

August 2019

Dear Parent/Guardian and Student:

We are pleased to welcome you to the Antelope Valley Union High School District for the 2019-20 school year. We extend to you the District's best wishes for a successful school year.

This packet is to inform you of certain rights, regulations, and responsibilities of students attending public schools. In an effort to conserve paper and resources, this packet is also available for review on the District's website at the following address:
<http://www.avdocs.org/display/SS/Annual+Parental+Notifications>.

Please complete and sign the parent acknowledgement form below, and return it to your student's school guidance office. Also enclosed with this notice is a form that allows parents/guardians to opt out of student participation in media visits, the release of student directory information, appearance in video streaming of AVUHSD activities, photos or video of students being featured on AVUHSD or school site webpage(s), social media pages, links, etc. In addition, enclosed is a form that allows parents/guardians to opt out of student participation in the Cal Grant Program. If applicable, please sign and return to the guidance office.

Please note that this information is not intended as a comprehensive listing of the District's behavioral expectations and consequences. Specific school policies, rules, regulations, and procedures will be provided to you as a separate document by your school site. If you have any questions pertaining to these notifications, please feel free to contact your school principal. Our goal is to provide a quality education for all students. Let's work together to make it happen.

Sincerely,



Shandelyn Williams
Assistant Superintendent
Student Services

SW:rh

(Please complete and sign this form, and return it to your student's school guidance office.)

PARENT/GUARDIAN REQUIRED ANNUAL LEGAL NOTIFICATIONS
(Annual Notice to Parent or Guardian Regarding Your Rights)

As required by law, you are notified as parents and/or guardians of students enrolled in our schools of your rights and responsibilities. Therefore, we ask that you please take a moment of your time to carefully review these materials. After your review, please sign the following acknowledgment indicating that you have received and reviewed these materials, and return it to your student's school guidance office.

PARENTAL ACKNOWLEDGMENT

Education Code Section 48982 requires parents or guardians to sign and return this acknowledgment, including those who received this notice in electronic format. By signing below, I am neither giving nor withholding my consent for my child/children to participate in any program. I am merely indicating that I have received and read the notice regarding my rights relating to activities that might affect my child/children.

I have received and read a hard copy of this notice. ****OR**** I have accessed and read this notice on the District's website.

Signature of Parent/Guardian

Printed Name of Parent/Guardian

Date

Printed Name of Student

Student's School of Attendance

Student's Birth Date

c: Student Cumulative File

ATTACHMENT #0: Release of Pupil Information/Student Opt-Out Form

**Antelope Valley Union High School District
2019-20 STUDENT OPT-OUT FORM
(Page 1 of 2)**

This form provides parents/guardians the opportunity to opt their student out of public media coverage, posting of student images and names through AVUHSD news multimedia, digital communication tools, release of directory information, and/or live streaming video of public AVUHSD events and activities. Please read each section of this form carefully.

If you would like your student to opt out of any of the following sections, please complete your student's information (one form per student), check the associated box(es), and sign the form.

PLEASE NOTE: THIS IS AN OPTIONAL FORM. THE FORM SHOULD ONLY BE RETURNED TO THE SCHOOL GUIDANCE OFFICE IF YOU WOULD LIKE TO WITHHOLD THE RELEASE OF YOUR STUDENT'S INFORMATION IN ONE OF THE FOLLOWING AREAS.

If you have any questions, please contact the **AVUHSD Director of Student Services at (661) 729-2321.**

Student Name: _____ ID#: _____

Student Address: _____ Phone: _____

School: _____ Grade: _____

Multimedia Withhold Form

There are occasions when news media are on school campuses to interview, photograph, and videotape students for print and broadcast stories. Many of these stories are positive and highlight the good things happening in AVUHSD schools. However, there are times when the media seeks access to our schools on more controversial issues. At all times, our goal is to maintain student security and privacy.

If you want your child to be excluded from media stories, please check the box below and sign the form. Please know that there are times when the media will interview or photograph students off campus or without checking in with the front office. This form only acts as a guide to media coverage. It does not guarantee that your child will not be interviewed or photographed.

I DO NOT want media representatives to publish/broadcast interviews with or photographs/video identifying my student.

Digital Withhold Form

(Posting of Student Images and Names on AVUHSD Digital Communication Tools)

AVUHSD offers a number of opportunities to publicize positive school and student events and accomplishments through AVUHSD and school digital communication tools, such as its official AVUHSD website or school site websites. Parents/Guardians have the choice to withhold their student's images (photo and video) and name from being posted by checking the area below. The publication of student image(s) along with both first and last name requires prior written consent of the student's parent/guardian.

The only exception to this rule is the posting of student photos with the first and last name into an AVUHSD administrative system such as the student information system, PowerSchool, or the library system. These are closed systems that only AVUHSD teachers, administrators, and limited support staff may access through password-protected log-ons. There is no opt-out of these closed systems.

By checking the box below, you are choosing to NOT allow the posting of your student's name or image through digital communication tools. Please know that this will result in your student's name not being published electronically for recognition, student honor roll, awards, events, contests, school newspaper articles, and clubs.

I DO NOT want my student's image and name posted through any AVUHSD digital communication tool.

Antelope Valley Union High School District
2019-20 STUDENT OPT-OUT FORM
(Page 2 of 2)

Release of Directory Information Withhold Form

California law permits school districts to release “directory information” to certain persons or organizations including, but not limited to, companies that sell class rings, Parent Teacher Associations/P.T.A.s, school photography companies, graduation attire companies, yearbook companies, news media, employers, non-profit institutions of higher education, government agencies, district counsel, district agents/consultants, and military recruiters, when it is requested. Directory information may include a student’s name, photograph, address, telephone information, email address, major field of study, participation in officially recognized activities and sports, weight and height of members of the athletic teams, dates of attendance, degrees and awards received, and the most recent previous public or private school attended. In the case of students who have been identified as having special needs, no material can be released without parent or guardian consent. For all other children, parents/guardians can opt out of having their child’s directory information released by checking the box below and signing the form.

I DO NOT want my student’s directory information to be released.

Streaming Video Withhold Form

There are occasions when public AVUHSD events and activities are broadcast on live streaming video. By their very nature, such broadcasts regularly include reference to student names and include student images. Examples include AVUHSD graduation ceremonies and certain athletic events.

If you want your child to be excluded from live streaming video broadcasts of AVUHSD events and activities, please check the box below and sign the form. Please know that there are times certain organizations or individuals may live stream video of AVUHSD events and activities without checking with AVUHSD or an AVUHSD school’s front office. This form only acts only as a guide to live streaming video over which AVUHSD can exercise discretion and control. It does not guarantee that your child will not be videoed at a public AVUHSD event or activity.

I DO NOT want my student’s name or likeness displayed through live streaming video of public AVUHSD events or activities.

Parent/Guardian/Adult Student Signature: _____ **Date:** _____

Please sign and return only if one or more of the four boxes above have been marked. Signed forms should be submitted to the school guidance office.

c: Student Cumulative File

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KEY TO LEGAL CODE SECTIONS

5 CCR	Title 5, California Code of Regulations
34 CFR	Title 34, Code of Federal Regulations
40 CFR	Title 40, Code of Federal Regulations
AB	Assembly Bill
AR	Antelope Valley Union High School District Administrative Regulation
BP	Antelope Valley Union High School District Board Policy
BPC	Business and Professions Code
CC	Civil Code
EC	California Education Code (also “CEC”)
FERPA	Family Education Rights and Privacy Act of 1974
HSC	California Health and Safety Code
IDEA	Individuals with Disabilities Education Act
LEA	Local Educational Agency
PC	California Penal Code
SB	Senate Bill
VC	California Vehicle Code
USC	United States Code
WIC	California Welfare and Institutions Code

Absence, Chronic – EC 60901

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

Absence, Confidential Medical Service

See “Medical Service—Confidential.”

Absence, Excused – EC 48205, 48980(j), 49701; SB1208, Ch. 312, Statutes of 1999; AB 387; BP/AR 5113, AR 6154

The District urges parents to make sure their children attend school regularly and to schedule medical and other appointments after school or during school holidays. The District also asks that travel or other absences be avoided during the time school is in session. The higher the District’s daily attendance rate, the more a student will learn and the greater the amount of funding that the District will receive from the state for classroom instruction and academic programs. The school calendar is designed to minimize problems for families which plan vacations around traditional holiday periods, and thereby minimize student absences. Following an absence, a student is required to bring a written excuse from home when returning to school. Absences without a written excuse are recorded as unexcused. A pupil shall be excused from school for justifiable reasons, including but not limited to, an appearance in court, observance of a holiday or ceremony of his or her religion, an employment conference, or to serve as a member of a precinct board for an election, when the pupil’s absence has been requested in writing by the parent/guardian. A pupil may be excused for up to four hours per semester to attend a religious retreat. No pupil absent under EC Section 48205 shall have his or her grade reduced or lose academic credit for missed assignments/tests that can reasonably be provided/completed. A pupil absent under this section may be allowed to complete all assignments and tests missed during the absence. Teacher discretion is allowed for the type of makeup and time period of such makeup. (See ATTACHMENT #2: Excused Absences—EC 48205.)

Absence, Religious Instruction

See “Religious Instruction Absence.”

Absence, Unexcused – BP/AR 5113

A student’s grades may be affected by excessive unexcused absences in accordance with board policy. Unexcused absences are at-home suspension, truancy, and absences for which no verifiable reason has been given by the parent/guardian. (See ATTACHMENT #1: Attendance Policy; Voluntary Saturday School Program.)

Academic Achievement Assessment – EC 60602; 5 CCR 852

Requires District to provide information on academic status and progress of pupils to pupils, their parents/guardians, and teachers on a timely basis.

Academic Failure – EC 49067; AR 5121

Requires governing board to prescribe regulations requiring the evaluation of each pupil’s achievement for each marking period. Requires written notice to, or a conference with, the parent/guardian when the student is in jeopardy of failing a course.

Accreditation – EC 35178.4

Requires a school board to give official notice, at a regularly scheduled meeting, if a school that has elected to be accredited by the Western Association of Schools and Colleges or other accrediting agency, loses its accreditation status. Further requires written notification to parents/guardians of pupils in that school.

Achievement Tests – EC 60615, 60641; 5 CCR 852, 863; AR 6162.51

Mandates school districts to report each pupil’s score, in writing, to the parent/guardian, when the District administers published standardized achievement tests that are norm-referenced. Specifies content of report.

Advanced Placement Fees, Financial Assistance – EC 48980(k), 52242

Eligible high school students may receive financial assistance to cover the costs of the Advanced Placement (AP) examination fees or the International Baccalaureate (IB) examination fees, or both. Please contact the AP or IB Coordinator at your school site for information.

Advertising – EC 35182.5

Requires school board to hold public hearing for comments on contract for advertising or for sale of non-nutritious food or beverages. Allows parents/guardians to request in writing that pupil not be exposed to program that contains advertising.

AIDS Prevention Instruction

See “California Healthy Youth Act.”

AIDS Prevention Instruction, Outside Agency/Guest Speaker

See “California Healthy Youth Act.”

Alternative Schools – EC 48980, 58500, 58501; AR 6181

Requires notice of alternative school programs. (See ATTACHMENT #3: Notice of Alternative Schools.)

Alternative Schools, Request to Establish – EC 58502

The parent/guardian of any pupil may request the governing board of a school district to establish an alternative school program or programs in the District pursuant to this chapter.

Animals at School – Americans with Disabilities Act; BP/AR 1312.3, BP/AR 6163.2

The District is responsible to permit students and/or adults with disabilities to be accompanied by a “service animal” in its school buildings, in classrooms, and at school functions, as required by the Americans with Disabilities Act. “Service animal” refers to any dog (or in certain circumstances, a miniature horse) that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. The work or tasks performed by a service animal must be directly related to the individual’s disability. The provision of emotional support, well-being, or companionship does not constitute work or tasks for the purposes of this definition. The District is not responsible for the care or supervision of a service animal. The District may ask an individual with a disability to have a service animal removed from the premises if the service animal is not housebroken or if the service animal is out of control and its handler does not take effective action to control it. Complaints alleging violation of this policy will be governed by BP/AR 1312.3, Uniform Complaint Procedures (UCP). Questions may be directed to the Director of Student Services, 548 W. Lancaster Blvd., Lancaster, CA 93534; phone (661) 729-2321.

Asbestos Management Plan – 40 CFR 763.84, 763.93; AR 3514

AVUHSD maintains and annually updates its management plan for asbestos-containing material in school buildings. For a copy of the asbestos management plan, please contact AVUHSD Maintenance and Operations at (661) 942-8496.

Assault or Threat by Pupil on School Employee – EC 44014

Requires report to law enforcement when employee attacked, assaulted, or physically threatened by pupil.

Attendance Options/Permits – EC 35160.5, 48204(b), 48300 et seq., 48980(h)(i); AR 5116.1

It is the intent of the Legislature that the School District strive to make available enrollment options that meet the diverse needs, potential, and interests of California’s pupils. Requires annual notification to advise parents/guardians of all existing statutory attendance options and local attendance options available in the District. (See ATTACHMENT #4: Attendance Options.)

Bilingual Education

See “English Learner Students”.

Bullying, Counseling – EC 48900.9

The superintendent of a school district, the principal of a school, or the principal’s designee may refer a victim of, witness to, or other pupil affected by, an act of bullying, to the school counselor, school psychologist, social worker, child welfare attendance personnel, school nurse, or other school support service personnel for case management, counseling, and participation in a restorative justice program as appropriate. A student who has engaged in an act of bullying may also be referred as appropriate.

Bullying, “Safe Place to Learn” Act – EC 234, 234.1, 234.2, 234.3, 234.5; AB 9 (“Seth’s Law”)

The District is committed to maintaining a learning environment that is free from discrimination, harassment, violence, intimidation, and bullying based on actual or perceived characteristics set forth in Section 422.55 of the Penal Code and EC 220, and disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or association with a person or group with one or more of these actual or perceived characteristics. All school personnel who witness an act of discrimination, harassment, intimidation, or bullying must take immediate steps to intervene when safe to do so. Any student who engages in acts of discrimination, harassment, violence, intimidation, or bullying related to school activity or school attendance occurring within a school of the District may be subject to disciplinary action up to and including expulsion. To report an incidence and/or to receive a copy of the District’s anti-discrimination, anti-harassment, anti-intimidation, and anti-bullying policies, please contact your school principal.

Calendar, Minimum Days and Pupil-Free Staff Development Days – EC 48980(c); BP 6111

Requires notification to advise parent/guardian of minimum days and student-free staff development days. If scheduled thereafter, District shall notify parents/guardians of affected pupils as early as possible, but no later than one month prior to the date. The schedule of minimum days and staff development days is as follows:

Minimum days for Desert Winds High School and R. Rex Parris High School:

October 11, 2019; December 18-20, 2019; March 20, 2020; June 2-4, 2020

Minimum days for all other AVUHSD campuses:

September 5, 2019 and January 29, 2020 (Back-to-School Nights); December 18-20, 2019; and June 2-4, 2020

Staff Development/student-free days for all AVUHSD campuses:

October 23, 2019; February 5, 2020; April 8, 2020

Cal Grant Program – EC 69432.9; AR 5121, 5125

A Cal Grant is money for college that does not have to be paid back. To qualify, a student must meet the eligibility and financial requirements as well as any minimum grade point average (GPA) requirements. Cal Grants can be used at any University of California, California State University, or California Community College. Some independent and career colleges or technical schools in California also take Cal Grants. In order to assist students applying for financial aid, all students in grade 12 are automatically considered a Cal Grant applicant and each grade 12 student’s GPA will be submitted 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/guardian of a student under 18 years of age, may complete a form to indicate that he/she does not wish for the school to electronically send CASC the student’s GPA. Until a student turns 18 years of age, only the parent/guardian may opt out the student. Once a student turns 18 years of age, only the student may opt himself/herself out, and can opt in if the parent/guardian had previously decided to opt out the student. 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 student’s eleventh grade year. The Cal Grant opt out form is available in the school Guidance Office and must be returned to the school Guidance Office by October 1 of the student’s twelfth grade year. (See ATTACHMENT #11: Cal Grant Opt Out Form.)

California Healthy Youth Act – EC 231.5, 51930-51939; HSC 1255.7; PC 271.5; BP/AR 6142.1, 6142.2

The California Healthy Youth Act requires school districts to provide pupils with integrated, comprehensive, accurate, and unbiased sexual health and HIV prevention education at least once in middle school and once in high school. It is intended to ensure that pupils in grades 7-12 are provided with the knowledge and skills necessary to: 1) protect their sexual and reproductive health from HIV, other sexually transmitted infections, and unintended pregnancy; 2) develop healthy attitudes concerning adolescent growth and development, body image, gender, sexual orientation, relationships, marriage, and family; and 3) have healthy, positive, and safe relationships and behaviors. It also promotes understanding of sexuality as a normal part of human development. All public schools that teach sex education courses that discuss sexual intercourse are to include the provisions of Health and Safety Code 1255.7 and Penal Code 271.5 relating to parents/guardians and others who voluntarily surrender physical custody of a minor child 72 hours old or younger at a hospital emergency room or other designated place without being subject to prosecution.

Parents or legal guardians have the right to:

1. Inspect the written and audiovisual educational materials used in the comprehensive sexual health and HIV prevention education.
2. Request in writing that their child not receive comprehensive sexual health or HIV prevention education.
3. Request a copy of Education Codes 51930 through 51939, the California Healthy Youth Act.
4. Be informed whether the comprehensive sexual health or HIV prevention education will be taught by district personnel or outside consultants.
5. Receive notice by mail or another commonly used method of notification no fewer than 14 days before the instruction is delivered if arrangements for the instruction are made after the beginning of the school year.
6. When the District chooses to use outside consultants or to hold an assembly with guest speakers to teach comprehensive sexual health or HIV prevention education, be informed of:
 - a. The date of the instruction
 - b. The name of the organization or affiliation of each guest speaker

The District may administer to pupils in grades 7 through 12 anonymous, voluntary, and confidential research and evaluation tools to measure pupils’ health behavior and risks, including tests, questionnaires, and surveys, containing age-appropriate questions about their attitudes or practices relating to sex. Parents or legal guardians will be notified in writing about the administration of, the right to review, and the right to excuse their child from any test, questionnaire, or survey. (See ATTACHMENT #8: Notice of Health Education Classes)

California High School Proficiency Exam – EC 48412; 5 CCR 11523; AR 6146.2

The California High School Proficiency Exam (CHSPE) is a voluntary test that assesses proficiency in basic reading, writing, and mathematics skills taught in public schools. Eligible pupils who pass the CHSPE are awarded a Certificate of Proficiency by the State Board of Education. A pupil who receives a Certificate of Proficiency may, with verified approval from the parent or legal guardian, leave high school early. The Certificate of Proficiency is equivalent to a high school diploma; however, it is not equivalent to completing all course work required for regular graduation from high school. Pupils planning to continue their studies in a college or university should contact the admissions office of the institution to find out if the Certificate of Proficiency will meet admission requirements. A pupil is eligible to take the CHSPE only if he or she meets one of the following requirements on the test date: 1) is at least 16 years old; 2) has been enrolled in the tenth grade for one academic year or longer; or 3) will complete one academic year of enrollment in the tenth grade at the end of the semester during which the CHSPE regular administration will be conducted. A fee for each examination application shall not be charged to a homeless or foster youth under the age of 25. Speak to your school counselor to understand the benefits of the Certificate of Proficiency. For more information, including administration dates and registration deadlines, visit the following website:
<http://www.chspe.net/>.

Cardiac Arrest – EC 33479

Sudden cardiac arrest (SCA) is when the heart stops beating, suddenly and unexpectedly. When this happens, blood stops flowing to the brain and other vital organs. SCA is not a heart attack; it is a malfunction in the heart's electrical system, causing the victim to collapse. The malfunction is caused by a congenital or genetic defect in the heart's structure. SCA is more likely to occur during exercise or sports activity, so athletes are at greater risk. These symptoms can be unclear and confusing in athletes. Often, people confuse these warning signs with physical exhaustion. If not properly treated within minutes, SCA is fatal in 92 percent of cases. In a school district, charter school, or private school that elects to conduct athletic activities, the athletic director, coach, athletic trainer, or authorized person must remove from participation a pupil who passes out or faints, or who is known to have passed out or fainted, while participating in or immediately following an athletic activity. A pupil who exhibits any of the other symptoms of SCA during an athletic activity may be removed from participation if the athletic trainer or authorized person reasonably believes that the symptoms are cardiac related. A pupil who is removed from play may not return to that activity until he or she is evaluated by, and receives written clearance from, a physician or surgeon. On a yearly basis, an acknowledgement of receipt and review of information regarding SCA must be signed and returned by the pupil and the pupil's parent or guardian before a pupil participates in specific types of athletic activities which generally does not apply to those conducted during the regular school day or as part of a physical education course.

Career Counseling and Course Selection – EC 221.5(d); BP 6164.2

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

Child Abuse Complaint Guidelines – PC 11164 et seq.

The 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 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. In Los Angeles County, a parent/guardian may call (800) 540-4000 or the local police or sheriff department. Parents and guardians may also notify the District of an incident by contacting the Director of Student Services at (661) 729-2321. Child abuse 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 control of a student;
4. To exercise the degree of control reasonably necessary to maintain order, protect property, protect the health and safety of pupils, and maintain proper and appropriate conditions conducive to learning.

Child Abuse Prevention Program – EC 51938; WIC 18976.5; AR 5141.4

Requires notice of mandated child abuse prevention programs and parental right to refuse to have his/her children participate.

Civility – EC 32210; CC 1708.9; AR 1310.1

The District is committed to maintaining orderly educational and administrative processes in keeping schools and administrative offices free from disruptions and preventing unauthorized persons from entering school/District grounds. Any person who willfully disturbs a public school or a public school meeting is guilty of a misdemeanor, and may be punished by a fine of not more than \$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.

College Admission Requirements – EC 48980(l), 51229; AR 6143

Requires notice of general information regarding college admission. (See ATTACHMENT #19: College Admission Requirements and Higher Education Information.)

College Investing for Future Education – EC 48980(d)

Advises parents/guardians of the importance of investing for future college or university education for their children and of considering appropriate investment options, including, but not limited to, United States Savings Bonds.

Competitive Athletics – EC 221.9

Each public elementary and secondary school that offers competitive athletics shall publicly make available at the end of the school year all of the following information by posting it on the school's website:

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.

Compulsory Education – EC 48200

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.

Concussion and Head Injuries – EC 49475; AR 6145.2

A concussion is a brain injury that can be caused by a bump, blow, or jolt to the head, or by a blow to another part of the body with the force transmitted to the head. Even though most concussions are mild, all concussions are potentially serious and may result in complications including prolonged brain damage and death if not recognized and managed properly. A school district, charter school, or private school that elects to offer an athletic program must immediately remove from a school-sponsored athletic activity for the remainder of the day an athlete who is suspected of sustaining a concussion or head injury during that activity. The athlete may not return to that activity until he or she is evaluated by, and receives written clearance from, a licensed health care provider. If the licensed health care provider determines the athlete has a concussion or head injury, the athlete shall also complete a graduated return-to-play protocol of no less than seven 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.

Conduct of Employees – EC 44050; BP/AR 4119.21/4219.21/4319.21

The District shall provide a copy of the employee code of conduct to parents/guardians. (See ATTACHMENT #25: AVUHSD AR 4119.21/4219.21/4319.21—Professional Standards.)

Conduct of Students – 5 CCR 300

Pupils shall conform to school regulations, obey all directions, be diligent in study and respectful to teachers and others in authority, and refrain from the use of profane and vulgar language.

Conduct of Students, Jurisdiction – EC 44807

Every teacher/administrator in the public schools shall hold pupils to strict account for their conduct on the way to and from school, on the playgrounds, and during recess and school-sponsored activities.

Confidential Medical Services

See "Medical Services, Confidential."

Continuation School, Involuntary Transfer – EC 48432.5; AR 6184

The governing board shall adopt rules and regulations for the involuntary transfer of pupils to continuation schools. Written notice shall be given to pupil and pupil's parents/guardians informing them of the opportunity to request a meeting with the designee of the superintendent prior to transfer.

Controlled Substances: Opioids – EC 49476

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

Course Prospectus – EC 49063, AR 5020, 5125

Each school must annually compile a prospectus of the curriculum to include titles, descriptions, and instructional goals for every course offered by the school. Please contact the school Guidance Office for a copy of the prospectus.

Crimes on School Grounds, Notification – EC 32281(e)

Provides that the principal or designee may send a written notice of the occurrence and general nature of a crime to each pupil's parent/legal guardian, following verification with law enforcement of the occurrence of a violent crime on an elementary or secondary school site.

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/Guardians are asked to make every attempt not to involve school sites in custody matters. The school will make every attempt to reach the custodial parent when a parent or any other person not listed on the emergency card attempts to pick up a child.

Diplomas, Retroactive Grant of High School Diplomas: Departed and Deported Pupils – EC 51430

The governing board of the District may retroactively award a high school diploma to any student who may have been deported outside the United States, if in good standing and was enrolled in grade 12. Any transfer credits from outside the United States will be considered as completion through online or foreign classes.

Directory Information

See "Release of Pupil Directory Information."

Disabilities, Identification – 29 USC 794; 34 CFR 104.32, 104.36; 42 USC 12101 et seq.; Rehabilitation Act of 1973, Section 504; AR 6164.6

Section 504 of the Rehabilitation Act of 1973 is a federal law which prohibits discrimination against persons with a disability. The District provides a free and appropriate public education to all pupils regardless of the nature or severity of their disability. The District has a responsibility to identify, evaluate, and if eligible, provide pupils with disabilities the same opportunity to benefit from education programs, services, or activities as provided to their non-disabled peers. To qualify for Section 504 protections, the pupil must have a mental or physical impairment which substantially limits one or more major life activity. For additional information about the rights of parents of eligible pupils, or questions regarding the identification, evaluation, and eligibility of Section 504 protections, please contact the Section 504 Coordinator, the Director of Behavior Interventions, at (661) 729-2321.

Disabilities, Temporary

See "Temporary Disabilities."

Disaster Preparedness – EC 32282.5

Natural and human-caused disasters affect everyone which is why it is important to be prepared at home, at school, at work, and in the community. Parents and guardians are encouraged to review the safety educational materials provided on the California Department of Education Web page at <http://www.cde.ca.gov/ls/ss/cp/pupilsafetyeducmat.asp>. The materials are available in multiple languages and can be used to help families prepare for different types of emergencies and disasters.

Discipline Rules and Procedures – EC 35291, 48980(a), 48981; BP 5131; BP/AR/E 5144/5144.1

A district or school site may adopt rules and procedures on school discipline and provide written notice of them to pupils and parents/guardians. (See ATTACHMENT #22: E5144.1—Behavior Consequences.)

Discrimination – EC 200, 221.5; 5 CCR 4610; 5 CCR 4900; 34 CFR 104.8, 106.9; GC 11135; 20 USC 1681; 29 USC 794; 42 USC 2000d, 12101; Americans With Disabilities Act; Title VI, Civil Rights Act of 1964; Title IX, Educational Amendment Act of 1972; Vocational Rehab. Act of 1973, Section 504; BP 0410, 6178

The 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, immigration status, citizenship, 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 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. (See ATTACHMENT #5: Uniform Complaint Procedures.)

Dress Code Policy – EC 35183(d), 35291; AR 5132

A district or school site may adopt a reasonable dress code that requires pupils to wear a school-wide uniform or prohibits the wearing of gang-related clothing. A dress code policy that requires pupils to wear a school-wide uniform shall not be implemented with less than six months' prior notice to parents/guardians and the availability of resources to assist economically disadvantaged pupils.

Educational Equity: Immigration and Citizenship Status – EC 200, 220, 234.1, 234.7; 66251, 66260.6, 66270, 66270.3; BP 0410, BP/AR 5145.13

The Equity in Higher Education Act, states that all persons, regardless of their disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or any other specified characteristic, equal rights and opportunities and adds this opportunity to apply for financial aid for higher education to also be equitable, and an application may not be denied of a student based on their immigration status. This does not guarantee any final eligibility, but simply an ability to apply for financial aid just like any other student, without discrimination. All persons in public schools, regardless of their immigration status, disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or any other specified characteristic, are to be afforded equal rights and opportunities in the schools, and are not to be discriminated against on the basis of these specific characteristics in any program or activity conducted by the school that receives or benefits from state financial assistance or enrolls students who receive state financial aid. School officials are prohibited from collecting information or documents regarding citizenship or immigration status of students or their family members. Schools are to adopt a policy that prohibits and adopt a process for receiving and investigating complaints of discrimination, harassment, intimidation, and bullying based on those actual or perceived specified characteristics. The superintendent of a school district or county office of education and principal of a charter school are to report to the governing board of local educational agency in a timely manner any requests for information or access to the school site by an officer or employee or a law enforcement agency for the purpose of enforcing the immigration laws in a manner that ensures the confidentiality and privacy of any potentially identifying information. Schools are encouraged, when an employee is aware that a student's parent or guardian is not available to care for the student, to work with parents or guardians to update the emergency contact information and not to contact Child Protective Services to arrange for the student's care unless the school is able to arrange for care through the use of emergency contact information or instructions provided by the student's parent or guardian. Governing boards or schools are to provide information to parents and guardians as appropriate, regarding their children's right to a free public education, regardless of immigration status or religious beliefs. In 2018, schools and school districts adopted model policies created by the California Attorney General, limiting immigration enforcement at public schools ensuring that public schools remain safe and accessible regardless of immigration status.

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) – HSC 11014.5, 119405; PC 308

The 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 \$75 or 30 hours of community service work.

Electronic Signaling Device – EC 48901.5; BP/AR 5131.05

Authorizes District to regulate the possession or use of any electronic signaling device, including cell phones and pagers. No student shall be limited in possession or use of an electronic signaling device that is determined by a licensed physician to be essential for the health of the pupil and use of which is limited to purposes related to the health of the student.

Emergency Treatment for Anaphylaxis – EC 49414

See "Medication, Administration, Anaphylaxis."

English Language Development Test – EC 313.2, 48985; 5 CCR 11511.5

Requires District, for each pupil assessed using California English Language Development Test, to notify parents/guardians of pupil's results within 30 calendar days following receipt of results. Also, parents/guardians are to be notified if their child is a "Long-term English Learner" or is an "English learner at-risk of becoming a Long-term English learner."

English Learner Students – EC 310, 311, 52164, 52164.3, 52173; 5 CCR 11303, 11309; BP 6142.2, AR 6174

Requires the District to provide parents an opportunity for consultation prior to placement of child in a program for English Learner (EL) students. Requires notification, by mail or in person, to inform parents: 1) in a simple, non-technical description of purposes, method, and content of the program; 2) that they have the right and are encouraged to visit classes and to come to the school for a conference to explain the nature and objectives of the English Learner program; 3) of their right not to have their child enrolled in such a program; and 4) the opportunity to participate in the school or school district advisory committee, or both. Written notice shall be provided in English and the primary language of the pupil.

Exclusion of Pupils, Contagious Disease – EC 48213, 49451; AR 5112.2

Requires notice to parent/guardian prior to excluding pupil for contagious disease. If child to be excluded for contagious or communicable disease or principal determines presence of child would constitute clear and present danger, then notice may be sent as soon as reasonably possible after exclusion.

Exclusion of Pupils, Immunizations

See “Immunizations.”

Exit Examination – EC 48980(g), 60850 et seq.

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

Expulsions, Appeals – EC 48919

Requires that a written request for a copy of the written transcript of expulsion proceedings and supporting documentation be submitted to the School District simultaneously with the appeal to the County.

Expulsions, Firearms – 20 USC 7151

Requires the expulsion for not less than one year of any student who is determined to have brought a firearm (handgun, shotgun, rifle, or other firearms that include explosive devices) to school. Allows the governing board to modify the expulsion requirement on a case-by-case basis. Requires referral to the criminal justice system, juvenile justice system, or local law enforcement agency of any student who brings a firearm to school.

Expulsions, Grounds For

See “Suspension and Expulsion, Grounds For.”

Expulsions, Identification in Pupil Records – EC 48900.8

With regard to suspension and expulsion of students, all offenses set forth in EC 48900, 48900.2, 48900.3, 48900.4, 48900.7, and/or 48915 shall be properly identified in all appropriate records of a pupil.

Expulsions, Procedures – EC 48918

Delineates rules governing due process procedures for expulsion. Requires written notice of hearing (including pupil rights) to be forwarded to pupil at least 10 calendar days prior to hearing. Provides the opportunity for pupil or parent(s)/guardian(s) to be represented by a “non-attorney advisor”. Requires written results of hearing to be sent to parent/guardian by superintendent or designee. Further requires inclusion of notice of parents’/guardians’ obligation, at the time of enrollment, to inform new district of pupil’s expulsion or status in the expulsion process. Governing boards have the authority to issue subpoenas. (However, the Antelope Valley Union High School District is not issuing subpoenas at this time.) Requires that subpoenaed witnesses be informed regarding their receipt of applicable fees. Additionally, the notice of decision to expel shall include a notice of the educational alternative placement to be provided to pupil during the time of expulsion.

Expulsions, Readmission – EC 48916; AR 5144.1

Requires that the pupil and parent/guardian be informed of procedures for processing a request for readmission at the time of the expulsion. If District denies readmission following a review, it shall notify pupil’s parents/guardians, in writing, of reasons for denial and shall include educational program to which pupil is to be assigned.

Expulsions (Severance of Attendance), Report to County Superintendent of Schools – EC 48202

Permits county superintendents of schools to require reporting of severance of attendance (expulsions). In Los Angeles County, school districts are required to report expulsions to the county office.

Expulsions, Special Education Pupil

See “IEP (Individualized Education Program), Notification, Expulsion Request for Special Education Pupil.”

Failure, Academic

See “Academic Failure.”

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. Information regarding the FAFSA and the California Dream Act is provided to AVUHSD 11th grade students through scheduled group counseling sessions.

Fees – 5 CCR 350; AB 1575

AB 1575 prohibits a pupil enrolled in a public school from being required to pay a pupil fee, as defined, for participation in an educational activity, as specified. However, pursuant to 5 CCR 350, constitutionally permissible fees can be charged only when specifically authorized by law. (See ATTACHMENT #5: Uniform Complaint Procedures.)

Felony/Misdemeanor of Student

See “Release of Pupil Information, Juvenile Court Records.”

FERPA, Parent/Guardian Required Annual Legal Notification – 34 CFR 99.7

LEAs must annually notify parents/guardians and eligible students of their rights under FERPA. (See ATTACHMENT #17—Notification of Rights Under FERPA.)

Firearms, “Gun-Free School Zone” – PC 626.9, 30310

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

Firearms, Imitation – PC 12550, 12556

Includes BB device within definition of imitation firearm. It is a criminal offense to openly display or expose any imitation firearm in a public place, including a public school.

Foster Pupils – EC 48850 et. seq.

Requires District’s educational liaison to ensure pupils in foster care receive stable school placements which are in the best interests of the child; placement in least restrictive educational programs; access to academic resources, services, and extracurricular and enrichment activities available to all pupils; full and partial credits for coursework taken; and meaningful opportunity to meet state pupil academic achievement standards. The District’s educational liaison for pupils in foster care is the Director of Student Services, (661) 729-2321.

Free and Reduced Meals – EC 48980, 49520; 42 USC 1758; 7 CFR 245.5; AR 3553

The schools offer healthy meals every school day because children need healthy meals to learn. Free or reduced-price lunches are available at school for pupils whose parents or legal guardians qualify, based on annual household income, and complete the required application form. Pupils participating in the program will not be identified, and the information on the application will be kept confidential. Applications may be submitted at any time during school hours. A new application is required for each school year. Application forms may be obtained through AVUHSD Food Services, 44809 Beech Ave, Lancaster, CA 93534; phone (661) 575-1055. Application may also be made on-line at <http://myschoolapps.com>.

Graduation Requirements – EC 51225.3

Requirements for graduation and alternative modes for completing the prescribed course of study must be made available to pupils, parents/guardians, and the public. Graduation requirements are available to review on the District website at <http://www.avdistrict.org>.

Graduation Requirements, Juvenile Court Youth – EC 48645.3, 48645.7

When a Juvenile Court School pupil completes the state minimum coursework graduation requirements and becomes eligible for a diploma while being detained, the county office of education shall notify the pupil, the educational rights holders, and the pupil’s social worker or probation officer of the pupil’s right to a diploma issued by the school district of residence in addition to continued education options.

Graduation Requirements, Migrant and Newly Arrived Immigrant Pupils – EC 51225.1, 51225.2

Migratory pupils who have transferred between schools any time after the completion of the pupil’s second year of high school or pupils who are participating in a newcomer program may qualify to be exempted from local graduation coursework requirements that are beyond the California state requirements. The District will notify the pupil and the educational rights holder of the pupil’s graduation requirements. Please make an appointment with the school counselor to review your child’s options for graduation. All coursework that was completed at another school outside of AVUHSD will be issued full or partial credit.

Graduation Requirements (Local), Exemption for Homeless and Foster Youth – EC 48853, 49069, 51225.2

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

Graduation Requirements (Local), Exemption for Children of Military Families – EC 51225.1, 51225.2

If you are a military family, your child may qualify to be exempted from local graduation coursework requirements that are beyond the California state requirements. Please make an appointment with the school counselor to review your child’s options for graduation. All coursework that was completed at another school outside of AVUHSD will be issued full or partial credit.

Harm or Destruction of Animals – EC 32255 et.seq., 48980(a); AR 5145.8

Any pupil with a moral objection to dissecting or otherwise harming or destroying an animal, or any part thereof, must inform his or her teacher of the objection. Objections must be substantiated by a note from the pupil’s parent or guardian. A pupil who chooses to refrain from participation in an education project involving the harmful or destructive use of an animal may receive an alternative education project, if the teacher believes that an adequate alternative education project is possible. The teacher may work with the pupil to develop and agree upon an alternative education project so that the pupil may obtain the knowledge, information, or experience required by the course of study in question.

Hate Violence – EC 233, 48900.3; BP 5145.9

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. (See ATTACHMENT #23: BP 5145.9—Hate-Motivated Behavior.)

Hazing Prohibition – EC 48900(q); PC 245.6

No student or other person in attendance at any public or private educational institution shall conspire to engage in hazing. Violation of PC 245.6 is a misdemeanor.

Health Care Coverage – EC 49452.9

Your child and family may be eligible for free or low-cost health coverage. For information about health care coverage options and enrollment assistance, contact Covered California at (800) 300-1506 or go to www.CoveredCA.com. Additionally, California law allows all low-income children under 19 years old, regardless of immigration status, to enroll in Medi-Cal at any time in the year. Families can apply in person at their local county human services office, over the phone, online, with a mail-in application, or at a local health center. For more information about Medi-Cal enrollment, visit www.health4allkids.org. (See ATTACHMENT #29: All In—Health Care For All Families.)

Health Defects – EC 49456; 17 CCR 2951; BP 5141.3

Requires District supervisor of health to report to parents/guardians any noted health defects (including visual or hearing). Further requires that the report ask the parent/guardian to take such action as will cure or correct the defect.

Health Instruction, Conflict With Religious Beliefs – EC 48980(a), 51938; BP 6141.2; AR 6142.1

By written request of parent/guardian, a pupil may be excused from any part of health instruction which conflicts with religious training and beliefs or personal moral convictions of the parent/guardian. (See ATTACHMENT #8: Notice of Health Education Classes.)

Health Insurance Coverage

See “Medical/Hospital Insurance Coverage.”

Helmet Law – VC 21212

No person under 18 years of age may operate a bicycle, non-motorized scooter, skateboard or wear in-line or roller skates, nor ride as a passenger upon a bicycle, non-motorized scooter, or skateboard upon a street, bikeway, or any other public bicycle path or trail unless that person is wearing a properly fitted and fastened bicycle helmet that meets specified standards.

Homeless Youth Education – EC 48853, 49069, 51225.1, 51225.2; 42 US 11432

Requires school district homeless liaisons to ensure parent of homeless pupils are informed of educational and related opportunities available to their children and are provided with meaningful opportunities to participate in education of their children. (See ATTACHMENT #24: Homeless Youth Education.)

Immunizations – EC 48216, 48980, 49403; HSC 120325, 120335, 120365, 120370, 120375; BP/AR 5141.21

Students must be immunized against certain communicable diseases. Students are prohibited from attending school unless the immunization requirements are met for age and grade. The school district shall notify the parent or guardian of the pupil that they have two weeks to supply evidence that the pupil has been properly immunized. 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 or seventh grade. Students are not required to have immunizations if they attend a home-based private school or an independent study program and do not receive classroom-based instruction. However, parents must continue to provide immunizations records for these students to their schools. The immunization requirements do not prohibit students from accessing special education and related services required by their individualized education programs. A student not fully immunized may be temporarily excluded from a school or other institution when that child has been exposed to a specified disease and whose documentary proof of immunization status does not show proof of immunization against one of the specified communicable diseases. (See ATTACHMENT #7: Immunization Requirements)

Immunizations, Administration – EC 48980(a), 49403; AR 5141.21

Immunizations may be administered to prevent or control communicable diseases to pupils whose parents/guardians have consented in writing.

Interdistrict Attendance – EC 46600 et seq., 48980(h); AB 1156

The parent/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. 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. 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. “Interdistrict Transfer Application” and procedures are available on the District website at <http://www.avdistrict.org> or in the AVUHSD Student Services office at 548 W. Lancaster Blvd., Lancaster. (See ATTACHMENT #4: Attendance Options.)

International Baccalaureate Fees, Financial Assistance – EC 48980(k); SB 1689

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 AP or IB Coordinator at your school site for information.

Internet Safety

(See ATTACHMENT #15: Internet Safety.)

Internet Use Policy

See “Technology Use Policy.”

Intradistrict Choice Policy/Intradistrict Open Enrollment

See “Open Enrollment, Intradistrict.”

Involuntary Transfer, Continuation School

See “Continuation School, Involuntary Transfer.”

Lactating Pupils – EC 222

Requires a school to provide reasonable accommodations to a lactating pupil on a school campus to express breast milk, breast-feed an infant child, or address other needs related to breast-feeding. Also requires that a lactating pupil on a school campus be given a reasonable amount of time to accommodate the need to express breast milk or breast-feed an infant child. Complaints regarding these provisions are investigated through the Uniform Complaint Process.

Laser Pointers – PC 417.27

Prohibits possession of a laser pointer by any student on any elementary or secondary school premise, unless possession is for valid instruction. Further prohibits directing the beam of laser pointer into the eyes of another or into a moving vehicle or into the eyes of a guide dog.

Liability – EC 48904

Parent/Guardian of a minor whose willful misconduct results in injury or death to any student or school employee or volunteer or who willfully damages property of the school or its employees shall be liable for all damages so caused by the minor.

Lockers, Search

School lockers remain the property of the 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.

Meal Charge Policy – Child Hunger Prevention and Fair Treatment Act of 2017; USDA SP-23-2017; EC 49557.5; AR 3551

The School District has a Meal Charge Policy about how students who pay the full or reduced cost of a school meal are impacted by not having enough cash on hand or in their account to purchase a meal. The Meal Charge Policy may be viewed at www.avfood.org, or for a copy of the policy, please contact the Director of Food Services, at (661) 948-7655.

Meals, Free and Reduced

See “Free and Reduced Meals.”

Medical Defects

See “Health Defects.”

Medical, Diabetes – EC 49452.7; AR 5141.3

The Superintendent or designee shall provide parents/guardians of incoming students in grade seven with an information sheet developed by the CDE regarding type 2 diabetes.

Medical Examination

See “Physical Examination, Parent/Guardian Refusal to Consent.”

Medical Services—Confidential – EC 46010.1; AR 5113

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

Medical/Hospital Insurance – EC 48980(a), 49472; BP 5143

The School District does not provide or make available medical and hospital services for pupils who are injured in accidents related to school activity or attendance. However, any school district may provide or make available medical or hospital service through nonprofit membership corporations, defraying the cost of medical or hospital service, or through group, blanket or individual policies of accident insurance or through policies of liability insurance for injuries to pupils arising out of accidents related to school activity or attendance. No pupil is required to accept such service without the consent of his/her parent or legal guardian. 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 Healthy Families/Medi-Cal for Families toll-free at (888) 747-1222 or Covered California at (800) 300-1506. (See ATTACHMENT #29: All In—Health Care For All Families.)

Medical/Hospital Insurance, Athletics – 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 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 Healthy Families/Medi-Cal for Families toll-free at (888) 747-1222 or Covered California at (800) 300-1506. (See ATTACHMENT #29: All In—Health Care For All Families.)

Medical/Hospital Services – EC 49471; AR 5143

Requires District to provide written notice to parents/guardians of pupils participating in athletic activity when District does not provide or make available medical or hospital service for pupils injured while participating in athletic activities.

Medication, Administration – EC 48980(a), 49414, 49423, 49423.1, 49423.5, 49480; 5 CCR 601; AR 5141.21

The parent or legal guardian of any pupil taking medication on a regular basis must inform the school nurse or his/her designated school employee 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 school personnel regarding the possible effects of the medication on the pupil. A form is attached for meeting the requirements of this law. Any pupil who is required to take, during the regular school day, medication prescribed by a physician or surgeon, may be assisted by the school nurse or other designated school personnel or may carry and self-administer auto-injectible epinephrine or inhaled asthma medication if the school district receives both a written statement of instructions from the physician detailing the method, amount and time schedules by which such medication is to be taken and a written statement from the parent or guardian requesting the School District assist the pupil with prescribed medication as set forth in the physician statement. (See ATTACHMENT #9: Medication Administration Form.)

Medication, Administration, Anaphylaxis – EC 49414

Anaphylaxis is a severe and potentially life-threatening allergic reaction that can occur after encountering an allergic trigger, such as food, medicine, an insect bite, latex, or exercise. Symptoms include narrowing of the airways, rashes or hives, nausea or vomiting, a weak pulse, and dizziness. It is estimated that approximately 25% of the anaphylactic reactions occur during school hours to students who had not previously been diagnosed with a food or other allergy. Without immediate administration of epinephrine followed by calling emergency medical services, death can occur. Being able to recognize and treat it quickly can save lives. 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.

“Megan’s Law” Sex Offender Notification – PC 290 et seq.

Information about registered sex offenders in California can be found on the California Department of Justice’s Internet website, <http://meganslaw.ca.gov/>. The website also provides information on how to protect yourself and your family, facts about sex offenders, frequently asked questions, and sex offender registration requirements in California.

Mental Health – EC 49428

The District recognizes that all people deserve the opportunity to live healthy, rewarding lives and that mental health is an essential part of overall health. In order to initiate access to available pupil mental health services, you may contact your school's Guidance Office. School and community mental health resources are also available on the District website at www.avdistrict.org/community/community-resources. Our school district will notify parents and students at least twice per year about available access to mental health services. In addition to this first notification, there will be a notification during first semester and second semester by e-mail and / or a *ParentLink* message.

Migrant Education Program – EC 54444.2

Federal and State laws govern the California Migrant Education Program. It is an educational program designed to supplement the needs of migratory students by reducing the educational disruptions that result from repeated moves. Programs are designed to help migratory students overcome educational, cultural, and language barriers; social isolation; various health-related problems; and other factors that may inhibit a student from doing well in school. EC 54444.2 requires District receiving migrant education funds or services to actively solicit parental involvement in the planning, operation, and evaluation of its programs through establishment of parent advisory council. Requires notice to parents/guardians that parents/guardians have sole authority to decide composition of council.

Minimum Days

See "Calendar, Minimum Days and Student-free Staff Development Days."

Misdemeanor of Student

See "Felony/Misdemeanor of Student."

Missing Children, Reporting – EC 49370

It is the intent of the legislature that specified persons, including school teachers, administrators, aides, playground workers, and bus drivers, be required to report missing children to a law enforcement agency in a timely manner.

Nondiscrimination

See "Discrimination."

Non-Students – PC 626.6

Administration has the authority to direct non-students to leave campus.

Open Enrollment, Intradistrict – EC 35160.5(b), 48980(h)

Residents of the District may apply to other schools within the District for their child to attend on a space available basis through Open Enrollment. Information on each school within the District is provided on the District website at <http://www.avdistrict.org>. Parents/Guardians of high school athletes should check on CIF sports eligibility rules before pursuing Open Enrollment. Transportation to any other school is the responsibility of the parent/guardian. Requests for admission will be based on a random, unbiased selection process. No pupil who currently resides in the attendance area of a school can be displaced by pupils transferring from outside of the attendance area. The deadline to submit Open Enrollment applications for the 2020-21 school year is March 13, 2020. (See ATTACHMENT #4: Attendance Options, AVUHSD AR 5116.1—Intradistrict Open Enrollment and Open Enrollment Application.)

Parent/Guardian Required Annual Legal Notification – EC 48980(a), 48981; AB 2262 (Bradford)

At the beginning of the first semester or quarter of the regular school term, the governing board of each school district shall notify the parent/guardian of a minor pupil regarding the rights or responsibilities of the parent/guardian under Sections 35291, 46014, 48205, 48207, 48208, 49403, 49423, 49451, 49472, 51938, and Chapter 2.3 (commencing with Section 32255) of Part 19 of Division 1 of Title 1. The notice may be provided by regular mail, in electronic format per parent request, or by any other method normally used to communicate with the parents/guardians in writing. (See Page 1 of this packet.)

Parent/Guardian Required Annual Legal Notification, Contents of Notice – EC 48983

If any activity covered by the sections set forth in Section 48980 will be undertaken by the school during the forthcoming school term, the notice shall state that fact and shall also state the approximate date upon which any of such activities will occur.

Parent/Guardian Required Annual Legal Notification, Activities Prohibited – EC 48984

No school district shall undertake any activity covered by the sections set forth in Section 48980 with respect to any particular pupil unless the parent/guardian has been informed of such action pursuant to this article or has received separate special notification.

Parent/Guardian Required Annual Legal Notification, FERPA – 34 CFR 99.7

LEAs must annually notify parents/guardians and eligible students of their rights under FERPA. (See ATTACHMENT #17—Notification of Rights Under FERPA.)

Parent/Guardian Required Annual Legal Notification, Language – EC 48985, 51101.1

If 15 percent or more of the pupils enrolled in a public school speak a single primary language other than English, all notices, reports, statements, or records sent to the parent/guardian of any such pupil by the school or school district shall, in addition to being written in English, be written in such primary language and may be responded to either in English or the primary language. Encourages schools with substantial number of pupils with a home language other than English to establish parent centers with staff that can communicate with the parents/guardians.

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 or for more information on how you may contribute, please contact the AVUHSD Director of Categorical and Special Programs at (661) 948-7655, Ext. 249.

Parental Involvement – EC 48980, 51100, 51101, 51102; BP/AR 6020, 6171

Provides that parents/guardians have the right and should have the opportunity to be informed by the school of the following in accordance with Section 48980: (1) when child is absent from school; (2) of their child's progress; (3) about school rules, including disciplinary rules and procedures along with attendance, retention, and promotion policies, dress codes, and procedures for visiting the school. Further information on parental rights is available in the parental rights brochure published by the California Department of Education. (See ATTACHMENT #26: AVUHSD BP/AR 6020 – Parent Involvement; FINAL ATTACHMENT: Parental Rights Brochure)

Parental Notification, Title 1; 20 USC 6311, 6316, 7908, 7912; 34 CFR 200.61; 42 USC 11432

Requires districts that receive Title 1 funds to notify parents/guardians of the following requirements:

Teacher Qualifications—Parent/Guardian shall be notified that they have the right to request specified professional qualifications of the student's classroom teacher(s) and assigned paraprofessional(s).

Homeless Children—Each local education agency liaison for homeless children shall ensure the dissemination of public notice of the educational rights of students in homeless situations. (See ATTACHMENT #24—Homeless Youth Education.)

Access by Military Recruiters— 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. (See ATTACHMENT #0: Release of Pupil Directory Information.)

Persistently Dangerous Schools—Parents/Guardians shall be notified of elementary and/or secondary schools considered to be “persistently dangerous” pursuant to California Department of Education guidelines and of available options. “Persistently dangerous” is defined as specified sum of firearm violations by non-pupils on school grounds or during school-sponsored activities plus expulsions for certain violations of EC 48915(a) and (c) and 48900.3 over the course of three school years. Currently, no high schools within AVUHSD have been designated as “persistently dangerous”.

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

Personal Beliefs, Querying

See “Surveys, Personal Beliefs, Querying.”

Pesticides – EC 17610.1, 17611.5, 17612, 48980.3; FAC 13184; Healthy Schools Act of 2000; AR 3514.2

Requires District to annually notify staff and parents/guardians of all pesticide products expected to be applied at a school facility during the year. The notice will identify the active ingredient(s) in each pesticide product and an Internet address on pesticide use and reduction. Prohibits application of certain pesticides on school sites. (See ATTACHMENT #10: Notification Regarding Use of Pesticide Products.)

Physical Education Exemption – EC 51222(b), 51225.3(a)(1)(F), 51241(b), 60800; SB 601

All pupils are required to complete two years of physical education to be eligible to graduate from high school, unless the pupil has been exempted pursuant to the provisions of the Education Code. School districts that maintain a high school may grant a pupil an exemption from required attendance in physical education for two years any time during grades ten to twelve inclusive if the following criteria are met: (1) the pupil consents to the exemption; and (2) the pupil has met satisfactorily any five of six standards of the physical performance test administered in grade nine pursuant to EC Section 60800 (the *FITNESSGRAM*®). School districts that elect to grant such exemptions are to offer those exempted pupils a variety of elective physical education courses, each with a minimum of 400 instructional minutes every 10 school days. P.E. Elective Courses offered by AVUHSD include P.E. 3 Dance, P.E. 3 Physical Fitness, and P.E. 3 Weightlifting. (See ATTACHMENT #20: Ninth Grade Physical Education Performance Test.)

Physical Examination, Parent/Guardian Refusal to Consent – EC 48980(a), 49451; 20 USC 1232h; AR 5141.3

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

Physical Performance Test, Reporting – EC 60800

Requires the governing board of a school district to report the aggregate results of its physical performance testing in the annual School Accountability Report Card.

Pregnant and Parenting Pupils – EC 221.51, 222.5, 46015, 48205, 48980

The governing board of the District will treat both the pregnant teen mother and the teen father with the same accommodations, regardless of sex. The teen parents may not be excluded from any class or extracurricular activities, solely on the basis of pregnancy, childbirth, false pregnancy, termination of pregnancy, or post-partum recovery. Physical and emotional ability to continue may only be determined by physician or nurse practitioner. Pregnant or parenting pupils may not be required to participate in pregnant minor programs or alternative programs, with the exception of personal choice. Parental rights will be an option available in annual notifications or at semester term periods, welcome packets, orientation, online or in print, or in independent study packets as provided to all regular students from school districts or charter schools. Parental leave for eight weeks for preparation of birth of infant, post-partum for mental and physical health needs of the teen parents and to bond with infants, or any additional medically approved time to protect the infant or parents is allowed. Any additional time due if deemed medically necessary, as prescribed by physician or nurse practitioner. The pregnant and parenting teens are not required to take all or part of the leave to which they are entitled. Leave will be approved by the district or charter school supervisor of attendance, as excused absence, with a unique code similar to independent study. However, no work is required during the leave. Upon return, the parenting teens are entitled to return to the school courses that were in enrolled before taking leave. Make up plans and re-enrollment will be worked out with the school counselor or administrator to achieve an opportunity to fully participate in all activities, as before leave. If needed, parenting teen may enroll for a fifth year of instruction if on course for graduation requirements. If parenting teens were enrolled in an alternative school setting, a return to that environment is to be available as needed to achieve graduation. A pupil shall not incur any academic penalties due to using these available accommodations. An illness for sick child does not require a doctor note for the custodial parenting teens; the mother or father will be excused by the attendance supervisor.

Proficiency Exam

See “California High School Proficiency Exam.”

Promotion/Acceleration/Retention – EC 48070.5(e); BP/AR 5123

Requires development of board policy regarding promotion and retention of pupils. Provides for parent/guardian notification when pupil is identified as being at risk of retention and of their right to consult with school personnel regarding any decision to promote or retain and to appeal a decision to promote or retain. It is the intent of the Board of Trustees that students progress at least to a normal rate of earning credits throughout their four years of high school. Mastery of content in the ninth and tenth grades is essential to student success in high school. Every effort should be made at the comprehensive high schools to support students who are having difficulty with academic progress during these years. Staff will identify students who are behind in credits and provide support and alternatives as appropriate. Programs that are available to assist students may vary from school to school. They will conform to District regulations.

Property Damage – EC 48904

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

Pupil Records – EC 48980, 49063, 49064, 49069, 49070, 49073, 49076; 5 CCR 431, 438; 20 USC 1232g; 34 CFR 99.7 BP/AR 5125, 5125.3

A cumulative record, whether recorded by handwriting, print, tapes, film, microfilm, or other means, must be maintained on the history of a pupil's development and educational progress. The District will protect the privacy of such records. Parents/guardians have the right to 1) inspect and review the pupil's educational record maintained by the school, 2) request that a school correct records which they believe to be inaccurate or misleading, and 3) have some control over the disclosure of information from educational records. School officials with legitimate educational interests may access pupil records without parental consent as long as the official needs to review the records in order to fulfill his/her professional responsibility. Upon request from officials of another school district in which a pupil seeks or intends to enroll, the District shall disclose educational records without parental consent. Parents' request to access their pupil's educational records must be submitted in a written form to the school registrar, 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 pupil records are available to parents for a fee of \$0.25 per page. Any challenge to school records must be submitted in writing to the school principal. A parent challenging school records must show that the records are 1) inaccurate, 2) an unsubstantiated personal conclusion or inference, 3) a conclusion or inference outside the observer's area of competence, 4) not based on the personal observation of a named person with the time and place of the observation noted, 5) misleading, or 6) in violation of the privacy or other rights of the pupil. Parents have the right to file a complaint with the United States Department of Education concerning an alleged failure by the District to comply with the provisions of the United States Family Educational Rights and Privacy Act (FERPA) by writing to: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Ave., SW, Washington, D.C. 20202-4605. (See ATTACHMENT #17: Notification of Rights Under FERPA.)

Pupil Records, Name Change – 5 CCR 432; BP 5145.3

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

Pupil Records, Social Media – EC 49073.6; AR 5125

For the purpose of gathering and maintaining records of a student's social media activity, the Superintendent or designee shall notify the parent/guardian that the student's information is being gathered from social media, gather or maintain only information that pertains directly to school safety or student safety, provide a student with access to any information that the District obtained from his/her social media activity and an opportunity to correct or delete such information, and destroy information gathered from social media and maintained in student records within one year after a student turns 18 years of age or within one year after the student is no longer enrolled in the District, whichever occurs first.

Pupil Records, Transfers – 5 CCR 438; 34 CFR 99.34; AR 5125

Requires notification that the District forwards education records to other agencies or institutions that have requested the records and in which the student seeks or intends to enroll.

Pupil Records, Storage – EC 49073.1; BP 3312

The Superintendent or designee may enter into a contract with a third party for the digital storage, management, and retrieval of student records and/or to authorize a third party provider of digital software to access, store, and use student records, provided that the contract meets the requirement of Education Code 49073.1 and other applicable state and federal laws.

Registration Denial – PC 627.5; AR 3515.2

This law specifies the content of a written request for a hearing from a person denied registration and entrance to a school. It requires the principal or superintendent to promptly mail a written notice of the date, time, and place of the hearing. Timelines are specified.

Release of Pupil Directory Information – EC 49073; 20 USC 7908; AB 143; AR 5125.1

The District makes student "Directory Information" available in accordance with state and federal laws. "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. No information may be released to private profit-making entity other than employers, prospective employers, and representatives of the news media, including, but not limited to, newspapers, magazines, and radio and television stations. Directory information may be disclosed without prior consent from the parent/guardian unless the parent/guardian submits a written notice to the school to deny access to his/her pupil's directory information. Directory information regarding a pupil identified as a homeless child or youth shall not be released unless a parent, or eligible pupil, has provided written consent that directory information may be released. (See ATTACHMENT #0: Release of Pupil Information/Student Opt-Out Form.)

Release of Pupil Information, Juvenile Court Records – WIC 827, 831; AR 5125

Juvenile court records should be confidential regardless of the juvenile's immigration status. Only if a court order is provided, will any student information be disseminated, attached, or provided to federal officials. The court order must indicate prior approval of the presiding judge of the juvenile court. Otherwise, juvenile information is protected from distribution and remains private without a court order. Whenever a pupil has been found by a court to have committed any felony or misdemeanor involving curfew, gambling, alcohol, drugs, tobacco products, carrying of weapons, a sex offense, assault or battery, larceny, vandalism, or graffiti, the court will provide a written notice to the superintendent of the school district of attendance. The superintendent will then provide the information to the principal at the school of attendance, who will disseminate the information to any administrator, teacher, or counselor directly supervising or reporting on the behavior or progress of the pupil, allowing them to work with the pupil in an appropriate manner.

Release of Pupil Information, National Origin – EC 49077; 20 USC 1232g; AR 5125, AR 5145.13

A pupil's citizenship status, immigration status, place of birth, or any other information indicating national origin will not be released without parental consent or a court order or judicial subpoena. In addition, the District will not release student information to third parties for immigration enforcement purposes without parental consent or a court order or judicial subpoena.

Release of Pupil Information, Notification – EC 49077; AR 5125

Requires reasonable effort to notify parent/guardian in advance of compliance with subpoena or court order for records.

Release of Pupil to Peace Officer – EC 48906; BP 5145.11

Requires school officials to take immediate steps to notify parents/guardians when a child is taken into custody by a peace officer except when the child is taken into custody as a victim of suspected child abuse. In such cases, law enforcement would assume all notification responsibilities.

Religious Instruction Absence – EC 46014, 48980(a); AR 5113

Pupils, with the written consent of their parents or guardians, may be excused from school in order to participate in religious exercises or to receive moral or religious instruction.

Residency Requirements – EC 48200, 48204, 48204.2, 48204.3, 48206.3-48208, 48301, 48350-48361, 48980, SB 381; BP/AR 5111.1

The Board of Trustees shall admit only those students who provide proof of District residency. Such proof shall be required prior to enrollment. When establishing students' residency for enrollment purposes, the District shall not inquire into the citizenship or immigration status of students or their family members. A pupil residing within the District may establish residency by documenting that he/she lives with a parent/guardian within the District. A pupil may also comply with the residency requirements for school attendance in a school district if he or she is any of the following:

- (1) Placed within the boundaries of the school district in a regularly established licensed children's institution or licensed foster home, or a family home following a commitment or placement under the Welfare and Institutions Code.
- (2) A foster child who remains in his or her school of origin.
- (3) An emancipated youth who resides within the boundaries of the school district.
- (4) Living in the home of a caregiving adult that is located within the boundaries of the school district.
- (5) Residing in a state hospital located within the boundaries of the school district.
- (6) 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.
- (7) Living with a parent or legal guardian at his or her employment within the boundaries of the school district for a minimum of three days during the school week.

A school district may also deem a pupil as having complied with the residency requirements for school attendance in the school district if one or both the parents or legal guardians of the pupil are physically employed within the boundaries of the school district for a minimum of 10 hours or three days during the school week. Once the student is deemed to comply with the residency requirements in this manner, the student does not have to reapply each year as long as at least one parent or legal guardian continues to be physically employed within the boundaries of the school district for a minimum of 10 hours or three days during the school week.

A pupil not residing within the District shall be deemed a District resident if an interdistrict attendance agreement is in effect or if the pupil is confined to a District area hospital or residential care facility for treatment of a temporary disability.

If the Superintendent or designee determines that a student does not meet district residency requirements and denies the student's enrollment in the District, he/she shall provide the student's parent/guardian an opportunity to appeal that determination.

Rights and Responsibilities

See "Parent/Guardian Required Annual Legal Notification."

SARB (School Attendance Review Board) Referral

See "Truancy, SARB (School Attendance Review Board) Referral."

School Accountability Report Card – EC 32286, 33126, 35256, 35258, 52056, 60800; BP/AR 0510

Through the School Accountability Report Card (SARC), California public schools annually provide information about themselves to the community allowing the public to evaluate and compare schools for student achievement, environment, resources, and demographics. A copy of the SARC will be provided to parent/guardian upon request. Hard copies are to be made available by February 1 of the current school year. The SARC will also be available through Internet access to the District website at <http://www.avddistrict.org>.

School Safety, Bullying – EC 234.4, 32283.5

The District is committed to the prohibition of discrimination, harassment, intimidation, and bullying. An annual online training module 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 principal or our district counseling liaison available to assist you in identifying and stopping this behavior, our Coordinator of Guidance Services at (661) 729-2321.

School Safety, Identification Badge – AR 5132

All students will wear an identification badge at all times during the school day. The badge is to be worn around the neck on a school-approved lanyard or clipped to the front of a collar or chest pocket with a school-approved clip. The initial identification shall be provided by the school. Any lost identification will be replaced at the expense of the student.

School Safety, Safety Plan – EC 32280 et seq.

Each school within the AVUHSD has a Comprehensive School Safety Plan, which includes a disaster preparedness plan and emergency procedures. Copies are available to read at each school office. Fire drills and emergency drills are held periodically at each school.

School Safety, Metal Detectors – AR 5145.12

At the beginning of each school year, the Superintendent or designee shall inform students and parents/guardians that the District uses metal detector scans as part of its program to promote safety and deter the presence of weapons. Signs shall be posted at all schools at which metal detectors are to be used to explain that anyone may be scanned by metal detector for guns, knives, or other illegal weapons when on campus or attending athletic or extracurricular events.

School Safety, Searches – AR 5145.12

At the beginning of each school year, the Superintendent or designee shall inform students and parents/guardians of the possibility of random searches of students, their belongings, and district properties under their control, including assigned desks and lockers. In addition, students, parents/guardians, and visitors who attend school events are subject to random searches of their belongings, including bags, backpacks, and vehicles.

Scoliosis – EC 49452.5; AR 5141.3

Requires notification to parent/guardian of any pupil suspected of having scoliosis. Notification must include an explanation of scoliosis, early treatment significance, and public services available for treatment.

Section 504

See “Disabilities—Identification.”

Sex and HIV/AIDS Education

See “California Healthy Youth Act.”

Sex Offender Notification

See “‘Megan’s Law’ Sex Offender Notification.”

Sexual Abuse, Sexual Assault, and Sex Trafficking Prevention – EC 51900.6, 51950

Authorizes school districts to provide age-appropriate instruction for students in sexual abuse, sexual assault, and sex trafficking awareness and prevention. Instruction may include the frequency and nature of sexual abuse, sexual assault, 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, sexual assault, and sex trafficking awareness and prevention and assessments related to that education.

Sexual Harassment Policy – EC 231.5, 48900.2, 48980(g); 5 CCR 4916-4917; BP/AR 5145.7

The 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 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. (See ATTACHMENT #12: AVUHSD BP/AR 5145.7 – Sexual Harassment.)

Social Security Number – EC 49076.7

Pupils and their parents or guardians should not be asked to provide their social security numbers or the last four digits of the social security numbers unless required by state or federal law. If a form is requesting that you provide a social security number or the last four digits of the social security number for you and/or your child and it does not specify the state or federal law that requires this information, ask the school administrator for more information before providing it.

Special Education, Age of Majority – EC 56345(a), 56041.5

Requires District to inform pupil, at least one year before pupil reaches age of 18, of rights that will transfer to pupil upon reaching the age of 18. Requires statement to that effect in the individualized education program (IEP).

Special Education, Assessment Plan, Due Process – EC 56301, 56321, 56321.5, 56321.6, 56329; IDEA; 20 USC 1415(d); 34 CFR 300.502, 300.503; BP/AR 6159.1, AR 6164.4

Special Education Program: Informs parents/guardians of Federal law which requires that a free and appropriate education (FAPE) in the least restrictive environment (LRE) be offered to all students with disabilities. Federal and State codes further describe the District’s responsibility to pay the costs for an appropriate program. Requires written notice to parents/guardians that they may request a copy of the findings of the assessment. Further requires notification of IEP conferences and right to an independent assessment at public expense.

Special Education, Child-Find System – EC 56300, 56301; 20USC 1401(3), 1412(a)(3); 34CFR300.111(c)(d); BP 6164.4

Each district, special education local plan area, or county office shall establish written policies and procedures for a continuous child-find system which addresses the relationships among identification, screening, referral, assessment, planning, implementation, review, and the triennial assessment. The policies and procedures shall include, but need not be limited to, written notification of all parents/guardians of their rights under this chapter, and the procedure for initiating a referral for assessment to identify individuals with exceptional needs, including children with disabilities who are migrant or homeless or wards of the state or attend private schools. Requires that parents/guardians be given a copy of these rights upon initial referral for assessment, upon notice of IEP program meeting, upon filing complaint, or upon filing for pre-hearing mediation conference or due process hearing.

Special Education, Private School Placement – EC 56034

Under certain conditions, pupils identified by the Educational Assistance Service Team, i.e., Individualized Educational Plan Team or IEP Team, may be eligible for private school placement. Additional information is available through the Director of Special Education, (661) 729-2321.

Special Education, Procedural Safeguards – 504 of the Rehabilitation Act of 1973; 34 CFR 104.32 and 104.36; 29 USC 794

Requires District to establish procedural safeguards to include notice of opportunity for parent/guardian of pupil to examine relevant records, to participate in an impartial hearing including opportunity for representation by counsel, and a review procedure. (See ATTACHMENT #5: Uniform Complaint Procedures.)

Special Education, Pupil Records – EC 48918, 51747; 5 CCR 432, 437, 16027; BP/AR 5125

The District is required to keep certain student records indefinitely. These permanent records include the name, date, birth place, and sex of the student, the name and address of the student's parent/guardian, the entrance and departure date of each school year, subjects taken, grades and credits given, immunization information, and date of high school graduation or equivalent. However, records qualifying a student for special education and related services are not designated as permanent records. It is the District's policy to destroy all student records that are not permanent records following the third year after a student has graduated or otherwise left the program since the records will no longer be needed for educational purposes. Because information about the student's disability may be necessary to apply for and obtain assistance from the State of California or the federal government, it is recommended that copies of any records that may be required for this purpose be requested from the student's school upon graduation or upon leaving the District programs. Nonpermanent student records of students who graduate or leave the District programs before June 30, 2020 shall be destroyed according to governing board policies during the school year following July 1, 2023.

Special Education, Recording IEP – EC 56321.5; 56341; AR 6159

Requires copy of notice of parents'/guardians' rights to include right to electronically record the proceedings of IEP meetings.

Special Education, Seeking Pupils – EC 56300

Each district, special education local plan area, or county office shall actively and systematically seek out all individuals with exceptional needs, ages 0 through 21 years, including children not enrolled in public school programs, who reside in the District or are under the jurisdiction of a special educational local plan area or county office.

Steroids – Civil Code 1812.97

Requires notice of harmful effects of anabolic steroids to be posted in every school locker room.

Student-Free Staff Development Days

See "Calendar, Minimum Days and Student-Free Staff Development Days."

Suicide Prevention – Ch. 2, Part 1, Division 1 of Title 1 of EC; BP/AR 5141.52

Requires school districts to adopt a policy on the prevention of student suicides and provide the policy to parents/guardians. (See ATTACHMENT #27: BP/AR 5141.52 – Suicide Prevention.)

Sun Protection – EC 35183.5, 35291

Each school site shall allow for outdoor use during the school day articles of sun-protective clothing, such as school hats. In addition, students may use sunscreen during the school day without a physician's note or prescription.

Surveys, Personal Beliefs, Querying – EC 51513, 51514; 20 USC 1232h; AR 5022, BP 5145.1, BP 6162.8

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. During the 2019-20 school year, the AVUHSD may administer such a survey to selected parents, staff, and students. The survey would be a powerful tool that can help schools and districts accurately identify areas of student and school strengths and weaknesses, and address related needs. It would provide a comprehensive process to guide efforts to improve school climate, learning supports and engagement, as well as identify and increase the quality of health, prevention, and youth development programs. It would be voluntary. Students who, with your permission, agree to participate would not have to answer any questions they do not want to answer, and may stop taking the survey at any time. If you would not want your student to participate in the survey, notify your student's school to complete the withdrawal of consent form. It would be anonymous. No names would be recorded or attached to the survey forms or data. The results would be made available for analysis only under strict confidentiality controls. To review the content of the survey when it becomes available, please contact your student's school site.

Surveys, Protection of Pupil Rights Amendment (PPRA) – 20 USC 1232h

The Protection of Pupil Rights Amendment (PPRA) gives parents/guardians and students who are 18 or older or emancipated minors certain rights regarding the School District's conduct of surveys, collection, and use of information for marketing purposes, and conduct of certain physical exams. (See ATTACHMENT #13: Notification of Rights Under PPRA.)

Suspension – EC 48911; BP/AR 5144.1

Requires reasonable effort to notify the parents/guardians in person or by telephone at time of suspension of pupil; mandates notification in writing. Requires request to parent/guardian to attend meeting to determine if suspension should be extended when expulsion is being considered.

Suspension and Expulsion, Grounds For – EC 48900 et seq; BP/AR 5144.1

Schools shall immediately suspend and recommend expulsion for students that commit any of the following acts at school or at a school activity off school grounds: 1) possessing, selling, or otherwise furnishing a firearm; 2) brandishing a knife at another person; 3) unlawfully selling a controlled substance; 4) committing or attempting to commit a sexual assault; 5) possession of an explosive. The school board shall order the student expelled upon finding that the student committed the act. Provisions include Subdivision (p) unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma; and Subdivision (s) as used in this section, "School property" includes, but is not limited to, electronic files and databases. Section 48900.4 provides for suspension or expulsion for acts of harassment, threats, or intimidation against pupils or school personnel. Section 48900.7 provides for suspension or expulsion for terroristic threats against school officials or school property, or both.

Suspension and Expulsion Records: Transfer to Another District

See "Transfer to Another District: Suspension and Expulsion Records."

Suspension by Governing Board – EC 48912; BP/AR 5144.1

Permits the governing board to conduct a closed hearing for disciplinary action. Requires District to notify pupil and parent/guardian, by registered or certified mail or personal service, of intent to conduct closed session.

Suspension by Teacher, Attendance of Parent/Guardian for Part of School Day – EC 35291, 48900(i), 48900(k), 48900.1; BP/AR 5144.1

Teachers may require the parent or guardian of a student who has been suspended by a teacher to attend a portion of that school day in his or her student's classroom. The attendance of the parent or guardian will be limited to the class from which the student was suspended. A written notice will be sent to the parent or guardian regarding implementation of this requirement. Employers are not allowed to apply sanctions against the parent or guardian for this requirement if the parent or guardian has given reasonable notice to his/her employer.

Suspension by Teacher, Requirements – EC 48910; BP/AR 5144.1

Authorizes teacher to suspend pupil from class. Specifies terms and conditions of teacher suspensions. Requires report of the suspension to the principal and requires teacher to request parent/guardian to attend conference.

Suspension, In-School/On-Campus – EC 48911.1(d); BP/AR 5144.1

Requires school, at time pupil is assigned to supervised suspension, to notify pupil's parent/guardian in person or by telephone. If pupil is assigned to suspension for longer than one class period, school must notify parent/guardian in writing.

Suspension, Limitations – EC 48900, 48900.5, 48911.1, 49069, 56026; 20 USC 1415; BP/AR 5144.1

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.

Suspension or Expulsion, Notification to Law Enforcement – EC 48900(c), 48900(d), 48902; PC 245, 626.9, 626.10

Requires principal or designee to report to appropriate law enforcement, prior to suspension or expulsion of pupil, violations of Penal Code 245, 626.9, or 626.10. Requires notification to law enforcement within one day of suspension or expulsion for violations of EC 48900(c) or (d). Notification is in reference to "assault with a deadly weapon" or "controlled substance violation" and meets reporting requirements of the Gun-Free Schools Act of 1994.

Suspension or Expulsion, Notification to Teachers – EC 48900, 48900.2, 48900.3, 48900.4, 48900.7, 49079

Mandates notification to teachers regarding classroom pupils who have engaged in, or are reasonably suspected to have engaged in, specified serious violations (except 48900[h], tobacco). District to provide information based on records it maintains or receives from law enforcement.

Tardiness

Children should be encouraged to be prompt as part of developing good habits. They are expected to be at school on time. If a child is late, the child should bring an excuse from home to the school office. Repeated tardies in excess of 30 minutes lead to the student being designated as truant. (See ATTACHMENT #16: Letter Regarding Truancy.)

Teacher Qualifications – 34 CFR 200.48; 20 USC 6312; BP/AR 1312.4, 4112.2, 4222, 5145.6

At the beginning of each school year, the Superintendent or designee shall notify the parents/guardians of each student attending a school receiving Title I funds that they have the right to request information regarding the professional qualifications of their child's classroom teachers, including but not limited to: 1) Whether the teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction; 2) Whether the teacher is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived; 3) The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree; 4) Whether the student is provided services by paraprofessionals and, if so, their qualifications. (See ATTACHMENT #28: Teacher Qualifications.)

Technology Use Policy – 20 USC 6777; 47 USC 254; BP 6163.4

One of the adopted goals of the District is to assist in advancing the use of technology to enhance student learning. Access to District technology is a privilege, not a right, and students enrolled in District programs or activities must follow District guidelines and procedures regarding acceptable use of technology. All District students and their parents/guardians shall sign the Acceptable Use of Technology Agreement prior to using District technological resources. The 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. (See ATTACHMENT #14: AVUHSD BP 6163.4—Use of Technology.)

Temporary Disabilities, Hospital Instruction – EC 48207, 48208, 48980(a)

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/guardian to notify the school district in which the hospital or other residential health facility is located of the presence of a pupil with a temporary disability. Upon receipt of the notification, the District will within five working days determine whether the pupil will be able to receive individualized instruction pursuant to EC 48206.3 and, if so, provide the instruction within five working days or less. A pupil with a temporary disability may remain enrolled in the district of residence or charter school and may attend regular classes when not confined to the hospital setting, the total days of instruction may not exceed the maximum of five days with both school settings and attendance may not be duplicated. If necessary, the district of residence may provide instruction in the home for the days not receiving instruction in the hospital setting, depending upon the temporary doctor orders. The supervisor of attendance shall ensure that absences from the regular school program are excused until the pupil is able to return to the regular school program. An honorary high school diploma which is clearly distinguishable from the regular diploma of graduation may be awarded to a pupil who is terminally ill, from the resident governing school board, a county office of education, or a charter school.

Temporary Disabilities, Individual Instruction – EC 48206.3, 48980(b); AR 6183

A pupil with a temporary disability which makes attendance in the regular day classes or the alternative educational program in which the pupil is enrolled impossible or inadvisable may receive individualized instruction provided in the pupil's home for one hour a day. Verification of disability may be required. Please contact the Health Office at your pupil's school for further information.

Title IX – EC 221.61

Title IX of the Education Amendments of 1972 is one of several federal and state anti-discrimination laws that ensure equality in educational programs and activities that receive federal funding. Specifically, Title IX protects male and female pupils and employees, as well as transgender pupils and pupils who do not conform to sex stereotypes, against discrimination based on sex, including sexual harassment. California law also prohibits discrimination based on gender, gender expression, gender identity, and sexual orientation. Under Title IX, pupils may not be discriminated against based on their parental, family, or marital status, and pregnant and parenting pupils may not be excluded from participating in any educational program, including extracurricular activities, for which they qualify. For more information about Title IX, or how to file a complaint of noncompliance with Title IX, contact the Director of Student Services at (661) 729-2321.

Tobacco-Free Campus – BPC 22950.5; HSC 104420, 104495, 104559; PC 308; BP/AR 3513.3

The use of tobacco and nicotine products is prohibited on school or district grounds, buildings, and vehicles, and within 250 feet of a youth sports event. Tobacco product includes, but is not limited to, cigarettes, cigars, little cigars, chewing tobacco, pipe tobacco, snuff, or an electronic device (e.g., electronic cigarette, cigar, pipe, or hookah) that delivers nicotine or other vaporized liquids. (See ATTACHMENT #18: Tobacco-Free Schools.)

Transfer to Another District: Suspension and Expulsion Records – EC 48201

Requires a school district to which a pupil is transferring to specifically request any records that the sending district maintains on the pupil of acts committed that resulted in suspension or expulsion of the pupil. Upon receipt of this information, the District shall inform the pupil's teacher(s) of the suspension(s) or expulsion(s) including the acts committed.

Translation of Public Comments for Open Meetings – GC 54954.3

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

Transportation – EC 39831.5; AR 3543

The grace period for students to obtain a school bus pass for the first semester of 2019-10 ends on Friday, August 16, 2019. All students must have a current bus pass to enter a school bus effective Monday, August 19, 2019. The grace period for the second semester of 2019-20 ends on Friday, January 17, 2020. All students must have a current bus pass to enter a school bus effective Tuesday, January 21, 2020. Even though a transportation fee is charged, transportation is a privilege. Failure to abide by one or more of the Antelope Valley Schools Transportation Agency (AVSTA) rules may result in the loss of bus riding privileges. (See ATTACHMENT #21: AVSTA Bus Rules and Discipline Guidelines.)

Truancy, Arrest of Truants/SARB (School Attendance Review Board) – EC 48263, 48264

The school attendance supervisor ("Community Attendance Worker"), administrator or designee, a peace officer, or probation officer may arrest or assume temporary custody during school hours, of any minor who is found away from his/her home and who is absent from school without valid excuse within the county, city, or school district. A student who is an habitual truant may be referred to a School Attendance and Review Board (SARB). (See ATTACHMENT #16: Letter Regarding Truancy.)

Truancy, Definitions – EC 48260, 48262, 48263.6

A student is considered truant after three absences or three tardies of more than 30 minutes each time or any combination thereof and the absences or tardies are unexcused. After a student has been reported as a truant three or more times in a school year and the district has made a conscientious effort to meet with the family, the student is considered a habitual truant. A student who is absent from school without a valid excuse for 10% or more of the schooldays in one school year, from the date of enrollment to the current date, is considered a chronic truant. Unexcused absences are all absences that do not fall within EC 48205. (See ATTACHMENT #2: Excused Absences— EC 48205.)

Truancy, Notice to Parent/Guardian of Truant Pupil – EC 48260.5, 48290-48296; VC 13202.7; AR 5113

Upon a pupil's initial classification as a truant, the School District shall notify the pupil's parent/guardian, by first-class mail or other reasonable means, of the following. (See ATTACHMENT #16: Letter Regarding Truancy.)

- a) The pupil is truant.
- b) The parent/guardian is obligated to compel the attendance of the pupil at school.
- c) Parents/guardians who fail to meet this obligation may be guilty of an infraction and subject to prosecution pursuant to Section 48290.
- d) Alternative educational programs are available in the District.
- e) The parent/guardian has the right to meet with appropriate school personnel to discuss solutions to the pupil's truancy.
- f) The pupil may be subject to prosecution under Section 48264.
- g) The pupil may be subject to suspension, restriction, or delay of the pupil's driving privilege pursuant to Section 13202.7 of the Vehicle Code.
- h) It is recommended that the parent/guardian accompany the pupil to school and attend classes with the pupil for one day.

Truancy, Report of Truants to Attendance Supervisor – EC 48260

A student who is truant shall be reported to the attendance supervisor or to the superintendent of the District. (See ATTACHMENT #16: Letter Regarding Truancy.)

Truancy, Report of Truants to Juvenile Court and Probation Officer – EC 48267, WIC 602

Requires specified attendance or behavior violations of pupil adjudged habitual truant or insubordinate to be brought to attention of juvenile court and probation officer within 10 days of violation.

Uniform Complaint Procedures (not referring to clothing) – EC 222, 234.1, 262.3, 32289, 47606.5, 47607.3, 48853, 48853.5, 48985, 49013, 49609.5, 51225.1, 51225.2, 52060-52076; 5 CCR 4600 et seq.; AR 1312.3; AB 1575

The Uniform Complaint Procedures apply to the filing, investigation, and resolution of complaints regarding alleged: 1) failure to comply with federal or state law or regulations governing adult education, consolidated categorical aid programs, migrant education, vocational education, child care and developmental programs, child nutrition programs, and special education programs; 2) unlawful discrimination against any protected group as identified under Education Code (EC) Sections 200 and 220 and Government Code Section 11135, including actual or perceived sex, sexual orientation, gender, ethnic group identification, race, ancestry, national origin, citizenship, immigration status, religion, color, mental or physical disability, age, or on the basis of a person's association with a person or group within one or more of these actual or perceived characteristics, in any program or activity conducted by a local agency, which is funded directly by, or that receives or benefits from any state financial assistance; 3) failure to comply with school safety planning requirements as specified in Section 7114 of Title 20 of the United States Code; 4) unlawful discrimination, harassment, intimidation, and bullying based on actual or perceived characteristics set forth in Section 422.55 of the Penal Code and EC 220, and disability, gender, gender identity, gender expression, nationality, citizenship, immigration status, race or ethnicity, religion, sexual orientation, or association with a person or group with one or more of these actual or perceived characteristics; 5) unlawful imposition of pupil fees for participation in educational activities in public schools; 6) failure to comply with the requirements established through the Local Control Funding Formula related to the Local Control and Accountability Plan as described in EC sections 52060 through 52076 or sections 47606.5 and 47607.3; 7) noncompliance with physical education instructional minutes a specified grade levels; 8) inappropriate assignment of a pupil to courses

without educational content or previously completed and received a grade sufficient for satisfying the requirements for high school graduation and admission into post-secondary education; 9) noncompliance with education provisions for pupils in foster care, who are homeless, who are former juvenile court school students, or who are children of military families; and 10) failure to reasonably accommodate lactating pupils. A complaint must be filed no later than six months from the date the complainant first obtains knowledge of the concern. These uniform procedures require the complainant to submit a written complaint to the Director of Student Services who will coordinate an investigation and response within 60 calendar days of receipt of the written complaint, unless the complainant agrees in writing to extend the time line. If the District finds merit in a complaint, the District shall provide a remedy to all affected pupils, parents/guardians. A complainant may appeal the District's decision to the California Department of Education (CDE) by filing a written appeal within 15 calendar days after receiving the District's decision. The CDE may directly intervene in the complaint without waiting for action by the district when one of the conditions listed in Section 4650 of Title 5 of the California Code of Regulations exist, including cases in which the district has not taken action within 60 calendar days of the date the complaint was filed with the district. If a district is found to have violated a State or Federal law and/or regulation, and the District does not take corrective action to comply, then various civil remedies may be available. EC 32289 authorizes the filing of a uniform complaint for noncompliance with certain school safety planning requirements. Copies of the District's Uniform Complaint Procedures shall be made available free of charge. For additional information or assistance, contact the Director of Student Services at (661) 729-2321. (See ATTACHMENT #5: Uniform Complaint Procedures.)

Uniform Complaint Procedures (Williams) – EC 35186; AR-E 1312.4

Every school must provide sufficient textbooks and instructional materials. Every student, including English learners, must have textbooks or instructional materials, or both, to use at home or after school. School facilities must be clean, safe, and maintained in good repair. There should be no teacher vacancies or misassignments. If a school is found to have deficiencies in these areas, and the school does not take corrective action, then a complaint may be submitted through the Williams Uniform Complaint Procedures process. 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. (See ATTACHMENT #6: Williams Uniform Complaint Procedures.)

Uniforms (referring to clothing)

See "Dress Code Policy."

Vehicle Search – VC 21113

Authorizes schools to search all vehicles on school property without cause so long as warnings that such searches may take place are posted and visible.

Vision Appraisal – EC 49455

Requires notice to parents/guardians of their right to refuse vision appraisal/screening of their pupils due to religious beliefs by filing written statement with principal. Also requires notice that parent/guardian may file a copy of his/her private physician, surgeon, or optometrist report.

Visitors on Campus – EC 51101(a)(12); PC 626.8, 627.2, 627.3, 627.5, 627.6; BP 1250

Parents and guardians of pupils enrolled in public schools have the right and should have the opportunity, as mutually supportive and respectful partners in the education of their children, to be informed in advance about school rules, including procedures for visiting the school. Specifies authority of administration to direct persons to leave campus whose presence interferes with school activities, unless such person is a parent/guardian of a child attending that school, is a student of the school, or has prior written permission of school administration. Authorizes person denied visitor registration and entrance to a school or whose registration is revoked to file written request for hearing. PC 627.6 mandates signs at each school site entrance specifying entrance registration requirements, where office is located, and route to take for outsiders. All visitors and outsiders, including immigration enforcement officers, shall register with the principal or designee upon entering school grounds during school hours. Each visitor or outsider shall provide the principal or designee with his/her name, address, occupation, age if less than 21, purpose in entering school grounds, proof of identity, and any other information required by law.

Weapons, Firearms

See "Firearms."

Weapons, Additional – PC 626.10

Razor blades and box cutters are designated as prohibited weapons to bring or possess upon the grounds of, or within, any public school.

Withholding of Grades, Transcripts, Diplomas for Property Damage – EC 48904; AR 5125.2

Authorizes District to withhold grades, diploma, and transcript of pupil willfully damaging school property, after affording pupil due process. Requires written notice to parent/guardian of alleged misconduct before withholding grades, diploma, or transcript. Requires District to establish procedures for withholding.

Withholding (Reciprocal) of Grades, Transcripts, Diplomas – EC 48904.3; AR 5125.2

Requires School District to which a pupil, subject to EC 48904 (property damage/liability), has transferred, to also withhold grades, diplomas, or transcripts upon receiving notice from the former district. Requires both the former district and the receiving district to notify the parents/guardians in writing of the decision to withhold as specified.

ATTACHMENTS:

**Antelope Valley Union High School District
ATTENDANCE POLICY**

1. Parents/Guardians will be notified of this policy at the beginning of each school year or upon the enrollment of the student if such enrollment is during the school year.
2. Parents/Guardians will be sent notification by mail of the number of unexcused absences their student has in each class at the following times: first quarter progress report, first quarter report card, second quarter progress report, third quarter progress report, third quarter report card, fourth quarter progress report. Notification of unexcused absences may be sent more frequently than outlined above.
3. Parents/Guardians may clear, by note, or phone call, or other approved method any non-suspension or non-truant absence during a period of time not to exceed three school days after the occurrence of the absence. After the three-day window of opportunity a doctor's note indicating a diagnosis is required to clear an absence.
4. If a student is absent from school for a portion of the day for illness or a doctor's visit, the parent/guardian must properly check the student out of school through the attendance office. If this procedure is not followed, the student's period absences may be marked as unexcused.
5. Students may opt to attend Voluntary Saturday School (VSS) for a minimum of four hours to clear an all-day absence that is not a truancy or suspension. Parent/Guardian permission is required for the student to attend Voluntary Saturday School.
6. The Superintendent is directed to establish procedures to implement this policy. Annually, an evaluation of this policy shall be reported to the Board of Trustees.

**Antelope Valley Union High School District
VOLUNTARY SATURDAY SCHOOL PROGRAM**

The Attendance Committee recognizes the need to allow an alternative attendance option in its attendance policy. We hope that parents/guardians will be proactive in their student's attendance and take the responsibility to clear absences as they occur. The purpose of Voluntary Saturday School (VSS) is to allow students with excessive unexcused absences to engage in instruction on a Saturday in order to reduce the number of absences. Eligible types of absences to be reduced are any unverified all-day absences. Suspensions and confirmed truanancies may not be reduced through this program.

1. The student must sign up for the program by no later than 3:00 p.m. on the Thursday prior to the VSS date. Parent/Guardian permission by writing or verbal contact is needed for the student to attend VSS.
2. The VSS teacher will monitor the progress of the students who are voluntarily attending.
3. The VSS teacher will have the final decision as to whether the student receives credit for the day or no credit. This decision will be based upon the amount of work completed by the student. A student may be dismissed from VSS, with loss of credit, due to inappropriate behavior.
4. The following Monday, the VSS teacher will deliver to the administrator over the program a list of students who received credit for VSS.
5. Upon successful completion of the VSS, the student will have one full day of unverified absence re-coded in the computer attendance files to represent attendance to a VSS program. The absence will now be considered excused and will no longer count against the student in relation to the attendance policy.

Education Code (EC) Section 48205—Excused Absences

- (a) Notwithstanding Section 48200, a pupil shall be excused from school when the absence is:
- (1) Due to his or her illness.
 - (2) Due to quarantine under the direction of a county or city health officer.
 - (3) For the purpose of having medical, dental, optometric, or chiropractic services rendered.
 - (4) For the purpose of attending the funeral services of a member of his or her immediate family, so long as the absence is not more than one day if the service is conducted in California and not more than three days if the service is conducted outside California.
 - (5) For the purpose of jury duty in the manner provided for by law.
 - (6) Due to the illness or medical appointment during school hours of a child of whom the pupil is the custodial parent/guardian, including absences to care for a sick child for which the school shall not require a note from a doctor.
 - (7) For justifiable personal reasons, including, but not limited to an appearance in court, attendance at a funeral service, observance of a holiday or ceremony of his or her religion, attendance at religious retreats, attendance at an employment conference, or attendance at an educational conference on the legislative or judicial process offered by a nonprofit organization when the pupil's absence has been requested in writing by the parent/guardian and approved by the principal or a designated representative pursuant to uniform standards established by the governing board.
 - (8) For the purpose of serving as a member of a precinct board for an election pursuant to Section 12302 of the Elections Code.
 - (9) For the purpose of spending time with a member of the pupil's immediate family, who is an active duty member of the uniformed services, as defined in Section 49701, and has been called to duty for, is on leave from, or has immediately returned from, deployment to a combat zone or combat support position. Absences granted pursuant to this paragraph shall be granted for a period of time to be determined at the discretion of the superintendent of the school district.
 - (10) For the purpose of attending the pupil's naturalization ceremony to become a United States citizen.
 - (11) Authorized at the discretion of a school administrator, as described in subdivision (c) of Section 48260.
- (b) A pupil absent from school under this section shall be allowed to complete all assignments and tests missed during the absence that can be reasonably provided and, upon satisfactory completion within a reasonable period of time, shall be given full credit 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.
- (c) For purposes of this section, attendance at religious retreats shall not exceed four hours per semester.
- (d) Absences pursuant to this section are deemed to be absences in computing average daily attendance and shall not generate state apportionment payments.
- (e) "Immediate family," as used in this section, means the parent or guardian, brother or sister, grandparent, or any other relative living in the household of the pupil.
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ATTACHMENT #3: Notice of Alternative Schools

NOTICE OF ALTERNATIVE SCHOOLS
California Education Code 58501

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

- a) Maximize the opportunity for pupils 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 pupil 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/guardians, 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/guardians 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/guardian, pupil, or teacher is interested in further information concerning alternative schools, the County Superintendent of Schools, the Director of Student Services 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.

ATTENDANCE OPTIONS
California Education Code Section 48980

The Antelope Valley Union High School District currently provides comprehensive educational programs for school-age children enrolled in grades nine through twelve. These programs are available on a limited basis through statutory attendance options to students who reside outside District boundaries. Additional attendance options as described below are available on a limited basis to pupils whose parents/guardians currently reside within the District's attendance boundaries and to pupils who have established residency pursuant to provisions of Education Code 48204. Current statutory attendance options and local attendance options available to District pupils are as follows:

Intradistrict Open Enrollment—EC 35160.5

Residents of the District may apply to other schools within the District for their child to attend on a space available basis through Open Enrollment. Information on each school within the District is provided on the District website at <http://www.avdistrict.org>. Parents/Guardians of high school athletes should check on CIF sports eligibility rules before pursuing Open Enrollment. Transportation to any other school is the responsibility of the parent/guardian. Requests for admission will be based on a random, unbiased selection process. No pupil who currently resides in the attendance area of a school can be displaced by pupils transferring from outside of the attendance area. The deadline to submit Open Enrollment applications for the 2020-21 school year is March 13, 2020. For additional information, see attached Open Enrollment application form and procedures.

Interdistrict Attendance—EC 46600

The parent/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 enroll within the district of enrollment through grades 11 and 12 without any revocation from the desired district and must be treated the same as any other resident student. Regardless of whether an agreement exists or a permit is issued, the school district of residence cannot prohibit the transfer of a pupil who is a child of an active military duty parent to a school district of proposed enrollment if that district approves the application for transfer. A student who is appealing a decision for an interdistrict permit approval through the County Office of Education may be eligible for provisional admission to the desired district while continuing through the process of appeal, if space is made available by the desired district, not to exceed two months. A pupil who has been determined by personnel of either the school district of residence or the district of proposed enrollment to have been the victim of an act of bullying, as defined in EC 48900(r), shall, at the request of the parent or legal guardian, be given priority for interdistrict attendance under any existing agreement or, in the absence of an agreement, be given additional consideration for the creation of an interdistrict attendance agreement. Each school district shall post their interdistrict policy agreements and local district caps on their district and/or school 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 Student Services office at (661) 729-2321, or call the Los Angeles County Office of Education at (562) 922-6233. "Interdistrict Transfer Application" and procedures are available on the District website at <http://www.avdistrict.org> or in the AVUHSD Student Services office at 548 W. Lancaster Blvd., Lancaster.

Interdistrict Attendance—Parent/Guardian Employment—EC 48204(b); SB140 (Allen Bill)

Provides that a school district may deem a pupil as having complied with the residency requirements for school attendance if one or both parents/guardians of the student are physically employed within the boundaries of the District for a minimum of 10 hours during the school week. In addition, residency is established when a pupil's parent or legal guardian resides outside of the boundaries of that school district but is employed and lives with the pupil at the place of his or her employment within the boundaries of the school district for a minimum of three days during the school week. Once the pupil is deemed to comply with the residency requirements in this manner, the pupil does not have to reapply each year as long as at least one parent or legal guardian continues to be physically employed within the boundaries of the District for a minimum of 10 hours during the school week. "Interdistrict Transfer Application" and procedures are available on the District website at <http://www.avdistrict.org> or in the AVUHSD Student Services at 548 W. Lancaster Blvd., Lancaster.

District of Choice—EC 48300

Provides that school districts may establish a program of interdistrict choice which allows students whose parent(s)/guardian(s) live outside District attendance boundaries to attend school within the District. Selection, which may be limited pursuant to board policy, shall be based on a random, unbiased process. This permission statutory option has not been adopted by the AVUHSD Board of Trustees and is not currently available to students who reside outside District boundaries.

For additional information about the attendance options described in this notification, please contact your local school principal, or call the Student Services office at (661) 729-2321.

Other Intradistrict Enrollment

Except for transfers for victims of a violent crime and from a “persistently dangerous school,” the following procedures shall apply to intradistrict Open Enrollment:

To implement intradistrict Open Enrollment pursuant to Education Code 35160.5:

1. The Superintendent or designee shall identify those schools which may have space available for additional students. A list of these schools and Open Enrollment Applications shall be available at each school site, the district office, and on the district’s Web site.
2. All students who submit applications to the Student Services office by the Open Enrollment application deadline shall be eligible for the applicant lottery pool for admission to their requested school the following school year. Applications will be received after the deadline only from those who did not reside in the District as of the deadline. These may be considered if further openings exist.
3. After the enrollment priorities have been applied in accordance with Board policy, if there are more requests for a particular school than there are spaces available, a random drawing shall be held from the applicant pool. A waiting list shall be established to indicate the order in which applicants may be accepted if openings occur during the year. Late applicants shall not be added to the waiting list for the current year but shall instead wait for a subsequent lottery.
4. Any applicants still remaining on the waiting list as of the first day of school shall attend their high school of residence. If these students wish to be included in the next Open Enrollment process for the following school year, a new Open Enrollment Application must be submitted by the next Open Enrollment deadline.
5. The Superintendent or designee shall provide written notification to applicants as to whether their applications have been approved, denied, or placed on a waiting list. If the application is denied, the reasons for denial shall be stated.
6. Applicants who receive approval must confirm their enrollment within 10 school days. (Applicants who do not contact the Student Services office to decline their Open Enrollment approval are considered to be confirmed.)
7. Any complaints regarding the Open Enrollment process shall be submitted in accordance with the applicable complaint procedure. (*cf. 1312.3 – Uniform Complaint Procedures*)

General Rules for Open Enrollment

1. The number of Open Enrollment transfers allowed is contingent on the availability of space at the requested site/program.
2. All students who are not on Open Enrollment will establish residency at a school following one grading period (one semester). They may then remain at the school without an Open Enrollment Application even if their official residency changes from that attendance area.
3. Once enrolled in the approved school, a student shall not be required to apply for readmission.
4. Once enrolled in the approved school, return to the prior school of residence can be accomplished only through an Open Enrollment Application during a subsequent Open Enrollment period.
5. Once enrolled in the approved school, if a student’s official residency changes to a location in another school attendance area within the Antelope Valley Union High School District (AVUHSD) boundaries, that student may choose either to remain in the approved school or to attend the new school of residence.
6. Once enrolled in the approved school, if a student’s official residency changes to a location outside the AVUHSD boundaries and then subsequently changes back to within the AVUHSD boundaries, that student may choose to attend either the new school of residence or the previous approved school regardless of the location of the new residence within the AVUHSD boundaries.
7. It is the intent of the District not to separate siblings. Open Enrollment approval for one sibling will be considered approval for other siblings in the same family during the time in which any sibling is enrolled in the approved school. However, subsequent siblings are required to submit individual Open Enrollment applications.
8. Transportation for approved Open Enrollment transfers is the responsibility of the parent/guardian. The District shall not provide transportation outside the school’s attendance area except as provided by policy and/or required by law.
9. Students approved for Open Enrollment transfer will be eligible for participation on interscholastic teams in the receiving school consistent with C.I.F. rules. Transferring students may be ineligible for one year for varsity athletic teams. Principals may approve sub-varsity eligibility if there is no evidence of recruitment. Freshman students are eligible at their first high school of attendance.
10. Recruitment of individual students for particular programs by staff members of school-sponsored organizations is expressly prohibited; i.e., athletics, band, etc.

Non-approved Enrollment

1. In the event a student enrolls in a school other than the regular school of attendance without an approval, he/she shall be transferred to the proper school as soon as practical as determined by the school.
2. All school attendance offices will conduct a review of all student addresses prior to the third week of the new school year to determine non-approved enrollment.

Specialized Programs

1. Minimum entrance criteria may be established for specialized schools or programs. These may include “academies” or “career path”-type programs.
2. These shall be considered as separate schools as it relates to the above selection procedures.
3. If the number of students who meet the minimum entrance criteria exceeds the number of openings, enrollment in the school/program of preference shall be determined by lot from the eligible applicants. A waiting list shall be established to indicate the order in which students may be accepted as openings occur.
4. Open Enrollment approval for a specialized program of preference is subject to revocation if the student is not enrolled in that program.

Antelope Valley Union High School District

2020-21 OPEN ENROLLMENT APPLICATION (TO REQUEST ANOTHER SCHOOL)

Return To: AVUHSD Student Services, 548 W. Lancaster Blvd., #102, Lancaster, CA 93534-2571; Phone 661-729-2321; Fax 661-949-6292

*****DEADLINE: March 13, 2020*****

(This form is to be completed only if the student wishes to attend a high school other than the school of residence.
DO NOT COMPLETE THIS FORM if the student is currently attending, or scheduled to attend, the school requested.)

Student/Applicant Name:		Birth Date:	
Home Address:			
City/ZIP Code (Home):		Nearest Major Cross Streets:	
Mailing Address:			
City/ZIP Code (Mailing):			
Parent/Guardian Name:		E-mail Address:	
Home Phone:	Cell Phone:	Work Phone:	
2019-20 School of Attendance:		2020-21 Grade: <input type="checkbox"/> 9 <input type="checkbox"/> 10 <input type="checkbox"/> 11 <input type="checkbox"/> 12	
HIGH SCHOOL OF RESIDENCE			
Please mark below the high school attendance area in which the student's parent/guardian lives based on the home address.			
<input type="checkbox"/> Antelope Valley High School	<input type="checkbox"/> Eastside High School	<input type="checkbox"/> Highland High School	<input type="checkbox"/> Knight High School
<input type="checkbox"/> Lancaster High School	<input type="checkbox"/> Littlerock High School	<input type="checkbox"/> Palmdale High School	<input type="checkbox"/> Quartz Hill High School
OPTION #1: OPEN ENROLLMENT—GENERAL (LOTTERY)			
Available spaces at each school are determined based on projected student enrollments and school capacity, and <u>there is no guarantee that spaces will be available at a particular school for students who live outside the boundaries of that school.</u> According to procedures established by the California Education Code, if more applications are received than available spaces, then Open Enrollment is conducted by lottery (random selection), and approval is not guaranteed. <u>Transportation is NOT provided</u> for students who are approved for Open Enrollment. Please mark below the high school requested for General Open Enrollment:			
<input type="checkbox"/> Antelope Valley High School	<input type="checkbox"/> Eastside High School	<input type="checkbox"/> Highland High School	<input type="checkbox"/> Knight High School
<input type="checkbox"/> Lancaster High School	<input type="checkbox"/> Littlerock High School	<input type="checkbox"/> Palmdale High School	<input type="checkbox"/> Quartz Hill High School
OPTION #2: OPEN ENROLLMENT—SIBLING			
Sibling Open Enrollment applications are approved upon verification that the student has a sibling (brother or sister) currently enrolled in the requested school who will remain enrolled in the requested school for the 2020-21 school year. Address and parent/guardian information for the sibling must match the above information for the applicant. <u>Transportation is not provided</u> for students who are approved for Sibling Open Enrollment. Please mark below the high school requested for Sibling Open Enrollment:			
<input type="checkbox"/> Antelope Valley High School	<input type="checkbox"/> Eastside High School	<input type="checkbox"/> Highland High School	<input type="checkbox"/> Knight High School
<input type="checkbox"/> Lancaster High School	<input type="checkbox"/> Littlerock High School	<input type="checkbox"/> Palmdale High School	<input type="checkbox"/> Quartz Hill High School
		2020-21 Grade of Applicant's Sibling: <input type="checkbox"/> 09 <input type="checkbox"/> 10 <input type="checkbox"/> 11 <input type="checkbox"/> 12	
Name of Applicant's Sibling _____			
<input type="checkbox"/> AVUHSD Employee Name/School of Employment _____			
Per California Education Code 35160.5, students of AVUHSD employees may be approved through Sibling Open Enrollment. Please write the employee's name above along with the high school of employment.			
I wish my son/daughter to attend the requested school beginning August 2020. If approved, I understand that the next opportunity to transfer to any other school will be the 2021-22 Open Enrollment process with any change effective August 2021.			
PARENT/GUARDIAN SIGNATURE: _____		DATE: _____	
FOR OFFICE USE			
Residence Verification _____	Sibling Verification _____	Academy Verification _____	Date Stamp: _____
OE Waiting List # _____	Denied _____	Approved to Attend _____	

ATTACHMENT #5: Uniform Complaint Procedures

Antelope Valley Union High School District 2019-20 ANNUAL NOTIFICATION OF THE UNIFORM COMPLAINT PROCEDURES (UCP)

For pupils, employees, parents or guardians of its pupils, school and district advisory committees, appropriate private school officials or representatives, and other interested parties

The Antelope Valley Union High School District is committed to equal opportunity for all individuals in education. Our District programs and activities shall be free from discrimination, harassment, intimidation, or bullying based on actual or perceived characteristics of race, ethnicity, color, ancestry, nationality, national origin, citizenship, immigration status, ethnic group, ethnic group identification, lack of English skills, age, religion, marital status, pregnancy, parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, genetic information, or any other unlawful consideration, or on the basis of a person's association with a person or group with one or more of these actual or perceived characteristics. The District has the primary responsibility to ensure compliance with applicable state and federal laws and regulations governing educational programs and has established procedures to address allegations of unlawful discrimination, harassment, intimidation, or bullying and complaints alleging violation of such state or federal laws. The District will post a standardized notice of the educational rights of foster youth, homeless students, former juvenile court school students, and immigrant students enrolled in a newcomer program, as specified in Education Code 48853, 48853.5, 49069.5, 51225.1, and 51225.2, and the complaint process.

The District shall investigate and seek to resolve any such complaints using policies and procedures known as the Uniform Complaint Procedures (UCP) adopted by our local board. Complaints alleging the occurrence of unlawful discrimination, harassment, intimidation, or bullying in district programs and activities may be based on actual or perceived characteristics of race, ethnicity, color, ancestry, nationality, national origin, citizenship, immigration status, ethnic group, ethnic group identification, lack of English skills, age, religion, marital status, pregnancy, parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, genetic information, or on a person's association with a person or group with one or more of these actual or perceived characteristics. The UCP shall also be used to address any complaint alleging the District's failure to comply with state and/or federal laws in adult education programs, After School Education and Safety programs, agricultural vocational education, American Indian education centers and early childhood education program assessments, bilingual education, peer assistance and review programs for teachers, career technical and technical education and training programs, child care and development programs, child nutrition programs, compensatory education, consolidated categorical aid programs, Economic Impact Aid, English learner programs, federal education programs in Title I-VII, migrant education, Regional Occupational Centers and Programs, school safety plans, special education programs, State Preschool Programs, Tobacco-Use Prevention Education programs, local control and accountability plan (LCAP), and any other district-implemented program which is listed in Education Code 64000(a) or with the prohibition against requiring students to pay fees, deposits, or other charges for participation in educational activities or with inappropriate assignment of a pupil to courses without educational content or with accommodations for lactating students or with requirements related to the educational rights of foster youth, homeless students, former court juvenile school students, or children of military families, or alleged retaliation against a complainant.

A student enrolled in a public school shall not be required to pay for participation in an educational activity that constitutes an integral fundamental part of the district's educational program, including curricular and extracurricular activities. A complaint regarding student fees must be filed no later than one year from the date the alleged violation occurred. A complaint regarding student fees or the local control and accountability plan may be filed anonymously if the complainant provides evidence or information leading to evidence to support the complaint.

Any individual, public agency, or organization may file a written complaint of alleged noncompliance by the District. Complaints must be filed in writing with the compliance officer. Complainants shall be protected from retaliation, and the identity of a complainant alleging discrimination shall remain confidential as appropriate.

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

Complaints will be investigated, and a written decision or report will be sent to the complainant within sixty (60) calendar days from the receipt of the complaint. This sixty (60) calendar day time period may be extended by written agreement of the complainant. The District personnel responsible for investigating the complaint shall conduct and complete the investigation in accordance with Sections 4680-4687 and in accordance with local procedures adopted under Section 4621.

The complainant has a right to appeal the District's decision to the California Department of Education (CDE) by filing a written appeal within 15 calendar days of receiving the District's decision. The appeal must include a copy of the original complaint filed with the District and a copy of the District's decision.

Civil law remedies may be available under state or federal discrimination laws regarding unlawful harassment, intimidation, or bullying, if applicable. (SCCR Section 4622) In appropriate cases, an appeal may be filed pursuant to Education Code Section 262.3. A complainant may pursue available civil law remedies outside of the District's complaint procedures. Complainants may seek assistance from mediation centers or public/private interest attorneys. Civil law remedies that may be imposed by a court include, but are not limited to, injunctions and restraining orders.

A copy of the District UCP policy and complaint procedures shall be available free of charge. For further details or to file a complaint under the Uniform Complaint Procedures, please contact the District compliance officer:

Ms. Cheri Kreitz, AVUHSD Director of Student Services
548 W. Lancaster Blvd., #102; Lancaster, CA 93534-2571
Phone: 661-729-2321, Ext. 102; Fax: 661-949-6292



UNIFORM COMPLAINT PROCEDURES
COMPLAINT FORM
2019-20

I have read school District Board Policy 1312.3(a) on Uniform Complaint Procedures and wish to file a complaint regarding a violation of federal or state law or regulations governing the following educational program which is covered under this procedure:

Agency to which complainant has been referred if this complaint is not covered by the Uniform Complaint Procedures:

Agency Name: Telephone #:
Address: Fax #:
City, State, Zip:

NATURE OF COMPLAINT

(Describe here the nature of the alleged violation. If this complaint involves the educational services provided to a specific child, please give the name, grade and school of enrollment. Attach additional pages if necessary. AVUHSD Board Policy 1312.3[a] prohibits retaliation in any form for the filing of a complaint, the reporting of such instances of unlawful discrimination, harassment, intimidation, or bullying or for participation in complaint procedures. Such participation shall not in any way affect the status, grades, or work assignments of the complainant).

DATE OF VIOLATION:

(Must be within six [6] months of today's date. If not, you will be given information regarding an appeal to the State Superintendent of Public Instruction for an extension of time in which to file the complaint.)

Mediation*

I have been offered and an opportunity for mediation of this complaint (accept/decline)

SIGNED: Date:
Address: Phone:
City, State, Zip:
Complaint received by Date:
(Name and Title)

Response requested? Yes No

- *Optional
Distribution: Original - Parent/Guardian; Copy - School District

To be filed with the Director of Student Services, 548 W. Lancaster Blvd., #102, Lancaster, CA 93534-2571

Community Relations

E(1) 1312.4(a)

WILLIAMS UNIFORM COMPLAINT PROCEDURES

NOTICE TO PARENTS/GUARDIANS, PUPILS, AND TEACHERS: COMPLAINT RIGHTS

Parents/Guardians, Pupils, and Teachers:

Education Code 35186 requires that the following notice be posted in each classroom. Pursuant to Education Code 35186, you are hereby notified that:

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

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

Misassignment means the placement of a certificated employee in a teaching or services position for which the employee does not hold a legally recognized certificate or credential or the placement of a certificated employee in a teaching or services position that the employee is not otherwise authorized by statute to hold.

4. A complaint form may be obtained at the school office or District Office, or downloaded from the School District web site: <http://www.avdistrict.org>. You may also download a copy of the Sample Williams Complaint Form in English and other languages from the California Department of Education web site: <http://www.cde.ca.gov>. However, a complaint need not be filed using either the District's complaint form or the complaint form from the California Department of Education.

ANTELOPE VALLEY UNION HIGH SCHOOL DISTRICT

Exhibit approved: January 19, 2005

Lancaster, California

Exhibit revised: April 19, 2006; May 7, 2008; August 7, 2008; January 13, 2011; December 10, 2014

**Antelope Valley Union High School District
Required Immunizations for the 2019-20 School Year**

Required Vaccine	Required Minimum Doses and Timing	Notes
Polio (Poliomyelitis)	3 doses Only if last dose given after fourth birthday	More documented doses are acceptable
DPT, DTap, DT, or Tdap (Diphtheria, Tetanus, Pertussis/Whooping Cough)	3 doses Only if last dose given after seventh birthday	More documented doses are acceptable
Tdap	1 dose only Must be given after seventh birthday	Required for entry into seventh grade
MMR or MMR-V (Measles, Mumps, Rubella)	2 doses Both must be given after first birthday	Must be at least four months apart
HBV (Hepatitis B)	3 doses	First and last dose must be at least four months apart
VAR, MMR-V, VZV (Varicella/Chickenpox)	2 doses Not required with physician documentation of disease history	Required for entry into seventh grade

**California Education law requires that all students
become fully immunized or have a documented medical exemption.**

Conditionally Admitted Students

1. ALL students, regardless of immunization status, MUST present immunizations at the time of enrollment in order to attend school. Those with incomplete records or immunizations have some options.
 - a. Students who are as current as possible with their vaccines and not due for any doses will be enrolled.
 - b. Foster children, homeless youth, and children of currently active duty or reserved military families will be permitted to enroll.
 - c. Students with current IEPs will be permitted to enroll.
2. Children who are conditionally admitted (meaning they have not completed the vaccine series) are still required to present their written documentation of current vaccines or enroll in an alternative program (ex.: AV Virtual Academy or Independent Study).

Medical Exemptions

3. A medical exemption is permitted if all of the following apply:
 - a. There is written documentation by California licensed physician and surgeon (MD or DO), and
 - b. The physician's statement includes the reason that the required immunization is not safe for this student. (This must include the child's medical diagnoses and/or family history of unsafe immunizations.), and
 - c. The physician's statement lists the names of the vaccines that are unsafe for this student, and
 - d. The physician's statement contains the anticipated duration for medical exemption.

Personal Belief or Religious Exemptions (PBE)

4. When a student is entering seventh grade without complete immunizations, he/she must at the time of enrollment:
 - a. Present a medical exemption with specific statements (listed above), or
 - b. Attend an alternative educational program (a non-classroom based instructional program, such as AVUHSD's Independent Study or Virtual Academy online), or
 - c. Present documentation that required immunizations have been given and are as current as medically possible.
 - d. Any PBE on file prior to a student entering seventh grade is no longer valid due to the new grade span.
5. When a student has already completed the seventh grade and has a PBE on file prior to January 1, 2016, then no further documentation is required. Student can be enrolled when the PBE documentation is presented at the time of enrollment.
6. If a PBE document is presented for any student in the eighth through twelfth grade and was signed prior to January 1, 2016, and it is from a California school, the student may enroll and attend classes.
7. If a PBE document is presented for any student in the seventh through twelfth grade, was signed prior to January 1, 2016, and it is from another state or country, the parent will need to determine if a medical exemption, an alternative educational program, or completing immunizations is in the best interest of the child. PBE documents from another state or country will not be permitted in California.

Please contact the Health Office where your student will be attending if you have further questions. Questions for Alternative schools can be addressed at any high school Health Office.

Antelope Valley HS, 661-948-8552 X168
Eastside HS, 661-946-3800 X1043
Highland HS, 661-538-0304 X365
Knight HS, 661-533-9000 X158

Lancaster HS, 661-726-7649 X176
Littlerock HS, 661-944-5209 X365
Palmdale HS, 661-273-3181 X104
Quartz Hill HS, 661-718-3100 X155

ATTACHMENT #8: Notice of Health Education Classes

August 2019

NOTICE OF HEALTH EDUCATION (HEALTHFUL LIVING) CLASSES

Over a period of years, the health education programs currently offered at all schools in the Antelope Valley Union High School District have been developed with community support from PTA members, interested parents/guardians, county health authorities, representatives from the local ministerial association, and local physicians working closely with teachers and school administrators. These committees have helped in recommending which topics should be taught in health education, in selection of materials to be used in the classroom, and in the review of the health education programs. The program is periodically reviewed by a citizens' committee. The Board of Trustees has accepted the recommendations of the committee regarding this District's health instructional program and readopted the course of study which is in use throughout the District.

The health education course is required for graduation. The course is comprised of a number of separate but related topics which include the family, peer pressure, decision-making, growth during adolescence (health problems, personal hygiene, communicable diseases, including venereal disease, HIV/AIDS prevention, non-communicable diseases, harmful effects of alcohol, narcotics, and tobacco), family life and sex education, and understanding the protection of your health (food and nutrition, first aid, and safety).

While our graduation requirements include health education, if you do not want your pupil to receive instruction in a topic, in accordance with state law and District regulations, it will be necessary for you to request, in writing, that your pupil be exempted from the instruction. Requests for exemption from specific topics of instruction should be addressed to the school principal. Requests for exemption from the entire class must be approved by the Board of Trustees and should be directed to:

Greg Nehen
Assistant Superintendent
Educational Services
Antelope Valley Union High School District
44811 N. Sierra Highway
Lancaster, CA 93534-3226
(661) 948-7655, Ext. 230

Should you wish to inspect health education materials to be used in the instruction of your pupil or wish to obtain a copy of EC 51930 et seq., please call the principal of the school where your child attends. Arrangements can be made for you to visit the school and review the materials.

ATTACHMENT #9: Medication Administration Form

Antelope Valley Union High School District Medication Administration Orders

***** PHYSICIAN SECTION *****		
The Authorized Health Care Provider (signing below) must be licensed within the State of California to prescribe medication. (California Education Code 49414, 49423, 49423.1, 49423.5, 49480, 5 CCR 601, and AR 5141.21)		
Student Name	DOB	
Parent / Guardian Name	Work / Cell Phone	
Parent / Guardian Name	Work / Cell Phone	
# 1 Medication Name	Dosage	Route / Method
Times to be taken at _____ or every _____ hours	As needed for <input type="checkbox"/> Pain <input type="checkbox"/> _____	
Possible side effects	Call 9-1-1 when	
# 2 Medication Name	Dosage	Route / Method
Times to be taken at _____ or every _____ hours	As needed for <input type="checkbox"/> Pain <input type="checkbox"/> _____	
Possible side effects	Call 9-1-1 when	
This child has been trained and is responsible for self-administration and can carry his or her own oral medication or devices specific to this order. _____ yes _____ no; if no, medication will be kept in the health office and administered by trained health care providers.		
Name of Authorized Health Care Provider	Signature	Date Signed <small>(effective for one calendar year)</small>
Address		Phone
PARENT SECTION: I have read and agree with the terms and conditions listed below for medication at school.		
<p>Parents/legal guardians are to provide medication, devices, and equipment for their child, as prescribed in this order. Medications must be in original container, include a pharmacy label, and match the written doctor's order.</p> <p>Parents/legal guardians are to transport medication and devices to and from school, unless child is responsible as above. Medications may be administered by a designated non-employee when the parent/legal guardian's written statement clearly identifies the individual and states the individual's willingness to accept the responsibility.</p> <p>The Credentialed School Nurse may communicate with the physician to exchange information and counsel with school personnel regarding this order, including the possible effects of the medication or device, as required by law.</p> <p>The consent for medication administration may be terminated at any time in person or by written notification.</p>		
Signature of Parent / Guardian		Date

2018

ATTACHMENT #10: Notification Regarding Use of Pesticide Products



August 2019

Dear Parent/Guardian,

To meet the requirements of the Healthy Schools Act of 2000, the District has adopted an Integrated Pest Management (IPM) policy. This policy includes notifying staff, parents, and/or guardians of pesticide use. During the school year, it may be necessary to apply pesticides at your child's school to avoid serious health problems posed by pests or to maintain the integrity of a structure. To access the district's integrated pest management plan, please visit the district web site at <http://www.avdistrict.org>.

The attached list of pesticide products has been approved for use at District sites. In the majority of cases, the products used by the District fall into the safest category, "Caution", and pest management products shall not be applied when students are present. Applicators shall receive annual safety training, strictly following the U.S. EPA label instructions and only apply pesticides with the least risk when necessary. For additional information on pest management products, you may access the California Department of Pesticide Regulation website at <http://www.cdpr.ca.gov>.

In the event the use of a product is required that is not on the approved list, you will be notified 72 hours in advance (exception: emergency circumstances that warrant an immediate response).

If your child's health and/or behavior would be influenced by exposure to pesticide products and you would like to be notified each time a pesticide application takes place at your child's school, please contact Daniel Ramos, Director of Human Resources, at the number shown below. A "Request for Individual Pesticide Application Notification" form will be mailed to your home. Once the completed form has been returned to Daniel Ramos, it will be forwarded to the District IPM Coordinator, Mat Havens. Then, you will be notified in advance of pesticide application at your child's site.

If you have any questions about the program, please contact Daniel Ramos, at (661) 948-7655, extension 248.

Sincerely,

Daniel Ramos
Director of Human Resources
Antelope Valley Union High School District

**Healthy Schools Act of 2000
2019-20 NOTIFICATION OF POTENTIAL PESTICIDE USE**

PRODUCT	ACTIVE INGREDIENT(S)	EXPECTED USAGE
Round-Up	Glyphosate	Herbicide
Suspend®	Deltamethrin	Insecticide
Tempo 20% Wettable Powder	Cyfluthrin	Insecticide
Cynoff® WP	Cypermethrin	Insecticide
Cynoff® EC	Cypermethrin	Insecticide
Wasp-Freeze	Phenothrin, D-Trans Allethrin	Insecticide
CB-80 Extra	Pyrethrins & Diazinon	Insecticide
Talstar CA Granular	Bifenthrin	Insecticide
Demand-CS	Lambda-Cyhalothrin Technical	Insecticide
Back Flip Roach & Ant Killer	Pyrethrins & Diazinon	Insecticide
Ortho Ant Killer	Tetramethrin & Sumithrin	Insecticide
Ortho Diazinon Insect Spray	Diazinon	Insecticide
Rodent Bait Diphacinone	Diphacinone	Insecticide
Drione	Pyrethrins, Piperonyl, & Amorphous	Insecticide
Niban	Orthoboric Acid	Insecticide
Max Force	Hydramethylon, Fipronil	Insecticide
Terro	Sodium Tetraborate Decahydrate	Insecticide
Eco Pco	2-Phenethyl Propionate, Thyme Oil, Pyrethrins	Insecticide
Delta Dust	Deltamethrin	Insecticide
Drax Ant Gel	Orthoboric Acid	Insecticide
Termidor	Fipronil	Insecticide

Antelope Valley Union High School District contracts with Los Angeles County for some pest control services.

The following products may be applied by L.A. County.

Cynoff	Cypermethrin	Insecticide
Delta Dust	Deltamethrin	Insecticide
Endurance	Prodiamine	Herbicide
Fighter F	Dimethylpolysiloxane	Herbicide
Foam Fighter	Dimethyl Silicone Fluid Emulsion	Herbicide
Fumitoxin	Aluminum Phosphide	Burrowing Rodents
Fusilade II	Fluazifop-P-Butyl	Herbicide
Galery 75 DF	Isoxaben	Herbicide
Garlon 4	Triclopyr	Herbicide
Gas Cartridge	Sodium Nitrate,Charcoal	Ground Squirrel Control
Gopher Getter	Strychnine	Gopher Control
Hot Foot	2-Propoxyethanol	Bird Repellent
M-Pede	Potassium Salts of Fatty Acids	Insecticide
Maki Blocks	Bromadiolone	Rodenticide
Manage	Halosulfuron-Methyl	Herbicide
Merit 75 WSP	Imidacloprid	Insecticide
Oust	Sulfometuron Methyl	Herbicide
Pathfinder	Triclopyr	Herbicide
Pendulum	Pendimethalin	Herbicide
R-11	Alkyl Aryl Polyethoxylates	Herbicide Spreader
Rodent Bait	Diphacinone	Ground Squirrel Control
Rodeo	Glyphosate	Herbicide
Roundup Pro	Glyphosate	Herbicide
Tempo 20 WP	Cyfluthrin	Insecticide
Trimec	2,4-D, MCP, Dicamba	Herbicide
Wasp Freeze	Phenothrin, D-Trans Allethrin	Insecticide
Wax Bait Blocks	Diphacinone, Chlorophacione	Rat, Mouse Control

Cal Grant OPT OUT Form

The California Student Aid Commission (CSAC) requires that **all** students enrolled in grade 12 in a California public school, including charter schools, be deemed a Cal Grant applicant, unless the parent or the grade 12 adult student (at least 18 years of age) opts out. AVUHSD schools will electronically submit GPA verification for all seniors to the CSAC, except for those who have chosen to opt out.

If you do not wish for yourself or your student to be a Cal Grant applicant, you must OPT OUT by **OCTOBER 1 of the student's senior year**. To opt out, complete the form below and return it to your school's **Guidance Office**.

I am an adult student, and I would like to OPT OUT of being automatically deemed a Cal Grant applicant.

I am a parent or guardian of the student below, and would like to OPT OUT my son or daughter from being automatically deemed a Cal Grant applicant.

Student Last Name _____ Student First Name _____

Student ID Number _____ School _____

Student E-mail _____

Parent Last Name _____ Parent First Name _____

Parent E-mail _____

By signing below, I am indicating that I understand that OPTING OUT is required in order for me/my student to not be deemed a Cal Grant recipient. I also understand that by OPTING OUT, I make myself ineligible to receive a Cal Grant award (free money for college).

Signature of Parent/Guardian/Education Rights Holder

Signature of Student *(If adult student)*

PLEASE RETURN THIS OPT OUT FORM TO THE GUIDANCE OFFICE.

Students

BP 5145.7 (a)

SEXUAL HARASSMENT

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

The district strongly encourages any student who feels that he/she is being or has been sexually harassed on school grounds or at a school-sponsored or school-related activity by another student or an adult, or who has experience off-campus sexual harassment that has a continuing effect on campus, to immediately contact his/her teacher, the principal, or any other available school employee. Any employee who receives a report or observes an incident of sexual harassment shall notify the principal or a district compliance officer. Once notified, the principal or compliance officer shall take the steps to investigate and address the allegation, as specified in the accompanying administrative regulation.

(cf. 0410 – Nondiscrimination in District Programs and Activities)

(cf. 1312.1 – Complaints Concerning District Employees)

(cf. 5131 – Conduct)

(cf. 5131.2 – Bullying)

(cf. 5137 – Positive School Climate)

(cf. 5141.4 – Child Abuse Prevention and Reporting)

(cf. 5145.3 – Nondiscrimination/Harassment)

(cf. 6142.1 – Sexual Health and HIV/AIDS Prevention Instruction)

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

Instruction/Information

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

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

SEXUAL HARASSMENT**Complaint Process and Disciplinary Actions**

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

(cf. 1312.3 – Uniform Complaint Procedures)

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

(cf. 5144 – Discipline)

(cf. 5144.1 – Suspension and Expulsion/Due Process)

(cf. 5144.2 – Suspension and Expulsion/Due Process (Students with Disabilities))

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

(cf. 4117.7/4317.7 - Employment Status Report)

(cf. 4118 – Dismissal/Suspension/Disciplinary Action)

(cf. 4218 - Dismissal/Suspension/Disciplinary Action)

(cf. 4119.11/4219.11/4319.11 - Sexual Harassment)

Record-Keeping

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

(cf. 3580 – District Records)

*Legal Reference:***EDUCATION CODE**

200-262.4 Prohibition of discrimination on the basis of sex

48900 Grounds for suspension or expulsion

48900.2 Additional grounds for suspension or expulsion; sexual harassment

48904 Liability of parent/guardian for willful student misconduct

48980 Notice at beginning of term

CIVIL CODE

51.9 Liability for sexual harassment; business, service and professional relationships

1714.1 Liability of parents/guardians for willful misconduct of minor

GOVERNMENT CODE

12950.1 Sexual harassment training

CODE OF REGULATIONS, TITLE 5

4600-4687 Uniform complaint procedures

4900-4965 Nondiscrimination in elementary and secondary education programs

UNITED STATES CODE, TITLE 20

1221 Application of laws

1232g Family Educational Rights and Privacy Act

1681-1688 Title IX, discrimination

UNITED STATES CODE, TITLE 42

1983 Civil action for deprivation of rights

2000d-2000d-7 Title VI, Civil Rights Act of 1964

2000e-2000e-17 Title VII, Civil Rights Act of 1964 as amended

SEXUAL HARASSMENT*CODE OF FEDERAL REGULATIONS, TITLE 34**99.1-99.67 Family Educational Rights and Privacy**106.1-106.71 Nondiscrimination on the basis of sex in education programs**COURT DECISIONS**Donovan v. Poway Unified School District, (2008) 167 Cal.App.4th 567**Flores v. Morgan Hill Unified School District, (2003, 9th Cir.) 324 F.3d 1130**Reese v. Jefferson School District, (2001, 9th Cir.) 208 F.3d 736**Davis v. Monroe County Board of Education, (1999) 526 U.S. 629**Gebser v. Lago Vista Independent School District, (1998) 524 U.S. 274**Oona by Kate S. v. McCaffrey, (1998, 9th Cir.) 143 F.3d 473**Doe v. Petaluma City School District, (1995, 9th Cir.) 54 F.3d 1447**Management Resources:**CSBA PUBLICATIONS**Providing a Safe, Nondiscriminatory School Environment for Transgender and Gender-Nonconforming Students, Policy Brief, February 2014**Safe Schools: Strategies for Governing Boards to Ensure Student Success, 2011**U.S. DEPARTMENT OF EDUCATION, OFFICE FOR CIVIL RIGHTS PUBLICATIONS**Q&A on Campus Sexual Misconduct, September 2017**Examples of Policies and Emerging Practices for Supporting Transgender Students, May 2016**Dear Colleague Letter: Title IX Coordinators, April 2015**Sexual Harassment: It's Not Academic, September 2008**Revised Sexual Harassment Guidance: Harassment of Students by School Employees, Other Students, or Third Parties, January 2001**WEB SITES**CSBA: <http://www.csba.org>**California Department of Education: <http://www.cde.ca.gov>**U.S. Department of Education, Office for Civil Rights: <http://www.ed.gov/about/offices/list/ocr>***ANTELOPE VALLEY UNION HIGH SCHOOL DISTRICT**

Lancaster, California

Policy adopted: November 13, 1990

Policy revised: February 6, 2002; January 16, 2013; April 1, 2015; April 11, 2019

SEXUAL HARASSMENT

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

Director of Student Services
 Antelope Valley Union High School District Office
 548 W. Lancaster Blvd., #102
 Lancaster, California 93534-2571
 (661) 729-2321
 ckreitz@avhdsd.org

(cf. 1312.3 – Uniform Complaint Procedures)

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

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

(cf. 5131 – Conduct)

(cf. 5131.2 – Bullying)

(cf. 5137 – Positive School Climate)

(cf. 5145.3 – Nondiscrimination/Harassment)

(cf. 6142.1 – Sexual Health and HIV/AIDS Prevention Instruction)

Examples of types of conduct which are prohibited in the district and which may constitute sexual harassment include, but are not limited to:

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

SEXUAL HARASSMENT

11. Sexual assault, sexual battery, or sexual coercion
12. Electronic communications containing comments, words, or images described above

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

Reporting Process and Complaint Investigation and Resolution

Any student who believes that he/she has been subjected to sexual harassment by another student, an employee, or a third party or who has witnessed sexual harassment is strongly encouraged to report the incident to his/her teacher, the principal, or any other available school employee. Within one school day of receiving such a report, the school employee shall forward the report to the principal or the district's compliance officer identified in AR 1312.3. In addition, any school employee who observes an incident of sexual harassment involving a student shall, within one school day, report his/her observation to the principal or a district compliance officer. The employee shall take these actions, whether or not the alleged victim files a complaint.

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

When a verbal or informal report of sexual harassment is submitted, the principal or compliance officer shall inform the student or parent/guardian of the right to file a formal written complaint in accordance with the district's uniform complaint procedures. Regardless of whether a formal complaint is filed, the principal or compliance officer shall take steps to investigate the allegations and, if sexual harassment is found, shall take prompt action to stop it, prevent recurrence, and address any continuing effects.

If a complaint of sexual harassment is initially submitted to the principal, he/she shall, within two school days, forward the report to the compliance officer to initiate investigation of the complaint. The compliance officer shall contact the complainant and investigate and resolve the complaint in accordance with law and district procedures specified in AR 1312.3.

In investigating a sexual harassment complaint, evidence of past sexual relationships of the victim shall not be considered, except to the extent that such evidence may relate to the victim's prior relationship with the respondent.

In any case of sexual harassment involving the principal, compliance officer, or any other person to whom the incident would ordinarily be reported or filed, the report may instead be submitted the Superintendent or designee who shall determine who will investigate the complaint.

(cf. 5141.4 – Child Abuse Prevention and Reporting)

Confidentiality

All complaints and allegations of sexual harassment shall be kept confidential except as necessary to carry out the investigation or take other subsequent necessary action. (5 CCR 4964)

However, when a complainant or victim of sexual harassment notifies the district of the harassment but requests confidentiality, the compliance officer shall inform him/her that the request may limit the district's ability to investigate the harassment or take other necessary action. When honoring a request for confidentiality, the district will nevertheless take all reasonable steps to investigate and respond to the complaint consistent with the request.

When a complainant or victim of sexual harassment notifies the district of the harassment but requests that the district not pursue an investigation, the district will determine whether or not it can honor such a request while still providing a safe and nondiscriminatory environment for all students.

(cf. 4119.23/4219.23/4319.23 – Unauthorized Release of Confidential/Privileged Information)
(cf. 5125 – Student Records)

SEXUAL HARASSMENT**Response Pending Investigation**

When an incident of sexual harassment is reported, the principal or designee, in consultation with the compliance officer, shall determine whether interim measures are necessary pending the results of the investigation. The principal/designee or compliance officer shall take immediate measures necessary to stop the harassment and protect students and/or ensure their access to the educational program. To the extent possible, such interim measures shall not disadvantage the complainant or victim of the alleged harassment. Interim measures may include placing the individuals involved in separate classes or transferring a student to a class taught by a different teacher, in accordance with law and Board policy. The school should notify the individual who was harassed of his/her options to avoid contact with the alleged harasser and allow the complainant to change academic and extracurricular arrangements as appropriate. The school should also ensure that the complainant is aware of the resources and assistance, such as counseling, that are available to him/her. As appropriate, such actions shall be considered even when a student chooses to not file a formal complaint or the sexual harassment occurs off school grounds or outside school-sponsored or school-related programs or activities.

Notifications

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

1. Be included in the notifications that are sent to parents/guardians at the beginning of each school year (Education Code 48980; 5 CCR 4917)

(cf. 5145.6 – Parental Notifications)

2. Be displayed in a prominent location in the main administrative building or other area where notices of district rules, regulations, procedures, and standards of conduct are posted, (Education Code 231.5)

A copy of the district's sexual harassment policy and regulation shall be posted on district and school web sites and, when available, on district-supported social media.

(cf. 1113 – District and School Web Sites)

(cf. 1114 – District-Sponsored Social Media)

3. Be provided as part of any orientation program conducted for new students at the beginning of each quarter, semester, or summer session (Education Code 231.5)
4. Appear in any school or district publication that sets forth the school's or district's comprehensive rules, regulations, procedures, and standards of conduct (Education Code 231.5)
5. Be provided to employees and employee organizations

ANTELOPE VALLEY UNION HIGH SCHOOL DISTRICT

Lancaster, California

Regulation adopted: March 3, 1995

Regulation revised: January 19, 2005; January 16, 2013; April 1, 2015; April 11, 2019

NOTIFICATION OF RIGHTS UNDER PPRA

The Protection of Pupil Rights Amendment (PPRA) gives parents/guardians and students who are 18 or older or emancipated minors (“eligible students”) certain rights regarding the School District’s conduct of surveys, collection, and use of information for marketing purposes, and conduct of certain physical exams. These include the right to:

1. Consent to federally funded surveys concerning “protected information.” If the U.S. Department of Education funds a survey in whole or in part, a student’s parents/guardians or an eligible student must consent in writing before the student may provide information relating to the following categories:
 - Political affiliations;
 - Mental or psychological problems of the student or student’s family;
 - Sexual behavior or attitudes;
 - Illegal, anti-social, self-incriminating, or demeaning behavior;
 - Critical appraisals of student’s family members;
 - Privileged or similar relationships recognized by law, such as with attorneys, doctors, and ministers;
 - Religious practices, affiliations, or beliefs of the student or student’s parents/guardians; or
 - Income other than that required by law to determine program eligibility.

A survey that concerns any of these points is called a “protected information survey”.

2. Opt out of certain surveys and exams. Parents/Guardians and eligible students will receive notice of any of the following activities and will have the right to opt out of them:
 - Activities involving collection, disclosure, or use of personal information obtained from students for purposes of marketing or selling or otherwise distributing the information to others;
 - Any protected information survey, regardless of funding; and
 - Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent and scheduled by the school, and not necessary to protect the immediate health and safety of a student or of another student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under state law.
3. Inspect certain material. Parents/Guardians and eligible students have the right to inspect the following, upon request, before the District administers or uses them:
 - Protected information surveys of students (including any instructional materials used in connection with the survey);
 - Documents used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
 - Instructional material used as part of the educational curriculum.
4. Receive notification of District policy. The School District has developed a policy, in consultation with parents/guardians, regarding these rights, and has made arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. The School District will directly notify parents/guardians and eligible students of this policy at least annually at the start of each school year and after any substantive changes are made.
5. Report violations. Parents/guardians and eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue SW
Washington, DC 20202

Instruction

BP 6163.4(a)

STUDENT USE OF TECHNOLOGY

The Governing Board intends that technological resources provided by the District be used in a safe, responsible, and proper manner in support of the instructional program and for the advancement of student learning.

(cf. 0440 - District Technology Plan)
(cf. 1113 - District and School Websites)
(cf. 4040 - Employee Use of Technology)
(cf. 5131 – Conduct)
(cf. 6163.1 - Library Media Centers)

The Superintendent or designee shall notify students and parents/guardians about authorized uses of District computers, user obligations and responsibilities, and consequences for unauthorized use and/or unlawful activities in accordance with District regulations and the District’s Acceptable Use Agreement.

(cf. 5125.2 - Withholding Grades, Diploma or Transcripts)
(cf. 5144 - Discipline)
(cf. 5144.1 - Suspension and Expulsion/Due Process)
(cf. 5144.2 - Suspension and Expulsion/Due Process: Students with Disabilities)
(cf. 5145.12 - Search and Seizure)

The Superintendent or designee shall provide age-appropriate instruction regarding the District’s Acceptable Use Agreement, including instruction on the safe use of social networking sites and other Internet services including, but not limited to, the dangers of posting personal information online, misrepresentation by online predators, and how to report inappropriate or offensive content or threats.

(cf. 6143 – Courses of Study)

The Superintendent or designee, with input from students and appropriate staff, shall regularly review this policy, the accompanying administrative regulation and other relevant procedures to help ensure that the District adapts to changing technologies and circumstances.

Use of District Computers for On-Line Services/Internet Access

The Superintendent or designee shall ensure that all District Internet access have a technology protection measure that blocks or filters Internet access to visual depictions that are obscene, child pornography, or harmful to minors, and that the operation of such measures is enforced. (20 USC 6777, 47 USC 254)

The Board desires to protect students from access to inappropriate matter on the Internet. The Superintendent or designee shall implement rules and procedures designed to restrict students' access to harmful or inappropriate matter on the Internet. He/she also shall establish regulations to address the safety and security of students and student information when using electronic mail, chat rooms and other forms of direct electronic communication, and other social networking sites deemed appropriate.

Before using the District’s technological resources, each student and his/her parent/guardian shall sign and return an Acceptable Use Agreement specifying user obligations and responsibilities. In that agreement, the student and his/her parent/guardian shall agree to not hold the District or any District staff responsible for the failure of any technology protection measures, violations of copyright restrictions, or users' mistakes or negligence. They shall also agree to indemnify and hold harmless the District and District personnel for any costs or damages incurred.

(cd. 6162.6 – Use of Copyrighted Materials)

STUDENT USE OF TECHNOLOGY

Staff shall supervise students while they are using online services and may ask teacher aides, student aides, and volunteers to assist in this supervision.

If a disruption occurs or a student uses any mobile communications device for improper activities, a school employee shall direct the student to turn off the device and/or shall confiscate it. If a school employee finds it necessary to confiscate a device, he/she shall return it at the end of the class period or school day. A student who violates this policy may be prohibited from possessing a mobile communications device at school or school-related events and/or may be subject to discipline in accordance with board policy and administration regulation.

Use of Student Personal Technology Devices for Online Services/Internet Access

The Superintendent or designee shall ensure that all students will have the opportunity to bring their own personal technology devices for academic use. Students using their own laptops must have current anti-virus software installed before accessing district resources.

The Superintendent or designee shall ensure that all will have access to the district's electronic communications system for educational purposes. The electronic communications system is defined as the district's network, servers, computers, mobile devices, peripherals, applications, databases, online resources, Internet access, email, and any other technology designated for use by students.

It will be each student's responsibility to follow the rules for appropriate and responsible use. Access to the district's network is a privilege and administrators and faculty may review files and messages to maintain system integrity and ensure that users are acting responsibly. The district is not responsible for technology devices that are brought to school from home by students or faculty members.

Bullying/Cyber-bullying/Cyber-harassment

Harassment of students or staff, including bullying, intimidation, cyber-bullying, cyber-harassment, hazing or initiation activity, ridicule, extortion, or any other verbal, written, or physical conduct that causes or threatens to cause bodily harm or emotional suffering is prohibited. Cyber-bullying and cyber-harassment includes the posting of harassing messages, direct threats, social cruelty, or other harmful text or images on the Internet, social networking sites, or other digital technologies, as well as breaking into another person's account and assuming that person's identity in order to damage that person's reputation or friendships.

(cf. 5145.3 – *Nondiscrimination/Harassment*)

(cf. 5145.7 – *Sexual Harassment*)

(cf. 5145.9 – *Hate-Motivated Behavior*)

Legal Reference:

EDUCATION CODE

51006 *Computer education and resources*

51007 *Programs to strengthen technological skills*

51870-51874 *Education Technology*

60044 *Prohibited instructional materials*

PENAL CODE

313 *Harmful matter*

502 *Computer crimes, remedies*

632 *Eavesdropping on or recording confidential communications*

UNITED STATES CODE, TITLE 20

6751-6777 *Enhancing Education Through Technology Act, Title II, Part D, especially: 6777 Internet safety*

UNITED STATES CODE, TITLE 47

254 *Universal service discounts (E-rate)*

CODE OF FEDERAL REGULATIONS, TITLE 16

312.1-312.12 *Children's online privacy protection*

STUDENT USE OF TECHNOLOGY

CODE OF FEDERAL REGULATIONS, TITLE 47

54.520 *Internet safety policy and technology protection measures, E-rate discounts*

Management Resources:

CSBA PUBLICATIONS

Cyberbullying: Policy Considerations for Boards, Governance and Policy Services Policy Brief, July 2007

California Department of Education PUBLICATIONS

K-12 Network Technology Planning Guide: Building the Future, 1995

California Department of Education PROGRAM ADVISORIES

1223.94 Acceptable Use of Electronic Information Resources

MYSPACE.COM PUBLICATIONS

The Official School Administrator's Guide to Understanding MySpace and Resolving Social Networking Issues

WEBSITES

CSBA: <http://www.csba.org>

American Library Association: <http://www.ala.org>

California Coalition for Children' Internet Safety: <http://www.cybersafety.ca.gov>

CDE: <http://www.cde.ca.gov>

Center for Safe and Responsible Internet Use: <http://csriu.org> and <http://cyberbully.org>

Federal Communications Commission: <http://www.fcc.gov>

U.S. Department of Education: <http://www.ed.gov>

Web Wise Kids: <http://www.webwisekids.org>

ANTELOPE VALLEY UNION HIGH SCHOOL DISTRICT

Policy adopted: October 18, 1995

Lancaster, California

Policy revised: January 15, 1997; July 12, 2000; January 16, 2002; September 5, 2012

INTERNET SAFETY

Dear Parent/Guardian:

The Antelope Valley Union High School District prides itself on providing a safe learning environment for its students. An emerging national concern is the inappropriate use of the Internet by students. This problem has the potential to be harmful, and we ask your support in assisting us with this challenge.

Across the nation, schools have seen an increase in negative student behavior as a result of messages written using electronic technology posted to popular social networking Web sites. Many sites contain instant messaging components that allow students to chat with other students and to post statements that ordinarily would not be said in a face-to-face conversation. The popularity of these Web sites seems to be growing. *Facebook.com*, for example, is said to have millions of members and has become one of the most popular “message exchange” sites among students nationwide.

Unfortunately, some of these Web sites are being used by child predators, “cyber bullies,” and con artists. To our knowledge, there are no adults officially responsible for monitoring the content on such Web sites, and some students use the sites to participate in online bullying or to threaten harm to other students. The so-called “cyber bullies,” mostly children between the ages of 9 and 14, use the anonymity of the Web to hurt others without witnessing the consequences. Students who are bullied online sometimes do not report these occurrences for fear that they will be barred from using the Internet.

Outside of our schools, there have been instances of adults posing as youths and gaining access to student chat rooms. In some cases, these contacts have led to tragedy. Some unsuspecting students post enough personal information that predators are able to locate students’ home or school addresses, thereby becoming easy targets for predators.

The AVUHSD has blocked the use of these social networking Web sites from our school computers. We will continue to block objectionable material as we deem appropriate.

Parents should be aware of what their children are writing on the Internet and what others are posting in reply. These Web sites are public domain, and anything posted there can be seen by anyone who has Internet access. Although most of what is written is not immoral, offensive, or illegal, some of it is. If you choose to do so, you may investigate a site by personally logging on to the site. The services are free, and users may register using an e-mail address. Once you have registered, you can search by name and e-mail address to see if your child is registered. You can narrow the search results by entering the name of your city. You will be able to view the kinds of personal information, messages, diaries, and photographs that students post.

Helpful Tips and Resources

We encourage you to talk with your son or daughter about the potential danger of the Internet. Ask if they have an account with *Facebook*, *Instagram*, *Snapchat*, *Twitter*, or similar Web sites. If your child is using such a site with your permission, you may want to review his or her profile to ensure that no personal and identifiable information has been posted.

We also encourage you to establish rules and guidelines to ensure the safety of your child while on the Internet. Some Web sites offer parental or family guidance for Internet safety; for example, *SafeKids.com*, located online at <http://www.safekids.com>, and *Web Wise Kids*, located online at <http://www.webwisekids.org>, by telephone at 866-WEB-WISE, or by e-mail at webwisekids2@aol.com.

The AVUHSD will continue to provide Internet security within our schools. It is important that parents also monitor Internet use at home. Thank you for your support and cooperation in keeping our students safe. If you have questions or would like more information, please feel free to contact our Director of Technology at (661) 948-7655.

Sincerely,

David Vierra, Ph.D.
AVUHSD Superintendent

FROM THE OFFICE OF THE DIRECTOR OF ATTENDANCE AND ENROLLMENT

Dear Parent/Guardian:

On behalf of the Antelope Valley Union High School District Attendance Offices, I would like to welcome you to the 2019-20 school year. Our District takes truancy issues seriously, and we feel that it is important that you understand that truancy is against the law. California Education Code Section 48260 states:

(a) Any pupil subject to compulsory full-time education or to compulsory continuation education who is absent from school without valid excuse three full days in one school year or tardy or absent for more than any 30-minute period during the school day without a valid excuse on three occasions in one school year, or any combination thereof, is a truant and shall be reported to the attendance supervisor or the superintendent of the School District.

Because truancy is such an important issue, our District has developed specific policies and interventions which we feel can help students and parents/guardians if action is taken early. We recommend that you, as the parent or legal guardian, contact the school regularly to check on your student's attendance. We will be notifying you by mail if your student is declared a truant, and if that happens, we would invite you to come to school to meet with one of our Community Attendance Workers who will proceed with a SART (student attendance review team) meeting which is meant to help you and your student with truancy issues.

There are alternative programs available for students who cannot attend school regularly; but, as the parent/guardian, it is your responsibility to compel your student to attend school. Education Code Section 48260.5 states:

Parents/Guardians who fail to meet this obligation may be guilty of an infraction and subject to prosecution pursuant to Article 6 of Chapter 2 of Part 27.

This section goes on to say that **“the pupil may be subject to prosecution under Section 48264”**.

If you are experiencing any problems “compelling” your student to attend school, please do not hesitate to call your student's counselor, administrator, or Community Attendance Worker. We are here to help both you and your student.

If problems continue once the SART meeting has taken place, you and your student can then be invited to a SARB (student attendance review board) meeting which can result in a student being referred to the District Attorney's office. It is at this level that a student and parent/guardian can be held accountable with fines and incarceration.

Once a student and parent/guardian are taken to this level, the student also risks **“the suspension, restriction, or delay of their driving privileges pursuant to Section 13202.7 of the Vehicle Code”**. [EC 42860.5(g)(1)]

If you have any questions regarding attendance policies in this District, please call your student's counselor, administrator, or Community Attendance Worker. Our goal is to assist you in motivating your student to attend school every day on time. We will do whatever we can to help.

Sincerely,

Matt Anderson

Director of Attendance and Enrollment
(661) 948-7655, Extension 209

Notification of Rights Under FERPA for Elementary and Secondary Schools

The Family Educational Rights and Privacy Act (FERPA) affords parents/guardians and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records. These rights are:

1. The right to inspect and review the student’s education records within 45 days of the day the School receives a request for access. Parents/Guardians or eligible students should submit to the School principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent/guardian or eligible student of the time and place where the records may be inspected. Copies of student records are available to parents/guardians for a fee of 25¢ per page.
2. The right to request the amendment of the student’s education records that the parent/guardian or eligible student believes are inaccurate or misleading. Parents/Guardians or eligible students may ask the School to amend a record that they believe is inaccurate or misleading. They should write the School principal [or appropriate official], clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the School decides not to amend the record as requested by the parent/guardian or eligible student, the School will notify the parent/guardian or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent/guardian or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent/guardian or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

**Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605**

Business and Non-instructional Operations

BP 3513.3(a)

TOBACCO-FREE SCHOOLS

The Governing Board recognizes that smoking and other uses of tobacco and nicotine products constitute a serious public health hazard and are inconsistent with district goals to provide a healthy environment for students and staff.

- (cf. 3514 – Environmental Safety)*
- (cf. 4159/4259/4359 – Employee Assistance Programs)*
- (cf. 5030 – Student Wellness)*
- (cf. 5131.62 – Tobacco)*
- (cf. 5141.23 – Asthma Management)*
- (cf. 6143 – Courses of Study)*

The Board prohibits smoking and/or the use of tobacco products at any time in district-owned or leased buildings, on district property, and in district vehicles. (Health and Safety Code 104420, 104559)

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

- (cf. 1330 – Use of School Facilities)*
- (cf. 1330.1 – Joint Use Agreements)*

Smoking means inhaling, exhaling, burning, or carrying of any lighted or heated cigar, cigarette, pipe, tobacco, or plant product intended for inhalation, whether natural or synthetic, in any manner or form, and includes the use of an electronic smoking device that creates aerosol or vapor or of any oral smoking device for the purpose of circumventing the prohibition of smoking. (Business and Professions Code 22950.5; Education Code 48901)

Tobacco products include: (Business and Professions Code 22950.5; Education Code 48901)

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

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

TOBACCO-FREE SCHOOLS

Smoking or use of any tobacco-related product or disposal of any tobacco-related waste is prohibited within 25 feet of any playground except on a public sidewalk located within 25 feet of the playground. In addition, any form of intimidation, threat, or retaliation against a person for attempting to enforce this policy is prohibited. (Health and Safety Code 104495)

Legal Reference:

EDUCATION CODE

48900 Grounds for suspension/expulsion

48901 Prohibition against tobacco use by students

BUSINESS AND PROFESSIONS CODE

22950.5 Stop Tobacco Access to Kids Enforcement Act; definitions

HEALTH AND SAFETY CODE

39002 Control of air pollution from nonvehicular sources

104350-104495 Tobacco use prevention, especially:

104495 Prohibition of smoking and tobacco waste on playgrounds

104559 Tobacco use prohibition

119405 Unlawful to sell or furnish electronic cigarettes to minors

LABOR CODE

3300 Employer, definition

6304 Safe and healthful workplace

6404.5 Occupational safety and health: use of tobacco products

UNITED STATES CODE, TITLE 20

6083 Nonsmoking policy for children's services

7111-7122 Student Support and Academic Enrichment Grants

CODE OF REGULATIONS, TITLE 21

1140.1-1140.34 Unlawful sale of cigarettes and smokeless tobacco to minors

PUBLIC RELATIONS AND RELATIONS BOARD/PERB RULINGS

Eureka Teachers Assn v. Eureka City School District (1992) PERB Order #955 (16 PERC 23168)

CSEA #506 and Associated Teachers of Metropolitan Riverside v. Riverside Unified School District (1989) PERB Order #750 (13 PERC 20147)

Management Resources:

WEB SITES

California Department of Education, Alcohol, Tobacco and Other Drug Prevention:

<http://www.cde.ca.gov/ls/he/at>

California Department of Education, Tobacco-Free School District Certification:

<http://www.cde.ca.gov/ls/he/at/tobaccofreecert.asp>

California Department of Public Health, Tobacco Control:

<http://www.cdph.ca.gov/programs/tobacco>

Occupational Safety and Health Standards Board:

<http://www.dir.ca.gov/OSHSB/oshsb.html>

U.S. Environmental Protection Agency: <http://www.epa.gov>

ANTELOPE VALLEY UNION HIGH SCHOOL DISTRICT

Policy adopted: November 13, 1990

Lancaster, California

Policy revised: December 14, 1994; September 4, 2002; November 5, 2014; August 2, 2017

TOBACCO-FREE SCHOOLS

Notifications

Information about the district’s tobacco-free schools policy and enforcement procedures shall be communicated clearly to employees, parents/guardians, students, and the community. (Health and Safety Code 104420)

(cf. 5145.6 – Parental Notifications)

(cf. 4112.9/4212.9/4312.9 – Employee Notifications)

The Superintendent or designee may disseminate this information through annual written notifications, district and school web sites, student and parent handbooks, and/or other appropriate methods of communication.

(cf. 1113 – District and School Web Sites)

The Superintendent or designee shall ensure that signs stating “Tobacco use is prohibited” are prominently displayed at all entrances to school property. (Health and Safety Code 104420, 104559)

Enforcement/Discipline

Any employee or student who violates the district’s tobacco-free schools policy shall be asked to refrain from smoking and shall be subject to disciplinary action as appropriate.

(cf. 4118 – Suspension/Disciplinary Action)

(cf. 4218 – Dismissal/Suspension/Disciplinary Action)

(cf. 5144 – Discipline)

(cf. 5144.1 – Suspension and Expulsion/Due Process)

Any other person who violates the district’s policy on tobacco-free schools shall be informed of the district’s policy and asked to refrain from smoking. If the person fails to comply with this request, the Superintendent or designee may:

1. Direct the person to leave school property.
2. Request local law enforcement assistance in removing the person from school premises.
3. If the person repeatedly violates the tobacco-free schools policy, prohibit him/her from entering district property for a specified period of time.

(cf. 1250 – Visitors/Outsiders)

(cf. 3515.2 – Disruptions)

The Superintendent or designee shall not be required to physically eject a nonemployee who is smoking or to request that the nonemployee refrain from smoking under circumstances involving a risk of physical harm to the district or any employee. (Labor Code 6404.5)

ANTELOPE VALLEY UNION HIGH SCHOOL DISTRICT

Regulation approved: December 14, 1994

Lancaster, California

Regulation revised: September 4, 2002; November 5, 2014; August 2, 2017

ATTACHMENT #19: College Admission Requirements and Higher Education Information

COLLEGE ADMISSION REQUIREMENTS AND HIGHER EDUCATION INFORMATION

The State of California offers community colleges, California State Universities (CSU), and Universities of California (UC) for students who wish to continue their education after high school.

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

www.californiacommunitycolleges.cccco.edu – This is the official website of the California Community College system. It offers links to all the California Community Colleges.

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

www.universityofcalifornia.edu – This massive website offers information regarding admissions, online application, and links to all UC campuses.

www.assist.org – This online student-transfer information system shows how course credits earned at one public California college or university can be applied when transferred to another.

Students may also explore career options through career technical education. These are programs and classes offered by a school that are specifically focused on career preparation and/or preparation for work. The programs and classes are integrated with academic courses and support academic achievement. Students can learn more about career technical education by referring to the following webpage: www.cde.ca.gov/ci/ct/gi/.

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

ATTACHMENT #20: Ninth Grade Physical Education Performance Test

NINTH GRADE PHYSICAL EDUCATION PERFORMANCE TEST NOTIFICATION

Dear Parent/Guardian,

During Spring 2020, our pupils in grades seven or nine will participate in the California Physical Fitness Test (PFT). The *FITNESSGRAM*¹ is the required annual PFT for pupils in grades five, seven, and nine in California public schools. This health-related fitness test, developed by The Cooper Institute, is intended to help pupils acquire lasting habits of regular physical activity.

The *FITNESSGRAM* includes tests for six areas of fitness, including Aerobic Capacity, Body Composition, Abdominal Strength and Endurance, Trunk Extensor Strength and Flexibility, Upper Body Strength and Endurance, and Flexibility. There are two or three test options for most of the fitness areas of the *FITNESSGRAM* so that all pupils, including those with special needs, have the chance to participate in the PFT. For those fitness areas that have multiple options, only one option is reported for each pupil.

For each fitness area of the *FITNESSGRAM*, a pupil's performance is classified into the Healthy Fitness Zone (HFZ) or into other zones, depending on the fitness area. For Aerobic Capacity and Body Composition, results are classified as in the HFZ, Needs Improvement, or Needs Improvement – Health Risk. For all other areas, results are classified as in the HFZ or Needs Improvement.

The desired performance goal for each test option is the HFZ, which represents a level of fitness that offers some protection against the diseases related to physical inactivity. The Needs Improvement designation indicates an area of fitness where a pupil would benefit from activities designed to improve performance in that area. Needs Improvement – Health Risk is a designation that specifically indicates increased health risks due to the level of fitness. The HFZ ranges and performance classifications are updated on a regular basis; therefore, pupil results should always be evaluated against the current year HFZ charts.

Our pupils will receive their results upon completion of the PFT. These results will help pupils understand their individual levels of fitness. Pupils are encouraged to talk about these results with their parents or guardians and their physical education teacher. Parents and guardians can use these results to help their children plan appropriate fitness activities.

If you have any questions about your child's participation in the PFT, the *FITNESSGRAM*, or the test results, please contact the Vice Principal of Athletics at your student's school. The current year HFZ charts and other information about the PFT are available on the California Department of Education PFT Web page at <http://www.cde.ca.gov/ta/tg/pf/>.

¹ The *FITNESSGRAM* and Healthy Fitness Zone (HFZ) are registered trademarks of The Cooper Institute.

ATTACHMENT #21: AVSTA Bus Rules and Discipline Guidelines

ANTELOPE VALLEY SCHOOLS TRANSPORTATION AGENCY BUS RULES

1. Authority of the driver: Pupils transported in a school bus shall be under the authority of, and responsible directly to the driver of the bus, and the driver shall be held responsible for the orderly conduct of the students while they are on the bus or being escorted across a street or highway. (Title V, Section 14103 – A, California Administration Code)
2. Cooperate with the driver. Follow directions the first time they are given.
3. Arrive at the bus stop waiting in line five minutes before the scheduled bus departure time. While going to and from the bus stop and while waiting for the bus, keep out of the street and off private property. Noise, rowdy behavior and property damage at the bus stop could cause the stop to be moved to a less convenient location. Students must use the designated stop closest to his or her home both A.M. and P.M. Students may not use multiple stops. Any student having to use another stop in an “emergency only” situation must have a note pre-approved by the school.
4. Board and leave the bus in an orderly manner. Do not push other students. Be seated promptly. Do not “save” seats for others. Be willing to share the seat with fellow bus riders. Follow driver’s instructions concerning seating location and unloading procedures.
5. Always sit facing the front of the bus. Remain seated when the bus is in motion. Do not change seats without permission of the driver.
6. Keep head, hands, and arms inside the bus at ALL times. Do not yell out of the windows to others outside the bus.
7. No physical contact of ANY kind is allowed. Keeps hands off other people and off others possessions.
8. Animals, insects, and reptiles are not permitted on the bus with the exception of service animals. (54.2. Civil Code)
9. Large musical instruments are prohibited on the bus. Other prohibited items include glass containers or other breakable items, skate boards, roller blades/skates, balloons, playground equipment, and other large bulky items. Special arrangements must be made for transportation of athletic equipment. Cleats and/or spikes must be removed prior to boarding the bus.
10. Bus aisle and emergency exits must be kept clear of feet, legs, arms, books, and lunches.
11. Keep the bus clean. Students are not to eat, drink, or chew gum or tobacco on the bus.
12. Appropriate school dress must be worn at all times while on the bus. Appropriate footwear must also be worn. Hats/caps, hoodies, etc. are not to be worn while on the bus and must be removed prior to boarding. No open cosmetics or aerosol cans are permitted.
13. Do not use obscene or profane language. Smoking, any narcotics, weapons, and lighting of matches are not permitted on the bus. No hazardous materials, liquids, or gases are permitted on the bus.
14. Do not deface or destroy bus equipment. Damage to seats, windows and other parts of the bus are unnecessary and costly. The student will be responsible for the cost of repair.
15. Avoid loud talking, loud laughter or unnecessary confusion. (It may divert the driver’s attention and could result in an accident)
16. Students living across streets, upon which the bus is stopped to unload them, should cross only when the driver indicates that it is safe to do so. Students must cross the street in front of the bus and walk straight across the street. The driver will escort Elementary and Junior High students across the street.
17. In school districts with bus passes, students MUST show their bus pass before boarding the bus and may not use another student’s pass.
18. Students are NOT allowed to use cell phones or any electronic devices while on the bus. These items must be placed in the off position and kept in the student’s possession at all times while on a bus.
19. Students that leave campus for any reason other than a school authorized, pre-approved appointment will NOT be allowed to ride the bus home in the PM.
20. If school bus is equipped with seat belts and shoulder straps, they MUST be worn at all times. Tampering with ANY seat belt or shoulder strap is PROHIBITED.

EVEN THOUGH A TRANSPORTATION FEE IS CHARGED, TRANSPORTATION IS A PRIVILEGE. FAILURE TO ABIDE BY ONE OR MORE OF THESE RULES MAY RESULT IN THE LOSS OF BUS RIDING PRIVILEGES.

ANTELOPE VALLEY SCHOOLS TRANSPORTATION AGENCY
PUPIL MANAGEMENT
GUIDELINES FOR STUDENT DISCIPLINE

In order to provide the safe transportation of students, we are using the following assertive discipline policy.

OUR PHILOSOPHY:

We believe all students can behave appropriately and safely while riding on a school bus. We will **NOT** tolerate students deterring drivers from doing their job or preventing other students from having safe transportation. Failure to follow the bus rules will result in a bus ticket.

Agency personnel will carry out the following consequences:

- 1st Ticket: Will result in a written warning notice to parents and school administrators.
- 2nd Ticket: Will result in loss of bus riding privilege for 1 to 3 school days. The parent will be responsible for transporting the student.
- 3rd Ticket: Will result in loss of bus riding privileges for 5 school days. The parent will be responsible for transporting the student.
- 4th Ticket: Will result in loss of bus riding privileges for 10 school days. The parent will be responsible for transporting the student.
- 5th Ticket: Will result in loss of bus riding privileges per Title V, Section 14103 #B for the remainder of the school year.

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THE MINOR CLAUSE

The Minor clause may be used at the discretion of the Agency. The Agency has the right to adjust the number of days the bus riding privileges can be denied. This could be anywhere from a Written Warning to one to three days loss of bus riding privileges.

THE SEVERE CLAUSE

The severe clause may be invoked **WITHOUT A WRITTEN WARNING** having been previously issued whenever the offense is of such serious nature to warrant it. **SOME** examples of these offenses are:

1. Physical contact of **ANY** kind with Driver or Student.
2. Harassment of **ANY** kind, sexual or disability.
3. Threatening a Driver or Student. Arguing with the Driver.
4. Use of foul or obscene language. **ANY** gang signs or racial remarks.
5. Any violation causing or likely to cause injury to Driver or Student.
6. Throwing object in or out of bus.
7. Jumping out of bus window or emergency door.
8. Destroying or defacing bus or bus equipment.
9. Any action that interferes with the safe transportation of Student. Continued disorderly conduct.
10. Weapon of **ANY** kind.
11. Any violation of the Ed. Code.

Consequences: Students will be denied bus transportation anywhere from one to ten days depending on the severity. If a student is denied transportation indefinitely and IF DEEMED NECESSARY, a parent conference will be arranged with parent, student, driver and agency representative. Depending on the severity a student can also be denied transportation permanently. Any illegal activity can result in notification of law enforcement.

We believe that the use of surveillance systems on school buses will help to deter misconduct and improve discipline, ensure the safety of students and bus drivers, and prevent vandalism. Therefore, surveillance systems may be installed and used on school buses to monitor student behavior while traveling to and from school and school activities.

ATTACHMENT #22: AVUHSD E5144.1—Behavior Consequences (Revised 03/21/2014)

Antelope Valley Union High School District Behavior Consequences

This exhibit pertains to consequences for specified student offenses and is provided as a guideline in implementing the district student conduct/discipline policies in accordance with Ed Code 48915.

OFFENSE	LEGAL REFERENCE	TYPE OF INCIDENT	CONSEQUENCES
1. FIREARM •Possessing, selling, or otherwise furnishing a firearm	EC 48900(b) EC 48915(c)(1)	Firearm defined in Penal Code (PC) 16520, gun-free zone 626.9, Knife defined in PC 626.10 Other dangerous objects include lighter, matches, fireworks, firecrackers, poppers, airsoft gun	Mandatory Recommend for expulsion and referral to law enforcement agency.
2. BRANDISHING KNIFE •brandishing a knife at another person	EC 48900(b) EC 48915(c)(2)	Brandishing a knife at another person	Mandatory Recommend for expulsion and referral to law enforcement agency.
3. SALES CONTROLLED SUBSTANCES •Unlawful selling or furnishing a controlled substance listed in Chapter 2 (commencing with Section 11053 of Division 10 of the Health and Safety Code)	EC 48900(c) EC 48900(p) EC 48915(c)(3)	Possessed, used, sold, furnished alcohol, marijuana/other drug Substances listed in Health & Safety Code 11053-11058	Mandatory Recommend for expulsion and referral to law enforcement agency.
4. SEXUAL ASSAULT/SEXUAL BATTERY	EC 48900(n) EC 48915(c)(4)	Committed or attempted rape, oral copulation, sodomized or touched an intimate part while restraining victim against their will and for sexual gratification	Mandatory Recommend for expulsion and referral to law enforcement agency.
5. POSSESSION OF EXPLOSIVES	EC 48900(b) EC 48915(c)(5)	Possessed explosive	Mandatory Recommend for expulsion and referral to law enforcement agency.
OFFENSE	LEGAL REFERENCE	TYPE OF INCIDENT	POTENTIAL CONSEQUENCES
6. PHYSICAL INJURY: Cause, attempt, threaten 6.1 Assault/battery on school personnel EC 48900 (a)(1)(2) 6.2 Assault/battery on pupils and non-school personnel EC 48900 (a)(1)(2) 6.3 Causing serious injury 6.4 Pupil fights 6.5 False fire alarm 6.6 Inciting pupil unrest 6.7 Hazing	EC 48900(a) EC 48915(a)(1)(E) EC 48900(a)(k) EC 48915(a)(1)(A) EC 48900(a)(k) EC 48900(k) EC 48900(k) EC 48900(k) EC 48900(q)	Threatened to injure another Attempted to injure another Involved in a mutual fight	Suspension Recommend for expulsion and referral to law enforcement agency.
7. WEAPON (knife, other dangerous object) 7.1 Possession, sale, furnishing 7.2 Firecrackers 7.3 Laser pointer	EC 48900(b) EC 48915(a)(1)(B)	Possession, sale, furnished of a knife Other dangerous object include	Suspension 7.1 One semester alternative placement Recommend for expulsion and referral to law enforcement agency.
8. Controlled Substance: Possession, use, under influence •Alcohol, drug narcotics, hallucinogenic, or controlled substances or breathing fumes of poisonous substances	EC 48900(c) EC 48915(a)(1)(C)	Possessed, used, sold, furnished alcohol, marijuana/other drug Listed in Chapter 2 of Division 10 of the Health & Safety Code, an alcoholic beverage, or intoxicant	Suspension and attendance to drug diversion program. Alternative placement Referral to law enforcement agency Recommend for expulsion
9. Look-alike controlled substance, etc.	EC 48900(d)	An exchange of a material represented as a controlled substance, alcoholic beverage or intoxicant	Suspension Recommend for expulsion and referral to law enforcement agency.
10. Robbery, extortion •Committed or attempted to commit robbery or extortion	EC 48900(e) EC 48915(a)(1)(D)	Theft by force or fear, or induced theft by force or fear.	Suspension Recommend for expulsion and referral to law enforcement agency.

Must use OMC before Suspension for the following:

OFFENSE	LEGAL REFERENCE	TYPE OF INCIDENT	POTENTIAL CONSEQUENCES
11. Imitation firearm •Possessed an imitation firearm; “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	EC 48900(m)	Possessed or brandished a fake gun-must look like a real firearm	OMC Suspension Recommend for expulsion and referral to law enforcement agency.
12. Aided or Abetted *as defined in Penal Code 31, the affliction or attempted infliction of physical injury to another person, may be subject to suspension, but not expulsion, except when victim suffered serious bodily injury per juvenile court adjudication	EC 48900 (t)	Aided, abetted, advised or encouraged infliction of injury	OMC Suspension Recommend for expulsion and referral to law enforcement agency
13. Harassed, threatened, or intimidated a complaining witness	EC 48900 (o)	Harassed, threatened or intimidated a student that will be or was a witness in a disciplinary procedure	OMC Suspension Recommend for expulsion and referral to law enforcement agency
14. Harassment or intimidation Sexual harassment •The conduct described in Section 212.5 Hate violence • The pupil has caused, attempted to cause, threatened to cause, or participated in an act of hate violence as defined in Section 233 Terrorist threats, school officials property The pupil has intentionally engaged in harassment, threats, or intimidation, directed against a pupil or group of pupils •Bullying, cyberbullying	EC 48900(r) EC 48900.2 EC 48900.3 EC 48900.7 EC 48900.4	Unwelcome sexual advances, with the purpose of having a negative impact upon the pupil’s academic performance, or creating an intimidating, hostile, or offensive environment Hate violence means any act punishable under Section 422.6, 422.7, or 422.75 of Penal Code Threat must have specific intent and substantial fear created. See PC 422 Engaged in harassment/intimidation that is severe and can create substantial disorder. “Electronic act” includes using a phone, wireless device, computer, etc. to send or post a message, text, sound, or image, including, but not limited to a “Burn page”, creating a credible impersonation of another actual pupil or creating a false pupil profile. Electronic act shall not constitute pervasive conduct solely because it has been transmitted or posted on the Internet. Reasonable pupil has average judgment in conduct for the person’s age, or for the person’s age with his or her exceptional needs.	OMC Suspension Recommend for expulsion and referral to law enforcement agency
15. Hazing *Engaged in, or attempted to engage in hazing. “Hazing” does not include athletic events or school-sanctioned events	EC 48900 (q)	Initiation into a pupil group which may cause serious bodily injury or personal degradation resulting in physical or mental harm	OMC Suspension Recommendation for expulsion and referral to law enforcement agency
16. Prescription drug Soma *Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma	EC 48900(p)	Sold or furnished Soma, (prescription muscle relaxer)	OMC Suspension Recommendation for expulsion and referral to law enforcement agency
17. Obscenity, profanity, or vulgarity •Committed an obscene act or engaged in habitual profanity or vulgarity •Possession of pornography	EC 48900(i)	Ongoing swearing at student/staff, indecent exposure, possession of pornography, sexting	OMC Suspension Recommend for expulsion and referral to law enforcement agency.
18. Burglary	EC 48900(f) EC 48900(g) EC 48900(u)	Graffiti, arson, vandalism Theft, see 48900(e) and (1)	OMC Suspension Recommend for expulsion and referral to law enforcement agency.
19. Damage property •Caused or attempted to cause damage to school property or private property 19.1 Vandalism 19.2 Graffiti	EC 48900(f) EC 48900(u)	Graffiti, arson, vandalism	OMC Suspension Recommend for expulsion and referral to law enforcement agency.

20. Steal property, or attempt •Stolen or attempted to steal school property or private property	EC 48900(g) EC 48900(u)	Theft, see 48900(e) and (1)	OMC Suspension Recommend for expulsion and referral to law enforcement agency.
21. Drug paraphernalia •Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Section 11014.5 of the Health and Safety Code	EC 48900(j)	Includes items for growing, storing, containing, concealing, injecting, ingesting, inhaling, a controlled substance (lighter, clips)	OMC Suspension Recommend for expulsion and referral to law enforcement agency.
22. Receive stolen property •Knowingly received stolen school property or private property	EC 48900(l) EC 48900(u)	Possessed property that the student knew was stolen	OMC Suspension Recommend for expulsion and referral to law enforcement agency.
23. Tobacco, possess or use •Possessed or used tobacco or any products containing tobacco or nicotine products	EC 48900(h)	Possessed/used cigarettes, clove cigarettes, tobacco product See penal Code 308(b)	OMC Refer to TEG Suspension Recommend for expulsion and referral to law enforcement agency.
24. Disruption or willful defiance 24.1 Concerted pupil activities 24.2 Disrespect 24.3 Disturbing the class 24.4 Forgery 24.5 Gambling 24.6 Loitering on or near campus 24.7 Refusal to obey 24.8 Violation of closed campus 24.9 Inciting pupil unrest	EC 48900(k)	Overtly defiant behavior toward faculty/staff Not complying with assigned discipline i.e. forgery, gambling, littering, throwing objects, etc.	OMC Suspension Recommend for expulsion and referral to law enforcement agency.
25. Electronic signaling devices (pagers, beepers, cell phones)	EC 48901.5	School district may regulate use of any electronic device, including, but not limited to, cell phones, by pupils while on campus, attending school-sponsored activities, or under the control of school district employees. No pupil shall be prohibited from using a device prescribed by a physician	OMC Suspension Process in accordance with Board Policy. Recommend for expulsion and referral to law enforcement agency.
26. Violation of District Dress Policy	BP 5136(a)(b) BP 5132	Gang attire prohibited. District may adopt reasonable dress code policy identifying inappropriate clothing, accessories, head coverings (hats), except for outdoor use (P.E.), articles of sun-protecting clothing, including, but not limited to hats (wide brim with neck covering)	OMC Suspension Process in accordance with Board Policy. Recommend for expulsion and referral to law enforcement agency.
27. Plagiarism, dishonesty on school work/tests	BP 5131	Plagiarism or dishonesty on school work or tests	OMC Suspension Process in accordance with Board Policy. Recommend for expulsion and referral to law enforcement agency.
28. Violation of district technology use policy or Internet Use Agreement	BP 5131 BP 6163.4	Students shall not access, post, submit, publish, or display harmful or inappropriate matter that is threatening, obscene, disruptive, or sexually explicit, or that could be construed as harassment or disparagement of others based on their race/ethnicity, national origin, sex, gender, sexual orientation, age, disability, religion, or political beliefs. See AR 6163.4(a), (b), (c)	OMC Cancel student's user privileges Suspension Process in accordance with Board Policy. Recommend for expulsion and referral to law enforcement agency.
29. Attendance * Compulsory education * Chronic Truant	EC 48900 (w) EC 48320 EC48260 EC 48263.6 EC 48264.5(a)	Left campus during the school day without obtaining permission; no hall pass, left class without permission Truant from school or contributed to the truancy of other students Excessive tardiness to school or class	OMC 48900(w) cannot suspend. Truancy Letters/SART/DA SARB Refer to District Attorney Mediation

Students

BP 5145.9 (a)

HATE-MOTIVATED BEHAVIOR

The Governing Board is committed to providing a safe learning environment that protects students from discrimination, harassment, intimidation, bullying, and other behavior motivated by a person’s hostility towards another person’s real or perceived ethnicity, national origin, immigrant status, sex, gender, sexual orientation, religious belief, age, disability, or any other physical or cultural characteristic. The Superintendent or designee shall design strategies to promote harmonious relationships among students, prevent incidents of hate-motivated behavior to the extent possible, and address such incidents if they occur.

- (cf. 0410 - Nondiscrimination in District Programs and Activities)*
- (cf. 0450 - Comprehensive Safety Plan)*
- (cf. 3515.4 - Recovery for Property Loss or Damage)*
- (cf. 5131- Conduct)*
- (cf. 5131.2 - Bullying)*
- (cf. 5131.5 - Vandalism and Graffiti)*
- (cf. 5136 - Gangs)*
- (cf. 5137 - Positive School Climate)*
- (cf. 5141.52 - Suicide Prevention)*
- (cf. 5145.3 - Nondiscrimination/Harassment)*
- (cf. 5145.7 - Sexual Harassment)*

The Superintendent or designee shall collaborate with community organizations to promote safe environments for youth. Such collaborative efforts shall focus on ensuring an efficient use of district and community resources, developing effective prevention strategies and response plans, providing assistance to students affected by hate-motivated behavior, and/or educating students who have perpetrated hate-motivated acts.

- (cf. 1020 - Youth Services)*
- (cf. 1400 - Relations Between Other Governmental Agencies and the Schools)*
- (cf. 1700 - Relations Between Private Industry and the Schools)*
- (cf. 5148.2 - Before/After School Programs)*

The district shall provide students with age-appropriate instruction that includes the development of social-emotional learning, promotes their understanding of and respect for human rights, diversity, and acceptance in a multicultural society, and provides strategies to manage conflicts constructively.

- (cf. 5138 - Conflict Resolution/Peer Mediation)*
- (cf. 6142.3 - Civic Education)*
- (cf. 6142.4 - Service Learning/Community Service Classes)*
- (cf. 6142.94 - History-Social Science Instruction)*

As necessary, the district shall provide counseling, guidance, and support to students who are victims of hate-motivated behavior and to students who exhibit such behavior.

- (cf. 6164.2 - Guidance/Counseling Services)*

The Superintendent or designee shall ensure that the rules prohibiting hate-motivated behavior and procedures for reporting a hate-motivated incident are provided to students and parents/guardians.

HATE-MOTIVATED BEHAVIOR

The Superintendent or designee shall provide staff with training on recognizing and preventing hate-motivated behavior and on effectively enforcing rules for appropriate student conduct.

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

Complaint Process

A student or parent/guardian who believes the student is a victim of hate-motivated behavior is strongly encouraged to report the incident to a teacher, the principal, or other staff member.

Any staff member who is notified that hate-motivated behavior has occurred, observes such behavior, or otherwise becomes aware of an incident shall immediately contact the principal—the compliance officer responsible for coordinating the district's response to complaints and complying with state and federal civil rights laws. As appropriate, he/she shall also contact law enforcement.

(cf. 3515.3 - District Police/Security Department)

(cf. 5145.11 - Questioning and Apprehension by Law Enforcement)

Any complaint of hate-motivated behavior shall be investigated and, if determined to be discriminatory, shall be resolved in accordance with law and the district's uniform complaint procedures specified in AR 1312.3 - Uniform Complaint Procedures. If, during the investigation, it is determined that a complaint is about nondiscriminatory behavior, the principal or designee shall inform the complainant and shall take all necessary actions to resolve the complaint.

(cf. 1312.1 - Complaints Concerning District Employees)

(cf. 1312.3 - Uniform Complaint Procedures)

(cf. 5144 - Discipline)

(cf. 5144.1 - Suspension and Expulsion/Due Process)

(cf. 5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities))

Legal Reference:**EDUCATION CODE**

200-262.4 Prohibition of discrimination

32282 School safety plans

48900.3 Suspension for hate violence

48900.4 Suspension or expulsion for threats or harassment

PENAL CODE

422.55 Definition of hate crime

422.6 Crimes, harassment

CODE OF REGULATIONS, TITLE 5

4600-4670 Uniform complaint procedures

4900-4965 Nondiscrimination in elementary and secondary education programs

CODE OF FEDERAL REGULATIONS, TITLE 28

35.107 Nondiscrimination on basis of disability; complaints

CODE OF FEDERAL REGULATIONS, TITLE 34

100.3 Prohibition of discrimination on basis of race, color or national origin

104.7 Designation of responsible employee for Section 504

106.8 Designation of responsible employee for Title IX

110.25 Prohibition of discrimination based on age

HATE-MOTIVATED BEHAVIOR

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Bullying at School, 2003

CALIFORNIA OFFICE OF THE ATTORNEY GENERAL PUBLICATIONS

Promoting a Safe and Secure Learning Environment for All: Guidance and Model Policies to Assist California K-12 Schools in Responding to Immigration Issues, April 2018

U.S. DEPARTMENT OF EDUCATION, OFFICE FOR CIVIL RIGHTS PUBLICATIONS

Dear Colleague Letter: Harassment and Bullying, October 2010

Dear Colleague Letter: Prohibited Disability Harassment, July 2000

WEB SITES

CSBA: <http://www.csba.org>

California Association of Human Relations Organizations: <http://www.cahro.org>

California Department of Education: <http://www.cde.ca.gov>

California Office of the Attorney General: <http://oag.ca.gov>

U.S. Department of Education, Office for Civil Rights: <http://www.ed.gov/about/offices/list/ocr>

U.S. Department of Justice: <http://www.justice.gov>

ANTELOPE VALLEY UNION HIGH SCHOOL DISTRICT

Lancaster, California

Policy adopted: October 6, 1999
Technical revision: January 28, 2002
Policy revised: June 11, 2018

HOMELESS YOUTH EDUCATION

The McKinney-Vento Homeless Assistance Act for Homeless Children and Youth entitles all homeless school-aged children to the same free and appropriate public education that is provided to non-homeless students. Every district must appoint a liaison to assist these students.

A homeless student is defined as a person between the ages of birth (Early Head Start and Head Start Programs) and twenty-two (special education students) who lacks a *fixed, regular, and adequate* nighttime residence and may temporarily:

- Live in an emergency or transitional shelter; abandoned building, parked car, or other facility not designed as a regular sleeping accommodation for human beings;
- Live “doubled-up” with another family, due to loss of housing stemming from financial problems (e.g., loss of job, eviction or natural disaster);
- Live in a hotel or motel;
- Live in a trailer park or campsite with their family;
- Have been abandoned at a hospital;
- Be awaiting foster placement in limited circumstances;
- Reside in a home for school-aged, unwed mothers, or mothers-to-be if there are no other available living accommodations; or
- Be abandoned, runaway, or pushed out youth or migrant youth that qualifies as homeless because he/she is living in circumstances described above.

A homeless student has the right to attend either the school of origin, defined as the school that the student was last enrolled or attended when last housed or any school attended in the past fifteen (15) months; or the current school of residence. If a dispute arises over school selection or enrollment, the parent/guardian has the right to dispute the school’s decision by contacting the district’s homeless liaison, the Director of Student Services in the Student Services office, at 661-729-2321 and following the district’s dispute resolution policy.

The law requires the immediate enrollment of homeless students, which is defined as “attending class and participating fully in school activities”. Schools cannot delay or prevent the enrollment of a student due to the lack of school or immunization records or *other documentation usually required for enrollment*. It is the responsibility of the district homeless liaison to refer parents to all programs and services for which the student is eligible. Referrals may include, but is not limited to: free nutrition, special education services, tutoring, English Language Learners programs, Gifted and Talented Education program, preschool, before and after school services or any other program offered by the school or district. The district shall ensure that transportation is provided, at the request of the parent/guardian/unaccompanied homeless youth, to and from the school of origin, if feasible. Unless there is a local child welfare agency agreement, the district will assume part or all of the transportation costs.

Unaccompanied youth; such as teen parents not living with their parent or guardian or students that have run away or have been pushed out of their homes, have access to these same rights.

A homeless student that transfers schools after the second year of high school and is greatly deficient in credits may be able to graduate within four years with reduced state requirements. School districts are required to issue and accept partial credit for courses that have been satisfactorily completed.

Personnel

AR 4119.21(a)

4219.21

PROFESSIONAL STANDARDS

4319.21

**ANTELOPE VALLEY UNION HIGH SCHOOL DISTRICT
EMPLOYEE CODE OF ETHICS**

As employees of the Antelope Valley Union High School District, we strive to educate all students to their maximum potential. Our success depends on teamwork, trust, and commitment. Our *Code of Ethics* is intended to help us achieve that success by setting professional standards, common expectations, and increasing trust and commitment within the District, and between the District and the community.

Core Principles

To help us achieve success, we are committed to three core ethical principles:

- **Commitment to Excellence**
- **District and Personal Integrity**
- **Responsibility**

Purpose

Our *Code of Ethics* helps develop trust by describing what the public can expect from us, and what we can expect from each other and our District. It plays a central role in our District's commitment to help District personnel achieve the highest ethical standards in their professional activities and relationships. Our goal is to create a culture that fosters trust, commitment to excellence and responsibility, personal and institutional integrity, and avoids conflicts of interest and appearances of impropriety.

Application and Enforceability

The *Code of Ethics* applies to all District personnel including Board members. Provisions of this *Employee Code of Ethics* are supported by State law, and District Board policies, regulations, bulletins, and collective bargaining agreements. Violations of this *Code of Ethics* may result in administrative or disciplinary action under those laws, policies, regulations, bulletins, agreements, and any other authorizing actions of the governing board.

Making Ethical Decisions

While the *Code of Ethics* provides general guidance, it does not provide a complete listing or a definitive answer to every possible ethical situation. When making decisions, we should use good judgment to fulfill the spirit as well as the letter of the *Code*. When making decisions:

- **Evaluate the situation** and identify the ethical issues.
- **Follow the rules.** Consult the *Code of Ethics*, law, and District rules, regulations, bulletins, policies and procedures, and apply them to the situation.
- **Ask for guidance** from your supervisor. If your supervisor is involved in the problem, contact his or her supervisor for help. Ask for help early – *before* you act.
- **Make and carry out a decision** that is consistent with the rules and develops excellence, integrity, and responsibility.

Commitments and Expectations

To achieve our mission of educating students, we strive to create a District culture that fosters trust and focuses on excellence. Our goal is to develop a culture that is personally fulfilling, supports ethical decision-making, and provides an environment where hard work, creativity, and innovation are the norm. To succeed, we must have the same expectations about how we will practice our *commitment to excellence, integrity, and responsibility* in our everyday work.

PROFESSIONAL STANDARDS

- A. Commitment to Excellence.** *We are committed to being the best that we can be. Everything we do has an impact on students, staff, and the community in the Antelope Valley Union High School District.*
1. **Set the example.** *We are committed to providing the best example we can, striving to demonstrate excellence, integrity, and responsibility in our work.*
 2. **Create an environment of trust, respect and non-discrimination.** *We are committed to creating an environment of trust, care, and respect. We will not tolerate discriminatory or harassing behavior of students or staff.*
 3. **Provide honest, accurate, and timely information.** *We are committed to candor in our work relationships, providing other District personnel including the Board, Superintendent, Cabinet, and supervisors with accurate, reliable, and timely information. We will not tolerate falsification or misrepresentation of issues or facts.*
 4. **Identify problems and help create solutions.** *We are committed to identifying areas for improvement within our District, and suggesting and implementing solutions that make us more successful.*
 5. **Keep policies, procedures, and rules.** *Our Code of Ethics is the foundation of trust and how our District conducts everyday business. It defines our expectations and evaluation criteria. We are committed to following our Code of Ethics, laws, and District Board policies, regulations, bulletins, and procedures. We will not tolerate improper conduct.*
 6. **Report improper conduct.** *When someone does well, it reflects well on all of us. When we make a mistake, we strive to correct it and learn from it. We are committed to reporting gross mismanagement, significant waste of funds, abuse of authority, threats to safety, violations of our Code of Ethics, laws, regulations, bulletins, policies and procedures, or other conduct that damages our integrity or reputation, to our supervisor. (For more detailed information, see the Reference section.)*
 7. **Keep colleagues safe from retaliation.** *We are committed to creating a work environment where problems can be reported and solved. We are prohibited from threatening, harassing, punishing, or retaliating against employees who make good faith complaints. (For more detailed information, see the Reference section.)*
- B. District and Personal Integrity.** *To maintain our integrity, we are committed to making decisions in the best interests of the District. We will avoid conflicts of interest and the appearance of impropriety.*
8. **Avoid conflicts of interest and improper outside income.** *A conflict of interest can exist anytime our position or decisions provide us a financial benefit or improper advantage. We are permitted to receive outside income as long as it does not create a conflict with our District work. We are committed to declining outside income that is inconsistent, incompatible, or in conflict with our official duties. We will not make decisions or use our position for personal benefit or to gain an improper advantage. (For more detailed information, see the Reference section.)*
 9. **Decline gifts.** *A gift is a benefit we receive for which we did not pay. Gifts can include merchandise, food, tickets, use of facilities, investments, rebates or discounts not offered to the public, or forgiveness of debt from vendors, lobbyists, parents, students, or others. We will not accept gifts or gratuities in excess of \$400 from a single source in a single year which gives the appearance that the gift improperly influenced our decisions regardless of the amount. We will not solicit vendors, lobbyists, parents, or others for anything that provides us a personal benefit different from the public. (For more detailed information, see the Reference section.)*
 10. **Improper influence of family members and associates.** *We are committed to abstaining from decisions that could result in a direct benefit to a close relative or cohabitant including, but not limited to, hiring, promotion, discipline, evaluation or direct supervision. (For more detailed information, see the Reference section.)*

PROFESSIONAL STANDARDS

11. **Maintain appropriate relationships with students.** *We are committed to ensuring that employee-student relationships are positive, professional, and non-exploitative. We will not tolerate improper employee-student relationships. (For more detailed information, see the Reference section.)*
12. **Keep procurement information confidential.** *To reinforce public trust and confidence in our procurement processes, we are committed to ensuring that procurement information is kept confidential and used only in the performance of our duties. (For more detailed information, see the Reference section.)*
13. **Keep the contracting process objective.** *We are committed to making contract award recommendations in the best interest of the District. (For more detailed information, see the Reference section.)*
14. **Uphold District interests in hiring and promotion.** *We are committed to hiring and promoting District personnel based on their qualifications and the job criteria of the position, and will not tolerate improper hiring practices.*

C. Responsibility. *We are committed to holding each other responsible for our performance as a District and as individuals.*

15. **Proper use of public position.** *We are committed to ensuring that our power and authority are used in an appropriate, positive manner that enhances the public interest and trust. We will not use our authority to improperly influence people or obtain preferential treatment.*
16. **Proper use of public resources.** *Except for occasional and limited personal use that does not interfere with performance of duties or create an appearance of impropriety, we are committed to ensuring that District facilities, equipment, supplies, mailing lists, or other District resources are used for District purposes only.*
17. **Use of District time.** *We are committed to ensuring that District personnel are tasked to perform only District work on District working-time. We will not direct or permit District personnel to perform personal services on District working time.*
18. **Uphold confidentiality.** *To achieve excellence, our District employees, parents, and students must be able to discuss issues frankly and, when appropriate, in confidence. We are committed to abiding by all laws and District policies concerning confidential information, including student records, personnel files, agreements, and District records and policies. (See the Reference section.)*
19. **Waivers.** *The AVUHSD Superintendent or his/her designee, upon a showing of cause, may waive an ethics prohibition in writing with notification to the Board of Education.*

References

These references are intended to provide additional, though not necessarily comprehensive, guidance for professional situations. These references are updated periodically.

6. **Report improper conduct.**
 - *California Education Code Section 44110*
7. **Keep colleagues safe from retaliation.**
 - *California Education Code Section 44113*
8. **Conflicts of interest and outside income.**
 - *California Government Code Sections 87100, 87103, 87200, 1090, 1098, 1126*
 - *California Fair Political Practices Commission*

PROFESSIONAL STANDARDS

9. **Decline gifts.**
 - *California Government Code Sections 89500, 89503*
 - *California Fair Political Practices Commission*
10. **Improper influence of family members and associates.**
 - *California Government Code Sections 87100-87103*
11. **Maintain appropriate relationships with students.**
 - *California Education Code Section 44932*
12. **Keep procurement information confidential.**
 - *California Government Code Section 1098*
13. **Keep the contracting process objective.**
 - *California Government Code Section 1098*
18. **Uphold confidentiality.**
 - *California Government Code Section 1098*
 - *California Education Code Sections 49073-49079*

Instruction

BP 6020 (a)

PARENT INVOLVEMENT

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

(cf. 0420 - School Plans/Site Councils)
(cf. 1220 - Citizen Advisory Committees)
(cf. 1230 - School-Connected Organizations)
(cf. 1240 - Volunteer Assistance)
(cf. 1250 - Visitors/Outsiders)

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

(cf. 5020 - Parent Rights and Responsibilities)

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

(cf. 0460 - Local Control and Accountability Plan)

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

(cf. 0500 - Accountability)

Title I Schools

The Superintendent or designee shall involve parents/guardians and family members in establishing district expectations and objectives for meaningful parent/guardian and family engagement in schools supported by Title I funding, developing strategies that describe how the district will carry out each activity listed in 20 USC 6318, as contained in the accompanying administrative regulation, and implementing and evaluating such programs, activities, and procedures. As appropriate, the Superintendent or designee shall conduct outreach to all parents/guardians and family members. (Education Code 11503; 20 USC 6318)

(cf. 6171 - Title I Programs)

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When the district's Title I, Part A allocation exceeds the amount specified in 20 USC 6318, the Board shall reserve at least one percent of the funding to implement parent/guardian and family engagement activities. The Superintendent or designee shall involve parents/guardians and family members of participating students in decisions regarding how the district's Title I funds will be allotted for parent/guardian and family engagement activities and shall ensure that priority is given to schools in high poverty areas in accordance with law. (20 USC 6318, 6631)

(cf. 3100 - Budget)

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

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

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

Non-Title I Schools

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

PARENT INVOLVEMENT

Legal Reference:

EDUCATION CODE

11500-11506 Programs to encourage parent involvement

48985 Notices in languages other than English

51101 Parent rights and responsibilities

52060-52077 Local control and accountability plan

54444.1-54444.2 Parent advisory councils, services to migrant children

56190-56194 Community advisory committee, special education

64001 Single plan for student achievement

LABOR CODE

230.8 Time off to visit child's school

CODE OF REGULATIONS, TITLE 5

18275 Child care and development programs, parent involvement and education

UNITED STATES CODE, TITLE 20

6311 State plan 6312 Local educational agency plan

6314 Schoolwide programs

6318 Parent and family engagement

6631 Teacher and school leader incentive program, purposes and definitions

CODE OF FEDERAL REGULATIONS, TITLE 28

35.104 Definitions, auxiliary aids and services

35.160 Communications

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Title I School-Level Parental Involvement Policy

Family Engagement Framework: A Tool for California School Districts, 2014

U.S. DEPARTMENT OF EDUCATION PUBLICATIONS

Parental Involvement: Title I, Part A, Non-Regulatory Guidance, April 23, 2004

WEB SITES

CSBA: <http://www.csba.org>

California Department of Education, Family, School, Community Partnerships: <http://www.cde.ca.gov/lr/pf>

California Parent Center: <http://parent.sdsu.edu>

California State PTA: <http://www.capta.org>

National Coalition for Parent Involvement in Education: <http://www.ncpie.org>

National PTA: <http://www.pta.org>

Parent Information and Resource Centers: <http://www.pirc-info.net>

Parents as Teachers National Center: <http://www.parentsasteachers.org>

U.S. Department of Education: <http://www.ed.gov>

ANTELOPE VALLEY UNION HIGH SCHOOL DISTRICT

Policy adopted: November 13, 1990

Lancaster, California

Policy revised: June 5, 1991; March 7, 2001; August 21, 2013; July 18, 2014; February 7, 2018

Policy reviewed: March 4, 2015; May 4, 2016

PARENT INVOLVEMENT**District Strategies for Title I Schools**

To ensure that parents/guardians and family members of students participating in Title I programs are provided with opportunities to be involved in their children's education, the district shall:

1. Involve parents/guardians and family members in the joint development of a district plan that meets the requirements of 20 USC 6312 and in the development of school support and improvement plans pursuant to 20 USC 6311 (20 USC 6318)

(cf. 0460 - Local Control and Accountability Plan)

(cf. 6171 - Title I Programs)

The Superintendent or designee may:

- a. In accordance with Education Code 52063, establish a district-level parent advisory committee and, as applicable, an English learner parent advisory committee to review and comment on the plan in accordance with the review schedule established by the Governing Board
- b. Invite input on the plan from other district committees and school site councils

(cf. 0420 - School Plans/Site Councils)

(cf. 1220 - Citizen Advisory Committees)

- c. Communicate with parents/guardians through the district newsletter, web site, or other methods regarding the plan and the opportunity to provide input
 - d. Provide copies of working drafts of the plan to parents/guardians in an understandable and uniform format and, to the extent practicable, in a language the parents/guardians can understand
 - e. Ensure that there is an opportunity at a public Board meeting for public comment on the plan prior to the Board's approval of the plan or revisions to the plan
 - f. Ensure that school-level policies on parent/guardian and family engagement address the role of school site councils and other parents/guardians as appropriate in the development and review of school plans
2. Provide coordination, technical assistance, and other support necessary to assist and build the capacity of Title I schools in planning and implementing effective parent/guardian and family engagement activities to improve student academic achievement and school performance, which may include meaningful consultation with employers, business leaders, and philanthropic organizations or individuals with expertise in effectively engaging parents/guardians and family members in education (20 USC 6318)

(cf. 1700 - Relations Between Private Industry and the Schools)

The Superintendent or designee shall: (20 USC 6318)

PARENT INVOLVEMENT

- a. Assist parents/guardians in understanding such topics as the challenging state academic content standards and academic achievement standards, state and local academic assessments, the requirements of Title I, and how to monitor a child's progress and work with educators to improve the achievement of their children

(cf. 6011 - Academic Standards)

(cf. 6162.5 - Student Assessment)

(cf. 6162.51 - State Academic Achievement Tests)

- b. Provide parents/guardians with materials and training, such as literacy training and using technology (including education about the harms of copyright piracy), as appropriate, to help them work with their children to improve their children's achievement
- c. With the assistance of parents/guardians, educate teachers, specialized instructional support personnel, principals and other school leaders, and other staff, in the value and utility of parent/guardian contributions and in how to reach out to, communicate with, and work with parents/guardians as equal partners, implement and coordinate parent/guardian programs, and build ties between parents/guardians and the schools

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

- d. To the extent feasible and appropriate, coordinate and integrate parent/guardian involvement programs and activities with other federal, state, and local programs, including public preschool programs, and conduct other activities, such as parent resource centers, that encourage and support parents/guardians in fully participating in their children's education
- e. Ensure that information related to school and parent/guardian programs, meetings, and other activities is sent to the parents/guardians of participating students in a format and, to the extent practicable, in a language the parents/guardians can understand
- f. Provide other such reasonable support for parent/guardian involvement activities as parents/guardians may request
- g. Inform parents/guardians and parent organizations of the existence and purpose of parent information and resource centers in the state that provide training, information, and support to parents/guardians of participating students

In addition, the Superintendent or designee may:

- a. Involve parents/guardians in the development of training for teachers, principals, and other educators to improve the effectiveness of such training
- b. Provide necessary literacy training, using Title I funds if the district has exhausted all other reasonably available sources of funding for such training

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- c. Pay reasonable and necessary expenses associated with parent/guardian involvement activities, including transportation and child care costs, to enable parents/guardians to participate in school-related meetings and training sessions
- d. Train parents/guardians to enhance the involvement of other parents/guardians
- e. Arrange school meetings at a variety of times or, when parents/guardians are unable to attend such conferences, conduct in-home conferences between parents/guardians and teachers or other educators who work directly with participating students, in order to maximize parent/guardian involvement and participation
- f. Adopt and implement model approaches to improving parent/guardian involvement
- g. Establish a districtwide parent advisory council to provide advice on all matters related to parent/guardian involvement in Title I programs
- h. Develop appropriate roles for community-based organizations and businesses in parent/guardian involvement activities
- i. Make referrals to community agencies and organizations that offer literacy training, parent/guardian education programs, and/or other services that help to improve the conditions of parents/guardians and families

(cf. 1020 - Youth Services)

- j. Provide a master calendar of district activities and district meetings
- k. Provide information about opportunities for parent/guardian and family engagement through the district newsletter, web site, or other written or electronic means
- l. Engage parent-teacher organizations to actively seek out and involve parents/guardians through regular communication updates and information sessions

(cf. 1230 - School-Connected Organizations)

- m. To the extent practicable, provide translation services at school sites and at meetings involving parents/guardians and family members as needed
- n. Provide training and information to members of district and school site councils and advisory committees to help them fulfill their functions
- o. Provide ongoing district-level workshops to assist school site staff, parents/guardians, and family members in planning and implementing improvement strategies, and seek their input in developing the workshops

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- p. Provide training for the principal or designee of each participating school regarding Title I requirements for parent/guardian and family engagement, leadership strategies, and communication skills to assist him/her in facilitating the planning and implementation of related activities
- q. Regularly evaluate the effectiveness of staff development activities related to parent/guardian and family engagement
- r. Include expectations for parent/guardian outreach and involvement in staff job descriptions and evaluations

(cf. 4115 - Evaluation/Supervision)

(cf. 4215 - Evaluation/Supervision)

(cf. 4315 - Evaluation/Supervision)

- s. Assign district personnel to serve as a liaison to the schools regarding Title I parent/guardian and family engagement issues
 - t. Provide information to schools about the indicators and assessment tools that will be used to monitor progress
3. To the extent feasible and appropriate, coordinate and integrate Title I parent/guardian and family engagement strategies with parent/guardian and family engagement strategies of other relevant federal, state, and local programs and ensure consistency with federal, state, and local laws (20 USC 6318)

The Superintendent or designee may:

- a. Identify overlapping or similar program requirements

(cf. 0430 - Comprehensive Local Plan for Special Education)

(cf. 2230 - Representative and Deliberative Groups)

(cf. 3280 - Sale or Lease of District-Owned Real Property)

(cf. 5030 - Student Wellness)

(cf. 5148 - Child Care and Development)

(cf. 5148.3 - Preschool/Early Childhood Education)

(cf. 6174 - Education for English Learners)

(cf. 6175 - Migrant Education Program)

(cf. 6178 - Career Technical Education)

- b. Involve district and school site representatives from other programs to assist in identifying specific population needs
- c. Schedule joint meetings with representatives from related programs and share data and information across programs
- d. Develop a cohesive, coordinated plan focused on student needs and shared goals

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4. Conduct, with meaningful involvement of parents/guardians and family members, an annual evaluation of the content and effectiveness of the parent/guardian and family engagement policy in improving the academic quality of the schools served by Title I, including identification of: (20 USC 6318)
 - a. Barriers to participation in parent/guardian and family engagement activities, with particular attention to parents/guardians who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background
 - b. The needs of parents/guardians and family members, so they can better assist with their children's learning and engage with school personnel and teachers
 - c. Strategies to support successful school and family interactions

(cf. 0500 - Accountability)

The Superintendent or designee shall notify parents/guardians of this review and assessment through regular school communications mechanisms and shall provide a copy of the assessment to parents/guardians upon their request. (Education Code 11503)

The Superintendent or designee may:

- a. Use a variety of methods, such as focus groups, surveys, and workshops, to evaluate the satisfaction of parents/guardians and staff with the quality and frequency of district communications
 - b. Gather and monitor data regarding the number of parents/guardians and family members participating in district activities and the types of activities in which they are engaged
 - c. Recommend to the Board measures to evaluate the impact of the district's parent/guardian and family engagement efforts on student achievement
5. Use the findings of the evaluation conducted pursuant to item #4 above to design evidence-based strategies for more effective parent/guardian and family involvement and, if necessary, to revise the parent/guardian and family engagement policy (20 USC 6318)
 6. Involve parents/guardians in the activities of schools served by Title I, which may include establishing a parent advisory board comprised of a sufficient number and representative group of parents/guardians or family members served by the district to adequately represent the needs of the population served by the district for the purposes of developing, revising, and reviewing the parent/guardian and family engagement policy (20 USC 6318)

The Superintendent or designee may:

- a. Include information about school activities in district communications to parents/guardians and family members

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- b. To the extent practicable, assist schools with translation services or other accommodations needed to encourage participation of parents/guardians and family members
- c. Establish processes to encourage parent/guardian input regarding their expectations and concerns for their children

The district's Board policy and administrative regulation containing parent/guardian and family engagement strategies shall be incorporated into the district's local control and accountability plan in accordance with 20 USC 6312 and shall be distributed to parents/guardians of students participating in Title I programs. (20 USC 6318)

(cf. 5145.6 - Parental Notifications)

School-Level Policies for Title I Schools

At each school receiving Title I funds, a written policy on parent/guardian and family engagement shall be developed jointly with the parents/guardians and family members of participating students. Such policy shall describe the means by which the school will: (20 USC 6318)

1. Convene an annual meeting, at a convenient time, to which all parents/guardians of participating students shall be invited and encouraged to attend, in order to inform parents/guardians of their school's participation in Title I and to explain Title I requirements and the right of parents/guardians to be involved
2. Offer a flexible number of meetings, such as meetings in the morning or evening, for which related transportation, child care, and/or home visits may be provided as such services relate to parent/guardian involvement
3. Involve parents/guardians in an organized, ongoing, and timely way in the planning, review, and improvement of Title I programs, including the planning, review, and improvement of the school's parent/guardian and family engagement policy and, if applicable, the joint development of the plan for schoolwide programs pursuant to 20 USC 6314

The school may use an existing process for involving parents/guardians in the joint planning and design of the school's programs provided that the process includes adequate representation of parents/guardians of participating students.

4. Provide the parents/guardians of participating students all of the following:
 - a. Timely information about Title I programs
 - b. A description and explanation of the school's curriculum, forms of academic assessment used to measure student progress, and the achievement levels of the challenging state academic standards

(cf. 5121 - Grades/Evaluation of Student Achievement)

(cf. 5123 - Promotion/Acceleration/Retention)

PARENT INVOLVEMENT

- c. If requested by parents/guardians, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions related to their children's education, and, as soon as practicably possible, responses to the suggestions of parents/guardians
- 5. If the schoolwide program plan is not satisfactory to the parents/guardians of participating students, submit any parent/guardian comments when the school makes the plan available to the district
- 6. Jointly develop with the parents/guardians of participating students a school-parent compact that outlines how parents/guardians, the entire school staff, and students will share responsibility for improved student academic achievement and the means by which the school and parents/guardians will build a partnership to help students achieve state standards

This compact shall address:

- a. The school's responsibility to provide high-quality curriculum and instruction in a supportive and effective learning environment that enables participating students to achieve the state's challenging academic achievement standards
- b. Ways in which parents/guardians will be responsible for supporting their children's learning, volunteering in the classroom, and participating, as appropriate, in decisions related to their children's education and the positive use of extracurricular time

(cf. 1240 - Volunteer Assistance)

(cf. 5020 - Parent Rights and Responsibilities)

(cf. 5113 - Absences and Excuses)

(cf. 6145 - Extracurricular/Cocurricular Activities)

(cf. 6154 - Homework/Makeup Work)

- c. The importance of communication between teachers and parents/guardians on an ongoing basis through, at a minimum:
 - (1) Parent-teacher conferences in elementary schools, at least annually, during which the compact shall be discussed as it relates to the student's achievement
 - (2) Frequent reports to parents/guardians on their children's progress
 - (3) Reasonable access to staff, opportunities to volunteer and participate in their child's classroom, and observation of classroom activities
 - (4) Regular two-way, meaningful communication between family members and school staff, and, to the extent practicable, in a language that family members can understand
- 7. Build the capacity of the school and parents/guardians for strong parent involvement by implementing the required activities described in item #2 in the section "District Strategies for Title I Schools" above

PARENT INVOLVEMENT

8. To the extent practicable, provide opportunities for the informed participation of parents/guardians and family members (including parents/guardians and family members with limited English proficiency, parents/guardians and family members with disabilities, and parents/guardians and family members of migrant children), including providing information and school reports required under 20 USC 6311(h) in a format and language such parents/guardians can understand

If the school has a parent involvement policy that applies to all parents/guardians, it may amend that policy to meet the above requirements. (20 USC 6318)

Each school's parent/guardian and family engagement policy shall be made available to the local community. Parents/guardians shall be notified of the policy in an understandable and uniform format and, to the extent practicable, provided in a language the parents/guardians can understand. (20 USC 6318)

Each school receiving Title I funds shall annually evaluate the effectiveness of its parent/guardian and family engagement policy. Such evaluation may be conducted during the process of reviewing the school's single plan for student achievement in accordance with Education Code 64001.

The school's policy shall be periodically updated to meet the changing needs of parents/guardians and the school. (20 USC 6318)

District Strategies for Non-Title I Schools

For each school that does not receive federal Title I funds, the Superintendent or designee shall, at a minimum:

1. Engage parents/guardians positively in their children's education by helping them develop skills to use at home that support their children's academic efforts at school and their children's development as responsible members of society (Education Code 11502, 11504)

The Superintendent or designee may:

- a. Provide or make referrals to literacy training and/or parent education programs designed to improve the skills of parents/guardians and enhance their ability to support their children's education
 - b. Provide information, in parent handbooks and through other appropriate means, regarding academic expectations and resources to assist with the subject matter
 - c. Provide parents/guardians with information about students' class assignments and homework assignments
2. Inform parents/guardians that they can directly affect the success of their children's learning, by providing them with techniques and strategies that they may use to improve their children's academic success and to assist their children in learning at home (Education Code 11502, 11504)

PARENT INVOLVEMENT

The Superintendent or designee may:

- a. Provide parents/guardians with information regarding ways to create an effective study environment for their children at home and to encourage good study habits
 - b. Encourage parents/guardians to monitor their children's school attendance, homework completion, and television viewing
 - c. Encourage parents/guardians to volunteer in their child's classroom and to participate in school advisory committees
3. Build consistent and effective communication between the home and school so that parents/guardians may know when and how to assist their children in support of classroom learning activities (Education Code 11502, 11504)

The Superintendent or designee may:

- a. Ensure that teachers provide frequent reports to parents/guardians on their children's progress and hold parent-teacher conferences at least once per year with parents/guardians of elementary school students
 - b. Provide opportunities for parents/guardians to observe classroom activities and to volunteer in their child's classroom
 - c. Provide information about parent/guardian and family engagement opportunities through district, school, and/or class newsletters, the district's web site, and other written or electronic communications
 - d. To the extent practicable, provide notices and information to parents/guardians in a format and language they can understand
 - e. Develop mechanisms to encourage parent/guardian input on district and school issues
 - f. Identify barriers to parent/guardian and family participation in school activities, including parents/guardians and family members who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background
 - g. Encourage greater parent/guardian participation by adjusting meeting schedules to accommodate parent/guardian needs and, to the extent practicable, by providing translation or interpreter services, transportation, and/or child care
4. Train teachers and administrators to communicate effectively with parents/guardians (Education Code 11502, 11504)

PARENT INVOLVEMENT

The Superintendent or designee may:

- a. Provide staff development to assist staff in strengthening two-way communications with parents/guardians, including parents/guardians who have limited English proficiency or limited literacy
 - b. Invite input from parents/guardians regarding the content of staff development activities pertaining to home-school communications
5. Integrate parent/guardian and family engagement programs into school plans for academic accountability

The Superintendent or designee may:

- a. Include parent/guardian and family engagement strategies in school reform or school improvement initiatives
- b. Involve parents/guardians and family members in school planning processes

ANTELOPE VALLEY UNION HIGH SCHOOL DISTRICT

Lancaster, California

Regulation approved: August 21, 2013

Regulation revised: July 18, 2014; February 7, 2018

Regulation reviewed: March 4, 2015; May 4, 2016

Students

BP 5141.52 (a)

SUICIDE PREVENTION

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

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

(cf. 1020 – Youth Services)

(cf. 1220 – Citizen Advisory Committees)

(cf. 1400 – Relations Between Other Governmental Agencies and the Schools)

Such measures and strategies shall include, but are not limited to:

1. Staff development on suicide awareness and prevention for teachers, school counselors, and other district employees who interact with students in the secondary grades

(cf. 4131 – Staff Development)

(cf. 4231 – Staff Development)

(cf. 4331 – Staff Development)

2. Instruction to students in problem-solving and coping skills to promote students’ mental, emotional, and social health and well-being, as well as instruction in recognizing and appropriately responding to warning signs of suicidal intent in others

(cf. 6142.8 – Comprehensive Health Education)

3. Methods for promoting a positive school climate that enhances students’ feelings of connectedness with the school and that is characterized by caring staff and harmonious interrelationships among students

(cf. 5131 – Conduct)

(cf. 5131.2 – Bullying)

(cf. 5137 – Positive School Climate)

(cf. 5145.3 – Nondiscrimination/Harassment)

(cf. 5145.7 – Sexual Harassment)

(cf. 5145.9 – Hate-Motivated Behavior)

4. The provision of information to parents/guardians regarding risk factors and warning signs of suicide, the severity of the youth suicide problem, the district’s suicide prevention curriculum, basic steps for helping suicidal youth, and/or school and community resources that can help youth in crisis

5. Encouragement for students to notify appropriate school personnel or other adults when they are experiencing thoughts of suicide or when they suspect or have knowledge of another student’s suicidal intentions

6. Crisis intervention procedures for addressing suicide threats or attempts

7. Counseling and other postvention strategies for helping students, staff, and others cope in the aftermath of a student’s suicide

SUICIDE PREVENTION

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

*Legal Reference:**EDUCATION CODE**215 Student suicide prevention policies**32280-32289 Comprehensive safety plan**49060-49079 Student Records**49602 Confidentiality of student information**49604 Suicide prevention training for school counselors**GOVERNMENT CODE**810-996.6 Government Claims Act**PENAL CODE**11164-11174.3 Child Abuse and Neglect Reporting Act**WELFARE AND INSTITUTIONS CODE**5698 Emotionally disturbed youth; legislative intent**5850-5883 Mental Health Services Act**COURT DECISIONS**Corales v. Bennett (Ontario-Montclair School District), (2009) 567 F.3d 554**Management Resources:**CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS**Health Education Content Standards for California Public Schools, Kindergarten Through Grade Twelve, 2008**Health Framework for California Public Schools, Kindergarten Through Grade Twelve, 2003**CENTERS FOR DISEASE CONTROL AND PREVENTION PUBLICATIONS**School Connectedness: Strategies for Increasing Protective Factors Among Youth, 2009**NATIONAL ASSOCIATION OF SCHOOL PSYCHOLOGISTS PUBLICATIONS**Preventing Suicide, Guidelines for Administrators and Crisis Teams, 2015**U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES PUBLICATIONS**Preventing Suicide: A Toolkit for High Schools, 2012**National Strategy for Suicide Prevention: Goals and Objectives for Action, rev. 2012**WEB SITES**American Association of Suicidology: <http://www.suicidology.org>**American Foundation for Suicide Prevention: <http://afsp.org>**American Psychological Association: <http://www.apa.org>**American School Counselor Association: <http://www.schoolcounselor.org>**California Department of Education, Mental Health: <http://www.cde.ca.gov/ls/cg/mh>**California Department of Health Care Services, Suicide Prevention Program:**<http://www.dhcs.ca.gov/services/MH/Pages/SuicidePrevention.aspx>**Centers for Disease Control and Prevention, Mental Health: <http://www.cdc.gov/mentalhealth>**National Association of School Psychologists: <http://www.nasponline.org>**National Institute for Mental Health: <http://www.nimh.nih.gov>**Trevor Project: <http://thetrevorproject.org>**U.S. Department of Health and Human Services, Substance Abuse and Mental Health Services Administration:**<http://www.samhsa.gov>***ANTELOPE VALLEY UNION HIGH SCHOOL DISTRICT**

Lancaster, California

Policy adopted: November 13, 1990

Policy revised: September 20, 2000; October 18, 2017

SUICIDE PREVENTION**Staff Development**

Suicide prevention training shall be provided to teachers, counselors, and other district employees who interact with students at the secondary level. The training shall be offered under the direction of a district counselor/psychologist and/or in cooperation with one or more community mental health agencies.

(cf. 4131 – Staff Development)

(cf. 4231 – Staff Development)

(cf. 4331 – Staff Development)

Materials for training shall include how to identify appropriate mental health services at the school site and within the community, and when and how to refer youth and their families to those services. Materials also may include programs that can be completed through self-review of suitable suicide prevention materials. (Education Code 215)

Staff development shall include research and information related to the following topics:

1. The higher risk of suicide among certain groups, including, but not limited to, students who are bereaved by suicide; students with disabilities, mental illness, or substance use disorders; students who are experiencing homelessness or who are in out-of-home settings such as foster care; and students who are lesbian, gay, bisexual, transgender, or questioning youth
2. Individual risk factors such as previous suicide attempt(s) or self-harm, history of depression or mental illness, family history of suicide or violence, feelings of isolation, interpersonal conflicts, a recent severe stressor or loss, family instability, impulsivity, and other factors

(cf. 5131.6 – Alcohol and Other Drugs)

3. Warning signs that may indicate depression, emotional distress, or suicidal intentions, such as changes in students' personality or behavior and verbalizations of hopelessness or suicidal intent
4. Protective factors that may help to decrease a person's suicide risk, such as resiliency, problem-solving ability, access to mental health care, and positive connections to family, peers, school, and community
5. Instructional strategies for teaching the suicide prevention curriculum and promoting mental and emotional health
6. School and community resources and services, including resources and services that meet the specific needs of high-risk groups

(cf. 5141.6 – School Health Services)

(cf. 6164.2 – Guidance/Counseling Services)

7. District procedures for intervening when a student attempts, threatens, or discloses the desire to die by suicide

Instruction

The district's comprehensive health education program shall promote the healthy mental, emotional, and social development of students and shall be aligned with the state content standards and curriculum framework. Suicide prevention instruction shall be incorporated into the health education curriculum at appropriate secondary grades and shall be designed to help students:

SUICIDE PREVENTION

1. Identify and analyze signs of depression and self-destructive behaviors and understand how feelings of depression, loss, isolation, inadequacy, and anxiety can lead to thoughts of suicide
2. Develop coping and resiliency skills and self-esteem
3. Learn to listen, be honest, share feelings, and get help when communicating with friends who show signs of suicidal intent
4. Identify trusted adults, school resources, and/or community crisis intervention resources where youth can get help and recognize that there is no stigma associated with seeking services for mental health, substance abuse, and/or suicide prevention

(cf. 1020 – Youth Services)

(cf. 5131.6 – Alcohol and Other Drugs)

(cf. 5141.6 – School Health Services)

(cf. 6142.8 – Comprehensive Health Education)

(cf. 6164.2 – Guidance/Counseling Services)

Intervention

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

Every statement regarding suicidal intent shall be taken seriously. Whenever a staff member suspects or has knowledge of a student's suicidal intentions based on the student's verbalizations or act of self-harm, he/she shall promptly notify the principal or school counselor.

Although any personal information that a student discloses to a school counselor shall generally not be revealed, released, referenced, or discussed with third parties, the counselor may report to the principal or student's parents/guardians when he/she has reasonable cause to believe that disclosure is necessary to avert a clear and present danger to the health, safety, or welfare of the student. In addition, the counselor may disclose information of a personal nature to psychotherapists, other health care providers, or the school nurse for the sole purpose of referring the student for treatment. (Education Code 49602)

(cf. 5141 - Health Care and Emergencies)

A school employee shall act only within the authorization and scope of his/her credential or license. An employee is not authorized to diagnose or treat mental illness unless he/she is specifically licensed and employed to do so. (Education Code 215)

Whenever schools establish a peer counseling system to provide support for students, peer counselors shall receive training that includes identification of the warning signs of suicidal behavior and referral of a suicidal student to appropriate adults.

(cf. 5138 – Conflict Resolution/Peer Mediation)

When a suicide attempt or threat is reported, the principal or designee shall ensure student safety by taking the following actions:

1. Immediately securing medical treatment and/or mental health services as necessary
2. Notifying law enforcement and/or other emergency assistance if a suicidal act is being actively threatened

SUICIDE PREVENTION

- 3. Keeping the student under continuous adult supervision until the parent/guardian and/or appropriate support agent or agency can be contacted and has the opportunity to intervene
- 4. Removing other students from the immediate area as soon as possible

(cf. 0450 – Comprehensive Safety Plan)
(cf. 5141 – Health Care and Emergencies)

The principal or designee shall document the incident in writing, including the steps that the school took in response to the suicide attempt or threat.

(cf. 5125 – Student Records)

The Superintendent or designee shall follow up with the parent/guardian and student in a timely manner to provide referrals to appropriate services as needed. If the parent/guardian does not access treatment for the student, the Superintendent or designee may meet with the parent/guardian to identify barriers to treatment and assist the family in providing follow-up care for the student. If follow-up care is still not provided, the Superintendent or designee shall consider whether he/she is required, pursuant to laws for mandated reporters of child neglect, to refer the matter to the local child protective services agency.

(cf. 5141.4 – Child Abuse Prevention and Reporting)

For any student returning to school after a mental health crisis, the principal or designee and/or school counselor may meet with the parents/guardians and, if appropriate, with the student to discuss re-entry and appropriate next steps to ensure the student’s readiness for return to school.

Postvention

In the event that a student dies by suicide, the Superintendent or designee shall communicate with the student’s parents/guardians to offer condolences, assistance, and resources. In accordance with the laws governing confidentiality of student record information, the Superintendent or designee shall consult with the parents/guardians regarding facts that may be divulged to other students, parents/guardians, and staff.

The Superintendent or designee shall implement procedures to address students’ and staff’s grief and to minimize the risk of imitative suicide or suicide contagion. He/she shall provide students, parents/guardians, and staff with information, counseling, and/or referrals to community agencies as needed. School staff may receive assistance from school counselors or other mental health professionals in determining how best to discuss the suicide or attempted suicide with students.

Any response to media inquiries shall be handled by the district-designated spokesperson who shall not divulge confidential information. The district’s response shall not sensationalize suicide and shall focus on the district’s postvention plan and available resources.

(cf. 1112 – Media Relations)

After any suicide or attempted suicide by a student, the Superintendent or designee shall provide an opportunity for all staff who responded to the incident to debrief, evaluate the effectiveness of the strategies used, and make recommendations for future actions.

ANTELOPE VALLEY UNION HIGH SCHOOL DISTRICT
Lancaster, California

Regulation Approved: September 20, 2000
 Regulation Revised: October 18, 2017



August 2019

Dear Parent/Guardian,

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 the principal at your child's school.

Sincerely,

Julie Vela
Director of Categorical and Special Programs
Antelope Valley Union High School District