



2024-2025

ANNUAL NOTIFICATIONS

Prepared by
Covina-Valley USD Student Services



626-974-7000 ● c-vusd.org ● 519 E. Badillo St., Covina, CA 91723

NOTIFICATION OF PARENTAL RIGHTS AND RESPONSIBILITIES

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

AB 1012 NOTIFICATION FORM

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

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

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

ACCEPTABLE USE OF TECHNOLOGY

EC 48980. One of the adopted goals of the Covina-Valley Unified School District is to assist in advancing the use of technology to enhance student learning. Access to Covina-Valley Unified School District technology is a privilege, not a right, and students enrolled in District programs or activities must follow District guidelines and procedures regarding the acceptable use of technology. All Covina-Valley Unified School District students and their parents/guardians shall sign the Acceptable Use of Technology Agreement prior to using District technological resources. The Covina-Valley Unified School District shall make a diligent effort to filter the inappropriate or harmful matter accessible through the Internet, and students shall also take responsibility not to initiate access to inappropriate or harmful matter while using District technology. Violation of this policy may result in disciplinary action and the loss of the privilege to use the technology and/or civil or criminal liability.

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

ACCESS BY MILITARY RECRUITERS

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

ADMINISTRATION OF PRESCRIBED MEDICATION FOR STUDENTS

EC 49423 & 49423.1. Any student who is required to take, during the regular school day, medication prescribed by a physician or surgeon may be assisted by the school nurse or other designated school personnel or may carry and self-administer auto-injectable epinephrine or inhaled asthma medication if the school district

receives a written statement of instructions from the physician detailing the method, amount and time schedules by which such medication is to be taken.

ADVANCED PLACEMENT EXAMINATION FEES

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

AIDS, SEX OR SEXUALLY TRANSMITTED DISEASE EDUCATION

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

ALTERNATIVE SCHOOLS

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

ANIMAL SCIENCE

EC 32255 et. seq. Any pupil with a moral objection to dissecting or otherwise harming or destroying an animal, or any part thereof, must inform his or her teacher of the objection. Objections must be substantiated by a note from the pupil's parent or guardian. A pupil who chooses to refrain from participation in an education project involving the harmful or destructive use of an animal may receive an alternative education project if the teacher believes that an adequate alternative education project is possible.

ANNUAL NOTIFICATION

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

ASBESTOS MANAGEMENT PLAN

CCR, Title 40, Section 763.93. The District maintains and annually updates its management plan for asbestos-containing material in school buildings. For a copy of the asbestos management plan, please contact the Chief Business Officer.

ATTENDANCE OPTIONS

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

EC 48200, 48204, 48204.3 Residency: A minor between the ages of 6 and 18 years is subject to compulsory education and, unless exempted, must enroll in school in the school district in which the residence of either the

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

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

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

Regardless of whether an agreement exists or a permit is issued, the school district of residence cannot prohibit the transfer of a pupil who is a child of an active military duty parent to a school district of proposed enrollment if that district approves the application for transfer. Nor may a district prohibit an interdistrict permit release when no intradistrict permit options are available to a victim of bullying. A “victim of an act of bullying” means a pupil that has been determined to have been a victim of bullying by an investigation pursuant to the complaint process described in Section 234.1, and the bullying was committed by any pupil in the school district of residence, and the parent of the pupil has filed a written complaint regarding the bullying with the school, school district personnel, or a local law enforcement agency. “Bullying” means any severe or pervasive physical or verbal communication made in writing or by means of an electronic act directed toward one or more pupils that results in placing a reasonable person in fear of harm to 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 devices 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 pupil who has been determined by personnel of either the school district of residence or the district of proposed enrollment to have been the victim of an act of bullying, as defined in EC 48900(r), shall, at the request of the parent or legal guardian, be given priority for interdistrict attendance under any existing agreement or, in the absence of an agreement, be given additional consideration for the creation of an interdistrict attendance agreement.

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

Current Board Policy 5118 defines attendance options available to students.

DISTRICT OF CHOICE

EC 48300/48507. Some school districts may choose to become a district of choice. A school board that elects to operate the school district as a district of choice must determine the number of transfers it is willing to accept and shall accept all pupils who apply to transfer until the school district is at maximum capacity. The school district of choice shall make sure that students are selected through an unbiased and random process that does not take into consideration their academic or athletic performance, physical condition, proficiency in English, family income, ethnicity, primary language, literacy, special needs, or any of the individual characteristics listed in Section 200. The parent of a pupil requesting to transfer must submit an application to the school district of choice no later than December 11 of the school year preceding the school year for which the student wishes to transfer. The parent shall be notified in writing by February 15 if the student was provisionally accepted, rejected, or placed on a waiting list for the next school year. A modified application process is available for children of relocated military personnel.

Employment in Lieu of Residency (Allen Bill)

EC 48204. Some school districts may choose to accept employment in lieu of residency. A school district

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

ATTENDANCE

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

Excused Absence Other than Illness - EC § 48205

1. Due to the pupil's illness, including an absence for the benefit of the pupil's mental or behavioral health.
2. Due to quarantine under the direction of a county or city health officer.
3. For the purpose of having medical, dental, optometrical, or chiropractic services rendered.
- (4) For the purpose of attending the funeral services or grieving the death of either a member of the pupil's immediate family, or of a person that is determined by the pupil's parent or guardian to be in such close association with the pupil as to be considered the pupil's immediate family, so long as the absence is not more than five days per incident.
5. For the purpose of jury duty in the manner provided for by law.
6. Due to the illness or medical appointment during school hours of a child of whom the pupil is the custodial parent, including absences to care for a sick child, for which the school shall not require a note from a doctor.
7. For justifiable personal reasons, including, but not limited to, an attendance or appearance in court, attendance at a funeral service, observance of a holiday or ceremony of the pupil's religion, attendance at a religious retreat, attendance at an employment conference, or attendance at an educational conference on the legislative or judicial process offered by a nonprofit organization, when the pupil's absence is requested in writing by the parent or guardian and approved by the principal or a designated representative pursuant to uniform standards established by the governing board of the school district.
8. For the purpose of serving as a member of a precinct board for an election pursuant to Section 12302 of the Elections Code.
9. For the purpose of spending time with a member of the pupil's immediate family who is an active duty member of the uniformed services, as defined in Section 49701, and has been called to duty for, is on leave from, or has immediately returned from, deployment to a combat zone or combat support position. Absences granted pursuant to this paragraph shall be granted for a period of time to be determined at the discretion of the superintendent of the school district.
10. For the purpose of attending the pupil's naturalization ceremony to become a United States citizen.
11. For the purpose of participating in a cultural ceremony or event.
12. (A) For the purpose of a middle school or high school pupil engaging in a civic or political event, as provided in subparagraph (B), provided that the pupil notifies the school ahead of the absence. (B) (i) A middle school or high school pupil who is absent pursuant to subparagraph (A) is required to be excused for only one schoolday-long absence per school year. (ii) A middle school or high school pupil who is

absent pursuant to subparagraph (A) may be permitted additional excused absences in the discretion of a school administrator, as described in subdivision (c) of Section 48260.

13. (A) For any of the purposes described in clauses (i) to (iii), inclusive, if an immediate family member of the pupil, or a person that is determined by the pupil's parent or guardian to be in such close association with the pupil as to be considered the pupil's immediate family, has died, so long as the absence is not more than three days per incident.

(i) To access services from a victim services organization or agency.

(ii) To access grief support services.

(iii) To participate in safety planning or to take other actions to increase the safety of the pupil or an immediate family member of the pupil, or a person that is determined by the pupil's parent or guardian to be in such close association with the pupil as to be considered the pupil's immediate family, including, but not limited to, temporary or permanent relocation.

(B) Any absences beyond three days for the reasons described in subparagraph (A) shall be subject to the discretion of the school administrator, or their designee, pursuant to Section 48260.

14. Authorized at the discretion of a school administrator, as described in subdivision (c) of Section 48260. A pupil absent from school under this section shall be allowed to complete all assignments and tests missed during the absence that can be reasonably provided and, upon satisfactory completion within a reasonable period of time, shall be given full credit therefore, 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 one schoolday per semester.

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

AVAILABILITY OF PROSPECTUS

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

BEHAVIORAL RESTRAINTS

Posted Annually In Report - EC 49006 Restricciones Conductuales Publicadas Anualmente en Informe - CE 49006 LEAs are now required to post the restraint and seclusion data that is submitted to CDE annually on their website as well.

BILINGUAL EDUCATION

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

CAL GRANT PROGRAM

EC 69432.9. 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 Cal Grant applicants, and each grade 12 student's GPA will be submitted by the October 1 deadline to the California Student Aid Commission (CASC) electronically by a school or school district official. A student, or the parent or guardian of a student under 18 years of age, may complete a form to indicate that he or she does not wish for the school to electronically send CASC the student's GPA. Until a student turns 18 years of age, only the parent or guardian may opt out the student. Once a student turns 18 years of age, only the student may opt himself or herself out and can opt-in if the parent or guardian had previously decided to opt out the student. Notification regarding CASC and the opportunity to opt out of being automatically deemed a Cal Grant applicant will be provided to all students and their parents or guardians by January 1 of the students' 11th-grade year.

CALIFORNIA HIGH SCHOOL PROFICIENCY EXAM

5 CCR 11523. The California High School Proficiency Exam (CHSPE) is a voluntary test that assesses proficiency in basic reading, writing, and mathematics skills taught in public schools. Eligible pupils who pass the CHSPE are awarded a Certificate of Proficiency by the State Board of Education. A pupil who receives a Certificate of Proficiency may, with verified approval from the parent or legal guardian, leave high school early. The Certificate of Proficiency, however, is not equivalent to completing all coursework required for regular graduation from high school. For more information, including admission dates and registration deadlines, visit the following website: <http://www.chspe.net>.

CAREER COUNSELING AND COURSE SELECTION

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

CHILD ABUSE AND NEGLECT REPORTING

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

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

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

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

1. To stop a disturbance threatening physical injury to people or damage to property;
2. For purposes of self-defense;

3. To obtain possession of weapons or other dangerous objects within the control of a student; protect the health and safety of pupils; and maintain proper and appropriate conditions conducive to learning.

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

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

CIVILITY ON SCHOOL GROUNDS

CC 1708.9, EC 32210. Any person who willfully disturbs any public school or any public school meeting is guilty of a misdemeanor and shall be punished by a fine of not more than five hundred dollars (\$500). *It is unlawful for any person, except a parent/guardian acting toward his/her minor child, to intentionally or to attempt to injure, intimidate, interfere by force, threat of force, physical obstruction, or nonviolent physical obstruction with any person attempting to enter or exit any public or private school grounds.*

CLOSED CAMPUS

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

COLLEGE AND CAREER FAIRS

EC 52770. LEAs serving pupils in grades 9-12 are required to notify each community college district that has an overlapping jurisdiction with the LEA of planned college and career fairs. Notification can be via email or mail and reflect the planned date, time and location of the event.

COMPETITIVE ATHLETICS

EC 221.9. Commencing with the 2015-2016 school year and every year thereafter, each public elementary and secondary school, including each charter school, that offers competitive athletics shall publicly make available at the end of the school year all of the following information:

1. The total enrollment of the school, classified by gender.
2. The number of pupils enrolled at the school who participate in competitive athletics, classified by gender.
3. The number of boys’ and girls’ teams, classified by sport and by competition level. Schools shall make the information identified above publicly available by posting it on the school’s website. “Competitive athletics” means sports where the activity has coaches, a governing organization, and practices, competes during a defined season and has competition as its primary goal.

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.

COMPREHENSIVE SCHOOL SAFETY PLAN: ANNUAL NOTICE

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

CONCUSSIONS AND HEAD INJURIES

EC 49475. A concussion is a brain injury that can be caused by a bump, blow, or jolt to the head or by a blow to another part of the body with the force transmitted to the head. Even though most concussions are mild, all concussions are potentially serious and may result in complications, including prolonged brain damage and death if not recognized and managed properly. A school district, charter school, or private school that elects to offer an athletic program must immediately remove from a school-sponsored athletic activity for the remainder of the day an athlete who is suspected of sustaining a concussion or head injury during that activity. The athlete may not return to that activity until he or she is evaluated by and receives written clearance from a licensed healthcare provider. *If the licensed health care provider determines the athlete has a concussion or head injury, the athlete shall also complete a graduated return-to-play protocol of no less than 7 days in duration under the supervision of a licensed health care provider.* On a yearly basis, a concussion and head injury information sheet must be signed and returned by the athlete and the athlete's parent or guardian before the athlete initiates practice or competition. This requirement does not apply to an athlete engaging in an athletic activity during the regular school day or as part of a physical education course.

CONFIDENTIALITY OF MEDICAL INFORMATION ACT

School-linked service coordinators will have access to health care information that complies with federal health insurance requirements. The coordinator must be credentialed and serve with confidentiality requirements per licensed school nurses, marriage and family therapists, educational psychologists, and clinical counselors.

CONFIDENTIAL MEDICAL SERVICES

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

CONTINUING MEDICATION

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

CONTROL OF COMMUNICABLE DISEASE AND IMMUNIZATION OF STUDENTS

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

<https://www.cdph.ca.gov/SchoolParentGuide.pdf>
<https://www.cdph.ca.gov/ChildCare.pdf>

CONTROLLED SUBSTANCES: OPIOIDS

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

COURSEWORK AND GRADUATION REQUIREMENTS: CHILDREN OF MILITARY FAMILIES

EC51225.1 and 51225.2. Children of military families may qualify to be exempted from local graduation coursework requirements that are beyond the California state requirements. All coursework that was completed at another school outside of the Covina-Valley Unified School District will be issued full or partial credit. This includes the U.S. Army, Navy, Air Force, Marine Corps, Space Force, or Coast Guard, Commissioned Corps of the National Oceanic and Atmospheric Administration, U.S. Public Health Services, including members of the National Guard and Reserve on active duty orders.

CUSTODY ISSUES

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

DAMAGE TO SCHOOL PROPERTY

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

DIRECTORY INFORMATION

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

DRESS CODE/GANG APPAREL/SCHOOLWIDE STANDARDIZED CLOTHING

EC 35183/EC 35183.5 The District is authorized to adopt a dress code that would prohibit the wearing of "gang-related clothing." School sites will allow for outdoor use during school day articles of sun protective

clothing as set forth in the dress code. Elementary students will be required to wear a school-wide uniform/standardized dress. Further, the education code provides for the use of sunscreen by students during the school day without a physician's note or prescription.

EDUCATION OF FOSTER YOUTH

EC 48204, 48853, 48853.5, 51215.1, 51225.2, 47605, 47605.6, 48432.5, 48911, 48911.1, 48915.5, and 48918.1

In addition to parental notification requirements for an involuntary transfer to a continuation school, suspension, or expulsion, notification must be made to the foster child's attorney and social worker, and, for the child's tribal social worker, if applicable, and county social worker. The attorney and social worker have the same rights as parents during these processes, such as requests for meetings and the ability to inspect all documents.

EDUCATION OF HOMELESS YOUTH

42 USC 11432; EC 48551, 48852.5, 48853, 48857, 51225.1, 51225.2 Requires every local education agency shall administer a Housing Questionnaire (HQ) for purposes of identifying homeless children and youths and unaccompanied youths in accordance with McKinney-Vento Homeless Assistance Act. The HQ shall be provided on an annual basis and available every year in paper form in both English and the family's primary language.

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

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

Notice of educational rights of students experiencing homelessness must be disseminated at places where children receive services, such as schools, shelters, and soup kitchens. In addition, the school, district, charter school, or County Office of Education shall provide contact information for Homeless Education liaisons, updated on a regular basis to remain accurate to current employment.

EDUCATION OF HOMELESS YOUTH: RIGHT TO APPLY FOR FINANCIAL AID

EC 69432.7, 69519, 69731, 69956, 70032, 78220, and 88931. Students experiencing homelessness have a right to apply for financial aid to seek education beyond high school. Every district and charter school must appoint a homeless liaison to assist students and families. Please contact Dr. Matt Dalton for more information on services and policies related to homeless education rights.

EDUCATION OF FOSTER YOUTH

EC 48204, 48853, 48853.5, 51215.1, 51225.2. AB 1055 (Ramos) definition of a foster child includes a dependent child of the court of an Indian tribe, consortium or tribes, or tribal organization that is afforded the same guarantee of rights as the foster children identified through the county court systems.

1. RIGHT TO REMAIN IN YOUR SCHOOL OF ORIGIN

- You have the right to stay in the same school after you move to a new foster care placement. Your “school of origin” can be:
 1. The school you attended when you first entered foster care,
 2. The school you most recently attended, or
 3. Any school you attended in the last 15 months that you feel connected to.
- Your school district must work with you, your education rights holder,* your caregiver, and your social worker/probation officer to develop a plan to transport you to your school of origin.
- If you are transitioning from elementary school to middle school or from middle school to high school, you have the right to transition to the same school as your classmates.
- If there is any disagreement about which school you will attend, you have the right to stay in your school of origin until the disagreement is resolved.

2. RIGHT TO IMMEDIATE ENROLLMENT IN SCHOOL

- You have the right to immediately enroll in your regular home school after you move placements.
- You cannot be forced to attend a continuation school or other alternative education program, such as independent study, even if you are behind in credits or have discipline problems at school.
- You have a right to immediately enroll in school and begin attending classes, even if you do not have the paperwork you would normally need for enrollment (such as birth certificate, transcript, or individualized education program) or you did not check out from your previous school.
- Your previous school must send your education records to your new school after you enroll.
- You have the right to participate in any activities available at your new school, such as sports teams, tutoring, or after-school clubs, even if you miss a tryout or sign-up deadline.

3. RIGHT TO PARTIAL CREDITS FOR HIGH SCHOOL STUDENTS

- If you change schools during the school year, you have a right to partial credits in all classes that you are passing when you leave your old school, even if you do not complete the entire class.
- After you change schools, your new school must accept the partial credits issued by your old school.
- After you change schools, you have the right to be enrolled in the same or similar classes you were enrolled in at your last school.
- You cannot be forced to retake a class or part of a class that you have already completed with a passing grade, if it would make you off-track for high school graduation.

- You have the right to take or retake any class that you need to go to a California State University or the University of California.
- Your grade cannot be lowered because you were absent from school for a court hearing, placement change, or a court-related activity.

4. GRADUATION RIGHTS

- You have the right to stay in high school for a fifth year to complete your school district graduation requirements, even if you are over 18.
- If you are behind on your credits and you transferred schools after 10th grade, you may be eligible to graduate under Assembly Bill (AB) 167/216 by completing only the state graduation requirements (130 credits in specific classes) instead of your school district's requirements.
- If you are eligible, the decision of whether to graduate under AB 167/216 is made by your education rights holder.

5. COLLEGE RIGHTS

- You have the right to have the application fee waived when you apply to a community college in California.
- You have the right to receive the maximum amount of federal student aid, and you may be eligible for up to \$5,000 per year from the Chafee scholarship.

6. SCHOOL DISCIPLINE RIGHTS

- You cannot be suspended for more than 5 school days in a row or for more than 20 days in a school year.
- You have a right to be told why you are being suspended and the right to provide your version of events and evidence before you are suspended unless there is an emergency. If the behavior for which you are being suspended could subject you to criminal charges, you should consult with your education rights holder or attorney before providing an oral or written statement to the school or police.
- Your attorney and social worker must be invited to a meeting before your suspension can be extended beyond 5 days, and a suspension can only be extended if you are being considered for expulsion.
- You have a right to a formal hearing and to be represented by an attorney at that hearing before you are expelled.
- If you are facing a possible expulsion, your attorney and social worker must be notified. If you are in special education, your attorney and social worker must be invited to a meeting to decide whether your behavior is related to your disability.

7. RIGHT TO YOUR SCHOOL RECORDS

- You have the right to access your school records if you are 16 years or older or have finished 10th grade.
- Your social worker/probation officer and education rights holder can access your school records as well.

EDUCATIONAL EQUITY: GOVERNMENT INSTRUCTION CONFERENCES

EC 224. The Sex Equity in Education Act exempts any discrimination based on male or female identity for pupils who seek to participate in state or national conferences, therefore, furthering California's goal of providing an equal educational opportunity to all students by prohibiting the use of public resources when a program discriminates based on gender.

EDUCATIONAL EQUITY: IMMIGRATION AND CITIZENSHIP STATUS

EC 200, 220, and 234.1 adding Article 5.7 to EC 234.7, EC 66251, 66260.6, 66270, and 66270.3. The Equity in Higher Education Act states that all persons, regardless of their disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, immigration status or any other specified characteristic such as hairstyles, have equal educational 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.

ELECTRONIC SIGNALING DEVICE

EC 48901.5. (a) The governing board of each school district, or its designee, may regulate the possession or use of any electronic signaling device that operates through the transmission or receipt of radio waves, including, but not limited to, paging and signaling equipment, by pupils of the school district while the pupils are on campus, while attending school-sponsored activities, or while under the supervision and control of school district employees. (b) No pupil shall be prohibited from possessing or using an electronic signaling device that is determined by a licensed physician and surgeon to be essential for the health of the pupil and use of which is limited to purposes related to the health of the pupil.

ELECTRONIC LISTENING OR RECORDING DEVICE

EC 51512. The use by any person, including a pupil, of any electronic listening or recording device in any classroom without the prior consent of the teacher and the principal is prohibited as it disrupts and impairs the teaching process and discipline in the schools. Any person, other than the pupil, willfully in violation shall be guilty of a misdemeanor. Any pupil in violation shall be subject to appropriate disciplinary action.

ELECTRONIC NICOTINE DELIVERY SYSTEMS (E-CIGARETTES)

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

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

EMERGENCY INFORMATION

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

EMERGENCY TREATMENT FOR ANAPHYLAXIS

Pupil Health: emergency medical care: epinephrine auto-injectors - EC 48985.5

EC 49414 requires school districts to provide epinephrine auto-injectors to school nurses and trained personnel and authorizes them to use epinephrine auto-injectors for any student who may be experiencing anaphylaxis, regardless of known history. Emergency epinephrine auto-injectors must be stored in an accessible location along with a copy of written training material upon need for emergency use. Notice of location must be publicly posted.

Anaphylaxis is a severe and potentially life-threatening allergic reaction that can occur after encountering an allergic trigger, such as food, medicine, an insect bite, latex, or exercise. Symptoms may 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 in 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.

ENGLISH LANGUAGE EDUCATION

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

ENGLISH LEARNER IDENTIFICATION NOTICE

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

ENROLLMENT AGREEMENTS

AB 272. LEAs may have an arbitration agreement signed by parents holding the school not accountable for individual lawsuits. However, the child may disaffirm that agreement when it comes to any act of sexual assault or battery of that child.

ENTRANCE HEALTH SCREENING

HSC 124085, 124100, and 124105. State law requires that the parent or legal guardian of each pupil provide the school documentary proof that the pupil has received a health screening within 90 days after entrance to first grade. Pupils may be excluded up to 5 days from school for failing to comply or not providing a waiver. Free health screening is available through the local health department.

EQUAL EDUCATIONAL OPPORTUNITY

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

EXTENDED SCHOOL YEAR - MIGRANT EDUCATION

EC 41601.6. Students who are identified as a "migrant child" in grades TK-6 may be allowed to enroll in two public schools during summer, winter, or other intersessions – both the school in which they last attended and the next intended school to be entered upon the migration with parents from one agricultural work site to another.

FEDERAL STUDENT AID

EC 51225.8

Under state law, school districts are to ensure that students prior to entering 12th grade are entitled to information on how to properly complete and submit the Free Application for Federal Student Aid (FAFSA) or the California Dream Act Application at least once. This information should be available in a timely manner as financial aid is awarded in order of submission according to deadlines, on a first-come, first-served basis. All family and student personal information will be protected according to state and federal privacy laws and regulations. Student lists will be matched to FAFSA applications for the purpose of ensuring that either the FAFSA is completed or an opt-out form is completed to maintain the students' ability to graduate.

FOSTER YOUTH EXEMPTION FROM LOCAL GRADUATION REQUIREMENTS

EC 48853, 49069, and 51225.2. Foster and homeless youth are allowed educational rights, such as immediate enrollment, remaining in the school of origin, enrollment in local comprehensive school, partial credits, graduation with state minimum requirements with possible fifth year/exemption from local graduation requirements, and access to academic resources, services, and extracurricular activities. Entering students are reviewed on a case-by-case basis to determine available options.

FREE AND REDUCED-PRICE MEALS

EC 49510, 49391, 49392. Commencing in SY 2022–23, *Education Code (EC)* 49501.5 requires public school districts, county offices of education, and charter schools serving students in grades TK–12 to provide two meals free of charge (breakfast and lunch) during each school day to students requesting a meal, regardless of their free or reduced-price meal eligibility. Charter Schools and Districts will still require eligible parents to submit an application in order to remain in compliance for accounting purposes only. Schools serving grades 1-6 will serve breakfast or a morning snack to non-school-aged children with a guardian present.

FUTURE EDUCATION

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

GIFTED AND TALENTED PROGRAM

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

GRADE REDUCTION/LOSS OF CREDIT

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

GUN FREE SCHOOLS ACT

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

GUN SAFETY

EC 32221.5 (9-12) and EC 49390, 48391, and 49392. This is a reminder that firearms are to be safely stored away from children and teens. The accidental shooting of children and youth is the third leading cause of

death, following accidents and suicide. California public schools are mandated to remind families to keep their home safe from such potential dangers. If there is a threat or perceived threat, then the public schools will cooperate with local law enforcement to conduct an immediate threat assessment.

HEALTH INSURANCE COVERAGE FOR ATHLETES

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

HEALTH CARE COVERAGE

EC 49452.9. Requires a public school commencing with the 2015-16 school year to add an informational item to its enrollment forms or amend an existing enrollment form in order to provide parents/guardians information about health care coverage options and enrollment assistance.

HEALTH SCREENING FOR ENTRANCE

HSC 124085, 124100, 124105: State law requires that the parent or legal guardian of each pupil provide the school within 90 days after entrance to first-grade documentary proof that the pupil has received a health screening examination by a doctor within the prior 18 months. Pupils may be excluded up to 5 days from school for failing to comply or not providing a waiver. Free health screening is available for eligible students through the Child Health Disabilities Prevention Program.

ORAL HEALTH ASSESSMENT

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

IMITATION FIREARMS

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

IMMUNIZATION REQUIREMENTS

EC 48216 & 48216, Health & Safety Code (HSC) 120335, 120365 & 120370. Students must be immunized against certain communicable diseases. Students are prohibited from attending school unless immunization requirements are met from age and grade. The school district shall cooperate with local health officials in measures necessary for the prevention and control of communicable diseases in school-age children. The district may use any funds, property, or personnel and may permit any person licensed as a physician or registered nurse to administer an immunizing agent to any student whose parents have consented in writing.

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

Students are not required to have immunizations if they attend a home-based private school or independent study program and do not receive classroom-based instruction. However, parents must continue to provide

immunization records for these students to their schools. The immunization requirements do not prohibit students from accessing special education and related services required by their individualized educational programs.

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

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

- (a) All new students, in transitional kindergarten through 12th grade, to the district must provide proof of polio, diphtheria, pertussis, tetanus, measles, mumps, rubella, and varicella immunizations;
- (b) All transitional kindergarten and kindergarten students must also provide proof of vaccination against hepatitis B;
- (c) All seventh-grade students must also provide proof of a second immunization for measles, mumps, rubella, and a pertussis booster vaccination.

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

IMMUNIZATIONS: HPV: CANCER PREVENTION

EC 48980.4, 1367.66, HSC 120390, 120336, 120390.6, IC 10123.8 Per HSC 120336, “HPV vaccination can prevent over 90 percent of cancers caused by HPV. HPV vaccines are very safe, and scientific research shows that the benefits of HPV vaccination far outweigh the potential risks.”

INDEPENDENT STUDY

EC 51744, 51745, 51745.5, 51746, and 56026. Independent Study (IS) is by choice and may not be mandated. Each district and charter school that chooses to offer IS must have policies for independent study courses or curriculum equivalent time to complete work expectations equal to what is offered in person. In addition, the short-term (less than 15 school days) and long-term (15 or more school days) will require the IS engagement defined per the policies adopted by the local governing board. The IS agreement must be signed within 10 days of the start of short-term IS or prior to beginning long-term IS. IS agreements must be updated to include equitable access to students with disabilities based upon individual student needs. For more information on how Covina-Valley Learning Options Academy offers IS options, please contact Rebecca Handzel at (626) 974-4800.

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

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

child not be school-age, please contact the District office for assistance.

INFORMATION ON COLLEGE ADMISSION

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

Community College

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

State University

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

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

INSTRUCTION FOR DISABLED STUDENTS IN HOSPITAL

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

INSTRUCTION FOR PUPILS WITH TEMPORARY DISABILITIES

EC 48206.3, 48207, and 48208. A pupil with a temporary disability, which makes attendance in the regular day classes or the alternative educational program in which the pupil is enrolled impossible or inadvisable, may receive individualized instruction provided in the pupil's home for one hour a day. Please contact the Director of Student Services for further information.

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

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

A pupil with a temporary disability may remain enrolled in the district of residence or charter school and may

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

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

LACTATING PUPILS

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

LASER POINTERS

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

MARKETING

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

MEDICAL AND HOSPITAL INSURANCE FOR STUDENTS

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

MEDICAL AND HOSPITAL SERVICES NOT PROVIDED

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

MEDICATION REGIMEN

EC 49480. The parent or legal guardian of any pupil taking medication on a regular basis must inform the school nurse or health clerk of the medication being taken, the current dosage, and the name of the supervising physician. With the consent of the parent or legal guardian, the school nurse may communicate with the physician and may counsel with the school personnel regarding the possible effects of the medication on the pupil.

EC 49423 and 49423.1. Administration of Prescribed Medication for Pupils- Any pupil who is required to take, during the regular school day, medication prescribed by a physician or surgeon may be assisted by the school

nurse or other designated school personnel if the school district receives both a written statement of instructions from the physician detailing the method, amount and time schedules by which such medication is to be taken requesting the school nurse to assist the pupil with prescribed medication as set forth in the physician statement. A student may carry and self-administer auto-injectable epinephrine or inhaled asthma medication if the school district receives both a written statement of instructions from the physician detailing the method, amount, and time schedules by which such medication is to be taken and a written statement from the parent or guardian requesting that the student self-administer. All requests are to be approved by the school nurse prior to use.

EC 49414.7. Administration of Epilepsy Medication- If a pupil with epilepsy has been prescribed an emergency anti-seizure medication by his or her healthcare provider, the pupil's parent or guardian may request the pupil's school to have one or more of its employees receive training in the administration of an emergency anti-seizure medication in the event that the pupil suffers a seizure when a nurse is not available.

MEGAN'S LAW (SEX OFFENDER INFORMATION)

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

MENSTRUAL PRODUCTS

EC 35292.6 (applicable grades 3-12)

The Covina-Valley School District supports period equity and now provides free and accessible menstrual products, in all women's restrooms and all-gender restrooms, and in at least one men's restroom at schools serving grades 3 to 12. Notice of this service is required to be posted in a prominent and conspicuous location in every restroom where menstrual products, available and accessible, free of cost, are required to be stocked. The posted notice will contain the name, email and phone of the person responsible for maintaining this supply at this school site.

MENTAL HEALTH - EC 49428

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

NONDISCRIMINATION

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

harassment, intimidation, or bullying are investigated through the Uniform Complaint Process. Such complaints must be filed no later than six months after knowledge of the alleged discrimination was first obtained. For a complaint form or additional information, please contact the office of the Assistant Superintendent of Educational Services.

NOTICE OF ALTERNATIVE SCHOOLS

EC58501: California state law authorizes all school districts to provide for alternative schools. Education Code 58500 defines an alternative school as a school or separate class group within a school that is operated in a manner designed to:

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

In the event any parent, pupil, or teacher is interested in further information concerning alternative schools, the county superintendent of schools, the administrative office of this district, and the principal's office in each attendance unit have copies of the law available for your information. This law particularly authorizes interested persons to request the governing board of the district to establish alternative school programs in each district.

OFF-CAMPUS LUNCH

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

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

ORAL HEALTH ASSESSMENT

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

PARENTAL ENGAGEMENT-SCHOOL ACCOUNTABILITY

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

PARENTAL REVIEW

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

PARENTS' RIGHT TO KNOW REGARDING TEACHER QUALIFICATIONS

Your child is attending a school receiving Title I federal funds through the Elementary and Secondary Education Act (ESEA). At the beginning of each school year, local educational agencies receiving Title I funds are required to notify parents whose student(s) attend a Title I school that they may request, and the agency will provide the parents on request (and in a timely manner), information regarding the professional qualifications of the student's classroom teachers, including at a minimum:

1. 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.
2. Whether the child is provided services by paraprofessionals and, if so, their qualifications.

If you would like this information, please contact Michele Doll, Ed.D. at (626) 974-7000.

PERSONAL STUDENT INFORMATION

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

PHYSICAL EXAMINATION CONSENT

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

PREGNANT AND PARENTING PUPILS

EC 221.51, 222.5, 46015, 48205, and 48980. The governing board of the Covina-Valley Unified School District will treat both the pregnant teen mother and the teen father with the same accommodations, regardless of sex.

The teen parents may not be excluded from any class or extracurricular activities solely on the basis of pregnancy, childbirth, false pregnancy, termination of pregnancy, or postpartum recovery. The physical and emotional ability to continue may only be determined by a physician or nurse practitioner. Pregnant or parenting pupils may not be required to participate in pregnant minor programs or alternative programs, with the exception of personal choice.

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

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

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

PROMOTION/RETENTION OF STUDENTS/PARENTS NOTIFICATION

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

PUPIL HEALTH: OPIOID OVERDOSE PREVENTION AND TREATMENT: MELANIE'S LAW

EC 32282, 47605, 47605.6, 49414.4 and 49428.16 Requires safety plans of schools, including charter schools, serving students in grades 7 to 12 to include a protocol for responding in the event a pupil is suffering, or is reasonably believed to be suffering, from an opioid overdose. The CDE is required to curate and post informational materials and resources on its website on opioid overdose prevention.

PUPIL RECORDS

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

- 1) Inspect and review the student's educational record maintained by the school,
- 2) Request that a school correct records which they believe to be inaccurate or misleading, and
- 3) Have some control over the disclosure of information from educational records. School officials with legitimate educational interests may access student records without parental consent as long as the

official needs to review the records in order to fulfill his/her professional responsibility. Upon request from officials of another school district in which a student seeks or intends to enroll, the District shall disclose educational records without parental consent.

Parents' requests to access their student's educational records must be submitted in a written form to the school principal and/or Student Services Department, and the school will have five (5) business days from the day of receipt of the request to provide access to the records. Copies of student records are available to parents for a fee of 10 cents per page.

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

PUPIL SAFETY: PARENTAL NOTIFICATION: SYNTHETIC DRUGS

EC 48985.5 Our school is committed to the safety of all our students. Although the long-term effects of many synthetic drugs on physical and mental health are not yet known, immediate effects on a student's education, family, and life could be long-lasting. A synthetic drug is a drug with properties and effects similar to a known hallucinogen or narcotic but with a slightly altered chemical structure created to evade existing restrictions against illegal substances. These drugs may include synthetic cannabinoids, methamphetamines, bath salts, and fentanyl. Illicit fentanyl can be added to other drugs to make them cheaper, more powerful, and more addictive and has been found in heroin, methamphetamine, counterfeit pills, cocaine and other drugs. Fentanyl mixed with any drug increases the likelihood of a fatal overdose. Unless tested, it is difficult to tell if drugs have been laced with fentanyl because it cannot be seen, smelled, or tasted. Additional information regarding fentanyl is available from the CDPH's Substance and Addiction Prevention Branch.

PUPIL SWIMMING SAFETY

EC 35179.6. Our school is committed to safety for all our students at our planned events, including around swimming pools. There is already a requirement for pool sports coaches to be fully trained in CPR in case of accidental drowning in the pool. If there is any event on-campus or hosted at a swimming pool facility, at least one adult with a valid certification of CPR training will be present throughout the duration of the event.

REASONABLE TREATMENT OF A STUDENT

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

RELEASE JUVENILE INFORMATION

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

juvenile as specified.

RELIGIOUS INSTRUCTION

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

REVIEW OF STUDENT RECORDS

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

RETROACTIVE GRANT OF HIGH SCHOOL DIPLOMAS: DEPARTED AND DEPORTED PUPILS

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

SCHOOL ACCOUNTABILITY REPORT CARD

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

SCHOOL BUS SAFETY

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

SCHOOL FACILITIES: ALL-GENDER RESTROOMS

EC 35292.5 and 17585 Allows a restroom to be temporarily closed as necessary for a documented pupil safety concern, an immediate threat to student safety, or to repair the facility. In addition, LEAs offering classes from grades one to twelve must provide and maintain at least one all-gender restroom for voluntary student use at each school site. **SIGNAGE:** The all-gender restroom must have signage identifying the bathroom facility as being open to all genders and remain unlocked, unobstructed, and easily accessible by any student. An LEA staff member shall be designated to serve as a point of contact for these purposes and LEAs are required to post a notice regarding the all gender restroom in a prominent and conspicuous location outside at least one all-gender restroom. An existing restroom can be used to satisfy these requirements. CDE is also required to post on its internet website guidance for implementation of these provisions. In addition, LEAs that apply for

state funding pursuant to the Greene Act for a school modernization project are required to include an all-gender restroom designed exclusively for students to use.

SCHOOL FACILITIES: DRINKING WATER: WATER BOTTLE FILLING STATIONS

-EC 38040 Students, teachers, and staff are allowed to bring and carry water bottles to school. LEAs are encouraged to develop and adopt policies about the type of water bottles that may be carried and where. LEAs shall inform teachers, staff, parents, and pupils about their rights including providing information in pupil and employee handbooks and making the information accessible on the LEAs website. LEAs shall encourage water consumption through promotional and educational activities and signage that focus on the benefits of drinking water and highlight water bottle filling stations throughout schools.

Water plays an important role in maintaining a student's overall health. Students, teachers and staff are allowed to bring and carry water bottles to school and utilize water bottle filling stations that may be found around the campus. Water bottles are not permitted in the library, computer lab, science lab.

SCHOOL SAFETY: BULLYING

EC234.4, 22589, and EC 32283.5. The Covina-Valley Unified School District is committed to the prohibition of discrimination, harassment, intimidation, and bullying, including cyberbullying on social media. Annual training will be provided to all staff who work with students to prevent bullying and cyberbullying. You may find a list of education web pages describing the staff training at: <https://www.cde.ca.gov/ls/ss/se/bullyres.asp> If you or your child should experience any bullying on campus, at school events, or on the way to or from school, please contact your school administration to assist you in identifying and stopping this behavior.

SCHOOL SAFETY PLAN: DANGEROUS, VIOLENT, OR UNLAWFUL ACTIVITIES

EC 32280, 32282, 47605, and 47605.6 Each Covina-Valley School District school site has a Comprehensive School Safety Plan, which includes a plan for disaster preparedness, emergency procedures and assessment and response to reports of dangerous, violent, or unlawful activities conducted or threatened to be conducted at school, a school activity or on a school bus. Copies are available to read at each school office. Fire and emergency drills are held periodically at each school.

SCHOOL VISITING PROCEDURES

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

SEARCH OF SCHOOL LOCKERS

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

SEXUAL ABUSE AND SEX TRAFFICKING PREVENTION

EC 51900.6. Authorizes school districts, county offices of education and charter schools to provide age-appropriate instruction for students in kindergarten through grade 12 in sexual abuse and sexual assault awareness and prevention. Parents or guardians may submit a written request to excuse their child from

participation in any class involving sexual abuse and sexual assault awareness and prevention.

SEXUAL ABUSE AND SEXUAL ASSAULT AWARENESS AND PREVENTION

EC 51950. Authorizes school districts to provide sexual abuse and sex trafficking prevention education which includes instruction on the frequency and nature of sexual abuse and sex trafficking, strategies to reduce their risk, techniques to set healthy boundaries, and how to safely report an incident. Parents or guardians may submit a written request to excuse their child from participation in any class involving sexual abuse and sex trafficking prevention education and assessments related to that education.

SEX AND HIV/AIDS EDUCATION

EC EC 51930-51939. The California Healthy Youth Act requires school districts to provide pupils with integrated, comprehensive, accurate, and unbiased sexual health and HIV prevention education at least once in middle school and once in high school. It is intended to ensure that pupils in grades 7-12 are provided with the knowledge and skills necessary to 1) protect their sexual and reproductive health from HIV, other sexually transmitted infections, and unintended pregnancy; 2) develop healthy attitudes concerning adolescent growth and development, body image, gender, sexual orientation, relationships, marriage, and family; and 3) have healthy, positive, and safe relationships and behaviors. It also promotes an understanding of sexuality as a normal part of human development.

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

Parents or guardians may:

1. Inspect the written and audiovisual educational materials used in the comprehensive sexual or HIV/AIDS prevention education
2. Request in writing that their child does not receive comprehensive sexual health or HIV/AIDS prevention education
3. Request a copy of Education Codes 51930 through 51939
4. Be informed whether comprehensive sexual health or HIV/AIDS prevention education will be taught by the district personnel or outside consultants
5. When the district 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

STATEWIDE TESTING NOTIFICATION

Every year, California students take several statewide tests. When combined with other measures such as grades, class work, and teacher observations, these tests give families and teachers a more complete picture of their child's learning. You can use the results to identify where your child is doing well and where they might need more support.

Your child may be taking one or more of the following California Assessment of Student Performance and Progress (CAASPP), English Language Proficiency Assessments for California (ELPAC), and Physical Fitness Test assessments. Pursuant to California *Education Code* Section 60615, parents/guardians may annually submit to the school a written request to excuse their child from any or all of the CAASPP assessments. This exemption does not exist for the ELPAC or Physical Fitness Test.

CAASPP: Smarter Balanced Assessments for English Language Arts/Literacy (ELA) and Math

Who takes these tests? Students in grades 3–8 and grade 11.

What is the test format? The Smarter Balanced assessments are computer-based.

Which standards are tested? The California Common Core State Standards.

CAASPP: California Alternate Assessments (CAAs) for ELA and Math

Who takes these tests? Students in grades 3–8 and grade 11 whose individualized education program (IEP) identifies the use of alternate assessments.

What is the test format? The CAAs for ELA and math are computer-based tests that are administered one-on-one by a test examiner who is familiar with the student.

Which standards are tested? The California Common Core State Standards through the Core Content Connectors.

CAASPP: California Science Test (CAST)

Who takes the test? Students take the CAST in grades 5 and 8 and once in high school, either in grade 10, 11, or 12.

What is the test format? The CAST is computer-based.

Which standards are tested? The California Next Generation Science Standards (CA NGSS).

CAASPP: California Alternate Assessment (CAA) for Science

Who takes the test? Students whose IEP identifies the use of an alternate assessment take the CAA for Science in grades 5 and 8 and once in high school, either in grades 10, 11, or 12.

What is the test format? The CAA for Science is a series of four performance tasks that can be administered throughout the year as the content is taught.

Which standards are tested? Alternate achievement standards derived from the CA NGSS.

ELPAC

Who takes the test? Students who have a home language survey that lists a language other than English will take the Initial test, which identifies students as an English learner student or as initially fluent in English. Students who are classified as English learner students will take the Summative ELPAC every year until they are reclassified as proficient in English.

What is the test format? Both the Initial and Summative ELPAC are computer-based.

Which standards are tested? The 2012 California English Language Development Standards.

Alternate ELPAC

Who takes the test? Students whose IEP identifies the use of an alternate assessment and who have a home language survey that lists a language other than English will take the Alternate Initial ELPAC, which identifies students as an English learner student or as initially fluent in English. Students who are classified as English learner students will take the Alternate Summative ELPAC every year until they are reclassified as proficient in English.

What is the test format? Both the Alternate Initial and Alternate Summative ELPAC are computer-based.

Which standards are tested? Alternate achievement standards derived from the 2012 California English Language Development Standards.

Physical Fitness Test

Who takes the test? Students in grades 5, 7, and 9 will take the FITNESSGRAM®, which is the test used in California.

What is the test format? The test consists of five performance components: aerobic capacity, abdominal strength, trunk strength, upper body strength, and flexibility.

Which standards are tested? The Healthy Fitness Zones are established through the FITNESSGRAM®.

STUDENT CONDUCT/DUTY OF STUDENT

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

STUDENT DISCIPLINE

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

STUDENT PHOTOGRAPHS

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

STUDENT DRIVER

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

SURVEYS

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

SUSPENSION & EXPULSIONS

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

EC 48900. Grounds for Suspension and Expulsion

A pupil shall not be suspended from school or recommended for expulsion unless the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has committed an act as defined

pursuant to any of the 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 objects, unless, in the case of possession of an object of this type, the pupil had obtained written permission to possess the item from a certificated school employee, which is concurred in by the principal or the designee of the principal.
- (c) Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of, a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind.
- (d) Unlawfully offered, arranged, or negotiated to sell a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind, and either sold, delivered, or otherwise furnished to a person another liquid, substance, or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant.
- (e) Committed or attempted to commit robbery or extortion.
- (f) Caused or attempted to cause damage to school property or private property.
- (g) Stolen or attempted to steal school property or private property.
- (h) Possessed or used tobacco or products containing tobacco or nicotine products, including, but not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel. However, this section does not prohibit the use or possession by a pupil of his or her own prescription products.
- (i) Committed an obscene act or engaged in habitual profanity or vulgarity.
- (j) Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell drug paraphernalia, as defined in Section 11014.5 of the Health and Safety Code.
- (k) (1) Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties.
(2) Except as provided in Section 48910, a pupil enrolled in kindergarten or any of grades 1 to 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.
(3) Except as provided in Section 48910, 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, 2029.
(4) Except as provided in Section 48910, commencing July 1, 2024, a pupil enrolled in any of grades 9 to 12, inclusive, shall not be suspended for any of the acts specified in paragraph (1). This paragraph is inoperative on July 1, 2029.
(5) (A) A certificated or classified employee may refer a pupil to school administrators for appropriate and timely in-school interventions or supports from the list of other means of correction specified in subdivision (b) of Section 48900.5 for any of the acts enumerated in paragraph (1). (B) A school administrator shall, within five business days, document the actions taken pursuant to subparagraph (A) and place that documentation in the pupil's record to be available for access, to the extent permissible under state and federal law, pursuant to Section 49069.7. The school administrator shall, by the end of the fifth business day, also inform the referring certificated or classified employee, verbally or in writing, what actions were taken and, if none, the rationale used for not providing any appropriate or timely in-school interventions or supports.
- (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 the purpose of either preventing the pupil from being a witness or retaliating against that pupil for being a witness or retaliating against the pupil for being a witness, or both.
- (p) Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug, Soma.
- (q) Engaged in, or attempted to engage in, hazing. For purposes of this subdivision, "hazing," means a method of initiation or pre-initiation into a pupil organization or body, whether or not the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to a former, current, or prospective pupil. For purposes of this subdivision, "hazing" does not include athletic events or school-sanctioned events.
- (r) Engaged in an act of bullying. For purposes of this subdivision, the following terms have the following meanings:
 - (1) "Bullying" means any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, and including one or more acts committed by a pupil or group of pupils as defined in Section 48900.2, 48900.3, or 48900.4, directed toward one or more pupils that have 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 devices, computer, or pager, of a communication, including, but not limited to, any of the following:
 - I. A message, text, sound, or image.
 - II. A post on a social network Internet Web site, including, but not limited to
 - III. Posting to or creating a burn page. "Burn page" means an Internet Web site created for the purpose of having one or more of the effects listed in paragraph (1).
 - IV. Creating a credible impersonation of another actual pupil for the purpose of having one or more of the effects listed in paragraph (1). "Credible impersonation" means to knowingly and without consent impersonate a pupil for the purpose of bullying the pupil and such that another pupil would reasonably believe, or has reasonably believed, that the pupil was or is the pupil who was impersonated
 - V. Creating a false profile for the purpose of having one or more of the effects listed in paragraph (1). "False profile" means a profile of a fictitious pupil or a profile using the likeness or attributes of an actual pupil other than the pupil who created the false profile.
 - (B) Notwithstanding paragraph (1) and subparagraph (A), an electronic act shall not constitute pervasive conduct solely on the basis that it has been transmitted on the Internet or is currently posted on the Internet.

(3) “Reasonable pupil” means a pupil, including, but not limited to, an exceptional needs pupil, who exercises average care, skill, and judgment in conduct for a person of his or her age, or for a person of his or her age with his or her exceptional needs.

- (s) A pupil shall not be suspended or expelled for any of the acts enumerated in this section unless that act is related to school activity or school attendance occurring within a school under the jurisdiction of the superintendent of the school district or principal or occurring within any other school district. A pupil may be suspended or expelled for acts that are enumerated in this section and related to school activity or attendance that occur at any time, including, but not limited to, any of the following:
 - (1) While on school grounds.
 - (2) While going to or coming from school.
 - (3) During the lunch period, whether on or off campus.
 - (4) During, or while going to, or coming from, a school-sponsored activity.
- (t) A pupil who aids or abets, as defined in Section 31 of the Penal Code, the infliction or attempted infliction of physical injury to another person may be subject to suspension, but not expulsion, pursuant to this section, except that a pupil who has been adjudged by a juvenile court to have committed, as an aider and abettor, a crime of physical violence in which the victim suffered great bodily injury or serious bodily injury shall be subject to discipline pursuant to subdivision (a).
- (u) As used in this section, "school property" includes, but is not limited to, electronic files and databases.
- (v) For a pupil subject to discipline under this section, the superintendent of the school district or principal may use his or her discretion to provide alternatives to suspension or expulsion that are age appropriate and designed to address and correct the pupil’s misbehavior as specified in Section 48900.5.
- (w) It is the intent of the Legislature that alternatives to suspension or expulsion be imposed against a pupil who is truant, tardy, or otherwise absent from school activities.

EC 48900.2. SEXUAL HARASSMENT

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

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

EC 231.5, 48980(g) The Covina-Valley Unified School District is committed to maintaining a learning and working environment that is free from sexual harassment. Any student who engages in sexual harassment of anyone in or from the district may be subject to disciplinary action up to and including expulsion. Any employee who permits, engages in, or fails to report sexual harassment shall be subject to disciplinary action up to and including dismissal. For a copy of the district’s sexual harassment policy or to report incidences of sexual harassment, please contact the Director of Student Services.

EC 48900.3. HATE VIOLENCE

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

EC 48900.4. HARASSMENT, THREATS, OR INTIMIDATION

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

EC 48900.5. LIMITATIONS ON IMPOSING SUSPENSIONS

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

EC 48900.7. TERRORIST THREATS

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

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

EC 48915. CIRCUMSTANCES FOR RECOMMENDING EXPULSION

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

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

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

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

- (i) The first offense for the possession of not more than one avoirdupois ounce of marijuana, other than concentrated cannabis.
- (ii) The possession of over-the-counter medication for use by the pupil for medical purposes or medication prescribed for the pupil by a physician.

(D) Robbery or extortion.

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

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

(a) Upon recommendation by the principal, superintendent of schools, or by a hearing officer or administrative panel appointed pursuant to subdivision (d) of Section 48918, the governing board may order a pupil expelled upon finding that the pupil committed an act listed in paragraph (1) of subdivision (a) or in subdivision (a), (b), (c), (d), or (e) of Section 48900. A decision to expel shall be based on a finding of one or both of the following:

(1) Other means of correction are not feasible or have repeatedly failed to bring about proper conduct.

(2) Due to the nature of the act, the presence of the pupil causes a continuing danger to the physical safety of the pupil or others.

(b) The principal or superintendent of schools shall immediately suspend, pursuant to Section 48911, and shall recommend expulsion of a pupil that he or she determines has committed any of the following acts at school or at a school activity off school grounds:

(1) Possessing, selling, or otherwise furnishing a firearm. This subdivision does not apply to an act of possessing a firearm if the pupil had obtained prior written permission to possess the firearm from a certificated school employee, which is concurred in by the principal or the designee of the principal. This subdivision applies to an act of possessing a firearm only if possessing an imitation firearm, as defined in subdivision (m) of Section 48900, is not an offense for which suspension or expulsion is mandatory pursuant to this subdivision and subdivision (d), but it is an offense for which suspension, or expulsion pursuant to subdivision (e), may be imposed.

(2) Brandishing a knife at another person.

(3) Unlawfully selling a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code.

(4) Committing or attempting to commit a sexual assault as defined in subdivision (n) of Section 48900 or committing a sexual battery as defined in subdivision (n) of Section 48900.

(5) Possession of an explosive.

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

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

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

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

(d) Upon recommendation by the principal, superintendent of schools, or by a hearing officer or administrative panel appointed pursuant to subdivision (d) of Section 48918, the governing board may order a pupil expelled upon finding that the pupil, at school or at a school activity off of school grounds violated subdivision (f), (g), (h), (i), (j), (k), (l), or (m) of Section 48900, or Section 48900.2, 48900.3, or

48900.4, and either of the following:

- (1) That other means of correction are not feasible or have repeatedly failed to bring about proper conduct.
 - (2) That due to the nature of the violation, the presence of the pupil causes a continuing danger to the physical safety of the pupil or others.
- (e) The governing board shall refer a pupil who has been expelled pursuant to subdivision (b) or (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.
- (f) As used in this section, "knife" means any dirk, dagger, or other weapons with a fixed, sharpened blade fitted primarily for stabbing, a weapon with a blade fitted primarily for stabbing, a weapon with a blade longer than 3 1/2 inches, a folding knife with a blade that locks into place, or a razor with an unguarded blade.
- (g) As used in this section, the term "explosive" means "destructive device," as described in Section 921 of Title 18 of the United States Code.

Suicide Prevention Policies:

EC 215: Student suicide rates are of concern to all members of the school community. One child, ages 12 and older, dies by suicide every five days in California. Local Districts were required by California law to provide suicide prevention education, according to age-appropriate and sensitive local policies, for grades 7 to 12. Legislators have determined that training in mental health and coordination around improved services is extended to our elementary students. A shared goal by all staff educators is to keep a safe place to learn, free from harm to any of our students.

TRUANCY

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

UNIFORM COMPLAINT POLICY AND PROCEDURES

The Covina-Valley Unified School District annually notifies our students, employees, parents or guardians of its students, the district advisory committee, school advisory committees, appropriate private school officials, and other interested parties of our Uniform Complaint Procedures (UCP) process.

The UCP Annual Notice is available on our website (www.c-vusd.org).

The Covina-Valley Unified School District is primarily responsible for compliance with federal and state laws and regulations, including those related to unlawful discrimination, harassment, intimidation or bullying against

any protected group, and all programs and activities that are subject to the UCP.

Programs and Activities subject to the UCP:

- Accommodations for Pregnant and Parenting Pupils
- Adult Education
- After-School Education and Safety
- Agricultural Career Technical Education
- Career Technical and Technical Education and Career Technical and Technical Training Programs
- Child Care and Development Programs
- Compensatory Education
- Consolidated Categorical Aid Programs
- Course Periods without Educational Content
- Discrimination, harassment, intimidation, or bullying against any protected group as identified under Sections 200 and 220 and Section 11135 of the Government Code, including any actual or perceived characteristic as set forth in Section 422.55 of the Penal Code, 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 an educational institution, as defined in Section 210.3, that is funded directly by, or that receives or benefits from, any state financial assistance
- Educational and graduation requirements for pupils in foster care, pupils who are homeless, pupils from military families, pupils formerly in Juvenile Court now enrolled in a school district, pupils who are migratory, and pupils participating in a newcomer program.
- Every Student Succeeds Act
- Instructional Materials and Curriculum Diversity
- Local Control and Accountability Plans (LCAP)
- Migrant Education
- Physical Education Instructional Minutes
- Pupil Fees
- Reasonable Accommodations to a Lactating Pupil
- Regional Occupational Centers and Programs
- School Plans for Student Achievement
- Schoolsite Councils
- State Preschool
- State Preschool Health and Safety Issues in LEAs Exempt from Licensing

And any other state or federal educational program the State Superintendent of Public Instruction (SSPI) of the California Department of Education (CDE) or designee deems appropriate.

Filing a UCP Complaint

A UCP complaint shall be filed no later than one year from the date the alleged violation occurred.

For complaints relating to Local Control and Accountability Plans (LCAP), the date of the alleged violation is the date when the reviewing authority approves the LCAP or annual update that was adopted by our agency.

A pupil enrolled in any of our public schools shall not be required to pay a pupil fee for participation in an educational activity.

A pupil fee complaint may be filed with the principal of a school or our superintendent, or their designee.

A pupil fee or LCAP complaint may be filed anonymously, that is, without an identifying signature, if the complainant provides evidence or information leading to evidence to support an allegation of noncompliance.

Contact Information

Complaints within the scope of the UCP are to be filed with the person responsible for processing complaints:

Josie Paredes, Ed.D.
Assistant Superintendent, Educational Services
Covina-Valley Unified School District
519 E. Badillo Street
Covina, CA 91723
(626) 974-7000 Extension 800070
jparedes@c-vusd.org

The above contact is knowledgeable about the laws and programs that they are assigned to investigate in the Covina-Valley Unified School District.

Responsibilities of the Covina-Valley Unified School District

We shall post a standardized notice, in addition to this notice, with educational and graduation requirements for pupils in foster care, pupils who are homeless, pupils from military families, pupils formerly in Juvenile Court now enrolled in a school district, pupils who are migratory, and pupils participating in a newcomer program.

We advise complainants of the opportunity to appeal an Investigation Report of complaints regarding programs within the scope of the UCP to the Department of Education (CDE).

We advise complaints of civil law remedies, including injunctions, restraining orders, or other remedies or orders that may be available under state or federal discrimination, harassment, intimidation or bullying laws, if applicable.

Copies of our UCP Procedures are available free of charge.

For UCP Complaints Regarding State Preschool Health and Safety Issues

In order to identify appropriate subjects of state preschool health and safety issues pursuant to Section 1596.7925 of the California Health and Safety Code (HSC), a notice shall be posted in each California state preschool program classroom in each school in our district.

The notice is in addition to this UCP annual notice and addresses parents, guardians, pupils, and teachers of (1) the health and safety requirements under Title 5 of the California Code of Regulations (5 CCR) that apply to California state preschool programs pursuant to HSC Section 1596.7925, and (2) the location at which to obtain a form to file a complaint.

USE OF PESTICIDE

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

Please see the District's list of products we expect to use at our sites for the 2024-25 school year below:

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

Covina-Valley Unified School District shall provide the opportunity for recipients to register with the District if they wish to receive notification of individual pesticide applications at the school facility. Persons who register for such notification shall be notified of individual pesticide applications at least 72 hours prior to the application. To register for this year, please send your name, address, student's name, and school site to the Maintenance & Operations Department, at 519 E. Badillo St., Covina, CA 91723, "Attention Pesticide Notification". If you should have any questions, call Keith Kovach, Maintenance and Operations, at (626) 974-7000 ext. 800155.

VICTIM OF A VIOLENT CRIME

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

VISITORS TO SCHOOL CAMPUS

PC 627.6. All visitors to school campuses must register at the school office. Failure to register may result in penalties for violation of registration requirements.

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

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

The Federal Court has secured a preliminary injunction prohibiting the implementation of Proposition 187 as of

the date of the printing of this document. No school employee may ask any student, parent or guardian about his/her citizenship or immigration status nor give such information to other agencies.

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

WILLIAMS COMPLAINT POLICY & PROCEDURE

EC 35186. Every school must provide sufficient textbooks and instructional materials. Every student, including English learners, must have textbooks or instructional materials, or both, to use at home or after school. School facilities must be clean, safe, and maintained in good repair. There should be no teacher vacancies or mis-assignments. If a school is found to have deficiencies in these areas, and the school does not take corrective action, then a complaint form may be obtained on the District website. Parents, students, teachers or any member of the public may submit a complaint regarding these issues. However, it is highly encouraged that individuals express their concerns to the school principal before completing the complaint forms to allow the school to respond to these concerns.

BROWN ACT: Required Notices and Agendas for Open Public Meetings

GC 54950-54963 Ralph M. Brown Act requires that postings are specified to notify the public of open meetings being held, discussions or decisions are made, when closed sessions are needed, protecting student identification and/or confidential, medical, or personally identifiable information:

GC 54954.2.	Regular Meetings
GC 54956.	Special Meetings
GC 54956.5	Emergency Meetings
GC 54954.2, 54954.5, 54957.1, and 54957.7.	Closed Session Agendas
GC 54954.2(b)	Agenda Exception

REGULAR MEETINGS: Agenda in 20 words or less, posted within 72 hours of meeting.

SPECIAL MEETINGS: Twenty-four-hour notice must be provided to members of a legislative body and media outlets, including a brief general description of matters to be considered or discussed.

EMERGENCY MEETINGS: One hour's notice in case of work stoppage or crippling activity, except in the case of a dire emergency.

CLOSED SESSION AGENDAS: All items to be considered in a closed session must be described in the notice or agenda for the meeting. The body must orally announce the subject matter of the closed session. If final action is taken in a closed session, the body generally must report the action at the conclusion of the closed session.

AGENDA EXCEPTION: Special procedures permit a body to proceed without an agenda in the case of emergency circumstances or where a need for immediate action comes to the attention of the body after posting the agenda.

CAMERA SURVEILLANCE on SCHOOL PROPERTY

PC 647 (j). For the safety of our students, staff, and visitors, the School District employs camera surveillance equipment for security purposes. This equipment may or may not be monitored at any time.

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

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