website at www.venturausd.org/board/SuperintendentBoard/BOARDOFEDUCATION/BoardPolicies.aspx.

EXCUSAL FROM CAASPP TESTING

CCR Title 5 §852 & EC §60640

Section 852 of Title 5 of the California Code of Regulations permits a parent or guardian to submit to the school annually a written request to excuse his or her child from any or all parts of any test provided pursuant to Education Code Section 60640 for the school year. If a parent or guardian submits an exemption request after testing has begun, any test(s) completed before the request is submitted will be scored and the results reported to the parent or guardian and will be included in the student's records. If you wish to opt your student out of the CAASPP assessments, please submit your request in writing to your student's principal.

California Education Code (EC) Section 51461 states that in order to earn the State Seal of Biliteracy, students must demonstrate English proficiency by, "Passing the California Assessment of Student Performance and Progress for English language arts, or any successor test, administered in grade 11, at or above the "standard met" achievement level, or at the achievement level determined by the Superintendent for any successor test" (EC §51461(a)(2)). This means that the California Assessment of Student Performance and Progress (CAASPP) has been adopted as the required assessment, effective January 1, 2018. "Successor test" refers to any future assessment that may be adopted to take the CAASPP's place by the State Superintendent of Public Instruction (For example, the CAASPP is

the "successor test" to the CST). Therefore, if a parent opts their child out of the CAASPP, that student is no longer eligible for the State Seal of Biliteracy.

FREE/REDUCED PRICE MEALS

EC §49510, VUSD Board Policy 3553 & Administrative Regulation 3553

Meals for the 2022-2023 school year will be provided to all students at no charge. However, please fill out a free and reduced meal application so the district can determine funding qualifications for individual school sites. The application is available online at www.venturausd.org, food and nutrition services, beginning July 1. If you have any questions, you may contact Food and Nutrition Services at (805) 641-5000 ext. 1306.

NONDISCRIMINATION/HARASSMENT

CFR Title 34 §106.9, VUSD Board Policy 5145.3 & 0410

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

The Governing Board desires to provide a safe school environment that allows all students equal access to and opportunities in the district's academic, extracurricular, and other educational support programs, services, and activities. The Board prohibits, at any district school or school activity, unlawful discrimination, including discriminatory harassment, intimidation, and bullying, targeted at any student by anyone, based on the student's actual or perceived race, color, ancestry, nationality, national origin, immigration status, ethnic group identification, ethnicity, age, religion, marital status, pregnancy, parental status, physical or mental disability, medical condition, sex, sexual orientation, gender, gender identity, gender expression, or genetic information, or association with a person or group with one or more of these actual or perceived characteristics.

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

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

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

The Superintendent or designee shall facilitate students' access to the educational program by publicizing the district's nondiscrimination policy and related complaint procedures to students, parents/guardians, and employees. In addition, the Superintendent or designee shall post the district's policies prohibiting discrimination, harassment, intimidation, and bullying and other required information on the district's web site in a manner that is easily accessible to parents/guardians and students, in accordance with law and the accompanying administrative regulation.

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

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

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

or bullying, shall be subject to disciplinary action, up to and including dismissal.

Record-Keeping

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

The individual identified in AR 1312.3 - Uniform Complaint Procedures as the employee responsible for coordinating the district's response to complaints and for complying with state federal civil rights laws is hereby designated as the district's ADA coordinator. He/she shall receive and address requests for accommodation submitted by individuals with disabilities, and shall investigate and resolve complaints regarding their access to district programs, services, activities, or facilities.

Gina Wolowicz, Assistant Superintendent of Human Resources
Ventura Unified School District
255 W. Stanley Avenue
Ventura, CA 93001
(805) 641-5000

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, denotes, 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 or information.

RIGHT TO KNOW PROFESSIONAL QUALIFICATIONS OF TEACHERS AND PARAPROFESSIONALS

ESSA Section 1112

In compliance with the requirements of the Every Student Succeeds Act, the Ventura Unified School District would like to inform you that you may request information about the professional qualifications of your student's teacher(s) and/or paraprofessional(s). The following information may be requested:

- Whether the student's teacher –
 - has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
 - is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived; and
 - is teaching in the field of discipline of the certification of the teacher
- Whether the child is provided services by paraprofessionals and, if so, their qualifications

If you wish to request information concerning your child's teacher and/or paraprofessional's qualifications, please contact the District's Human Resources Department at (805) 641-5000.

SCHOOL ACCOUNTABILITY REPORT CARD

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

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

STUDENT RECORDS

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

The district maintains a cumulative record on the history of each student's development and educational progress, attendance records, suspension records, health information, and parental restrictions. The district is committed to protecting the privacy of such records. Parents/guardians have the right to inspect, review, or challenge any and all records related to their child. Records are available for review within five days upon request at the school office.

Definitions

Student means any individual who is or has been in attendance at the district and regarding whom the district maintains student records. (34 CFR §99.3)

Attendance includes, but is not limited to, attendance in person or by paper correspondence, videoconference, satellite, Internet, or other electronic information and telecommunication technologies for students who are not physically present in the classroom, and the period during which a person is working under a work-study program. (34 CFR §99.3)

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

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

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

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

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

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

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

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

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

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

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

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

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

School officials and employees are officials or employees, including teachers, whose duties and responsibilities to the district, whether routine or as a result of special circumstances, require access to student records. (34 CFR §99.31)

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

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

Persons Granted Absolute Access

In accordance with law, absolute access to any student records shall be granted to:

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

Access for Limited Purpose/Legitimate Educational Interest

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

1. Parents/guardians of a dependent child as defined under 26 USC 152 (Education Code §49076; 34 CFR §99.31)
2. Students who are age 16 or older or who have completed the 10th grade (Education Code §49076)
3. School officials and employees, consistent with the definition provided in the section "Definitions" above (Education Code §49076; 34 CFR §99.31)
4. Members of a school attendance review board (SARB) appointed pursuant to Education Code §48321 who are authorized representatives of the district and any volunteer aide age 18 or older who has been investigated, selected, and trained by the SARB to provide follow-up services to a referred student (Education Code §49076)
5. Officials and employees of other public schools, school systems, or postsecondary institutions where the student intends or is directed to enroll, including local, county, or state correctional facilities where educational programs leading to high school graduation are provided, or where the student is already enrolled, as long as the disclosure is for purposes related to the student's enrollment or transfer (Education Code §49076; 34 CFR §99.31)
6. The Student Aid Commission, to provide the grade point average (GPA) of all district students in grade 12 and, when required, verification of high school graduation or its equivalent of all students who graduated in the prior academic year, for use in the Cal Grant postsecondary financial aid program. However, such information shall not be submitted when students opt out or are permitted by the rules of the Student Aid Commission to provide test scores in lieu of the GPA. (Education Code §69432.9, §69432.92)

No later than January 1 each year, the Superintendent or designee shall notify each student in grade 11, and the student's parents/guardians if the student is under age 18 years, that the student's GPA will be forwarded to the Student Aid Commission by October 1 unless the student opts out within a period of time specified in the notice, which shall not be less than 30 days. (Education Code §69432.9)

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

7. Federal, state, and local officials, as needed for an audit or evaluation of, or compliance with, a state or federally funded education program and in accordance with a written agreement developed pursuant to 34 CFR §99.35 (Education Code §49076; 34 CFR §99.3, §99.31, §99.35)
8. Any county placing agency acting as an authorized representative of a state or local educational agency which is required to audit or evaluate a state or federally supported education program pursuant to item #7 above (Education Code §49076)
9. Any person, agency, or organization authorized in compliance with a court order or lawfully issued subpoena (Education Code §49077; 5 CCR §435; 34 CFR §99.31)
10. Any district attorney who is participating in or conducting a truancy mediation program or participating in the presentation of evidence in a truancy petition (Education Code §49076)
11. A district attorney's office for consideration against a parent/guardian for failure to comply with compulsory education laws (Education Code §49076)
12. Any probation officer, district attorney, or counsel of record for a student who is a minor for the purposes of conducting a criminal

investigation or an investigation in regards to declaring the minor a ward of the court or involving a violation of a condition of probation, subject to evidentiary rules specified in Welfare and Institutions Code 701 (Education Code §49076)

13. Any judge or probation officer for the purpose of conducting a truancy mediation program for a student or for the purpose of presenting evidence in a truancy petition pursuant to Welfare and Institutions Code 681 (Education Code §49076)
14. A foster family agency with jurisdiction over a currently enrolled or former student; short-term residential treatment program staff responsible for the education or case management of a student; or a caregiver who has direct responsibility for the care of a student, including a certified or licensed foster parent, an approved relative or nonrelated extended family member, or a resource family, as defined (Education Code §49076)
Such individuals shall have access to the student's current or most recent records of grades, transcripts, attendance, discipline, online communication on platforms established by schools for students and parents/guardians, and any individualized education program or Section 504 plan developed and maintained by the district (Education Code §49069.3)
15. A student age 14 years or older who is both a homeless student and an unaccompanied minor as defined in 42 USC 11434a (Education Code §49076)
16. An individual who completes items #1-4 of the caregiver's authorization affidavit pursuant to Family Code 6552 and signs the affidavit for the purpose of enrolling a minor in school (Education Code §49076)
17. A caseworker or other representative of a state or local child welfare agency or tribal organization that has legal responsibility in accordance with state or tribal law for the care and protection of a student, provided that the individual is authorized by the agency or organization to receive the records and the information requested is AR 5125(f) directly related to providing assistance to address the student's educational needs (Education Code §49076; 20 USC 1232(g))
18. Appropriate law enforcement authorities, in circumstances where Education Code 48902 requires that the district provide special education and disciplinary records of a student with disabilities who is suspended or expelled for committing an act violating Penal Code 245 (Education Code §48902, §49076)
When disclosing such records, the Superintendent or designee shall obtain written certification by the recipient of the records as described in item #12 above. (Education Code §49076)
19. Designated peace officers or law enforcement agencies in cases where the district is authorized by law to assist law enforcement in investigations of suspected criminal conduct or kidnapping and a written parental consent, lawfully issued subpoena, or court order is submitted to the district, or information is provided to it indicating that an emergency exists in which the student's information is necessary to protect the health or safety of the student or other individuals (Education Code §49076.5)

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

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

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

In addition, the parent/guardian or adult student may provide written consent for access to be granted to persons, agencies, or organizations not afforded access rights by law. The written consent shall specify the records to be released and the party or parties to whom they may be released. (Education Code §49061, §49075)

Only a parent/guardian having legal custody of the student may consent to the release of records to others. Either parent/guardian may grant consent if both parents/guardians notify the district, in writing, that such an agreement has been made. (Education Code §49061)

Discretionary Access

At the discretion of the Superintendent or designee, information may be released from a student's records to the following:

1. Appropriate persons, including parents/guardians of a student, in an emergency if the health and safety of the student or other persons are at stake (Education Code §49076; 34 CFR §99.31, §99.32, §99.36)

When releasing information to any such appropriate person, the Superintendent or designee shall record information about the threat to the health or safety of the student or any other person that formed the basis for the disclosure and the person(s) to whom the disclosure was made. (Education Code §49076; 34 CFR §99.32)

Unless it would further endanger the health or safety of the student or other persons, the Superintendent or designee shall inform the parent/guardian or adult student within one week of the disclosure that the disclosure was made, of the articulable and significant threat to the health or safety of the student or other individuals that formed the basis for the disclosure, and of the parties to whom the disclosure was made.

2. Accrediting associations in order to carry out their accrediting functions (Education Code §49076; 34 CFR §99.31)
3. Officials and employees of private schools or school systems where the student is enrolled or intends to enroll, subject to the rights of parents/guardians as provided in Education Code §49068 and in compliance with 34 CFR §99.34 (Education Code §49076; 34 CFR §99.31, §99.34)
4. Local health departments operating countywide or regional immunization information and reminder systems and the California Department of Public Health, unless the parent/guardian has requested that no disclosures of this type be made (Health and Safety Code 120440)
5. Contractors and consultants having a legitimate educational interest based on services or functions which have been outsourced to them through a formal written agreement or contract with the district, excluding volunteers or other parties (Education Code §49076)
6. Agencies or organizations in connection with the student's application for or receipt of financial aid, provided that information permitting the personal identification of a student or the student's parents/guardians for these purposes is disclosed only as may be necessary to determine the eligibility of the student for financial aid, determine the amount of financial aid, determine the conditions which will be imposed regarding the financial aid, or enforce the terms or conditions of the financial aid (Education Code §49076; 34 CFR §99.31)
7. County elections officials for the purpose of identifying students eligible to register to vote or offering such students an opportunity to register, subject to the limits set by 34 CFR §99.37 and under the condition that any information provided on this basis shall not be used for any other purpose or transferred to any other person or agency (Education Code §49076; 34 CFR §99.37)

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

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

De-identification of Records

When authorized by law for any program audit, educational research, or other purpose, the Superintendent or designee may release information from a student record without prior consent of the parent/guardian or adult student after the removal of all personally identifiable information. Prior to releasing such information, the Superintendent or designee shall make a reasonable determination that the student's identity is not personally identifiable, whether through single or multiple releases and taking into account other reasonably available information. (Education Code §49074, §49076; 20 USC 1232g; 34 CFR §99.31)

Process for Providing Access to Records

Student records shall be maintained in a central file at the school attended by the student or, when records are maintained at different locations, a notation shall be placed in the central file indicating where other records may be found. (Education Code §49069; 5 CCR §433)

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

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

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

When required by law, a student's parent/guardian or an adult student shall provide written, signed, and dated consent before the district discloses the student record. Such consent may be given through electronic means in

those cases where it can be authenticated. The district's consent form shall specify the records that may be disclosed, state the purpose of the disclosure, and identify the party or class of parties to whom the disclosure may be made. Upon request by the parent/guardian or adult student, the district shall provide a copy of the records disclosed. (34 CFR §99.30)

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

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

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

Access Log

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

In every instance of inspection by persons who do not have assigned educational responsibility, the custodian of records shall make an entry in the log indicating the record inspected, the name of the person granted access, the reason access was granted, and the time and circumstances of inspection. (5 CCR §435)

Duplication of Student Records

To provide copies of any student record, the district may charge a reasonable fee not to exceed the actual cost of providing the copies.

Changes to Student Records

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

No addition or change shall be made to a student's record after high school graduation or permanent departure, other than routine updating, unless required by law or with prior consent of the parent/guardian or adult student. (Education Code §49062.5, §49070; 5 CCR §437)

When a former student submits a state-issued driver's license, birth certificate, passport, social security card, court order, or other government-issued documentation demonstrating that the former student's legal name and/or gender has changed, the district shall update the former student's records to reflect the updated legal name and/or gender. Upon request by the former student, the district shall reissue any documents conferred upon the former student, including, but not limited to, a transcript, a high school diploma, a high school equivalency certificate, or other similar documents. The district is not required to modify records that the former student has not requested for modification or reissuance. (Education Code §49062.5)

If the former student's name or gender is changed and the requested records are reissued, a new document shall be added to the former student's file that includes all of the following information: (Education Code §49062.5)

1. The date of the request
2. The date the requested records were reissued to the former student
3. A list of the records that were requested by and reissued to the former student
4. The type of documentation, if any, provided by the former student to demonstrate a legal change to the student's name and/or gender
5. The name of the employee who completed the request
6. The current and former names and/or genders of the student

Any former student who submits a request to change the legal name or gender on the student's records but is unable to provide any government-issued documentation demonstrating the legal name or gender change, may request a name or gender change through the process described in Education Code §49070 and AR 5125.3 - Challenging Student Records.

Retention and Destruction of Student Records

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

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

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

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

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

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

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

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

Transfer of Student Records

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

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

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

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

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

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

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

Notification of Parents/Guardians

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

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

1. The types of student records kept by the district and the information contained therein
2. The title(s) of the official(s) responsible for maintaining each type of record
3. The location of the log identifying those who request information from the records
4. District criteria for defining school officials and employees and for determining legitimate educational interest
5. District policies for reviewing and expunging student records
6. The right to inspect and review student records and the procedures for doing so
7. The right to challenge and the procedures for challenging the content of a student record that the parent/guardian or student believes to be inaccurate, misleading, or otherwise in violation of the student's privacy rights
8. The cost, if any, charged for duplicating copies of records
9. The categories of information defined as directory information pursuant to Education Code §49073
10. The right to consent to disclosures of personally identifiable information contained in the student's records except when disclosure without consent is authorized by law
11. Availability of the curriculum prospectus developed pursuant to Education Code §49091.14 containing the titles, descriptions, and instructional aims of every course offered by the school
12. Any other rights and requirements set forth in Education Code §49060-§49085, and the right of parents/guardians to file a complaint with the U.S. Department of Education concerning an alleged failure by the district to comply with 20 USC 1232g

In addition, the annual parental notification shall include a statement that a student's citizenship status, immigration status, place of birth, or any other information indicating national origin will not be released without parental consent or a court order.

USC Title 20 §1232g

Parents/guardians have the right to file a complaint with the United States Department of Health, Education, and Welfare concerning an alleged failure by the district to comply with the provisions of Section 438 of the General Education Provisions Act (20 U.S.C.A. Sec). The address of the office that administers FERPA (Family Educational Rights and Privacy Act) is:

Family Policy Compliance Office / US Department of Education
400 Maryland Avenue SW
Washington, DC 20202-5920
1-800-872-5327

PARENT INVOLVEMENT

TITLE I PARENT INVOLVEMENT POLICY

EC §11500, EC §11501, EC §11502, EC §11503, USC Title 20 §6318 & VUSD Board Policy 6020

The Governing Board recognizes that parents/guardians are their children's first and most influential teachers and that sustained parent/guardian involvement in the education of their children contributes greatly to student achievement and a positive school environment. The Superintendent or designee shall work with parents/guardians and family members to jointly develop and agree upon policy and strategies to meaningfully involve parents/guardians and family members in district and school activities at all grade levels; advisory, decision-making, and advocacy roles; and activities to support learning at home.

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

The district's local control and accountability plan (LCAP) shall include goals and strategies for parent/guardian involvement and family engagement, including district efforts to seek parent/guardian input in district and school site decision making and to promote parent/guardian participation in programs for English learners, foster youth, students eligible for free and reduced-price meals, and students with disabilities. (Education Code §42238.02, §52060)

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

Title I Schools

The Superintendent or designee shall involve parents/guardians and family members in establishing district expectations and objectives for meaningful parent/guardian and family engagement in schools supported by Title I funding, developing strategies that describe how the district will carry out each activity listed in 20 USC 6318, as contained in the accompanying administrative regulation, and implementing and evaluating such programs, activities, and procedures. As appropriate, the Superintendent or designee

shall conduct outreach to all parents/guardians and family members. (Education Code §11503; 20 USC 6318)

When the district's Title I, Part A allocation exceeds the amount specified in 20 USC 6318, the Board shall reserve at least one percent of the funding to implement parent/guardian and family engagement activities and shall distribute at least 90 percent of those reserved funds to eligible schools, with priority given to high-need schools as defined in 20 USC 6631. The Superintendent or designee shall involve parents/guardians and family members of participating students in decisions regarding how the district's Title I funds will be allotted for parent/guardian and family engagement activities. (20 USC 6318)

Expenditures of such funds shall be consistent with the activities specified in this policy and shall include at least one of the following: (20 USC 6318)

1. Support for schools and nonprofit organizations in providing professional development for district and school staff regarding parent/guardian and family engagement strategies, which may be provided jointly to teachers, principals, other school leaders, specialized instructional support personnel, paraprofessionals, early childhood educators, and parents/guardians and family members
2. Support for programs that reach parents/guardians and family members at home, in the community, and at school
3. Dissemination of information on best practices focused on parent/guardian and family engagement, especially best practices for increasing the engagement of economically disadvantaged parents/guardians and family members
4. Collaboration, or the provision of subgrants to schools to enable collaboration, with community-based or other organizations or employers with a record of success in improving and increasing parent/guardian and family engagement
5. Any other activities and strategies that the district determines are appropriate and consistent with this policy

If the district also receives funds under federal Title IV, Part E, to coordinate and enhance family engagement programs, the Superintendent or designee shall inform parents/guardians and organizations of the existence of Title IV. (20 USC 6318)

The district's Board policy and administrative regulation containing parent/guardian and family engagement strategies shall be incorporated into the district's LCAP in accordance with 20 USC 6312. (20 USC 6318)

The Superintendent or designee shall ensure that each school receiving Title I funds develops a school-level parent/guardian and family engagement policy in accordance with 20 USC 6318.

District and school-level parent/guardian and family engagement policies and administrative regulations shall be distributed to parents/guardians of students participating in Title I programs and shall be available to the local community. Parents/guardians shall be notified of the policy in an understandable and uniform format and, to the extent practicable, provided in a language the parents/guardians can understand. (20 USC 6318)

Non-Title I Schools

The Superintendent or designee shall develop and implement strategies applicable to each school that does not receive federal Title I funds to encourage the involvement and support of parents/guardians in the education of their children, including, but not limited to, strategies describing how the district and schools will address the purposes and goals described in Education Code 11502. (Education Code §11504)

Parent Involvement Opportunities

For more information on how to participate in the district offerings of parent education and to provide parental input to the local training programs for parents, please contact the District's Educational Services Department at (805) 641-5000 ext. 1023.

SAFETY

ASBESTOS MANAGEMENT PLAN

CFR Title 40 §763.93 & VUSD Board Policy 3514

The district has developed an asbestos management plan for each school, including all buildings that they lease, own, or otherwise use as school buildings in accordance with CFR Title 40 §763.93. A copy of the complete, updated management plan for asbestos-containing material in school buildings may be reviewed in the office of the Director of Facilities Service, (805) 289-7981.

PESTICIDE PRODUCTS

EC §17612, EC §48980.3 & VUSD Administrative Regulation 3514.11

Listed below are the names of all pesticide products that VUSD Facilities Services Department may apply at a school facility. Further information may be found at this website address: <http://www.cdpr.ca.gov>.

Active Ingredient(s)	Product/Pesticide Name(s)
Bacillus Thuringiensis	Safer Caterpillar Killer
Amorphous Silica Gel	Cimexa
Corn Gluten Meal	Bio Weed; Supressa
Diatomaceous Earth	Concern
Iron HEDTA	Fiesta Weed Killer
Indoxacarb	Advion Ant Gel/Advion Roach Bait
Borax	InTice Thiquid Ant Bait
Abamectin	Invict AB Insect Paste
Imidacloprid	Invict Gold Cockroach Gel
Iron Phosphate	Sluggo
Orthoboric Acid	Drax Ant Kill PF
Orthoboric Acid	Terro
Vinegar/Citric Acid	GreenErgy Weed Killer
Fipronil*	Terminator
Diphocinone*	Squirrel Bait, Wilco Squirrel Bait
Diphocinone*	Squirrel Bait/Gopher Blox
Diphocinone*	Gopher Bait/Gopher Getter II
Orthoboric Acid*	Borid
Isoboric Acid*	Niban
Natria	Ammoniated Soap of Fatty Acids
Petroleum Oil*	Volck Supreme Spray
Potassium Salts*	Insecticidal Soap - RTU
Potassium Salts*	M-Pede
Sodium/Potassium Nitrate 45%, Sulphur, Carbon 45%, Other 2%*	Gopher Gasser, Giant Destroyer

Approved pesticide list per VUSD Administrative Regulation 3514, 11c.

Parents/guardians may request a 72-hour notification before the planned pesticides are applied at their student's school site by completing and returning a request to the school site. (EC §17612 and §48980.3).

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

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

This notice will serve as a notification for emergencies only. If you have any questions, please call Terri Allison, IPM Coordinator at (805) 289-7981, ext. 1011. (EC 17612)

PUPIL SAFETY: SWIMMING POOLS – ADULT PRESENCE – CPR – ALEX'S LAW

EC §35179.6

Any VUSD school that sponsors or hosts an event in or around a swimming pool will have at least one adult with a valid certification of CPR training present throughout the duration of the event. Any CIF event already requires CPR-trained coaches on hand.

SAFE STORAGE OF FIREARMS

PC 25100-25125, PC 25200-25220, PC 25105, PC 25205; CC 1714.3;

The purpose of this memorandum is to inform and to remind parents and legal guardians of all students in the Ventura Unified School District of their responsibilities for keeping firearms out of the hands of children as required by California law. There have been many news reports of children bringing firearms to school. In many instances, the child obtained the firearm(s) from his or her home. These incidents can be easily prevented by storing firearms in a safe and secure manner, including keeping them locked up when not in use and storing them separately from ammunition.

To help everyone understand their legal responsibilities, this memorandum spells out California law regarding the storage of firearms. Please take some time to review this memorandum and evaluate your own personal practices to assure that you and your family are in compliance with California law.

- California makes a person criminally liable for keeping a loaded firearm, under their custody and control, where that person knows or reasonably should know that a child is likely to gain access to the firearm without the permission of the child's parent or legal guardian and the child obtains access to the firearm and thereby: (1) causes

death or great bodily injury to the child or any other person; (2) carries the firearm to a public place, including to any preschool or school grades kindergarten through twelfth grade, including to any school-sponsored event, activity, or performance; or (3) brandishes a firearm to others. The criminal penalty may be greater if someone dies or suffers great bodily injury as a result of the child gaining access to the firearm.

- As of 2014, California makes a person criminally liable if they negligently store or leave any loaded firearm on their premises where a child is likely to gain access to it—regardless of whether or not the child brings the gun to a public place.
- A parent or guardian may also be civilly liable for damages resulting from the discharge of a firearm by that person's child or ward. These damages may be up to \$30,000 per victim.

Note: Gun owners may avoid criminal liability under California Penal Code Section 25100 by keeping their firearm in a locked container or secured with a locking device that renders the firearm inoperable.

Thank you for helping to keep our children and schools safe. Remember that the easiest and safest way to comply with the law is to keep firearms in a locked container or secured with a locking device that renders the firearm inoperable.

SCHOOL BUS SAFETY

EC §39831.5 & VUSD Board Policy 5131.1

SCHOOL BUS RULES AND REGULATION - A complete list of bus rules, regulations and policies can be found on VUSD's website at www.venturausd.org under the Transportation button. Below are some of the most important rules and information parents and students need to know.

Video cameras with microphones may be installed on Ventura Unified School District Buses

Inter-district or intra-district transfer students are not eligible for transportation (unless the student has an IEP with transportation as a related service).

DRIVER'S AUTHORITY:

Pupils in a school bus are the complete responsibility of the bus driver and under his/her direction, per Section 14103 of the California Administrative Code, Title 5, Education. Pupils must be courteous and show respect for the driver, and obey the driver's instructions at all times.

Progressive discipline procedures specific to transportation are included on our district website under Transportation. It is important for parents to review these procedures with their student(s). Please remember that regular ed transportation is a privilege and not a right and students need to behave appropriately in order to be able to utilize regular ed transportation.

No vaping will be allowed during transportation on a district school bus. When using a cell phone, the volume must be turned off or connected to headphones or earbuds.

Please review the district's policies and the law regarding red light crossing procedures (VC 22112), also available on the district website.

SEATBELTS: Students shall fasten any passenger restraint systems and keep them fastened during the entire bus ride. (VC 27315)

SCHOOL ID/BUS PASS:

All students are required to use a bus pass and scan their bus pass when entering and exiting the bus. School ID Bus Passes will not be recognized on any bus other than the bus for which the pass was issued. Possession of any pass, not the property of the possessor or allowing another student to utilize your pass may result in a denial of transportation privileges. If your child loses his or her ID, a new one can be obtained from the school office for a fee.

SCHOOL BUS RULES OF CONDUCT

- Please leave early enough to arrive at your bus stop on time. Arrive approximately 3-5 minutes prior to the arrival of the school bus.
- Passengers should walk directly to and from their homes to the school bus stops.
- School Bus Danger Zones*: Passengers and parents should be aware that there are areas around the bus where it is difficult for the driver to see a passenger.
- Child shall wait for the bus in a safe place and on the right side of the street. The child shall enter the school bus in a safe, orderly manner and take a seat.
- Child shall follow the "bus rules" and instructions from the school bus driver.
- Child shall remain in their seat at all times while the bus is in motion
- Keep the aisle clear at all times
- Speak in their normal speaking voice, no yelling or screaming and no "profanity".
- Be courteous to the school bus driver and fellow passengers.

10. Riders shall not use tobacco products, eat, or drink while riding the bus.
11. Be aware of the traffic conditions when disembarking the school bus.
12. Child shall use the handrail when entering and exiting the bus.
13. Please remind your child of the "Passenger Restraint System" (seatbelt) on the school bus.

FREQUENTLY ASKED QUESTIONS

WHEN I'M PRESENT AT MY CHILD'S BUS STOP, MAY I WALK MY CHILD ACROSS THE STREET WITHOUT THE SCHOOL BUS DRIVER'S ASSISTANCE? NO. California law dictates that all students in grades K through 8 MUST be escorted across the street by their school bus driver, even if the child's parent is present.

WILL AN ELEMENTARY SCHOOL STUDENT BE DROPPED OFF AT THE BUS STOP IF NO ADULT IS THERE TO MEET THEM? Only **KINDERGARTEN STUDENTS** are required to have a designated person at the bus stop to receive them. *Parents of kindergarten students may sign a waiver that allows the kindergartner to walk home unattended or to be picked up by someone else (this includes siblings who may walk with the kindergartner on minimum days).* This form may be obtained from your bus driver. All students grades 1 through 12 need not have a designated person to receive them at the bus stop and will be dropped off at the bus stop without an adult there to meet them.

WHAT HAPPENS IF THERE IS NO ONE TO RECEIVE A KINDERGARTEN STUDENT AT THE BUS STOP? Kindergarten students will be returned to their school of attendance. It will then be the parent's responsibility to pick up the student(s) from the school site. Future transportation privileges may be suspended if a student is returned to school. Frequent occurrences of a kindergartner not having an adult to receive may result in denial of transportation.

Transportation Contact Information: Arie Wilberg (805) 641-5000 ext. 1320. Bus Routes/Schedules may be found on the VUSD website under Transportation.

SCHOOL SAFETY – ELECTRONIC SURVEILLANCE

VUSD Board Policy 3515

The Board believes that reasonable use of surveillance cameras will help the district achieve its goals for safe, healthy and high performing schools. In consultation with the safety planning committee and relevant staff, the Superintendent or designee shall identify appropriate locations for the placement of surveillance cameras. Cameras shall not be placed in areas where students, staff, or community members have a reasonable expectation of privacy. Any audio capability on the district's surveillance equipment shall be disabled so that sounds are not recorded.

SCHOOL SAFETY PLAN

EC §32280 & VUSD Board Policy 0450

Each Ventura 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.

SUICIDE PREVENTION

EC §215 & VUSD Board Policy 5141.52

The Governing Board recognizes that suicide is a leading cause of death among youth and that school personnel who regularly interact with students are often in a position to recognize the warning signs of suicide and to offer appropriate referral and/or assistance. In an effort to reduce suicidal behavior and its impact on students and families, the Superintendent or designee shall develop measures and strategies for suicide prevention, intervention, and postvention.

In developing policy and strategies for suicide prevention and intervention, the Superintendent or designee shall consult with school and community stakeholders such as administrators, other staff, parents/guardians, and students; school-employed mental health professionals such as school counselors, school psychologists, school social workers, and school nurses; suicide prevention experts such as local health agencies, mental health professionals, and community organizations; law enforcement; and, in developing policy for grades K-6, the county mental health plan. (Education Code §215)

The Board shall ensure that measures and strategies for students in grades K-6 are age appropriate and delivered and discussed in a manner that is sensitive to the needs of young students. (Education Code §215)

Measures and strategies for suicide prevention, intervention, and postvention for students in grades K-12 shall include, but are not limited to:

1. Staff development on suicide awareness and prevention for teachers, school counselors, and other district employees who interact with students, as described in the accompanying administrative regulation

2. Instruction to students in problem-solving and coping skills to promote students' mental, emotional, and social health and well-being, as well as instruction in recognizing and appropriately responding to warning signs of suicidal intent in others
3. Methods for promoting a positive school climate that enhances students' feelings of connectedness with the school and that is characterized by caring staff and harmonious interrelationships among students
4. The provision of information to parents/guardians regarding risk factors and warning signs of suicide, the severity of the suicide problem among youth, the district's suicide prevention curriculum, basic steps for helping suicidal youth, and/or school and community resources that can help youth in crisis
5. Encouragement for students to notify appropriate school personnel or other adults when they are experiencing thoughts of suicide or when they suspect or have knowledge of another student's suicidal intentions
6. Crisis intervention procedures for addressing suicide threats or attempts
7. Counseling and other postvention strategies for helping students, staff, and others cope in the aftermath of a student's suicide

As appropriate, these measures and strategies shall specifically address the needs of students who are at high risk of suicide, including, but not limited to, students who are bereaved by suicide; students with disabilities, mental illness, or substance use disorders; students who are experiencing homelessness or who are in out-of-home settings such as foster care; and students who are lesbian, gay, bisexual, transgender, or questioning. (Education Code §215)

If a referral is made for mental health or related services for a student in grade K-6 who is a Medi-Cal beneficiary, the Superintendent or designee shall coordinate and consult with the county mental health plan. (Education Code §215)

District employees shall act only within the authorization and scope of their credential or license. Nothing in this policy shall be construed as authorizing or encouraging district employees to diagnose or treat mental illness unless they are specifically licensed and employed to do so. (Education Code §215)

The Board shall review, and update as necessary, this policy at least every five years. (Education Code §215)

The Superintendent or designee shall post this policy on the district's web site, in a prominent location and in a manner that is easily accessible to parents/guardians and students. (Education Code §234.6)

STUDENT CONDUCT & DISCIPLINE

COMPETITIVE ATHLETES 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.

EDUCATIONAL EQUITY: IMMIGRATION STATUS

EC §66251, EC §66260.6, EC §66270 & EC §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.

IMMIGRATION-ENFORCEMENT ACTIONS AT CALIFORNIA SCHOOLS – GUIDE FOR STUDENTS AND FAMILIES

Bureau of Children's Justice California Attorney General's Office

KNOW YOUR EDUCATIONAL RIGHTS

Your Child has the Right to a Free Public Education

- All children have a right to equal access to free public education, regardless of their or their parents'/guardians' immigration status
- All children in California:
 - Have the right to a free public education.
 - Must be enrolled in school if they are between 6 and 18 years old.

- Have the right to attend safe, secure, and peaceful schools.
- Have a right to be in a public school learning environment free from discrimination, harassment, bullying, violence, and intimidation.
- Have equal opportunity to participate in any program or activity offered by the school without discrimination.

Information Required for School Enrollment

- Schools must accept a variety of documents from the student's parent or guardian to demonstrate proof of child's age or residency.
- Information about citizenship/immigration status is never needed for school enrollment. A Social Security number is never needed for school enrollment.

Confidentiality of Personal Information

- Federal and state laws protect student education records and personal information. These laws generally require that schools get written consent from parents or guardians before releasing student information, unless the release of information is for educational purposes, is already public, or is in response to a court order or subpoena.
- The district does not release information or records concerning its students to non-educational organizations, unauthorized individuals, or without written consent. (VUSD Board Policy 5125.1 Release of Directory Information)

Family Safety Plans if You are Detained or Deported

- You can update your child's emergency contact information, including secondary contacts, to identify a trusted adult guardian who can care for your child if you are detained or deported.
- You can complete a Caregiver's Authorization Affidavit or a Petition for Appointment of Temporary Guardian of the Person to give a trusted adult the authority to make educational and medical decisions for your child.

Right to File a Complaint

- Your child has the right to report a hate crime or file a complaint to the school district if he or she is discriminated against, harassed, intimidated or bullied because of his or her actual or perceived nationality, ethnicity, or immigration status. (VUSD Board Policy 5131.1 Bullying and VUSD Board Policy and Administrative Regulation 5145.3 Nondiscrimination / Harassment)

CHECKLIST FOR IMMIGRANT STUDENTS AND FAMILIES ATTENDING PUBLIC SCHOOLS

1. You do not have to share the following information with school officials:
 - You do not have to share information, including passports or visas, regarding the immigration status of students, parents, guardians, or other family members.
 - You do not have to provide Social Security numbers (SSN) or cards.
 - When completing the "Free and Reduced-Price Meals" form, only provide the last four digits of the SSN of the adult household member who signs the application.
 - If the family meets the income eligibility requirements and no adult household member has a SSN, your child still qualifies. Check the "No SSN" box on forms where applicable, to ensure that applications are complete.
 - If any household member participates in CalFresh, CalWORKs (California Work Opportunity and Responsibility for Kids), or FDIPIR (Food Distribution Program on Indian Reservations), no adult household member needs to provide the last four digits of his or her SSN to qualify the student for free or reduced-price meals at school.
 - When providing information for proof of a student's residency or age, you do not have to use documents that could reveal information related to immigration status.
2. Take steps to protect student information:
 - Ask for the school's written privacy policies regarding student information.
 - Review the school's policy for "directory information" – which allows for public release of basic student information – and consider whether to opt out of releasing of that information. (VUSD Board Policy 5125.1 Release of Directory Information)
3. Take steps to prepare for situations where one or more parents or guardians are detained or deported:
 - Develop and keep in a safe place a "Family Safety Plan" (example: https://www.lirs.org/assets/2474/bna_beinformed_safetyplanning_toolkit.pdf) that includes the following information:
 - Name of a trusted adult to care for your child if no parent or guardian can.

- Emergency phone numbers and instructions on where to find important documents (birth certificates, passports, Social Security cards, doctor contact information, etc.)
- Make sure that your child's school always has current emergency contact information, including alternative contacts if no parent or guardian is available.

RESOURCES

The following resources are available to immigrant families responding to detentions or deportations:

- The Immigration and Customs Enforcement (ICE) detainee locator: <https://locator.ice.gov/odls/homePage.do>. Please Note: This site is intended only for locating individuals who are already detained, and not for general immigration status inquiries.
- Immigration lawyers in private practice, accredited representatives (who assist immigrants in immigration proceedings), or legal aid organizations:
 - State Bar of California Attorney Search: <http://www.calbar.ca.gov/Attorneys>
 - California organizations accredited by Board of Immigration Appeals (BIA) to represent immigrants before the Department of Homeland Security (DHS) and Executive Office of Immigration Review (EOIR): <https://www.justice.gov/eoir/page/file/42306/download#CALIFORNIA>
 - California Courts Self-Help Centers: <http://www.courts.ca.gov/selfhelp-selfhelpcenters.htm>.
 - Legal-aid offices and lawyer-referral services: <http://www.courts.ca.gov/1001.htm>.
 - The consulate or embassy of the parent's or guardian's country of origin.

For more information on resources for responding to immigration enforcement activities at California schools, or to file a complaint, please contact:

Bureau of Children's Justice California Attorney General's Office
P.O. Box 944255 Sacramento, CA 94244-2550
Phone: (800) 952-5225
E-mail: BCJ@doj.ca.gov
<https://oag.ca.gov/bcj/complaint>

RESPONSE TO IMMIGRATION ENFORCEMENT

EC §200, EC §220, EC §234.1, EC §234.7 & VUSD Board Policy 5145.3

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

The Governing Board desires to provide a safe school environment that allows all students equal access to and opportunities in the district's academic, extracurricular, and other educational support programs, services, and activities. The Board prohibits, at any district school or school activity, unlawful discrimination, including discriminatory harassment, intimidation, and bullying, targeted at any student by anyone, based on the student's actual or perceived race, color, ancestry, nationality, national origin, immigration status, ethnic group identification, ethnicity, age, religion, marital status, pregnancy, parental status, physical or mental disability, medical condition, sex, sexual orientation, gender, gender identity, gender expression, or genetic information, or association with a person or group with one or more of these actual or perceived characteristics.

Unlawful discrimination, including discriminatory harassment, intimidation, or bullying, may result from physical, verbal, nonverbal, or written conduct based on any of the categories listed above. Unlawful discrimination also occurs when prohibited conduct is so severe, persistent, or pervasive that it affects a student's ability to participate in or benefit from an educational program or activity; creates an intimidating, threatening, hostile, or offensive educational environment; has the effect of substantially or unreasonably interfering with a student's academic performance; or otherwise adversely affects a student's educational opportunities. Unlawful discrimination also includes disparate treatment of students based on one of the categories above with respect to the provision of opportunities to participate in school programs or activities or the provision or receipt of educational benefits or services.

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

The Superintendent or designee shall facilitate students' access to the educational program by publicizing the district's nondiscrimination policy and related complaint procedures to students, parents/guardians, and

employees. In addition, the Superintendent or designee shall post the district's policies prohibiting discrimination, harassment, intimidation, and bullying and other required information on the district's web site in a manner that is easily accessible to parents/guardians and students, in accordance with law and the accompanying administrative regulation.

The Superintendent or designee shall provide training and/or information on the scope and use of the policy and complaint procedures and take other measures designed to increase the school community's understanding of the requirements of law related to discrimination. The Superintendent or designee shall regularly review the implementation of the district's nondiscrimination policies and practices and, as necessary, shall take action to remove any identified barrier to student access to or participation in the district's educational program. The Superintendent or designee shall report the findings and recommendations to the Board after each review. Regardless of whether a complainant complies with the writing, timeline, and/or other formal filing requirements, all complaints alleging unlawful discrimination, including discriminatory harassment, intimidation, or bullying, shall be investigated and prompt action taken to stop the discrimination, prevent recurrence, and address any continuing effect on students.

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

Record-Keeping

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

SAFE PLACE TO LEARN ACT

EC §234 & EC §234.1

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

All school personnel who witness an act of discrimination, harassment, intimidation, or bullying must take immediate steps to intervene when safe to do so. Any student who engages in acts of discrimination, harassment, violence, intimidation, or bullying related to school activity or school attendance occurring within a school of the school district may be subject to disciplinary action up to and including expulsion. To report an incidence and/or to receive a copy of the district's anti-discrimination, anti-harassment, anti-intimidation, and anti-bullying policies, please contact the school principal, the District compliance officer, any staff member or visit <https://www.venturausd.org/services/student-support-services> for more information and for resources on bullying prevention.

SCHOOL COUNSELING

School counseling is part of the general educational program that is available to all students. School counselors support students with academic achievement, social/emotional development, and preparation for career and college readiness. School counselors deliver services through school-wide activities, classroom lessons, small groups, and short-term individual counseling. Small groups and individual counseling are not therapy but rather offer extra support and strategies to assist students in being successful at school. School staff, families, and students themselves may request counseling support.

Individual or group counseling that extends beyond two sessions in a school year or that is planned on a regular basis, requires parent/guardian permission for students under the age of twelve either through the annual notice or by completing a permission slip. Please contact your school counselor for more information.

SCHOOL DISCIPLINE POLICIES

EC §35291, VUSD Board Policy 5144 & Administrative Regulation 5144

The Governing Board is committed to providing a safe, supportive, and positive school environment which is conducive to student learning and achievement and desires to prepare students for responsible citizenship by

fostering self-discipline and personal responsibility. The Board believes that high expectations for student behavior, use of effective school and classroom management strategies, provision of appropriate intervention and support, and parent/guardian involvement can minimize the need for disciplinary measures that exclude students from instruction as a means for correcting student misbehavior.

The Superintendent or designee shall develop effective, age-appropriate strategies for maintaining a positive school climate and correcting student misbehavior at district schools. The strategies shall focus on providing students with needed supports; communicating clear, appropriate, and consistent expectations and consequences for student conduct; and ensuring equity and continuous improvement in the implementation of district discipline policies and practices.

School personnel and volunteers shall not allow any disciplinary action taken against a student to result in the denial or delay of a school meal. (Education Code §49557.5)

Seclusion and behavioral restraint are prohibited as a means of discipline and shall not be used to correct student behavior except as permitted pursuant to Education Code §49005.4 and in accordance with district regulations. (Education Code §49005.2)

The administrative staff at each school may develop disciplinary rules to meet the school's particular needs consistent with law, Board policy, and district regulations. The Board, at an open meeting, shall review the approved school discipline rules for consistency with Board policy and state law. Site-level disciplinary rules shall be included in the district's comprehensive safety plan. (Education Code §32282, §35291.5)

At all times, the safety of students and staff and the maintenance of an orderly school environment shall be priorities in determining appropriate discipline. When misconduct occurs, staff shall attempt to identify the causes of the student's behavior and implement appropriate discipline. When choosing between different disciplinary strategies, staff shall consider the effect of each option on the student's health, well-being, and opportunity to learn.

Staff shall enforce disciplinary rules fairly, consistently, and in accordance with the district's nondiscrimination policies.

The Superintendent or designee shall provide professional development as necessary to assist staff in developing the skills needed to effectively and equitably implement the disciplinary strategies adopted for district schools, including, but not limited to, knowledge of school and classroom management skills and their consistent application, effective accountability and positive intervention techniques, and the tools to form strong, cooperative relationships with parents/guardians.

District goals for improving school climate, based on suspension and expulsion rates, surveys of students, staff, and parents/guardians regarding their sense of school safety and connectedness to the school community, and other local measures, shall be included in the district's local control and accountability plan, as required by law.

SEARCH AND SEIZURE

VUSD Board Policy 5145.12 & Administrative Regulation 5145.12

The Governing Board is fully committed to promoting a safe learning environment and, to the extent possible, eliminating the possession and use of weapons, illegal drugs, and other controlled substances by students on school premises and at school activities. Therefore, as necessary to protect the health, safety and welfare of students and staff, school officials may search students, their property and/or district property under their control, and may seize illegal, unsafe and prohibited items. The Governing Board requires that discretion, good judgment and common sense be exercised in all cases of search and seizure.

The Superintendent or designee shall ensure that staff who conduct student searches receive training regarding the requirement of the district's policy and administrative regulation and other legal issues, as appropriate.

Individual Searches

School officials may search individual students, their property and district property under their control, when there is a reasonable suspicion that the search will uncover evidence that the student is violating the law, Board policy, administrative regulation, or other rules of the district or the school. Reasonable suspicion shall be based on specific and objective facts that the search will produce evidence related to the alleged violation. The types of student property that may be searched by school officials include, but not limited to, lockers, desks, purses, backpacks, student vehicles parked on district property, cellular phones, or other electronic communication devices.

Any search of a student, his/her property, or district property under his/her control shall be limited in scope and designed to produce evidence related to the alleged violation. Factors to be considered by school officials when determining the scope of the search shall include the danger to the health or safety of students or staff, such as the possession of weapons, drugs, or other dangerous instruments, and whether the item(s) to be searched by school officials are reasonably related to the contraband to be found. In

addition, school officials shall consider the intrusiveness of the search in light of the student's age, gender, and the nature of the alleged violation. Employees shall not conduct strip searches or body cavity searches of any student. (Education Code §49050)

Searches of individual students shall be conducted in the presence of at least two district employees.

The principal or designee shall notify the parent/guardian of a student subjected to an individualized search as soon as possible after the search.

Student Lockers/Desks

The principal or designee may conduct a general inspection of district property that is within the control of students, such as lockers and desks, on a regular, announced or unannounced basis, with students standing by their assigned lockers or desks. Any items contained in a locker or desk shall be considered to be the property of the student to whom the locker or desk was assigned. Students should not expect, nor shall they possess, any privacy interest in any district property (i.e. lockers, desks, etc.)

Because lockers and desks are under the joint control of the student and the district, school officials shall have the right and ability to open and inspect any school locker or desk without student permission or prior notice when they have reasonable suspicion that the search will uncover evidence of illegal possessions or activities or when odors, smoke, fire and/or other threats to health, welfare or safety emanate from the locker or desk.

Use of Explosives/Drug/Contraband Detection Dogs

In an effort to keep the school site free of illegal contraband, the district may utilize the services of non-aggressive, trained detection dogs to sniff out and alert to substances prohibited by law or district policy. These inspections will be unannounced and will be made at the discretion of the Superintendent, site principal or administrative designee.

Unless there exists an objectively reasonable suspicion that a student possesses contraband, the dog will not be allowed to sniff the person of a student while on district property or at any district sponsored event, nor shall there be a search of any personal items on that student, absent consent. The dogs will not be used in classrooms or other district facilities when those areas are occupied by students. No student shall be forced to leave personal items behind for search without reasonable suspicion that a person possesses contraband. The dogs will be used to sniff lockers, classrooms, common areas, desks, bags, and other personal items voluntarily left in rooms or other common areas, and containers or vehicles that are on district property or adjacent property.

Parents and guardians of district students shall be annually notified of the district's use of drug/contraband detection dogs in the same manner as other notification required by Education Code section 48980. In addition, a letter will be sent to all affected student's parent/guardian informing them of the use of drug/contraband detection dogs.

Vehicle Searches

All vehicles parked on any district property shall be subject to comprehensive searches to the maximum extent permitted by law. The administration is directed to post appropriate notices and take all other actions necessary to allow authorized searches of vehicles.

SEXUAL HARASSMENT POLICY

EC §231.5, EC §48980(g), VUSD Board Policy 5145.7 & VUSD Administrative Regulation 5145.7

VUSD Board Policy 5145.7

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

The district strongly encourages students who feel that they are being or have been sexually harassed on school grounds or at a school-sponsored or school-related activity by another student or an adult, or who have experienced off-campus sexual harassment that has a continuing effect on campus, to immediately contact their teacher, the principal, the district's Title IX Coordinator, or any other available school employee. Any employee who receives a report or observes an incident of sexual harassment shall notify the Title IX Coordinator.

Once notified, the Title IX Coordinator shall ensure the complaint or allegation is addressed through AR 5145.71 - Title IX Sexual Harassment Complaint Procedures or BP/AR 1312.3 - Uniform Complaint Procedures, as applicable. Because a complaint or allegation that is dismissed or denied under the Title IX complaint procedure may still be subject to consideration under state law, the Title IX Coordinator shall ensure that any implementation of AR 5145.71 concurrently meets the requirements of BP/AR 1312.3.

The Title IX Coordinator shall offer supportive measures to the complainant and respondent, as deemed appropriate under the circumstances.

The Superintendent or designee shall inform students and parents/guardians of the district's sexual harassment policy by disseminating it through parent/guardian notifications, publishing it on the district's web site, and including it in student and staff handbooks. All district staff shall be trained regarding the policy.

Instruction/Information

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

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

Disciplinary Actions

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

Upon investigation of a sexual harassment complaint, any employee found to have engaged in sexual harassment or sexual violence toward any student shall be subject to disciplinary action, up to and including dismissal, in accordance with law and the applicable collective bargaining agreement.

Record-Keeping

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

VUSD Administrative Regulation 5145.7 Definitions

Sexual harassment includes, but is not limited to, unwelcome sexual advances, unwanted requests for sexual favors, or other unwanted verbal, visual, or physical conduct of a sexual nature made against another person of the same or opposite sex in the educational setting, under any of the following conditions: (Education Code §212.5; 5 CCR §4916)

1. Submission to the conduct is explicitly or implicitly made a term or condition of a student's academic status or progress
2. Submission to or rejection of the conduct by a student is used as the basis for academic decisions affecting the student
3. The conduct has the purpose or effect of having a negative impact on the student's academic performance or of creating an intimidating, hostile, or offensive educational environment
4. Submission to or rejection of the conduct by the student is used as the basis for any decision affecting the student regarding benefits and services, honors, programs, or activities available at or through any district program or activity

Any prohibited conduct that occurs off campus or outside of school-related or school-sponsored programs or activities will be regarded as sexual harassment in violation of district policy if it has a continuing effect on or creates a hostile school environment for the complainant or victim of the conduct.

For purposes of applying the complaint procedures specified in Title IX of the Education Amendments of 1972, sexual harassment is defined as any of the following forms of conduct that occurs in an education program or activity in which a district school exercises substantial control over the context and respondent: (34 CFR §106.30, §106.44)

1. A district employee conditioning the provision of a district aid, benefit, or service on the student's participation in unwelcome sexual conduct
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a student equal access to the district's education program or activity
3. Sexual assault, dating violence, domestic violence, or stalking as defined in 20 USC 1092 or 34 USC 12291

Examples of Sexual Harassment

Examples of types of conduct which are prohibited in the district and which may constitute sexual harassment under state and/or federal law, in accordance with the definitions above, include, but are not limited to:

1. Unwelcome leering, sexual flirtations, or propositions
2. Unwelcome sexual slurs, epithets, threats, verbal abuse, derogatory comments, or sexually degrading descriptions
3. Graphic verbal comments about an individual's body or overly personal conversation
4. Sexual jokes, derogatory posters, notes, stories, cartoons, drawings, pictures, obscene gestures, or computer-generated images of a sexual nature
5. Spreading sexual rumors
6. Teasing or sexual remarks about students enrolled in a predominantly single-sex class
7. Massaging, grabbing, fondling, stroking, or brushing the body
8. Touching an individual's body or clothes in a sexual way
9. Impeding or blocking movements or any physical interference with school activities when directed at an individual on the basis of sex
10. Displaying sexually suggestive objects
11. Sexual assault, sexual battery, or sexual coercion
12. Electronic communications containing comments, words, or images described above

Title IX Coordinator/Compliance Officer

The district designates the following individual(s) as the responsible employee(s) to coordinate its efforts to comply with Title IX of the Education Amendments of 1972 in accordance with AR 5145.71 - Title IX Sexual Harassment Complaint Procedures, as well as to oversee investigate, and/or resolve sexual harassment complaints processed under AR 1312.3 - Uniform Complaint Procedures. The Title IX Coordinator(s) may be contacted at:

Gina Wolowicz, Assistant Superintendent of Human Resources
Ventura Unified School District
255 W. Stanley Avenue, Suite 100
Ventura, CA 93001
805-641-5000 ext. 1154
Gina.Wolowicz@venturausd.org

Notifications

The Superintendent or designee shall notify students and parents/guardians that the district does not discriminate on the basis of sex as required by Title IX and that inquiries about the application of Title IX to the district may be referred to the district's Title IX Coordinator and/or to the Assistant Secretary for Civil Rights, U.S. Department of Education. (34 CFR §106.8)

The district shall notify students, and parents/guardians, of the name or title, office address, email address, and telephone number of the district's Title IX Coordinator. (34 CFR §106.8)

A copy of the district's sexual harassment policy and regulation shall:

1. Be included in the notifications that are sent to parents/guardians at the beginning of each school year (Education Code §48980; 5 CCR §4917)
2. Be displayed in a prominent location in the main administrative building or other area where notices of district rules, regulations, procedures, and standards of conduct are posted (Education Code §231.5)
3. Be summarized on a poster which shall be prominently and conspicuously displayed in each bathroom and locker room at each school. The poster may be displayed in public areas that are accessible to and frequented by students, including, but not limited to, classrooms, hallways, gymnasiums, auditoriums, and cafeterias. The poster shall display the rules and procedures for reporting a charge of sexual harassment; the name, phone number, and email address of an appropriate school employee to contact to report a charge of sexual harassment; the rights of the reporting student, the complainant, and the respondent; and the responsibilities of the school. (Education Code §231.6)
4. Be posted, along with the name or title and contact information of the Title IX Coordinator, in a prominent location on the district's web site in a manner that is easily accessible to parents/guardians and students. (Education Code §234.6; 34 CFR §106.8)
5. Be provided as part of any orientation program conducted for new and continuing students at the beginning of each quarter, semester, or summer session (Education Code §231.5)
6. Appear in any school or district publication that sets forth the school's or district's comprehensive rules, regulations, procedures, and

standards of conduct (Education Code §231.5)

7. Be included, along with the name or title and contact information of the Title IX Coordinator, in any handbook provided to students. (34 CFR §106.8)

Reporting Complaints

A student or parent/guardian who believes that the student has been subjected to sexual harassment by another student, an employee, or a third party or who has witnessed sexual harassment is strongly encouraged to report the incident to a teacher, the principal, the district's Title IX Coordinator, or any other available school employee. Within one school day of receiving such a report, the principal or other school employee shall forward the report to the district's Title IX Coordinator. Any school employee who observes an incident of sexual harassment involving a student shall, within one school day, report the observation to the principal or Title IX Coordinator. The report shall be made regardless of whether the alleged victim files a formal complaint or requests confidentiality.

When a report or complaint of sexual harassment involves off-campus conduct, the Title IX Coordinator shall assess whether the conduct may create or contribute to the creation of a hostile school environment. If the Title IX Coordinator determines that a hostile environment may be created, the complaint shall be investigated and resolved in the same manner as if the prohibited conduct occurred at school.

When a verbal or informal report of sexual harassment is submitted, the Title IX Coordinator shall inform the student or parent/guardian of the right to file a formal written complaint in accordance with applicable district complaint procedures.

Complaint Procedures

All complaints and allegations of sexual harassment by and against students shall be investigated and resolved in accordance with law and district procedures. The Title IX Coordinator shall review the allegations to determine the applicable procedure for responding to the complaint. All complaints that meet the definition of sexual harassment under Title IX shall be investigated and resolved in accordance with AR 5145.71 - Title IX Sexual Harassment Complaint Procedures. Other sexual harassment complaints shall be investigated and resolved pursuant to BP/AR 1312.3 - Uniform Complaint Procedures.

If sexual harassment is found following an investigation, the Title IX Coordinator, or designee in consultation with the Coordinator, shall take prompt action to stop the sexual harassment, prevent recurrence, implement remedies, and address any continuing effects.

STUDENT USE OF THE INTERNET AGREEMENT

VUSD Board Policy 6163.4 & Administrative Regulation 6163.4

One of the adopted goals of the Ventura Unified School District is to assist in advancing the use of technology to enhance student learning. All Ventura Unified School District students and their parents/guardians shall sign the *Student Use of the Internet Agreement* prior to using district technological resources. The Ventura Unified School District shall make a diligent effort to filter the inappropriate or harmful matter accessible through the Internet. Students shall take responsibility not to intentionally access inappropriate or harmful matter while using District technology. In supervised classroom settings, students may participate in online activities aligned with adopted goals. 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.

The standards and responsibilities outlined in the VUSD Student/Staff Acceptable Use Policy(s) still apply to on-line learning environments. To reiterate: VUSD is committed to meeting the provisions established in the Children's Internet Protection Act (CIPA), which protects the safety and privacy of minors.

The *Student Use of the Internet Agreement* may be obtained from the district website at www.venturausd.org or at any district school site.

UNIFORM & GROOMING POLICIES

EC §35183, VUSD Policy 5132 & Administrative Regulation 5132

The Governing Board believes that appropriate dress and grooming contribute to a productive learning environment. The Board expects students to wear clothing that is suitable for the school activities in which they participate. Students shall not wear clothing that presents a health or safety hazard or causes a substantial disruption to the educational program. District and school rules pertaining to student attire shall be included in student handbooks, may be posted in school offices and classrooms, and may be periodically reviewed with all students as necessary.

Students shall not be prohibited from dressing in a manner consistent with their gender identity or gender expression or with their religious or cultural observance.

In addition, the dress code shall not discriminate against students based on hair texture and protective hairstyles, including, but not limited to, braids, locks, and twists. (Education Code §212.1)

The principal or designee is authorized to enforce this policy and shall inform any student who does not reasonably conform to the dress code. The dress code shall not be enforced in a manner that discriminates against a particular viewpoint or results in a disproportionate application of the dress code based on students' gender, sexual orientation, race, ethnicity, household income, or body type or size.

School administrators, teachers, and other staff shall be notified of appropriate and equitable enforcement of the dress code.

When practical, students shall not be directed to correct a dress code violation during instructional time or in front of other students.

Repeated violations or refusal to comply with the district's dress code may result in disciplinary action.

Gang-Related Apparel

The principal, staff, and parents/guardians at a school may establish a reasonable dress code that prohibits students from wearing gang-related apparel when there is evidence of a gang presence that disrupts or threatens to disrupt the school's activities. Such a proposed dress code shall be presented to the Board, which shall approve the plan upon determining that it is necessary to protect the health and safety of the school environment. The dress code policy may be included in the school's comprehensive safety plan. (Education Code §35183)

When determining specific items of clothing that may be defined as gang apparel, the school shall ensure that the determination is free from bias based on race, ethnicity, national origin, immigration status, or other protected characteristics.

CALIFORNIA EDUCATION CODES

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 responsible for a decision to promote or retain their child and to appeal a decision to retain or promote their child.

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 110535) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind, and either sold, delivered, or otherwise furnished to a person another liquid, substance, or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant.
- (e) Committed or attempted to commit robbery or extortion.
- (f) Caused or attempted to cause damage to school property or private property.
- (g) Stole or attempted to steal school property or private property.
- (h) Possessed or used tobacco, or products containing tobacco or nicotine products, including, but not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel. However, this section does not prohibit the use or possession by a pupil of his or her own prescription products.
- (i) Committed an obscene act or engaged in habitual profanity or vulgarity.
- (j) Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell drug paraphernalia, as defined in Section 11014.5 of the Health and Safety Code.
- (k)(1) Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties.
- (2) Except valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties.
- (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, 288, 288a, or 289 of the Penal Code or committed a sexual battery as defined in Section 243.4 of the Penal Code.
- (o) Harassed, threatened, or intimidated a pupil who is a complaining witness or a witness in a school disciplinary proceeding for purposes of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both.
- (p) Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
- (q) Engaged in, or attempted to engage in, hazing. For purposes of this subdivision, "hazing" means a method of initiation or pre-initiation into a pupil organization or body, whether or not the organization or body is officially recognized by an educational institution, that is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to a former, current, or prospective pupil. For purposes of this subdivision, "hazing" does not include athletic events or school-sanctioned events.
- (r) Engaged in an act of bullying. For purposes of this subdivision, the following terms have the following meanings:
 - (1) "Bullying: means any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, and including one or more acts committed by a pupil or group of pupils as defined in Section 48900.2, 48900.3, or

- 48900.4, directed toward one or more pupils that has or can be reasonably predicted to have the effect of one or more of the following:
- (A) Placing a reasonable pupil or pupils in fear of harm to that pupil's or those pupils' person or property.
 - (B) Causing a reasonable pupil to experience a substantially detrimental effect on his or her physical or mental health.
 - (C) Causing a reasonable pupil to experience substantial interference with his or her academic performance.
 - (D) Causing a reasonable pupil to experience substantial interference with his or her ability to participate in or benefit from the services, activities, or privileges provided by a school.
- (2) (A) "Electronic act" means the creation or transmission originated on or off the school site, by means of an electronic device, including, but not limited to, a telephone, wireless telephone, or other wireless communication device, computer, or pager of a communication, including, but not limited to any of the following:
- (i) A message, text, sound, video or image.
 - (ii) A post on a social network Internet website, including, but not limited to:
 - (I) Posting to or creating a burn page. "Burn page" means an Internet website created for the purpose of having one or more of the effects listed in paragraph (1).
 - (II) Creating a credible impersonation of another actual pupil for the purpose of having one or more of the effects listed in paragraph (1). "Credible impersonation" means to knowingly and without consent impersonate a pupil for the purpose of bullying the pupil and such that another pupil would reasonably believe, or has reasonably believed, that the pupil was or is the pupil who was impersonated.
 - (III) Creating a false profile for the purpose of having one or more of the effects listed in paragraph (1). "False profile" means a profile of a fictitious pupil or a profile using the likeness or attributes of an actual pupil other than the pupil who created the false profile.
 - (iii) (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 above, shall include the depiction of a nude, semi-nude, or sexually explicit photograph or other visual recording of a minor where the minor is identifiable from the photograph, visual recording, or other electronic act.
 - (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, an exceptional needs pupil, who exercises average care, skill, and judgment in conduct for a person of his or her age, or for a person of his or her age with his or her exceptional needs.
- (s) A pupil shall not be suspended or expelled for any of the acts enumerated in this section unless the act is related to a school activity or school attendance occurring within a school under the jurisdiction of the superintendent of the school district or principal or occurring within any other school district. A pupil may be suspended or expelled for acts that are enumerated in this section and related to a school activity or school attendance that occur at any time, including, but not limited to, any of the following:
- (1) While on school grounds.
 - (2) While going to or coming from school.
 - (3) During the lunch period, whether on or off the campus.
 - (4) During, or while going to, or coming from, a school-sponsored activity.
- (t) A pupil who aids or abets, as defined in Section 31 of the Penal Code, the infliction or attempted infliction of physical injury to another person may be subject to suspension, but not expulsion, pursuant to this section, except that a pupil who has been adjudged by a juvenile court to have committed, as an aider and abettor, a crime of physical violence in which the victim suffered great bodily injury or serious bodily injury shall be subject to discipline pursuant to subdivision (a).
 - (u) As used in this section, "school property" includes, but is not limited to, electronic files and databases.
 - (v) For a pupil subject to discipline under this section, a superintendent of the school district or principal may use his or her discretion to provide alternatives to suspension or expulsion that are age appropriate and designed to address and correct the pupil's specific misbehavior as specified in Section 48900.5.
 - (w)
 - (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.

SEXUAL HARASSMENT

EC §48900.2

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.

HATE VIOLENCE

EC §48900.3

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

HARASSMENT, THREATS OR INTIMIDATION

EC §48900.4

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

LIMITATIONS ON IMPOSING SUSPENSION

EC §48900.5

- (a) 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 49069.7. However, a pupil, including an individual with exceptional needs, as defined in Section 56026, may be suspended, subject to Section 1415 of Title 20 of the United States Code, for any of the reasons enumerated in Section 48900 upon a first offense, if the principal or superintendent of schools determines that the pupil violated subdivision (a), (b), (c), (d), or (e) of Section 48900 or that the pupil's presence causes a danger to persons.
- (b) Other means of correction include, but are not limited to, the following:
 - (1) A conference between school personnel, the pupil's parent or guardian, and the pupil.

- (2) Referrals to the school counselor, psychologist, social worker, child welfare attendance personnel, or other school support service personnel for case management and counseling.
- (3) Study teams, guidance teams, resource panel teams, or other intervention-related teams that assess the behavior, and develop and implement individualized plans to address the behavior in partnership with the pupil and the pupil's parents.
- (4) Referral for a comprehensive psychosocial or psychoeducational assessment, including for purposes of creating an individualized education program, or a plan adopted pursuant to Section 504 of the federal Rehabilitation Act of 1973 (29 U.S.C. Sec. 794(a)).
- (5) Enrollment in a program for teaching prosocial behavior or anger management.
- (6) Participation in a restorative justice program.
- (7) A positive behavior support approach with tiered interventions that occur during the school day on campus.
- (8) After school programs that address specific behavioral issues or expose pupils to positive activities and behaviors, including, but not limited to, those operated in collaboration with local parent and community groups.
- (9) Any of the alternatives described in Section 48900.6.

TERRORISTIC THREATS

EC §48900.7

- (a) In addition to the reasons specified in Sections 48900, 48900.2, 48900.3, and 48900.4, a pupil may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has made terroristic threats against school officials or school property, or both.
- (b) For the purposes of this section, "terroristic threat" shall include any statement, whether written or oral, by a person who willfully threatens to commit a crime which will result in death, great bodily injury to another person, or property damage in excess of one thousand dollars (\$1,000), with the specific intent that the statement is to be taken as a threat, even if there is no intent of actually carrying it out, which, on its face and under the circumstances in which it is made, is so unequivocal, unconditional, immediate, and specific as to convey to the person threatened, a gravity of purpose and an immediate prospect of execution of the threat, and thereby causes that person reasonably to be in sustained fear for his or her own safety or for his or her immediate family's safety, or for the protection of school district property, or the personal property of the person threatened or his or her immediate family.

CIRCUMSTANCES FOR RECOMMENDING EXPULSION

EC §48915

- (a)(1) Except as provided in subdivisions (c) and (e), the principal or the superintendent of schools shall recommend the expulsion of a pupil for any of the following acts committed at school or at a school activity off school grounds, unless the principal or superintendent determines that expulsion should not be recommended under the circumstances or that an alternative means of correction would address the conduct:
 - (A) Causing serious physical injury to another person, except in self-defense.
 - (B) Possession of any knife or other dangerous object of no reasonable use to the pupil.
 - (C) Unlawful possession of any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, except for either of the following:
 - (i) The first offense for the possession of not more than one avoirdupois ounce of marijuana, other than concentrated cannabis.
 - (ii) The possession of over-the-counter medication for use by the pupil for medical purposes or medication prescribed for the pupil by a physician.
 - (D) Robbery or extortion.
 - (E) Assault or battery, as defined in Sections 240 and 242 of the Penal Code, upon any school employee.
- (2) If the principal or the superintendent of schools makes a determination as described in paragraph (1), he or she is encouraged to do so as quickly as possible to ensure that the pupil does not lose instructional time.
- (b) Upon recommendation by the principal or the superintendent of schools, or by a hearing officer or administrative panel appointed pursuant to subdivision (d) of Section 48918, the governing board of a

school district may order a pupil expelled upon finding that the pupil committed an act listed in paragraph (1) of subdivision (a) or in subdivision (a), (b), (c), (d), or (e) of Section 48900. A decision to expel a pupil for any of those acts shall be based on a finding of one or both of the following:

- (1) Other means of correction are not feasible or have repeatedly failed to bring about proper conduct.
 - (2) Due to the nature of the act, the presence of the pupil causes a continuing danger to the physical safety of the pupil or others.
- (c) The principal or superintendent of schools shall immediately suspend, pursuant to Section 48911, and shall recommend expulsion of a pupil that he or she determines has committed any of the following acts at school or at a school activity off school grounds:
 - (1) Possessing, selling, or otherwise furnishing a firearm. This subdivision does not apply to an act of possessing a firearm if the pupil had obtained prior written permission to possess the firearm from a certificated school employee, which is concurred in by the principal or the designee of the principal. This subdivision applies to an act of possessing a firearm only if the possession is verified by an employee of a school district. The act of possessing an imitation firearm, as defined in subdivision (m) of Section 48900, is not an offense for which suspension or expulsion is mandatory pursuant to this subdivision and subdivision (d), but it is an offense for which suspension, or expulsion pursuant to subdivision (e), may be imposed.
 - (2) Brandishing a knife at another person.
 - (3) Unlawfully selling a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code.
 - (4) Committing or attempting to commit a sexual assault as defined in subdivision (n) of Section 48900 or committing a sexual battery as defined in subdivision (n) of Section 48900.
 - (5) Possession of an explosive.
 - (d) The governing board of a school district shall order a pupil expelled upon finding that the pupil committed an act listed in subdivision (c), and shall refer that pupil to a program of study that meets all of the following conditions:
 - (1) Is appropriately prepared to accommodate pupils who exhibit discipline problems.
 - (2) Is not provided at a comprehensive middle, junior, or senior high school, or at any elementary school.
 - (3) Is not housed at the schoolsite attended by the pupil at the time of suspension.
 - (e) Upon recommendation by the principal or the superintendent of schools, or by a hearing officer or administrative panel appointed pursuant to subdivision (d) of Section 48918, the governing board of a school district may order a pupil expelled upon finding that the pupil, at school or at a school activity off of school grounds violated subdivision (f), (g), (h), (i), (j), (k), (l), or (m) of Section 48900, or Section 48900.2, 48900.3, or 48900.4, and either of the following:
 - (1) That other means of correction are not feasible or have repeatedly failed to bring about proper conduct.
 - (2) That due to the nature of the violation, the presence of the pupil causes a continuing danger to the physical safety of the pupil or others.
 - (f) The governing board of a school district shall refer a pupil who has been expelled pursuant to subdivision (b) or (e) to a program of study that meets all of the conditions specified in subdivision (d). Notwithstanding this subdivision, with respect to a pupil expelled pursuant to subdivision (e), if the county superintendent of schools certifies that an alternative program of study is not available at a site away from a comprehensive middle, junior, or senior high school, or an elementary school, and that the only option for placement is at another comprehensive middle, junior, or senior high school, or another elementary school, the pupil may be referred to a program of study that is provided at a comprehensive middle, junior, or senior high school, or at an elementary school.
 - (g) As used in this section, "knife" means any dirk, dagger, or other weapon with a fixed, sharpened blade fitted primarily for stabbing, a weapon with a blade fitted primarily for stabbing, a weapon with a blade longer than 3 1/2 inches, a folding knife with a blade that locks into place, or a razor with an unguarded blade.
 - (h) As used in this section, the term "explosive" means "destructive device" as described in Section 921 of Title 18 of the United States Code.