GOVERNING BOARD MEMBERS

Jerry Fenton – President
Julie Stroh – Vice President
Jay West – Clerk
Mary Polito - Member
Mike Adams - Member

DISTRICT ADMINISTRATIVE STAFF

Ron McCowan – Superintendent
Melavel Robertson - Assistant Superintendent
Olivia Leschick - Administrator in Charge of Special Projects
Dennis Zabinsky - Director of Human Resources
Chief Business Officer
Jon Petersen

Governing Board meetings are normally held each second Thursday at 6:00 p.m. in the Media Center of the Valley Center High School. You are cordially invited to attend.
Superintendent's Welcome

Welcome to the 2018-2019 Valley Center-Pauma Unified School District school year.

This Parent/Student Handbook has been designed to share important information with you about our school district. We hope the information provided will answer questions, which may arise during the year. If you have questions regarding your child’s progress at school and/or school-wide programs, please don’t hesitate to contact the school office.

Student academic achievement is our primary goal. With your cooperation and participation, we will continue to improve the educational opportunities we offer each child.

We look forward to continuing to provide a quality educational program for our students. Thank you for joining with us in this partnership.

Ron McCowan
Superintendent
DISTRICT INFORMATION

VALLEY CENTER-PAUMA UNIFIED SCHOOL DISTRICT
28751 Cole Grade Rd, (760)749-0464  FAX (760)749-1208
www.vcpusd.org

Lilac School
30109 Lilac Rd., (760)751-1042  FAX (760)751-7407
Maria Cordero – Principal
Grades TK - 5

Pauma School
33158 Cole Grade Rd., (760)742-3741  FAX (760)742-1214
Leiani Osugi - Principal
Grades TK – 8

Valley Center Primary School
14249 Fruitvale Rd., (760)749-8282  FAX (760)751-2654
Jameson Rienick - Principal
Grades TK-2

Valley Center Elementary
28751-L Cole Grade Rd., (760)749-1631  FAX (760)749-5501
Stephanie McEntire - Principal
Grades 3, 4, 5

Valley Center Middle School
28102 N Lake Wohlford Rd., (760)751-4295  FAX (760)751-4259
Christina Wilde – Principal
Mona Stroud – Assistant Principal
Danielle Fogel-Lujan - Assistant Principal
Grades 6, 7, 8

Valley Center High School
31322 Cole Grade Rd., (760)751-5500  FAX (760)751-5509
Mark Hailwood - Principal
Norma Carrillo- Assistant Principal
Nicole Clymer - Assistant Principal
Grades 9 - 12

Oak Glen High School
Grades 9 - 12
14172 Oak Glen Rd., (760)751-0455  FAX (760)749-0767
John O'Donnell - Principal

Valley Center Prep
Grades TK - 12
14172 Oak Glen Rd., (760)751-5590
John O'Donnell - Principal

Migrant Education Office
28751 Cole Grade Rd., (760)749-6347
Olivia Leschick
2018 - 2019
PARENT/STUDENT INFORMATION
&
EDUCATION, PUPIL SERVICES, AND PARENTS' OR STUDENTS' RIGHTS REQUIRING ANNUAL NOTIFICATION

DEAR PARENT/GUARDIAN:

State and federal laws require school districts to notify parents and guardians of minor pupils of parental rights. The law requires the parents or guardians to sign a notification form and return it to school. The signature is an acknowledgment that the parents or guardians have been informed of their rights but does not indicate that consent to participate in any particular program has been either given or withheld.

Some legislation requires additional notification to the parents or guardians during the school term or at least 15 days prior to a specific activity. (A separate letter will be sent to parents or guardians prior to any of these specified activities or classes, and the student will be excused whenever the parents or guardians file with the principal of the school a statement in writing requesting that their child not participate.) Other legislation grants certain rights that are spelled out in this form. Items marked with a ** reference specific documentation to be provided by the district.

The following rights, responsibilities, and protections are provided (when used in this notification “parent” includes a parent or legal guardian):

NOTIFICATION: PARENT RIGHTS AND RESPONSIBILITIES (ed 48981, 48982):
Pursuant to parent request, the annual notifications may be provided to the parent or guardian in electronic format by providing access to the notice electronically. If the notice is provided in electronic format, the parent or guardian must submit to the school a signed acknowledgement of receipt of this notice.

ATTENDANCE/ABSENCES
Regular attendance and promptness are important factors for success in school. Each absence interferes with your child’s progress in school. School is an avenue where students are learning behaviors to prepare themselves for their future, therefore punctuality to school and attendance at school provide the foundation for success in adult years.

We ask all plans for family trips and other such activities be scheduled for weekends, vacations, or after school hours.

Students are required by law to attend school 180 days each year. Students must be present for 155 days or they may not be promoted to the next grade for the following year. (Refer to SARB)
When a student is absent it is necessary for parents to phone the school office the day of the absence or send a note with the student on the day of return to school. Parents/Guardians will notify the school within three (3) school days (72 hours) of the last day of the student’s return to school. The note should include the reason for the absence and date(s) of absence. Absences remaining unverified after three (3) school days will be recorded as unexcused.

**Excused Absence: Justifiable Personal Reasons; Credit EC 48205; Truancy (EC 48260, et seq.)**

State law permits students to be absent for justifiable reasons and allows for completion of missed assignments. Students who are absent without valid excuse, and their parents/guardians, may be subject to truancy and/or criminal proceedings under Education Code 48260, et seq.

**Excused Absences**

1. Notwithstanding Section 48200, a pupil shall be excused from school when the absence is:
   a. Due to his or her illness.
   b. Due to quarantine under the direction of a county or city health officer.
   c. For the purpose of having medical, dental, optometric, or chiropractic services rendered.
   d. 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.
   e. For the purpose of jury duty in the manner provided for by law.
   f. Due to the illness or medical appointment during school hours of a child of whom the pupil is the custodial parent.
   g. 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, or attendance at an employment conference, when the pupil's absence has been requested in writing by the parent or guardian and approved by the principal or a designated representative pursuant to uniform standards established by the governing board.
   h. For the purpose of serving as a member of a precinct board for an election pursuant to Section 12302 of the Elections Code.
   i. 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 EC § 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.
   j. A valid excuse may include other reasons that are within the discretion of school administrators, and, based on the pupil’s circumstances.
   k. For the purpose of attending the pupil’s naturalization ceremony to become a United States citizen.
2. 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 any class from which a pupil is absent shall determine the tests and assignments shall be reasonably equivalent to, but not necessarily identical to, the tests and assignments that the pupil missed during the absence.

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

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

5. "Immediate family," as used in this section, has the same meaning as that set forth in Section 45194, except that references therein to "employee" shall be deemed to be references to "pupil."

**Absence for Confidential Medical Services (EC 46010.1)**

Requires the school district to notify pupils in grades 7 to 12, and their parents, that law permits schools to excuse pupils for purpose of obtaining confidential medical services without consent of parent.

**Absence for Religious Instruction-EC 46014**

Permissive absence may be granted for governing board approved religious exercises or instruction if a pupil has attended at least the minimum school day.

**ACCESS BY MILITARY RECRUITERS-(20 U.S.C. 7908)**

VCPUSD provides military recruiters access to secondary school students' names, addresses and telephone listings upon request by the military recruiters. A pupil or parent may request that this information not be released to military recruiters without prior written parental consent.

**TRUANCY**

(1) The first time a truancy report is issued, the pupil and, as appropriate, the parent or legal guardian, may be requested to attend a meeting with a school counselor or other school's designees to discuss attendance issue and develop plan to improve attendance.

(2) The second time a truancy report is issued within the same school year, the pupil may be given a warning by a peace officer pursuant to Penal Code section 830.1. The pupil may also be assigned to an afterschool or weekend study program located within the same county as the pupil's school.

(3) The third time a truancy report is issued within the same school year, the pupil shall be classified as a habitual truant and may be required to attend an attendance review board or a truancy mediation program pursuant to EC 48263.

(4) The fourth time truancy is issued within the same school year, the pupil may be within jurisdiction of the Juvenile Court that may adjudge the pupil to be a ward of the court pursuant to Welfare and Institutions Code section 601.
RESIDENCY REQUIREMENTS-EC 48200, 48204
Each person between the ages of 6 and 18 years (and not exempted) is subject to compulsory full-time education. Each person subject to compulsory full-time education and not exempted shall attend the public full-time day school or continuation school or classes and for the full time designated as the length of the school day by the governing board of the school district in which the residency of either the parent or legal guardian is located.
A pupil may alternatively comply with the residency requirements for school attendance in a school district, if he or she meets any of the following:

1. Placed in a foster home or licensed children's institution within the boundaries of the school district pursuant to a commitment of placement under the Welfare and Institutions Code;

2. A pupil who is a foster child who remains in his or her school of origin pursuant to subdivisions (d) and (e) of Section 48853.5;

3. A pupil for whom interdistrict transfer has been approved;

4. An emancipated pupil who resides within the boundaries of the school district;

5. A pupil who lives in the home of a caregiving adult that is located within the boundaries of the school district;

6. A pupil residing in a state hospital located within the boundaries of the school district;

7. A pupil whose 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.

8. 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 of the parents or legal guardians of the pupil are physically employed within the boundaries of the school district for a minimum of 10 hours during the school week.

STATUTORY ATTENDANCE OPTIONS
- Intradistrict Choice Policy (EC 35160.5(b)): Residents of the school district may apply to other schools within the school district for their child to attend on a space available basis.
- Interdistrict Attendance (EC 46600): The parent or guardian of a pupil may seek release from the home district to attend a school in any other school district.
- **Open Enrollment Act (EC 48350, et seq.):** When a student is attending a school on the Open Enrollment List as identified by the Superintendent of Public Instruction, the student may request a transfer to another school with a higher Academic Performance Index that is either within or outside of the district.

- **District of Choice (EC 48300, et seq.):** Some school districts may choose to become a district of choice: a district that accepts transfer students from outside the district under the terms of a resolution. A school board that decides to become a district of choice must determine the number of transfers it is willing to accept and make sure that students are selected through a random and unbiased process.

**ATTENDANCE OF SUSPENDED CHILD’S PARENT OR GUARDIAN FOR PORTION OF SCHOOL DAY-EC 48900**

Pursuant to board policy, a teacher may require a parent or guardian of a pupil who has been suspended by a teacher pursuant to Section 48910 for either committing an obscene act, engaging in habitual profanity or vulgarity or disrupting school activities or otherwise willfully defying the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties, to attend a portion of a school day in the classroom of his or her child or ward.

**NOTIFICATION OF MINIMUM DAYS AND PUPIL FREE STAFF DEVELOPMENT DAY-(EC 48980(c))**

A schedule of minimum 48980(c) days and pupil-free staff development days will be made available online at www.vcupsd.org at the beginning of the school year or as early as possible/no later than one month prior.

**ACCIDENTS AND ILLNESSES**

If a student should have an accident at school or display symptoms of illness, the parents will be notified first, unless deemed otherwise, and if unavailable, the persons listed on the Emergency Data Card will be notified. A health clerk is available in the office to assist students who are feeling ill, but cannot diagnose or make recommendations regarding health. Students who are not feeling well are not permitted to use their personal cell phones to call home during class or other times for parents to pick them up, rather, they must go to the health office if ill.

A student who feels ill at home in the morning should not come to school. Should it be necessary for a parent to come and pick up an ill student, students must be signed out in the office. *Only persons listed on the emergency list may pick up your child. Students are not permitted to call home from their cell phones to be picked up when they are ill — school staff must call. If no one can be contacted, the student will remain at school. In the event of an emergency and no one can be contacted, school personnel may call 911 for assistance. Any expense incurred will be the responsibility of the student's parents/guardians.*
ANIMALS
We discourage students from bringing animals to school; however, should animals be brought to school, the following rules must be observed.

- Students must have prior permission from the teacher.
- All animals must be in appropriate containers or cages.
- Animals must not be left over a weekend.
- Animals may not be taken on the school bus.

Any student who has a moral objection to dissecting or otherwise harming or destroying animals shall have the right to refrain from participating in instruction which involves such activities and shall not be discriminated against because of a decision to exercise this right.

The right to refrain from instruction involving harmful or destructive use of animals shall apply to all K-12 courses, except classes and activities conducted as part of agricultural education that provide instruction on the care, management, and evaluation of domestic animals.

A student who wishes to refrain from such instruction shall notify the teacher and shall provide a note from his/her parent/guardian substantiating the objection.

ARRIVAL AT SCHOOL
Playground supervision begins at 7:30 a.m. (7:00 a.m. for high school). Students should not arrive at school before this time. Students should be picked up promptly at the end of school. No after-school supervision is provided.

ASBESTOS (40 CFR § 763.93)
VCPUSD has a current management plan for asbestos containing materials for all district portables. The plan is available for inspection at District Office during normal business hours.

BILINGUAL EDUCATION-(EC 52173)
VCPUSD will notify the parents or guardians of pupils who will be enrolled in a bilingual education program. The notice will contain a simple description of the program, inform the parent or guardian they have the right and are encouraged to visit the class in which their pupil will be enrolled and to have a school conference to explain the purpose of such an education, and that they have the right not to have their pupil enrolled in the program. Notice shall be in English and the primary language of the pupil.

BUSES

Bus Stop
Students may board and leave only on the specified route and at the stop to which they are assigned.

A Student:
➢ Is expected to arrive at the bus stop 5 minutes prior to bus pick-up time.
Must ride assigned bus unless permission is given in writing from parent/guardian and approved by the school office no later than 12:00 p.m.

Students may be assigned specific seats on the bus.

**Route Identification**
Routes are identified by colors, numbers, or the letters A – Z. Each bus displays the assigned route color, number, or letter.

**Student Tags**
Primary students are given tags to wear during the first two weeks of school. The tag lists a student’s name, bus route and pertinent bus stop information. Parents should notify the Transportation Department immediately if a student’s tag is lost.

**Street Crossing**
Students crossing the street after leaving a school bus MUST:

- Use a crosswalk controlled by a traffic signal, or;

- Cross under the protection of the red signal lights of the bus. Students will be escorted by the driver if there is no traffic signal or protected intersection.

Parents or guardians should instruct children NOT to cross the street diagonally or behind the bus. Parents picking up and/or dropping off students at the bus stop should park safely away from the stop, but on the same side of the street as the bus stop to avoid the possibility of a student being hit by traffic while crossing the street. Kindergarten, 1st, and 2nd grade students will be returned to school unless an adult is present at the bus stop to meet the child.

Students who need to cross the road, provided the stop is designated as a “red light crossover” stop, will be escorted by the school bus driver. Students are NOT to be crossed on Valley Center, Cole Grade, Lilac/Old Castle Roads, and any other roads/bus stops that do not warrant a red light crossover or that do not have sufficient visibility.

**Personal Articles**
Students are not permitted to bring items aboard the bus that the school bus driver determines to be dangerous.

**School Bus Safety**
School bus transportation is rated by the National Safety Council as the safest form of passenger transportation. The District’s bus drivers are specially trained to give students the best service available.

**School Bus Driver Qualifications**
Federal Law mandates that a potential school bus driver complete classroom and behind-the-wheel instruction before receiving certification. In addition, the district requires
school bus drivers to complete first-aid training and to attend on-going training session to maintain their certification.

**School Bus Equipment**
School buses are inspected regularly by the bus driver and district mechanics, and periodically by the California Highway Patrol to ensure each bus meets all safety standards.

**School Bus Video Cameras**
Video cameras may be used on school buses to monitor student behavior while traveling to and from school and school activities. The School Board believes that such monitoring will deter misconduct and help to ensure the safety of students and staff. Camera supports may be installed in all buses. Cameras may be rotated among the buses and activated at the discretion of the Superintendent or designee. The content of any recording is a student record and may only be assessed in accordance with district's policy and administrative regulation concerning student records.

**Bus Rules**
The Governing Board believes that all students have the right to be educated in a positive learning environment free from disruptions. Students shall be expected to exhibit appropriate conduct that does not infringe upon the rights of others or interfere with the school program while on school grounds, while going to or coming from school, while at school activities, and while on district transportation. This includes the time students are transported and while waiting for transportation.

Section 9, State Board of Education Regulations Governing Pupil Transportation states: "Pupils transported in a school bus shall be under the authority of and responsible directly to the driver of the bus. Continued disorderly conduct or persistent refusal to submit to the authority of the driver shall be sufficient reason for refusing transportation to any pupil and for such other punishment as the law may provide. The driver of any school bus shall be held responsible for the orderly conduct of the pupils transported."

The following actions on the school bus are prohibited:
1. Smoking, drugs, or alcohol are strictly prohibited and could result in immediate loss of bus privileges.
2. Disorderly or improper conduct.
3. Defiance and disrespect.
4. Fighting.
5. Profane or indecent language.
6. Vandalism
7. Food, gum, liquid, pencils, pens, any dangerous object, etc. or any foreign matter in the mouth.
8. Glass of any kind except thermos-type containers carried in a lunch kit.
9. Operating windows without permission of the bus driver.
10. Insects, rodents, or animals of any kind.
11. Items that cannot be held comfortably on the lap.
12. Loud and boisterous noises.
13. Littering.
14. Out of seat without permission of the bus driver.
15. Extending any portion of the body outside the bus.
16. Getting off at an improper stop. Valley Center-Pauma Unified School District provides only to and from
17. School transportation. If, for any reason, a student must take a bus other than his/her own the
18. Parent/guardian must send a note to school with the student. Due to overcrowded
  buses, some requests cannot be honored.
19. For safety reasons, during the bus ride, cell phones should be turned off and be
  kept out of sight, backpack, book bag, purse or pocket.
20. No photography is allowed on the bus.
21. Skateboards or razor scooters are not allowed on the bus or storage compartment.

Consequences for Violation of Bus Rules (K-8x)
1. Upon the first violation of the bus rules, the school bus driver may issue a
   warning letter home informing parents of the violation. This is to be signed by
   the parent/guardian and returned to the bus driver before the student is
   permitted to ride on the bus.
2. Upon the second violation of the school bus rules, the driver may issue a "walking
   ticket" which would take students off the bus and all District buses including
   shuttles for a period from one to five school days.
3. Upon the receipt of a third "bus ticket" for violation of school bus rules, the
   student's privilege of riding the bus and all District buses including shuttles may
   be revoked until a conference is held with the parent, driver, and school
   administrator.
4. Consistent violation of school bus rules may result in the loss of ALL bus
   privileges for a portion of or the remainder of the school year. Violations may
   result in disciplinary action beyond bus privileges as appropriate.

Consequences for Violation of Bus Rules (9-12 and Transition Program Students)
1. Upon the first violation of the bus rules, the school bus driver may issue a
   warning letter home informing parents of the violation. This is to be signed by
   the parent/guardian and returned to the bus driver before the student is permitted
   to ride on the bus.
2. Upon the second violation of the school bus rules, the driver may issue a "walking
   ticket" which may result in the loss of ALL bus privileges including shuttles for a
   portion of the remainder of the school year. Violations may result in disciplinary
   action beyond bus privileges as appropriate.
3. Any unsafe or disruptive behavior may result in immediate loss of bus
   privileges

CAL GRANT PROGRAM-(EC 69432.9)
All pupils enrolled in grade 12 will be deemed Cal Grant applicants, unless they, or their parent
or guardian if the pupil is 17 years or younger, specifically opts-out of such notification. The
District will electronically submit each 12th grade pupil’s grade point average by of the pupil’s 12th grade school year. A pupil of 18 years of age or a parent or guardian of a pupil 17 years or younger, may by written statement, opt out of the Cal Grant program.

CALIFORNIA ASSESSMENT OF STUDENT PERFORMANCE AND PROGRESS-(EC 52052, 60640)
The California Assessment of Student Performance and Progress (CAASPP) System was established on June 1, 2014. Commencing with the 2014-2015 school year, the CAASPP System includes Smarter Balanced Summative assessments in English Language Arts and Math in grades three through eight and eleven and California Alternate Assessments (CAA) in English Language Arts and Math in grades three through eight and eleven for students with significant cognitive disabilities. The California Science Test (CAST) is required for all students in grades five, eight and once in high school unless the student’s IEP indicates administration of the-CAA. VCPUSD will/will not administer a standards based test in Spanish for reading/language arts in grades two through eleven for Spanish-speaking English learners who either receive instruction in their primary language or have been enrolled in a school in the United States for less than twelve months. A parent or guardian may make a written request to excuse his or her child from any or all parts of the assessment.

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

CALIFORNIA HEALTHY YOUTH ACT-(EC 51938z)
Students enrolled in VCPUSD programs or activities may receive instruction in personal health and public safety, which may include accident prevention, first aid, fire prevention, conservation of resources, and health education including comprehensive sexual health education and HIV prevention.

CELL PHONES/MOBILE ELECTRONIC DEVICES
Students may have cell phones on campus and are allowed to have them turned on during class with permission of the instructor for instructional purposes only. The district assumes no liability for lost, stolen, or damaged personal property including electronic devices. For safety reasons, during the bus ride, cell phones should be turned off and be kept out of sight, in a backpack, book bag, purse, or pocket.

CHILD ABUSE AND NEGLECT REPORTING (Penal Code 11164)
School district staff is required by law to report cases of child abuse and neglect to the appropriate law enforcement agency when they have a reasonable suspicion that a child has been a victim of child abuse and/or neglect. Reasonable suspicion does not require certainty that the
child abuse and/or neglect has occurred. The reporting staff member’s name and report are confidential.

CHILD HEALTH AND DISABILITIES PREVENTION PROGRAM-(HSC 124085, 124105)
Before a child enters first grade, his or her parents must obtain a waiver or health screening for the child and complete the provided certificate or sign a waiver. The screening should take place before (within the prior 6 months) or during the Kindergarten year. Parents are encouraged to obtain health screening simultaneously with required immunizations. Parents may inquire in the school office about free health screenings for low-income children provided under the Child Health and Disabilities Prevention Program.

CHILDREN IN HOMELESS SITUATIONS-(42 U.S.C. 11432)
The District has appointed a liaison for homeless children responsible for ensuring the dissemination of public notice of the educational rights of students in homeless situations.

1. Liaison contact information: Assistant Superintendent (760-749-0464)
2. Circumstances for eligibility
3. Right to immediate enrollment in school of origin or school where currently residing without proof of residency, immunization records or tuberculosis skin-test results, schools records, or legal guardianship papers;
4. Right to education and other services including to participate fully in all school activities and programs for which child is eligible, to qualify automatically for school meal programs, to receive transportation services, and to contact liaison to resolve disputes that arise during enrollment;
5. That no homeless youth shall be required to attend a separate school for homeless children or youth; and
6. That homeless youth shall not be stigmatized by school personnel.

More information can be found online at www.vcpusd.org.

CHILDREN OF MILITARY FAMILIES – EC 49701, 51225.1, 51225.2
A pupil who is a “child of a military family” is defined as school-aged child or children, enrolled in TK through twelfth grade, in the household of an active duty member. “Active duty” means full-time status in the active uniformed service of the United States, including member of the National Guard and Reserve on active duty orders pursuant to 10 U.S.C. Sections 1209 and 1211.

Children of military families who transfer between schools any time after the completion of the pupil’s second year of high school shall be exempt from all coursework and other graduation requirements adopted by the governing board of the local educational agency that are in addition to the statewide coursework requirements, unless the local educational agency makes a finding that the child of a military family is reasonably able to complete the local educational agency’s graduation requirements in time to graduate from high school by the end of the pupil’s fourth year of high school.
Within 30 days of the child of a military family’s transfer into a school, the local educational agency should determine whether the child of a military family is reasonably able to complete the local educational agency’s graduation requirements within the pupil’s fifth year of high school. If the pupil is reasonably able to complete the local educational agency’s graduation requirements within a fifth year of high school, the local educational agency shall do all of the following:

(1) Inform the pupil of his or her option to remain in school for a fifth year to complete the local educational agency’s graduation requirements.

(2) Inform the pupil, and the educational rights holder, about how remaining in school for a fifth year to complete the local educational agency’s graduation requirements will affect the pupil’s ability to gain admission to a postsecondary educational institution.

(3) Provide information to the pupil about transfer opportunities available through the California Community Colleges.

(4) Permit the pupil to stay in school for a fifth year to complete the local educational agency’s graduation requirements upon agreement with the pupil, if the pupil is 18 years of age or older, or, if the pupil is under 18 years of age, upon agreement with the educational rights holder.

Within 30 calendar days of the date that a pupil who is a child of a military family who may qualify for the exemption from local graduation requirements transfers into a school, the school district shall notify the pupil and the pupil’s parent or guardian of the availability of the exemption and whether the pupil qualifies for an exemption.

If the District fails to provide timely notice, the pupil shall be eligible for the exemption from local graduation requirements, even if that notification occurs after the pupil no longer meets the definition of “a child of a military family.”

If a child of a military family is exempt from local graduation requirements pursuant to this section and completes the statewide coursework requirements before the end of his or her fourth year of high school and that pupil would otherwise be entitled to remain in attendance at the school, a school or local educational agency shall not require or request that the pupil graduate before the end of his or her fourth year of high school, nor shall the child of a military family be required to accept the exemption or be denied enrollment in courses for which they are otherwise eligible.
If a child of a military family is not exempt from local graduation requirements or has previously declined the exemption pursuant to this section, a local educational agency shall exempt the pupil at any time if an exemption is requested by the pupil and the pupil qualifies for the exemption. The exemption shall apply after the pupil no longer meets the definition of "a child of a military family" while he or she is enrolled in school or if the pupil transfers to another school or school district.

A school district shall not require and a parent or guardian shall not request a child of a military family to transfer schools solely to qualify the pupil for an exemption under this section.

The local educational agency shall accept coursework satisfactorily completed by a pupil who is a child of a military family while attending another public school (including schools operated by the United States Department of Defense), a juvenile court school, or a nonpublic, nonsectarian school or agency even if the pupil did not complete the entire course and issue that pupil full or partial credit for the coursework completed.

The local educational agency may not require a child of a military family to retake a course if the pupil has satisfactorily completed the entire course in a public school, a juvenile court school, or a nonpublic, nonsectarian school or agency. If the pupil did not complete the entire course, the local educational agency may not require the pupil to retake the portion of the course the pupil completed unless the local educational agency in consultation with the educational rights holder, finds that the pupil is reasonably able to complete the requirements in time to graduate from high school. When partial credit is awarded in a particular course, the child of a military family shall be enrolled in the same or equivalent course, if applicable, so that the pupil may continue and complete the entire course. The pupil shall not be prevented from taking or retaking a course to meet eligibility requirements for admission to the California State University or University of California.

A complaint of noncompliance with the requirements of this section may be filed with the local educational agency under the Uniform Complaint Procedures set forth in Chapter 5.1 (commencing with Section 4600) of Division 1 of Title 5 of the California Code of Regulations.

A complainant not satisfied with the decision of a local educational agency may appeal the decision to the CDE and shall receive a written decision regarding the appeal within 60 days of the CDE's receipt of the appeal.
If a local educational agency finds merit in a complaint, or the Superintendent finds merit in an appeal, the local educational agency shall provide a remedy to the affected pupil.

CLOSED CAMPUS (EC § 44808.5)
Valley Center-Pauma Unified School District has a closed campus policy. Students may not leave the school grounds without special permission from the office. In the event that it becomes necessary for a student to be taken out of school, the parent must call for the student at the office and sign the student out. Students will only be released to persons listed on the Emergency/Disaster Contact Information form. Emergency contacts may be updated by parents/guardians online through the Parent Portal on Infinite Campus or by written request to the school office.

COLLEGE ADMISSION REQUIREMENTS AND TECHNICAL EDUCATION-(EC 51229)
For students who wish to continue their education after high school, the State of California offers community colleges, California State Universities (CSU), and Universities of California (UC).

Information pertaining to college admission requirements, information about University of California and California State University websites, information about technical information and the availability of school counselors to help students in choosing appropriate high school courses can be found online at www.vcpusd.org.

VCPUSD does allow a career technical education course to satisfy the visual/performing arts or foreign language graduation requirement, more information about high school graduation requirements and how each requirement satisfies or does not satisfy the subject matter requirements for admission to the California State University and the University of California, as well as a complete list of career technical education courses offered by SDCOE that satisfy the subject matter requirements for admission to the California State University and the University of California can be found online at www.vcpusd.org.

In order to attend a community college, students need only be a high school graduate or 18 years of age. In order to attend a CSU, students have to take specific high school courses, have the appropriate grades and test scores, and have graduated from high school. Test scores are not required if the student’s GPA is 3.0 or above. In order to attend a UC, students must meet coursework requirements, obtain the necessary GPA and test scores, or rank on the top four percent at a participating high school, or qualify by examination alone. Students may also

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

www.assist.org – This interactive site provides course transfer information for students planning to transfer from a California Community College to a CSU or UC.
www.csumentor.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.

CLOTHING
Students should wear clothing appropriate for the weather and school activities, which includes participation in Physical Education classes. Flip flops and other unusual footwear are not acceptable. Contact each individual school site or website for specific dress codes.

CONCUSSION AND HEAD INJURIES-(EC 49475)
Pursuant to the athletic programs offered by VCPUSD, apart from athletic activity during the regular school day or as part of a physical education course) VCPUSD will provide each student athlete’s parent and guardian with a “concussion and head injury” information sheet. The sheet shall be signed and returned by the athlete's parent or guardian before the athlete may participate in practice or competition.

CONTINUING MEDICATION REGIMEN-(EC 49480)
The parent or legal guardian of any pupil on a continuing medication regimen for a non-episodic condition shall inform the school nurse or other contact person of the medication being taken, the current dosage, and the name of the supervising physician. With the consent of the parent or legal guardian of the pupil, the school nurse may communicate with the physician and may counsel with the school personnel regarding the possible effects of the drug on the child's physical, intellectual, and social behavior, as well as possible behavioral signs and symptoms of adverse side effects, omission, or overdose.

CUSTODY ISSUES
Schools are not a forum to settle custody disputes and the school has no legal jurisdiction to refuse a biological parent access to his or her child and the child’s school records unless a signed restraining order or proper divorce papers specifically setting forth limitations are on file at the school office. Custody disputes must be handled by the courts.

CYBER SEXUAL BULLYING-EC 234.2
VCPUSD may suspend or expel students who engage in cyber sexual bullying consistent with the DISTRICT’S disciplinary procedures described above. The California Department of Education has developed information regarding cyber sexual bullying available at http://www.cde.ca.gov/ls/ss/sc/bullyingprev.asp

DANGEROUS OBJECTS-PENAL CODE 417.27
The District prohibits dangerous objects on campus, such as laser pointers and B.B. guns, unless possession is for valid instructional or other school related purpose, change.

DISABLED PUPILS-SECTION 504 OF THE REHABILITATION ACT OF 1973
Section 504 of the federal Rehabilitation Act of 1973, and the Americans with Disabilities Act (42 USC 12101, et seq.) prohibits discrimination on the basis of disability. Section 504 requires school districts to identify and evaluate children with disabilities in order to provide them a free, appropriate public education. Individuals with a physical or mental impairment that substantially limits one or more major life activities, including seeing, hearing, walking, breathing, working, performing manual tasks, learning, eating, sleeping, standing, lifting, bending, reading, concentrating, thinking, speaking, are eligible to receive services and aids designed to meet their needs as adequately as the needs of non-disabled students are met.

- Name and contact information of the District’s designated individual for implementing Section 504: Director of Student Support Services (760-749-0464)
- Screening and evaluation procedures used by the District when there is a reason to believe a student has a disability under Section 504.
- A student has the right to a written accommodation plan if the student qualifies for services under Section 504.
- A student has the right to be educated with non-disabled students to the maximum extent appropriate based on the student’s needs.
- A copy of the parent or guardian's legal safeguards can be obtained at www.vcpusd.org

DISASTER PREPAREDNESS GUIDELINES

The safety and welfare of our students and their families is a major concern to the Valley Center-Pauma Unified School District. The Valley Center-Pauma Unified School District is prepared for major emergency situations and each school site has a disaster plan to maintain the safety and care of students and staff. Educational programs to ensure awareness and understanding of procedures are part of each school’s activities and “drop, hold, cover” and fire drills are conducted regularly.

It is essential that a safe and orderly environment be maintained following a disaster and parents/guardians are aware of the procedures the District will adhere to in the time of a disaster. Familiarize yourself with the District’s disaster procedures so that in an emergency, school and home can work cooperatively in the best interest of students.

WHAT PARENTS CAN DO TO HELP

- In the event of a severe emergency with obvious damage to roads and structures, your cooperation is requested in the following areas:
- Please: 1. **Do not** telephone the school. Telephone lines will be needed for emergency calls.
- 2. **Do not** drive to school. Streets should be as open as possible for emergency vehicles.
- 3. **Do** turn your radio to KFMB 760 or KOWN 1450 AM or 92.1 FM.
- Realize school sites have a high priority in local Civil Defense plans and your children are likely to have better access to any emergency services on a school campus than they would in most other locations.
- Avoid tying up school telephone lines needed for emergency communications.
- Understand if an emergency is declared the school campus will close and parents calling for children will be expected to wait until all students are accounted for and can be signed out in an orderly procedure.
• **PLEASE DO NOT** ever remove your children from a school campus without signing them out as this would greatly hamper efforts to account for everyone and precious time would be wasted looking for what is presumed to be a lost child.

• Make certain your child(ren)'s school emergency card is accurately and completely filled out and returned to the school. Call the school office promptly to correct any obsolete information such as a change in your work telephone number.

• Please indicate to the schools whether you would allow your child to be released to a neighbor or a friend during an emergency or if they are to remain on campus until you arrive.

• If your child needs regular medication, ensure there is always a 3-4 day supply maintained at all times at the school.

• Discuss with your children what to do in an emergency and stress the importance of cooperation with school staff members in both practice drills and real emergencies. Formulate your own home emergency plans and teach your children what they should do in the event of an emergency. Instruct them as to whom they should go to for adult supervision if you are not available, and

**WHAT YOU CAN EXPECT SCHOOLS TO DO**
The first priority of every staff member will be to immediately account for and attend to the needs of every child.

• Because we know the safest place for your children in an emergency during the school day is on the school campus, children will be kept in the safest location on school grounds until they can be reunited with their families.

• Students will not be sent home before dismissal time and, if conditions are severe enough, may be kept on campus until such time as it can be determined it is safe for students to return to their homes in the usual manner.

• The movement of children from the school campus will be considered only when authorities have determined occupation of the school campus is unreasonable due to unsafe conditions.

• Staff members will work cooperatively with Civil Defense authorities and other appropriate local agencies to assure the best possible emergency services available.

• **RELEASE OF STUDENTS after an emergency/disaster:**
  • Staff will follow an orderly release of students.
  • Students will only be released to parents/guardians, friends, relatives, or siblings listed on their Disaster Priority Release Form (enclosed in the first day packet). Adequate identification will be required before student can be released. What they should do if an emergency occurs when they are in route coming to or from school.

**SCHOOL BUS PROCEDURES IN DISASTER SITUATIONS**
In the event of a minor disaster, with little or no damage to roads or structures, buses will temporarily stop but will continue on the regularly assigned routes.

If a major earthquake occurs while buses are on scheduled runs, the parents should be able to determine if their child is on the bus by comparing the time of the earthquake occurrence with the scheduled bus pick-up or take-home time.
In the event of a major disaster with obvious damage to roads or structures the following will occur:

1. If the bus is already on the road, the driver will continue to his/her original destination if possible, or report to the closest school where the principal will assume the responsibility for the students.

2. If the bus is in the process of picking up students, the driver will CONTINUE loading each scheduled bus stop if possible, and proceed to his/her original destination or report to the closest school.

3. **Children who have not been picked up prior to the time of a disaster should be instructed by parents to return home or go to an alternate safe address.**

4. If the bus is on the road delivering students to their home, the driver will continue to the regular bus stop. If the driver is in doubt as to the extent of damage, he/she will not release the students off the bus, if possible. The driver will monitor the two-way radio for specific instructions. If the two-way radio is inoperable, the driver will report back to the school of attendance or the closest school possible.

5. If the bus is on a special assignment such as a field trip, the driver will proceed to the destination prescribed. If the driver is in doubt as to the extent of damage, he/she will not release the students off the bus. The driver will monitor the two-way radio for specific instructions. If the two-way radio is down, the driver will report back to the school.

6. If a driver is in doubt as to the extent of damage, the two-way radio is inoperative, and the route to a school is not feasible, the driver will attempt to proceed to the nearest emergency station such as police or fire department. The driver will remain stationary with the students if all else is impossible.

**DIRECTORY INFORMATION**

The District makes student directory information available in accordance with state and federal laws. This means that each student's name, date of birth, address, email address, telephone number, major course of study, participation in school activities, dates of attendance, awards, and previous school attendance may be released in accordance with board policy. In addition, height and weight of athletes may be made available. Appropriate directory information may be provided to any agency or person except private, profit-making organizations (other employers, potential employers, or news media). Names and address of seniors or terminating students may be given to public or private schools, colleges and military recruiters.

Upon written request from the parent of a student age 17 or younger, the District will withhold directory information about the student. If the student is 18 or older or enrolled in an institution of post-secondary instruction and makes a written request, the pupil's request to deny access to directory information will be honored. Requests must be submitted within 30 calendar days of the receipt of this notification. The VCPUSD Release of Directory Information/News Media Release form, found on the vcpusd.org website and available at the school sites is used for the request process.

**DISRUPTION IN PUBLIC SCHOOL OR PUBLIC SCHOOL MEETING (EC § 32210)**

Any person who willfully disturbs any public school or public school meeting is guilty of a misdemeanor and shall be punished by a fine of not more than five hundred dollars ($500).
DISCIPLINE - GENERAL
The Governing Board believes that all students have the right to be educated in a positive learning environment free from disruptions. Students shall be expected to exhibit appropriate conduct that does not infringe upon the rights of others or interfere with the school program while on school grounds, while going to or coming from school, while at school activities, and while on district transportation.

Conduct is considered appropriate when students are diligent in study, careful with school property, courteous, and respectful toward their teachers, other staff, students, and volunteers.

The Superintendent or designee shall ensure that each school site develops standards of conduct and discipline consistent with district policies and administrative regulations. Students and parents/guardians shall be notified of district and school rules related to conduct.

In an effort to create a positive, friendly, and productive environment where every child has the right to learn and every teacher has the right to teach, each classroom has rules that are shared with students and parents and are posted in each classroom.

Prohibited student conduct includes, but is not limited to:
1. Conduct that endangers students, staff, or others.
2. Conduct that disrupts the orderly classroom or school environment.

DISCIPLINE - SUSPENSION/EXPULSION

RULES AND PROCEDURES ON SCHOOL DISCIPLINE (EC 35291)
Rules pertaining to student discipline, including those that govern suspension or expulsion, are outlined in EC 48900 et seq. and are available from the site principal. They are also communicated to all students every year.

ALTERNATIVE AND OTHER MEANS OF CORRECTION EC 48900, 48900.5
Generally, suspension shall be imposed only when other means of correction fail to bring about proper conduct. The District may document other means of correction short of suspension and expulsion and place the documentation in the pupil’s record. Other means of correction may include: a conference between school personnel, the pupil’s parent or guardian and the pupil; referrals to the school counselor or psychologist; study teams, guidance teams or other intervention-related teams that assess behavior and develop and implement behavior plans; referral for psycho-educational assessment; after-school programs that address specific behavioral issues; and community service on school grounds during non-school hours. A pupil may be suspended, 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.

DUTIES OF PUPILS (5 CCR § 300): Required pupils to confirm to school regulations; obey all directions; be diligent in study and respectful of teachers and others in authority; and refrain from profane and vulgar language.
DUTY CONCERNING CONDUCT OF PUPILS-EC 44807
All students participating in District programs or activities will comply with District policies, rules and regulations, pursue their studies and obey the valid authority of District staff. Any student who feels another participant is disrupting the student’s learning environment is strongly encouraged to report that misconduct to a District staff member. The District staff member will, in turn, report to the designated District staff member in charge of handling student complaints. District staff expects all students enrolled in District programs or activities to conduct themselves in a manner that enriches the educational environment and does not disrupt the learning process. The District believes all students enrolled in District programs or activities should experience a positive learning environment. All students participating in District programs or activities are expected to cooperate by respecting the rights of other participants, which includes the right to a learning environment free from disruptions. Student conduct includes conduct on school grounds, going to and from school and during recess and lunch periods.

Every teacher has a duty to hold pupils accountable for their conduct on the way to and from school, and on the playground, or during recess. A teacher, vice principal, principal or any other certificated employee of a school district, shall not be subject to criminal prosecution or criminal penalties for the exercise, during the performance of his duties, of the same degree or physical control over a pupil that a parent would be legally privileged to exercise but which in no event shall exceed the amount of physical control reasonably necessary to maintain order, protect property, or protect the health and safety of pupils, or to maintain proper and appropriate conditions conducive to Learning.

LIABILITY OF PARENT OR GUARDIAN FOR WILLFUL PUPIL MISCONDUCT (EC § 48904)
The parent or guardian of any minor may be held financially liable for the pupil’s willful misconduct which results in injury or death to any pupil or person employed or volunteering for the school district, or injury to real or personal property belonging to the school district or school employee. The parent or guardian of a minor shall be liable to a school district for all property belonging to the school district loaned to the minor and not returned upon demand of an employee of the school authorized to make the demand. The school district shall notify the parent or guardian of the pupil in writing of the pupil’s alleged misconduct before withholding the pupil’s grades, diploma or transcript pursuant to this Section.

RULES AND PROCEDURES ON SCHOOL DISCIPLINE (EC § 35291)
Rules pertaining to student discipline, including those that govern suspension or expulsion, are outlined in EC § 48900 et seq. and are available from the building principal. They are also communicated to all students every year. In addition the following disciplinary information is to be provided to parents.

SUSPENSION
1. Suspension-EC 48900

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

Caused, attempted to cause or threatened to cause physical injury to another person; (2) willfully used force or violence upon the person of another, except in self-defense.

Possessed, sold or otherwise furnished a firearm, knife, explosive or other dangerous object, unless in the case of possession of an object of this type, the pupil had obtained written permission to possess the item from a certificated school employee, which is concurred in by the principal or designee of the principal.

Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind.

Unlawfully offered, arranged, or negotiated to sell a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind, and either sold, delivered, or otherwise furnished to a person another liquid, substance, or material and represented the liquid, substance or material as a controlled substance, alcoholic beverage or intoxicant.

Committed or attempted to commit robbery or extortion.

Caused or attempted to cause damage to school property or private property.

Stole or attempted to steal school property or private property.

Possessed or used tobacco, or products containing tobacco or nicotine products, including but not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets and betel. However, this section does not prohibit use or possession by a pupil of his or her own prescription products.

Committed an obscene act or engaged in habitual profanity or vulgarity.
Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell drug paraphernalia, as defined in Section 11041.5 of the Health and Safety Code.

Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties. (2) Except as provided in Section 48910, a pupil enrolled in kindergarten or any of grades 1 to 3, inclusive, shall not be suspended for any of the acts enumerated in this subdivision, and this subdivision shall not constitute grounds for a pupil enrolled in kindergarten or any of grades 1 to 12, inclusive, to be recommended for expulsion.
Knowingly received stolen school property or private property.

Possessed an imitation firearm. As used in this section “imitation firearm” means a replica of a firearm that is as substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.

Committed or attempted to commit sexual assault as defined in Section 261, 266c, 286, 288, 288a, or 289 of the Penal Code or committed a sexual battery as defined in Section 243.4 of the Penal Code.

Harassed, threatened, or intimidated a pupil who is a complaining witness or a witness in a school disciplinary proceeding for the purpose of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both.

Unlawfully offered, arranged to sell, negotiated to sell or sold the prescription drug Soma.

Engaged in, or attempted to engage in hazing. For purposes of this subdivision, “hazing” is any method of initiation or pre-initiation into a pupil organization or body, whether or not the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to a former, current or prospective pupil. For purposes of this subdivision, “hazing” does not include athletic events or school-sanctioned events.

Engaged in an act of bullying. For purposes of this subdivision, the following terms have the following meanings:

“Bullying” means any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means and electronic act, and including one or more acts committed by a pupil or group of pupils as defined in Section 48900.2, 48900.3, 48900.4, directed toward one or more pupils that has or can be reasonably predicted to have the effect of one or more of the following:

Placing a reasonable pupil or pupils in fear of harm to that pupil’s or those pupils’ person or property.

Causing a reasonable pupil to experience substantially detrimental effect on his or her physical or mental health.

Causing a reasonable pupil to experience substantial interference with his or her academic performance.

Causing a reasonable pupil to experience substantial interference with his or her ability to participate in or benefit from the services, activities, or privileges provided by a school.
“Electronic act” means the creation or transmission originated on or off the school site, by means of an electronic device, including, but not limited to, a telephone, wireless telephone or other wireless communication device, computer, pager, or a communication including, but not limited to, any of the following:

A message, text, sound, or image.

A post on a social network Internet Web site, including but not limited to: a) Posting to or creating a burn page. “Burn page” means an Internet Web site created for the purpose of having one or more of the effects listed in paragraph (i); b) creating a credible impersonation of another actual pupil for the purpose of having one or more of the effects listed in paragraph (i). “Credible impersonation” means to knowingly and without consent impersonate a pupil for the purposes of bullying the pupil and such that another pupil would reasonably believe, or has reasonably believed, that the pupil was or is the pupil who was impersonated; c) Creating a false profile for the purpose of having one or more of the effects listed in paragraph (i). “False profile” means a profile of a fictitious pupil or a profile using the likeness or attributes of an actual pupil other than the pupil who created the false profile.

Notwithstanding paragraph (i) and subparagraph (A), an electronic act shall not constitute pervasive conduct solely on the basis that it has been transmitted on the Internet or is currently posted on the Internet.

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

A pupil shall not be suspended or expelled for any of the acts enumerated in this section, unless that act is related to school activity or school attendance occurring within a school under the jurisdiction of the superintendent of the school district or principal or occurring within any other school district. A pupil may be suspended or expelled for the acts that are enumerated in this section and related to school activity or attendance that occur at any time, including but not limited to, any of the following:

1. While on school grounds.
2. While going to or coming from school.
3. During the lunch period whether on or off the campus.
4. During, or while going to or coming from, a school sponsored activity.

A pupil who aids or abets, as defined in Section 31 of the Penal Code, the infliction or attempted infliction of physical injury to another person may be subject to suspension, but not expulsion, pursuant to this section, except that a pupil who has been adjudged by a juvenile court to have committed, as an aider and abettor, a crime of physical violence in which the victim suffered great bodily injury or serious bodily injury shall be subject to discipline pursuant to subdivision (a).
As used in this section, “school property” includes, but is not limited to electronic files and databases.

For a pupil subject to discipline under this section, a superintendent of the school district may use his or her discretion to provide alternatives suspension or expulsion that are age appropriate and designed to address and correct the pupil’s misbehavior as specified in Section 48900.5.

It is the intent of the Legislature that alternatives to suspension or expulsion be imposed against a pupil who is truant, tardy, or otherwise absent from School activities.

**EXPULSION EDUCATION CODE 48915 (a)**
The following list of offenses may result in suspension, referral to alternative education, arrest, and/or expulsion from Valley Center-Pauma Unified School District. All cases recommended for expulsion will be investigated and determined on specific facts.

The principal or the superintendent of schools **shall** recommend the expulsion of a pupil for any the following acts committed at school or at a school activity off school grounds, unless the principal or superintendent finds that expulsion is inappropriate, due to the particular circumstance. Education Code 48915 (a)

2. Possession of any knife, or other dangerous object of no reasonable use to the student. Education Code 48915 (a)
3. Unlawful possession of any controlled substance, as listed in Health and Safety Code 11053-11058 (section 11053) et seq., except for the first offense for the possession of not more than one ounce of marijuana, other than concentrated cannabis.
4. Robbery or extortion.
5. Assault or battery, upon any school employee as defined in Penal Code 240 and 242.
6. Other offenses may result in recommendation for expulsion per education code and administrative discretion.

**RECOMMENDATION FOR EXPULSION: (EC 48915 c)**
The principal or superintendent of schools **must** recommend expulsion of a pupil that he or she determines has committed any of the following acts at school or at a school activity off school grounds: Education code 48915 (c)

1. Possessing, selling, or otherwise furnishing a firearm.
2. Brandishing a knife at another person.
3. Unlawfully selling a controlled substance listed in Chapter 2 (commencing with Section 11053) of the
5. Committing or attempting to commit sexual assault or battery.
6. Possession of an explosive.

**DRUG FREE CAMPUS (Alcohol and Other Drug Use Prevention Education**
Possession, use or sale of narcotics, alcohol or other controlled substances is prohibited and strictly enforced at all school activities. Records will be forwarded to local law enforcement, and district sanctions will result from violations.
ENGLISH IMMERSION PROGRAM (EC 310)
In order to facilitate parental choice of program, SDCOE will inform any parent or guardian of a pupil who is to be placed in a structured English immersion program and will notify the parent or guardian of an opportunity to apply for a parental exception waiver.

FOSTER YOUTH BILL OF RIGHTS – (EC 48853; 48853.5; 49069.5; 51225.1; 51225.2)
"Foster child" means a child who has been removed from his or her home pursuant to Section 309 of the Welfare and Institutions Code ("WIC"), is the subject of a petition filed under Section 300 or 602 of the WIC, or has been removed from his or her home and is the subject of a petition filed under WIC section 300 or 602.

A foster child who is placed in a licensed children's institution or foster family home shall attend programs operated by the local educational agency in which that licensed children's institution or foster family home is located, unless one of the following applies:

(1) The pupil is entitled to remain in his or her school of origin;

(2) The pupil has an individualized education program requiring placement in a nonpublic, nonsectarian school or agency, or in another local educational agency.

(3) The parent or guardian, or other person holding the right to make educational decisions for the pupil pursuant to Section 361 or 726 of the WIC or Section 56055 ("educational rights holder"), determines that it is in the best interests of the pupil to be placed in another educational program and has submitted a written statement to the local educational agency that he or she has made that determination. This statement shall include a declaration that the parent, guardian, or educational rights holder is aware of all of the following:

   (A) The pupil has a right to attend a regular public school in the least restrictive environment.

   (B) The alternate education program is a special education program, if applicable.

   (C) The decision to unilaterally remove the pupil from the regular public school and to place the pupil in an alternate education program may not be financed by the local educational agency.

   (D) Any attempt to seek reimbursement for the alternate education program may be at the expense of the parent, guardian, or educational rights holder.

The parent or guardian, or educational rights holder shall first consider placement in the regular public school before deciding to place the foster child in a juvenile court school, a community school, or another alternative educational setting.

A foster child may still be subject to expulsion under applicable law and board policy.
Foster youth are subject to other laws governing the educational placement in a juvenile court school, of a pupil detained in a county juvenile hall, or committed to a county juvenile ranch, camp, forestry camp, or regional facility, notwithstanding the rights contained in this notice.

Foster children living in emergency shelters (as referenced in the federal McKinney-Vento Homeless Assistance Act (42 U.S.C. Sec. 11301 et seq.), may receive educational services at the emergency shelter as necessary for short periods of time for either of the following reasons:

(1) For health and safety emergencies.

(2) To provide temporary, special, and supplementary services to meet the child’s unique needs if a decision regarding whether it is in the child’s best interests to attend the school of origin cannot be made promptly, it is not practical to transport the child to the school of origin, and the child would otherwise not receive educational services.

The educational services may be provided at the shelter pending a determination by the educational rights holder regarding the educational placement of the child.

All educational and school placement decisions shall be made to ensure that the child is placed in the least restrictive educational programs and has access to academic resources, services, and extracurricular and enrichment activities that are available to all pupils. In all instances, educational and school placement decisions shall be based on the best interests of the child.

VCPUSD has designated “Director of Student Support Services “as the educational liaison for foster children. The role of educational liaison is advisory with respect to placement decisions and determination of school of origin and does not supersede the role of the parent or guardian retaining educational rights, a responsible adult appointed by the court, a surrogate parent or a foster parent exercising their legal rights with respect to the foster child’s education. The educational liaison serves the following roles:

(1) Ensures and facilitates proper educational placement, enrollment in school, and checkout from school for foster children;

(2) Assists foster children when transferring from one school to another school or from one school district to another school district in ensuring proper transfer of credits, records and grades.

(3) When designated by the Superintendent, notifies a foster child’s attorney and child welfare agency representative(s) of pending disciplinary proceedings and pending manifestation determination proceedings if the foster child is also eligible to receive special education and related services under the IDEA.

At the initial detention or placement by the Juvenile Court, or any subsequent change in placement of a foster child by the Court, the local educational agency serving the child shall allow the foster child to continue his or her education in the school of origin for the duration of
the jurisdiction of the court. If the jurisdiction of the court is terminated prior to the end of the academic year:

(1) Former foster children in grades kindergarten, or 1 to 8, inclusive, shall be allowed to continue his or her education in the school of origin through the duration of the academic year;

(2) Former foster children in high school shall be allowed to continue his or her education in the school of origin through graduation;

(3) Transportation is not required unless the former foster child has an IEP and the IEP team determines transportation is a necessary related service, required by the unique educational needs of the pupil in order to benefit from their special education program. Transportation may be provided at the local educational agency's discretion. The rights of foster youth do not supersede any other law governing special education for eligible foster children.

(4) To ensure that the foster child has the benefit of matriculating with his or her peers in accordance with the established feeder patterns of school districts, if the foster child is transitioning between school grade levels, the foster child shall be allowed to continue in the school district of origin in the same attendance area, or, if the foster child is transitioning to a middle school or high school, and the school designated for matriculation is in another school district, to the school designated for matriculation in that school district.

In consultation with the foster child and educational rights holder, the educational liaison may recommend that the foster child waive his or her right to attend the school of origin and enroll in a public school within his or her attendance area. The educational liaison’s recommendation must be accompanied by a written explanation for the basis of the recommendation and how it serves the foster child's best interests.

(1) If the educational liaison, foster child and educational rights holder agree it is in the best interest of the foster child to waive his or her right to attend the school of origin and attend the recommended school, the foster child shall immediately be enrolled within the recommended school.

(2) The recommended school shall immediately enroll the foster child regardless of any outstanding fees, fines, textbooks or moneys due to any previous schools of attendance or if the foster child is unable to produce clothing or records normally required for enrollment, such as previous academic records, medical records, including proof of immunization, proof of residency or other documentation.

(3) Within two business days of the foster child's request for enrollment, the educational liaison for the new school shall contact the school last attended by the foster child to obtain all academic and other records. The last school attended by the foster child shall provide all required records to the new school regardless of any outstanding fees, fines,
textbooks, or other items or moneys owed to the school last attended. The educational liaison for the school last attended shall provide a complete copy of the foster child’s education record to the new school within two business days of receiving the request.

If any dispute arises as to the school placement of a pupil under this section, the pupil has the right to remain in his or her school of origin, pending resolution of the dispute.

"School of origin" means the school that the foster child attended when permanently housed or the school in which the foster child was last enrolled. If the school the foster child attended when permanently housed is different from the school in which the foster child was last enrolled, or if there is some other school that the foster child attended with which the foster child is connected and that the foster child attended within the immediately preceding 15 months, the educational liaison, in consultation with, and with the agreement of, the foster child and the educational rights holder, shall determine, in the best interests of the foster child, the school that shall be deemed the school of origin.

If the foster child is absent from school due to a decision to change the placement of the foster child made by a court or placing agency, the grades and credits of the foster child will be calculated as of the date the foster child left school and no lowering of grades will occur as a result of the absence of the foster child under these circumstances. If the foster child is absent from school due to a verified court appearance or related court ordered activity, no lowering of his or her grades will occur as a result of the absence of the pupil under these circumstances.

A foster child or homeless youth who transfers between schools any time after the completion of the pupil’s second year of high school shall be exempt from all coursework and other graduation requirements adopted by the governing board of the local educational agency that are in addition to the statewide coursework requirements, unless the local educational agency makes a finding that the foster child or homeless youth is reasonably able to complete the local educational agency’s graduation requirements in time to graduate from high school by the end of the pupil’s fourth year of high school.

Within 30 days of the foster child’s transfer into a school, the local educational agency should determine whether a foster child or homeless youth is reasonably able to complete the local educational agency’s graduation requirements within the pupil’s fifth year of high school. If the pupil is reasonably able to complete the local educational agency’s graduation requirements within a fifth year of high school, the local educational agency shall do all of the following:

(1) Inform the pupil of his or her option to remain in school for a fifth year to complete the local educational agency’s graduation requirements.

(2) Inform the pupil, and the educational rights holder, about how remaining in school for a fifth year to complete the local educational agency’s graduation requirements will affect the pupil’s ability to gain admission to a postsecondary educational institution.

(3) Provide information to the pupil about transfer opportunities available through the California Community Colleges.
(4) Permit the pupil to stay in school for a fifth year to complete the local educational agency’s graduation requirements upon agreement with the pupil, if the pupil is 18 years of age or older, or, if the pupil is under 18 years of age, upon agreement with the educational rights holder.

If the local educational agency fails to provide timely notice of the exemption, the pupil shall be eligible for the exemption, once notified, even if that notification occurs after the termination of the court’s jurisdiction of the pupil or after the pupil is no longer considered a homeless youth.

If a foster child or homeless youth is exempt from local graduation requirements pursuant to this section and completes the statewide coursework requirements before the end of his or her fourth year of high school and that pupil would otherwise be entitled to remain in attendance at the school, a school or local educational agency shall not require or request that the pupil graduate before the end of his or her fourth year of high school, nor shall the foster child or homeless youth be required to accept the exemption or be denied enrollment in courses for which they are otherwise eligible.

If a foster child or homeless youth is not exempt from local graduation requirements or has previously declined the exemption pursuant to this section, a local educational agency shall exempt the pupil at any time if an exemption is requested by the pupil and the pupil qualifies for the exemption. The exemption shall apply after termination of the court’s jurisdiction or after pupil is no longer considered a homeless youth.

A transfer shall not be requested solely to qualify for an exemption under this section.

The local educational agency shall accept coursework satisfactorily completed by a foster child or homeless youth while attending another public school, a juvenile court school, or a nonpublic, nonsectarian school or agency even if the pupil did not complete the entire course and issue that pupil full or partial credit for the coursework completed.

The local educational agency may not require a foster child or homeless youth to retake a course if the pupil has satisfactorily completed the entire course in a public school, a juvenile court school, or a nonpublic, nonsectarian school or agency. If the pupil did not complete the entire course, the local educational agency may not require the pupil to retake the portion of the course the pupil completed unless the local educational agency in consultation with the educational rights holder, finds that the pupil is reasonably able to complete the requirements in time to graduate from high school. When partial credit is awarded in a particular course, the foster child or homeless youth shall be enrolled in the same or equivalent course, if applicable, so that the pupil may continue and complete the entire course. The pupil shall not be prevented from taking or retaking a course to meet eligibility requirements for admission to the California State University or University of California.

A complaint of noncompliance with the requirements of this section may be filed with the local educational agency under the Uniform Complaint Procedures set forth in Chapter 5.1 (commencing with Section 4600) of Division 1 of Title 5 of the California Code of Regulations.
A complainant not satisfied with the decision of a local educational agency may appeal the
decision to the CDE and shall receive a written decision regarding the appeal within 60 days of
the CDE's receipt of the appeal.

If a local educational agency finds merit in a complaint, or the Superintendent finds merit in an
appeal, the local educational agency shall provide a remedy to the affected pupil.

GRADE REDUCTION/LOSS OF ACADEMIC CREDIT - (EC § 48980(j))
No pupil shall have his/her grade reduced or lose academic credit for any excused absence
pursuant to EC § 48205 for missed assignments/tests that can reasonably be provided/completed.

HEALTH SCREENING
Health screening for vision and hearing will be held during the school year. Color vision is for 1st
grade boys; regular vision screening will be for grades K, 2, 5, and 10. Hearing screening will be
for students in grades K, 2, 5, and 10. These are part of the annual health services that are
provided by the school district as required by the state. These screenings will be done unless
parents submit, annually, a written statement to the school office, signed by the parent or
guardian stating that he/she will not consent to health screenings of his/her child.

HOMEWORK
Homework activities provide a good opportunity for parents to show an interest in their child's
schoolwork and give support and encouragement. Here are some suggestions:

- Make homework a regular part of the family routine so that study habits become well
  established.
- Encourage the student to accept responsibility for doing a reasonable amount of
  conscientious studying.
- Show your satisfaction when a student is making progress; praise success and give
  encouragement when problems arise.
- Suggest that the student seek clarification and additional assistance if he or she does not
  understand the assignment.

HOMELESS YOUTH IN AFTER SCHOOL PROGRAMS – EC 8483.1
Remove if inapplicable: VCPUSD currently operates an afterschool program pursuant to the
After School Education and Safety Program Act of 2002. VCPUSD provides priority enrollment
to students as follows. First priority shall go to pupils who are identified by the program as
homeless youth, as defined by the federal McKinney-Vento Homeless Assistance Act (42 U.S.C.
§ 11434a), at the time that they apply for enrollment or at any time during the school year, and to
pupils who are identified by the program as being in foster care. For programs serving middle
and junior high school pupils, second priority shall go to pupils who attend daily. VCPUSD does
not require pupils applying for or participating in the program to verify they are homeless or
foster youth. Eligible students may receive priority through self-certification or through the
VCPUSD liaison for homeless children if VCPUSD maintains a waiver on file allowing for the release of this information.

**HOUSEHOLD/EMERGENCY /DISASTER RELEASE FORM**

*Each student must have a signed household/emergency/disaster release form on file in the office.* Parents are asked to accurately complete each item and return it to the school immediately. These forms are used to contact parents, or designated persons, in the event of illness or emergency. It is important that the emergency form contain the parent/guardian's home and work numbers and the numbers of at least three friends and/or relatives who can be contacted in the event the parent/guardian cannot be reached.

A student will not be released (nor information regarding the student given out) to any person not listed on the emergency form unless the parent or guardian has given specific authorization. Authorized older brothers or sisters who drive should be indicated on the emergency form if they may pick up students during the year. If there are any changes to the emergency data form throughout the year please update this information through the Infinite Campus Parent Portal, Or by notifying the school office in writing.

Any information relating to child custody concerns, restraining orders and any other information regarding the welfare and safety or your child should be directed to the principal.

**IMMUNIZATIONS FOR 2016-2017 SCHOOL YEAR AND BEYOND**

If a student has a personal belief exemption on file prior to January 1, 2016, the parent will not need to provide proof of vaccination until the student enters the next grade span (7th grade). The following is our understanding of how the grade-span implementation begins with the 2016-17 school year: • If a student is entering any grade from TK to 6th in the 2016-17 school year, the exemption will continue to apply until the student enters 7th grade • If a student is entering 8th grade or higher in the 2016-17 school year, the exemption will continue to apply until the student graduates • If a student is entering either kindergarten or 7th grade in the 2017-2018 school year, the personal belief exemption no longer applies and the student’s parent or guardian must submit proof of vaccination in order for the student to be enrolled.

**EXCLUSION FOR IMMUNIZATIONS (EC 49403 and 48216, HSC 120335, 120365, and 120370)**

Allows for the exclusion of a pupil who fails to present evidence of immunization or immunization waiver. Exclusion for Contagious Disease Allows for the exclusion of a pupil who is a carrier of a contagious disease. Reasons other than those listed above will be considered unexcused. Attendance affects both scholarship and citizenship grades. When a student is not in class, he/she misses direct instruction and lecture, guided practice, class participation, discussion, class and group activities, quizzes, tests, and preparation for follow-up lessons and activities. Any pupil who is absent from school without a valid excuse (unexcused absence) three (3) full school days in one school year or tardy or absent for more than a 30 minute period during the school day without a valid excuse on three occasions in one school year, or any combination
thereof, is considered truant and may result in a formal referral to the School Attendance Review Board (SARB). Excessive absences, even if they are cleared/verified by a parent, may result in a formal referral to the School Attendance Review Board.

**IMMUNIZATIONS RECORDS ONLINE**

If you would like your child’s immunization records to be accessible to health care providers, school, childcare and other authorized programs you can register with the San Diego Regional Immunization Registry, part of the California immunization Registry (CAIR). They will enter the records into a centralized, secure, and confidential database. For more info contact your child’s school site or visit the SDIR website at [http://www.immunization-sd.org/sdir/about.html](http://www.immunization-sd.org/sdir/about.html).

**IMMUNIZATION AND COMMUNICABLE DISEASES-(EC 48216, 49403)**

VCPUSD shall follow all laws, rules, and regulations regarding immunizations required for students to enroll. VCPUSD shall not admit any student until the student is properly immunized as required by law. If there is good cause to believe a student has been exposed to a disease and his or her proof of immunization does not show proof of immunization against that disease, SDCOE may temporarily exclude the child from school until the local health officer is satisfied that the child is no longer at risk of developing or transmitting the disease.

If the parent or guardian files with the governing authority a written statement by a licensed physician to the effect that the physical condition of the child is such, or medical circumstances relating to the child are such, that immunization is not considered safe, indicating the specific nature and probable duration of the medical condition or circumstances, including, but not limited to, family medical history, for which the physician does not recommend immunization, that child shall be exempt from the immunization requirements. stating beliefs opposed to immunization shall be allowed enrollment to any SDCOE school.

Effective January 1, 2016: The California Legislature eliminated the exemption from specified immunization requirements based upon personal beliefs. A pupil who, prior to January 1, 2016, submitted a letter or affidavit on file with SDCOE until the pupil enrolls in the next grade span, is exempt. Grade span means (1) from birth to preschool; (2) Kindergarten and grades 1 to 6, inclusive, including transitional kindergarten; and (3) grades 7 to 12 inclusive.

**INDEPENDENT STUDY**

If you are planning to be out of the District for five (5) school days or more (including hospitalization), please contact your school office for an Independent Study Contract.

If your child needs to be absent from school for illness or other circumstances, homework can be collected for the student to complete before returning to school when appropriate. If your child will be out longer than five (5) school days or more, in order to maintain continuity in the student’s education, an Independent Study contract may be requested in advance. This contract outlines the work necessary to make up for the time missed from school and is signed by the parents, student, and school personnel.
INSURANCE
The school district does not provide medical or dental insurance for pupils injured on school premises. An Accident-Medical insurance policy covering students is available for parents of students. If you do not carry any insurance on your son/daughter covering against accidents, you are urged to enroll your child under the district sponsored school insurance program.

INTRADISTRICT OPEN ENROLLMENT
Enrollment Priorities
Priority for attendance outside a student’s attendance area shall be given as follows:

1. If a district school receiving Title 1 funds is identified for program improvement, corrective action or restructuring, all students enrolled in that school shall be provided an option to transfer to another district school or charter school.

2. If while on school grounds a student becomes a victim of a violent criminal offense, as defined by the State Board of Education, or attends a school designated by the California Department of Education as persistently dangerous, he/she shall be provided an option to transfer to another district school or charter school.

For all other applications for enrollment outside a school’s attendance area, the Superintendent or designee shall use a random, unbiased selection process to determine who shall be admitted whenever a school receives admission requests that are in excess of the school’s capacity.

Enrollment decisions shall not be based on a student’s academic or athletic performance, except that existing entrance criteria for specialized schools or programs may be used provided that the criteria are uniformly applied to all applicants. Academic performance may be used to determine eligibility for, or placement in, programs for gifted and talented students. No student currently residing within a school’s attendance area shall be displaced by another student transferring from the outside the attendance area.

For all applications for enrollment to a school site that has reached student capacity, the Superintendent or designee shall use a random, unbiased selection process to determine who shall be admitted whenever a school receives admission requests that are in excess of the school’s capacity. Applications must be received by May 15th of the prior school year to be considered. Once approved, a student does not need to apply for intradistrict transfer annually; however, the transfer may be revoked for poor citizenship, attendance or academics.

Transportation—Except as required by 20 USC 6313, for transfers out of Title 1 program improvement schools, the district shall not be obligated to provide transportation outside the school’s attendance area.

INTERDISTRICT TRANSFERS
A district application form for requesting a change of attendance is available at the District Office and at www.vcpusd.org.

For all applications for enrollment to a school site that has reached student capacity, the Superintendent or designee shall use a random, unbiased selection process to determine who
shall be admitted whenever a school receives admission requests that are in excess of the school’s capacity.

LUNCHES
Research has clearly shown that children who eat a nourishing breakfast and lunch feel better, behave better, and learn more. These children also tend to have fewer absences. Please provide your child with a nourishing breakfast and lunch.

If you choose to have your child buy breakfast and/or lunch, it is recommended that school meals be purchased in advance. If you choose to purchase lunches and/or breakfast in advance, the District is requesting prepayments be no smaller than $10.00. This avoids problems of forgetting or losing money. Students at the Elementary Schools may buy lunch for $2.75 and/or breakfast for $1.50. Students at the Middle/High School may buy lunch for $3.00 and/or breakfast for Middle school $1.50, High School breakfast $1.75. A record is kept as breakfast/lunches are taken, so even with absences a student does not miss a meal that is paid for. Any unused credits for meals not purchased will be refunded at the end of the year. Refunds are not given if accounts are under $10.00. Free and reduced breakfasts and lunches are available where there is financial hardship. Applications are kept in the office.

When your child goes on a field trip, your school cafeteria will gladly make sack lunches. If your children are eligible for free or reduced price lunches, they will receive their sack lunch under the same eligibility as their regular lunch.

MAKE-UP WORK
It is the student’s responsibility to make up work that is missed for any reason. Parents and students are encouraged to contact the classroom teacher to coordinate the completion of make-up work. Students are encouraged to choose a homework buddy to telephone for missed assignments. Classroom websites include assignment calendars for student use.

MATHEMATICS PLACEMENT POLICY – EC 51224.7
District utilizes a fair, objective and transparent mathematics placement policy that takes multiple objective academic measures of pupil performance into consideration, annually examines aggregate pupil placement data to ensure pupil qualification for progressing through mathematics courses and offers clear and timely recourse for any pupil or parent or guardian who questions the placement. More information about VCPUSD mathematics placement policy is available on www.vcpusd.org.

MEDICATION (EC 8 49423)
All medications needed by the student during the school day must be kept in the health office (including over the counter medications and asthma inhalers) and will be administered to the student by office personnel as needed. All medications administered at school must be prescribed by a physician even if they are sold over the counter. Medication forms are available from the health office. Medications must be brought to school in the original container. Medications are never allowed to be brought to school on the bus. Medication in "baggies" or other containers will be returned to the parents. Please understand that these regulations are state law and are for the protection of all students. Any student who must take prescribed medication
at school and who desires assistance of school personnel must submit a written statement of
instructions from the physician or physician assistant and a parental request for assistance in
administering the medications.

Student self-administration requires a written statement from the health care provider that the
student is competent to safely self-administer the medication as directed. Self-administration of
medication is intended for rescue medications such as Epi Pens and asthma inhalers. Parent
written request for student self-administration of medication is also required. Contact school site
for Authorization of Medication Administration form.
Any student may carry and self-administer prescription auto-injectable epinephrine only if the
student submits a written statement of instructions from the physician or physician assistant and
written parental consent authorizing the self-administration of medication, providing a release for
the school nurse or other personnel to consult with the child's health care provider as questions
arise, and releasing the district and personnel from civil liability if the child suffers any adverse
reaction as a result of the self-administration of medication.

MEDICAL AND HOSPITAL SERVICES FOR PUPILS-(EC 49471, 49472)
VCPUSD does not provide medical or hospital services through non-profit membership
corporations or insurance policies for pupil injuries arising out of school-related activities.
VCPUSD does not provide medical or hospital services for such a purpose: VCPUSD will notify
each parent or guardian of each pupil participating in athletic activities that such medical or
hospital services are not provided.

MEDICAL RECORD SHARING-(HSC 120440)
Medical information may be shared with local health departments and the State Department of
Public Health. Any information shared shall be treated as confidential medical information. The
student or parent or guardian has the right to examine any immunization-related information
shared in this manner and to correct any errors in it; and the student or parent or guardian may
refuse to allow this information to be shared in the manner described, or to receive immunization
reminder notifications at any time, or both. More information regarding medical record sharing
including information regarding the immunization registry with which the information may be
shared may be found online at www.vcpusd.org

MEGAN'S LAW (Penal Code § 290 et seq.)
Information about registered sex offenders in California and how to protect yourself and your
family can be found at http://meganslaw.ca.gov/.

MESSAGES
The students are involved in a rigorous educational program in the Valley Center/Pauma
Schools. While we realize it is necessary for parents/guardians in emergencies to contact their
children at school, we ask you to make transportation arrangements prior to the student arriving
on campus in the morning. Phone calls will not be put through to classrooms during the
instructional time, and delivery of items brought to school by parents will be made in such a
manner as to be least disruptive to the classroom.
MIGRANT EDUCATION-(EC 54444.2)
VCPUSD receives migrant education fund and services and will actively solicit parental involvement in the planning operation and evaluation of its programs through the establishment of a parent advisory council. Parents have the sole authority to determine the composition of the council.

NON-DISCRIMINATION IN DISTRICT PROGRAMS AND ACTIVITIES
The Board is committed to equal opportunity for all individuals in education. District programs and activities shall be free from discrimination based on sex, race, color, religion, national origin, ethnic group, marital or parental status, physical or mental disability, or any other unlawful consideration. Read Appendix A for Board Policy.

NOTICE OF ALTERNATIVE SCHOOLS-(EC 58501)
“California State law authorizes all school districts to provide for alternative schools. The Education Code defines alternative school as a school or separate class group within a school, which is operated in a manner designed to:

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

A copy of the notice shall also be posted in at least two places normally visible to pupils, teachers, and visiting parents in each attendance unit for the entire month of March in each year.

PARENT INVOLVEMENT
The Board of Education believes that a child’s education is a responsibility shared by the family, the school, and the district. (Read Appendix B for Board Policy)

PARENT/STUDENT RIGHTS
State and federal laws require school districts to notify parents and guardians of minor pupils of parental rights. Read “HEALTH EDUCATION, PUPIL SERVICES, AND PARENTS' OR STUDENTS' RIGHTS REQUIRING ANNUAL NOTIFICATION”.

PERSONAL PROPERTY
Students may not bring items to school that are not directly related to their schoolwork. If it is necessary to bring valuable items for a special class activity, students should deposit them in the office. All equipment, books, and other school items should be marked with the student's name. If an item is lost, students should check the Lost and Found for the next several days. iPods, iPads, Cameras, and other computer gaming systems, CD players, scooters, skateboards, or large sums of money should not be brought to school and may be confiscated. The school is not responsible for the loss of valuables.

PHYSICAL EXAMINATION; PARENT REFUSAL TO CONSENT-(EC 49451)
A parent or guardian may, by written statement filed annually, refuse to consent to the physical examination, including the vision, hearing, of his/her child; however, a child may be sent home if, for good reasons, he or she is believed to be suffering from a recognized contagious or infectious disease. [EC 49451]. School children are examined for vision, hearing at selected grade levels. EC 49455 was recently amended to require a pupil’s vision to be appraised by the school nurse or other authorized person during kindergarten or upon first enrollment or entry in a California school district of a pupil at an elementary school, and in grades 2, 5, and 8, unless a pupil’s first entry or enrollment occurs in grade 4 or 7.

PUPIL HEALTH-ORAL HEALTH ASSESSMENT-(EC 49452.8)
By May 31 of the school year, pupils when first enrolled in public school are required to provide proof of an oral health assessment (conducted within 12 months prior to enrollment) by a licensed dentist or other licensed or registered dental health professional or provide written notice why an oral health assessment by a licensed dentist or other registered dental health professional cannot be completed. More information is available online at www.vcpusd.org

PROGRAM IMPROVEMENTS (20 U.S.C. § 6316)
Parent/Guardian shall be notified when their children's school is identified as a "program improvement" and the opportunities for school choice and / or supplemental instruction. The notification shall include:

1. An explanation for what the identification means, and how the school compares in terms of academic achievement to other elementary or secondary schools in the district and state;
2. The reasons for the identification;
3. An explanation of what the school is doing to address the problem of low achievement;
4. An explanation of what the district or state is doing to help the school address the achievement problem
5. An explanation of how parents or guardians can become involved in addressing the academic issues that caused the school to be identified for program improvement;
6. An explanation of the option to transfer to another district school or to obtain supplemental educational services.

Information regarding the availability of supplemental educational services, including approved providers, provider services and qualifications, and the applicable procedure for selecting a provider may be found online at www.vcpusd.org

PUPIL FEES (EC § 49010; AB 1575-Effective March 1, 2013)
School districts shall establish policies concerning the provision of a free education to pupils. School districts shall also establish policies for filing a complaint of noncompliance under this Section with the principal of the school alleged to be in noncompliance. Notice of the school district’s fee policies and complaint process shall be provided to pupils, parent, guardians and employees on an annual basis. More information is available online at www.vcpusd.org

PUPIL INSURANCE FOR ATHLETIC TEAMS (EC 32221.5)
Requires school districts that elect to operate an interscholastic athletic team or teams to include a specified statement regarding no-cost local, state, or federally sponsored health programs in offers of insurance coverage and in other letters and printed materials. May be found online at www.vcpusd.org.

PUPIL NUTRITION-(EC 49510-49520)
Free or reduced-priced meals are available for pupils in receipt of public assistance. Meal program details are provided at the pupil’s school site. All parents and guardians receive a letter with the application form upon enrollment. To apply for free or reduced-price meals, household must fill out the application and return it to the school or apply online at www.vcpusd.org.

PUPIL RECORDS; NOTIFICATION OF RIGHTS-20 U.S.C. 1232(g); (EC 49063, 49068, 49069, 49073)
Parents, pupils 18 and over, pupils 14 and over that are both homeless and an unaccompanied youth, and individuals who have completed and signed a Caregiver’s Authorization Affidavit, have rights concerning pupil records under Education Code Section 49063. These rights include:

- The right to inspect and review the student’s education records within five (5) business days of the day the school receives a request for access. Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The principal will forward requests to the Custodian of Records. The Custodian of Records will make arrangements for access and notify the parent or eligible student.
- The right to request the amendment of the student’s education records that the parent or eligible student believes is inaccurate or misleading. Parents or eligible students may ask the school to amend a record that they believe is inaccurate or misleading. They should write the school principal, 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 or eligible student, the school will notify the parent 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 or eligible student when notified of the right to a hearing.

- 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 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 from officials of another school district in which a student seeks or intends to enroll, the District shall disclose education records without parental consent.
- When a student moves to a new district, the District will forward the student’s records upon the request of the new school district within 10 school days.

If parent/guardian or eligible student consent is given in writing, the District will release the following information to the identified party(ies) in the consent:

- Student’s date and place of birth
- Student’s major field of study, if any
- Student’s participation in District-sponsored or recognized organizations or sports
- Weight and height of sports team members
- Student’s dates of attendance in a District program or activity
- Degrees and/or awards received by the student
- Most recent educational institution or program of attendance

“Student Records” do not include:

- Instructional, supervisory or administrative notes by District staff that are made only for that staff member or his/her substitute
- Records of a law enforcement unit that were created for use by the law enforcement unit
- Employee records made for personal use
- Records of a doctor, psychologist, psychiatrist or other treatment provider and/or assistance regarding a student who is 18 or older or who is attending a postsecondary educational institution. In this case, “treatment” does not include remedial instructional measures.

Parents have a right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-5920

PUPILS WITH TEMPORARY DISABILITIES; INDIVIDUAL INSTRUCTION (EC §§ 48206.3, 48207, 48208)
Special individual instruction (as distinct from independent study) is available for students with temporary disabilities that make attendance at school impossible or inadvisable. Parents or guardians should first contact the principal to determine services.

**PUPIL PROTECTIONS RELATING TO IMMIGRATION AND CITIZENSHIP STATUS**  
- EC 234.7
Except as required by state or federal law or as required to administer a state or federally supported educational program, VCPUSD shall not collect information or documents regarding citizenship or immigration status of pupils or their family members.

Should any request be made for information or access to a school-site by an officer or employee of a law enforcement agency for the purpose of enforcing immigration laws, VCPUSD Superintendent shall report to the governing board any such requests in a timely manner that ensures the confidentiality and privacy of any potentially identifying information.

If VCPUSD becomes aware that a pupil's parent or guardian is not available to care for the pupil, VCPUSD staff shall first exhaust any parental instruction relating to the pupil’s care in the emergency contact information it has for the pupil to arrange for the pupil’s care. VCPUSD will not contact Child Protective Services to arrange for the pupil’s care unless it is unable to arrange care through the use of emergency contact information provided by the parents or other information provided by the parent or guardian.

All children have a right to a free public appropriate education, regardless of immigration status of religious beliefs. Please visit the State of California’s Attorney General’s “Know Your Rights” page at [https://oag.ca.gov/immigrant/rights](https://oag.ca.gov/immigrant/rights).

**RELEASE OF INFORMATION**
Except for specific exceptions, a parent shall provide a signed and dated written consent before a school may disclose education records. These exceptions are:

- If knowledge of information is necessary to protect the health and safety of the student or others.
- To other school officials with legitimate educational interests (such as School Attendance Review Board (SARB)).
- To schools in which a student seeks to enroll.
- To federal, state and local educational authorities conducting an audit, evaluation or enforcement of educational programs.
- To local or State officials who are part of a juvenile justice system.
- To share immunization information with other districts within the county.
- To individuals working at or with the School District for the purpose of providing safe, appropriate, and least restrictive educational settings and school health services and programs.

**RELEASE OF INFORMATION TO THE PRESS**
While most families do not have any objection to release of information about their child, districts are required by law to notify parents that information about their children is sometimes
released to the press. (Examples would be academic recognition, sports activities, students of the month, drama, club activity, etc.) Typically, when the press highlights individual students, the school makes every attempt to call parents to seek permission to release the information. Sometimes, due to the nature of the event or the time of the event, the school is unable to gain permission ahead of time. As such, if you **DO NOT** want the district/school to release any information about your child, for any reason, you must indicate that on the Release of Directory Information/News Media Release form. This form is available under optional forms on the registration website or from the school office.

**RIGHTS OF PARENTS OR GUARDIANS TO INFORMATION-(EC 51101)**

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

1. Within a reasonable period of time following making the request, to observe the classroom or classrooms in which their child is enrolled or for the purpose of selecting the school in which their child will attend pursuant to intra-district or inter-district pupil attendance policies or programs.
2. Within a reasonable time of their request, to meet with their child's teacher or teachers and the principal of the school in which their child is enrolled.
3. To volunteer their time and resources for the improvement of school facilities and school programs under the supervision of district employees, including, but not limited to, providing assistance in the classroom with the approval, and under the direct supervision, of the teacher. Although volunteer parents may assist with instruction, primary instructional responsibility shall remain with the teacher.
4. To be notified on a timely basis if their child is absent from school without permission.
5. To receive the results of their child's performance on standardized tests and statewide tests and information on the performance of the school that their child attends on standardized statewide tests.
6. To request a particular school for their child, and to receive a response from the school district. This paragraph does not obligate the school district to grant the parent's request.
7. To have a school environment for their child that is safe and supportive of learning.
8. To examine the curriculum materials of the class or classes in which their child is enrolled.
9. To be informed of their child's progress in school and of the appropriate school personnel whom they should contact if problems arise with their child.
10. To have access to the school records of their child.
11. To receive information concerning the academic performance standards, proficiencies, or skills their child is expected to accomplish.
12. To be informed in advance about school rules, including disciplinary rules and procedures, attendance policies, dress codes, and procedures for visiting the school.
13. To receive information about any psychological testing the school does involving their child and to deny permission to give the test.
14. To participate as a member of a parent advisory committee, school-site council, or site-based management leadership team, in accordance with any rules and regulations.
governing membership in these organizations. In order to facilitate parental participation, school-site councils are encouraged to schedule a biannual open forum for the purpose of informing parents about current school issues and activities and answering parents' questions. The meetings should be scheduled on weekends, and prior notice should be provided to parents.

15. To question anything in their child's record that the parent feels is inaccurate or misleading or is an invasion of privacy and to receive a response from the school.

16. To be notified, as early in the school year as practicable pursuant to EC § 48070.5, if their child is identified as being at risk of retention and of their right to consult with school personnel responsible for a decision to promote or retain their child and to appeal a decision to retain or promote their child. Parents and guardians of pupils, including those parents and guardians whose primary language is not English, shall have the opportunity to work together in a mutually supportive and respectful partnership with schools, and to help their children succeed in school. Each governing board of a school district shall develop jointly with parents and guardians, and shall adopt, a policy that outlines the manner in which parents or guardians of pupils, school staff, and pupils may share the responsibility for continuing the intellectual, physical, emotional, and social development and well-being of pupils at each school-site.

The policy shall include, but is not necessarily limited to, the following:

1. The means by which the school and parents or guardians of pupils may help pupils to achieve

2. A description of the school's responsibility to provide a high-quality curriculum and instructional program in a supportive and effective learning environment that enables all pupils to meet the academic expectations of the school.

3. The manner in which the parents and guardians of pupils may support the learning environment of their children, including, but not limited to, the following:
   a. Monitoring attendance of their children.
   b. Ensuring that homework is completed and turned in on a timely basis.
   c. Participation of the children in extracurricular activities.
   d. Monitoring and regulating the television viewed by their children.
   e. Working with their children at home in learning activities that extend learning in the classroom.
   f. Volunteering in their children's classrooms, or for other activities at the school.
   g. Participating, as appropriate, in decisions relating to the education of their own child or the total school program.

RIGHT TO REFRAIN FROM HARMFUL USE OF ANIMALS-(EC 32255-32255.6)
Pupils may choose to refrain from participating in educational projects involving the harmful or destructive use of animals based on moral objections, and may complete an alternative educational project acceptable to the teacher. In order to refrain from participation, a parent or guardian must submit a written note of the objections to participating in an educational project involving the harmful or destructive use of animals. An opt-out form is provided within this notice.
SAFE PLACE TO LEARN ACT-EC 234, 234.1
VCPUSD has adopted policies pertaining to the following:
1) Prohibition of discrimination and harassment based on characteristics set forth in EC § 220 and Penal Code 422.55;
2) Process for receiving and investigating complaints of discrimination and harassment;
3) Maintenance of documentation of complaints and their resolution;
4) Process to ensure complainants are protected from retaliation and the identity of a complainant is kept confidential if appropriate; and
5) Identification of a responsible LEA officer to ensure compliance.

VCPUSD antidiscrimination and anti-harassment policies are posted in schools and offices.

SARB (School Attendance Review Board)
Every Day Counts in a child’s education. Daily school attendance is critical to academic success and is a responsibility of both the pupil and parent. Any pupil who is absent from school without a valid excuse three full school days in one school year or tardy or absent for more than a 30 minute period during the school day without a valid excuse on three occasions in one school year, or any combination thereof, is considered truant.

A “habitual truant” is a minor who has been reported as truant three or more times in a school year. A minor deemed a habitual truant or habitually disorderly while in school may be referred to School Attendance Review Board (SARB). The purpose of SARB is to help students and parents/guardians overcome obstacles to daily attendance. The SARB is a partnership between the school district, San Diego County Law Enforcement, San Diego County District Attorney, and Community Based Organizations. Pupils, and parents/guardians of pupils, who do not improve the pattern of pupil attendance will be held accountable and may result in fines levied against the parent/guardian, and/or the pupil being placed on probation with the juvenile court.

SCHOOL PROPERTY
The school attempts to impress upon students a sense of responsibility toward school property. Each student is expected to take care of all school property at all times. Students may be held responsible for property damage due to carelessness or abuse. Students are also expected to show respect toward all private property surrounding the school and that which is passed on the way to and from school or bus stops.

SCHOOL VISITING PROCEDURES-(EC 51101(a)(12)
VCPUSD policy concerning visiting procedures may be found online at www.vcpusd.org Penal Code 627.6: requires schools to post at every entrance a notice of visitor registration requirements, registration hours, registration location, and penalties for the violation of the registration requirements.

SCHOOL ACCREDITATION-EC 35178.4
DISTRICT will notify each parent or guardian of a pupil in a school that has lost its accreditation status and the potential consequences of the school’s loss of status, in writing or by posting the information on the school district’s or school’s internet website, or by any combination of these methods.

SCHOOL ACCOUNTABILITY REPORT CARD (EC §§ 35256, 35258)
The School Accountability Report Card provides parents and other interested members of the community a variety of information about the school, its resources, its successes, and the areas where it needs improvement. An updated copy of the School Accountability Report Card for each District operated school can be found on the District’s website at vcpusd.org or contact the school office to request a copy.

SCHOOL BUS AND PASSENGER SAFETY-(EC 39831.5)
Bus safety regulations, including a list of school bus stops near each pupil’s home, general rules of conduct at school bus loading zones, red light crossing instructions, school bus danger zone, and walking to and from school bus stops, can be found online at www.vcpusd.org

SEXUAL HARASSMENT
The District recognizes that harassment on the basis of gender is unlawful. (Read Appendix C for Board Policy)

SEX OFFENDER NOTIFICATION
Information about registered sex offenders is available on the Department of Justice internet website.

SEX EQUITY IN CAREER PLANNING (EC § 221.5(d))
Requires district to notify parents in advance of career counseling and course selection commencing with course selection for Grade 7, to promote sex equity and allow parents to participate in counseling sessions and decisions.

SEXUAL HARASSMENT POLICY (EC 231.5.5 CCR 4917)
The VCPUSD will not tolerate sexual harassment by anyone participating in any district program or activity. This includes student-to-student or peer sexual harassment as well as harassment between a student and any District participant. The District takes all complaints of sexual harassment seriously, investigates and addresses identified sexual harassment, and if the investigation results in the determination that sexual harassment has occurred, takes reasonable, immediate corrective action to stop the violation of District policy of federal or state law will be handled pursuant to District policy and procedures. A pupil in grades 4 to 12, inclusive, may be suspended from school or recommended for expulsion if the superintendent or principal of the school in which the pupil is enrolled determines that the pupils has committed sexual harassment as defined by EC 212.5.

SPECIAL EDUCATION; AIDING PARENTS IN DUE PROCESS HEARINGS (EC § 56502)
Requires the State Superintendent to develop a model form to assist parents and guardians in filing requests for due process. Forms are available at the district office for parents that wish to initiate due process hearings relating to special education rights.

**SPECIAL EDUCATION: CHILD FIND SYSTEM IDEA:** (*EC § 56301*)
Federal and state law require that a free and appropriate public education (FAPE) in the least restrictive environment be offered to qualified pupils with disabilities ages 3 through 21 years. Any parent suspecting a child has exceptional need due to a disability may request an assessment for eligibility for special education services. VCPUSD's child find policy and procedures are available at [www.vcpusd.org](http://www.vcpusd.org) EC 56300.

**SPECIAL EDUCATION: COMPLAINTS (5 CCR § 3080)**
State regulations require the district to establish procedures to deal with complaints regarding special education. If you believe that the district is in violation of federal or state law governing the identification or placement of special education students, or similar issues, you may file a written complaint with the district. State regulations require the district forward your complaint to the State Superintendent of Public Instruction. Procedures are available from your building principal.

**SPECIAL EDUCATION: INSPECTION OF RECORDS-(EC 56043(n))**
Upon request, parents or guardians of children with exceptional needs may examine and receive copies of the student's records within five business days after a request is made and prior to any Individualized Education Program meeting, hearing or resolutions session regarding their child.

**STATE FUNDED ADVANCED PLACEMENT EXAMINATIONS (EC §§( 48980(k), 52244**
State funds are available to cover costs of advanced placement examination fees for eligible economically disadvantaged high school pupils. More information can be found online at [www.vcpusd.org](http://www.vcpusd.org).

**STATEMENT OF NONDISCRIMINATION Title VI CRA '64**
Discrimination in education programs is prohibited by state and federal law. Education Code 200, et seq. requires school district to afford all pupils regardless of gender, gender identity, gender expression, sex, race, color, religion, natural origin, ethnic group identification, mental or physical disability, sexual orientation, or the perception of one or more of such characteristics, equal rights and opportunities in accessing educational programs, activities and facilities. Title VI of the Civil Rights Act of 1964 prohibits discrimination on the basis of race, color, and national origin. Title IX prohibits discrimination on the basis of sex. The Americans with Disabilities Act and Section 504 of the Vocational Rehabilitation Act of 1973 prohibit discrimination on the basis of disability.

The District will take the required steps to assure that the lack of English will not be a barrier to admission and participation in district programs. This policy applies to all students insofar as participation in programs and activities is concerned, with few exceptions such as contact sports. In accordance with federal law, complaints alleging non-compliance with this policy are investigated through the Uniform Complaint Process.
STUDENT RECORDS
Parents have the right to see, review, obtain a copy, or challenge educational records in accordance with state and federal law. In addition, privacy and confidentiality of special education records for all children is assured. Federal law requires that copies of records for children in special education be retained for three (3) years following the termination or transfer of the child from special education. Records of any child who received special education may be destroyed three (3) years from the time the child leaves the special education program.

SUN PROTECTIVE CLOTHING/USE OF SUNSCREEN-(EC 35183.5)
The VCPUSD allows for outdoor use of sun-protective clothing and the use of sunscreen by students during the day and authorizes sites to establish policy. More information is available online at www.vcpusd.org.

SURVEYS (EC § 51513; 20 U.S.C. 1232(h)
Requires a parent or guardian to be notified and provide written permission before any test, questionnaire, survey or examination containing any questions about the pupil's personal beliefs or practices (or the pupil’s family’s beliefs or practices) in sex, family life, morality and religion, may be administered to any pupil in kindergarten, or grades 1-12, inclusive. Notification must include specific or approximate dates of when any survey containing sensitive, personal information is to be administered and must provide an opportunity for parents to opt pupils out of participating in the survey. Upon request, parents or guardians will be given the opportunity to inspect any third party survey.

TECHNOLOGY ACCEPTABLE USE BOARD POLICY and ADMINISTRATIVE REGULATION
The Board has adopted a board policy and administrative regulations regarding Technology Acceptable Use (Read Appendix D for Board Policy, Appendix E for Student Technology Acceptable Use Agreement, Read Appendix F for Student Use of Technology.)

TERRORISTIC THREATS AGAINST SCHOOL OFFICIALS, SCHOOL PROPERTY OR BOTH-EC 48900.7
A pupil may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has made terroristic threats against school officials or school property, or both. A “terroristic threat” includes any statement, whether written or oral, by a person who willfully threatens to commit a crime which will result in death, great bodily injury to another person, or property damage in excess of one thousand dollars ($1,000), with the specific intent that the statement is to be taken as a threat, even if there is no intent of actually carrying it out, which, on its face and under the circumstances in which it is made, is so unequivocal, unconditional, immediate, and specific as to convey to the person threatened, a gravity of purpose and an immediate prospect of execution of the threat, and thereby causes that person reasonably to be in sustained fear for his or her own safety or for his or her immediate family’s safety, or for the protection of school district property, or the personal property of the person threatened or his or her immediate family.

TOBACCO-FREE CAMPUS-(HSC 104420, 104495)
VCPUSD enforce a tobacco-free campus policy. Information about the policy and enforcement procedures may be found online at www.vcpusd.org. HSC 104495 prohibits smoking and use of any tobacco-related products and disposal of any tobacco-related waste within 25 feet of a school playground. The prohibition does not apply to a public sidewalk located within 25 feet of a playground.

**TEACHER QUALIFICATIONS**

Parent/Guardian shall be notified that they may request specified professional qualifications of the student's classroom teacher(s) and assigned paraprofessional(s).

**TITLE 1-20 U.S.C. 6311**

Parents are permitted to request information regarding the professional qualifications of the student's classroom teachers, including the following:

Whether the teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction. Whether the teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived. 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. Whether the child is provided services by paraprofessionals and, if so, their qualifications.

In addition to the information that parents may request regarding their child's teacher, parents may also request:

Information on the level of achievement of the parent's child in each of the State academic assessments, and

Timely notice that the parent's child has been assigned, or has been taught for four (4) or more consecutive weeks by a teacher who is not highly qualified.

Parents may obtain this information by logging on to www.ctc.ca.gov/ and looking up the child's teacher's credentials by entering the first and last name.

The law also requires that parents be notified when a teacher who is not highly qualified is hired and teaches the child four (4) consecutive weeks or more.

**TRANSFERS**

If a student is transferring out of Valley Center/Pauma to another school district, please contact the school office with this information. Please make sure that books, technology and materials are returned by the last day of attendance.

**UNIFORM COMPLAINT PROCEDURES-(5 C.C.R. 4622)**

The VCPUSD has adopted a Uniform Complaint Procedure. The VCPUSD shall follow uniform complaint procedures when addressing complaints alleging unlawful discrimination, harassment, intimidation or bullying, non-compliance with school safety planning requirements and pupil fees. Information regarding the Uniform Complaint Procedure can be found online at vcpusd.org.
UNIFORM COMPLAINT PROCEDURES
The District recognizes its responsibilities for establishing a uniform system for processing complaints. (Read Appendix G and H for the Administrative Regulations and Appendix I for Williams Complaints Notice.

UNSAFE SCHOOL CHOICE (5 CCR § 11993(k); 20 U.S.C. § 7912)
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 for attendance at a safe school. "Any firearms violations" is an event which must be considered in determining whether a school site is a risk of being classified as persistently dangerous.

VOLUNTEERS
Volunteers are a vital part of the educational process. Persons who wish to be volunteers must contact the school principal regarding the application process prior to becoming a volunteer.

WILLIAMS COMPLAINT POLICY AND PROCEDURES-(EC 35186)
The VCPUSD has adopted a uniform complaint process to help identify and resolve deficiencies related to instructional materials, emergency or urgent facilities conditions that pose a threat to the health and safety of pupils or staff, teacher vacancy or misassignment. Notice of the complaint process and the location at which to obtain a complaint form is posted in all classrooms.

Rev. 8/2/18
### Valley Center-Pauma Unified School District

#### 2018-19 District Calendar

Board Approved: December 8, 2016

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<td>1/7 Day Between Semesters (9-12) - No Students</td>
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<td>1/28 Early Release (K-12)</td>
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<td>3/11 Early Release (K-12)</td>
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<td>3</td>
<td>4</td>
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<td>10</td>
<td>11</td>
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<td>143</td>
<td>146</td>
<td>4/19 Spring Vacation Day</td>
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<td>15#</td>
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<td>29+</td>
<td>30</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>158</td>
<td>158</td>
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<td>4/29 Early Release (K-12)</td>
</tr>
<tr>
<td>May</td>
<td>6</td>
<td>7</td>
<td>8</td>
<td>9</td>
<td>10</td>
<td>158</td>
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<tr>
<td>10</td>
<td>May</td>
<td>27*</td>
<td>28</td>
<td>29</td>
<td>30</td>
<td>31</td>
<td>172</td>
<td>172</td>
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<td>4</td>
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<td>6</td>
<td>7</td>
<td>177</td>
<td>177</td>
<td>180</td>
<td>6/10-6/11 Minimum Days (VCHS)</td>
</tr>
<tr>
<td></td>
<td>10+</td>
<td>11+</td>
<td>12#</td>
<td>13</td>
<td>14</td>
<td>180</td>
<td>180</td>
<td>184</td>
<td>6/12 Minimum Day - Last Day of School</td>
</tr>
<tr>
<td>Jun</td>
<td>17</td>
<td>18</td>
<td>19</td>
<td>20</td>
<td>21</td>
<td>180</td>
<td>180</td>
<td>184</td>
<td>6/13 Teacher Checkout Day</td>
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<tr>
<td></td>
<td>24</td>
<td>25</td>
<td>26</td>
<td>27</td>
<td>28</td>
<td>180</td>
<td>180</td>
<td>184</td>
<td>6/14 10 Month Last Day</td>
</tr>
</tbody>
</table>

Shaded Area = Schools Closed  
* = Non-Student Day/Staff Work Day  
# = Classified Staff Work Day  
* = Holiday/District Office Closed  
+ = Minimum Day/Early Release
The Healthy Schools Act of 2000 requires all California school districts to notify parents/guardians and staff annually about expected pesticide use during the year. If these pesticides are to be used, a warning will be posted where the applications are made 24 hours in advance and 72 hours after. You may find more information regarding these pesticides at the Department of Pesticide Regulation's Web site at http://www.cdpr.ca.gov and click on School IPM Program. If required, the Valley Center-Pauma Unified School District will use an outside contractor to apply the following pesticides throughout the district:

<table>
<thead>
<tr>
<th>NAME</th>
<th>MANUFACTURER</th>
<th>EPA REG #</th>
<th>ACTIVE INGREDIENT</th>
<th>WEBSITE.COM</th>
</tr>
</thead>
<tbody>
<tr>
<td>ROUNDUP</td>
<td>MONSANTO</td>
<td>524-475</td>
<td>GLYPHOSATE</td>
<td>ROUNDUP.</td>
</tr>
<tr>
<td>METOCOMIC</td>
<td>GORDON'S</td>
<td>3395-483-2217</td>
<td>POTASSIUM SALT</td>
<td>METOCOMIC</td>
</tr>
<tr>
<td>ACECAPS</td>
<td>CREATIVE SALES</td>
<td>37979-1</td>
<td>ACETATE</td>
<td>ACETATE</td>
</tr>
<tr>
<td>Wasp Foam</td>
<td>ENFORCER PROD.</td>
<td>40849-4</td>
<td>TETRAMETHRIN</td>
<td>TETRAMETHRIN</td>
</tr>
<tr>
<td>COOKIE ANTENAE</td>
<td>MCLAUGHLIN GORSLEY</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>BARRIER</td>
<td>KING CO</td>
<td>909-108</td>
<td>CHLORPYRIFOS</td>
<td>CHLORPYRIFOS</td>
</tr>
<tr>
<td>TURF SUPREME</td>
<td>SIMPLOT</td>
<td>2217-643-7001</td>
<td>2,4 D, DICAMBA</td>
<td>TURF SUPREME</td>
</tr>
<tr>
<td>BRUSH KILO</td>
<td>SPECTRACTIDE</td>
<td>9688-138-8845</td>
<td>2,4 D, DICAMBA</td>
<td>SPECTRACTIDE.COM</td>
</tr>
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</table>

<table>
<thead>
<tr>
<th>NAME</th>
<th>MANUFACTURER</th>
<th>EPA REG #</th>
<th>ACTIVE INGREDIENT</th>
<th>WEBSITE.COM</th>
</tr>
</thead>
<tbody>
<tr>
<td>SUBDUJE</td>
<td>CIBA GEIGY</td>
<td>100-619</td>
<td>METALAXYL</td>
<td>CIBA GEIGY</td>
</tr>
<tr>
<td>EMBARK</td>
<td>3M</td>
<td>7182-7-AAA</td>
<td>DIETHANOLAMINE SALT</td>
<td>3M</td>
</tr>
<tr>
<td>TRE-HOLD RTU</td>
<td>ANIVAC</td>
<td>5481-452</td>
<td>ETHYL-1 NAPHTHALENE-ACETATE</td>
<td>ANIVAC</td>
</tr>
<tr>
<td>DORMANT OIL</td>
<td>DEXOL</td>
<td>192-188</td>
<td>PETROLEUM OIL</td>
<td>DEXOL</td>
</tr>
<tr>
<td>WILCO Gopher Mix</td>
<td>WILCO IND</td>
<td>36020-1</td>
<td>STRYCHNINE</td>
<td>WILCO IND</td>
</tr>
<tr>
<td>LAST BITE</td>
<td>CAL LIQUID</td>
<td>909-2-7421 AA</td>
<td>STRYCHNINE</td>
<td>CAL LIQUID</td>
</tr>
<tr>
<td>Gopher Mix</td>
<td>COOL LABO Room</td>
<td>909-2</td>
<td>STRYCHNINE</td>
<td>COOL LABO Room</td>
</tr>
<tr>
<td>RAMIK GREEN</td>
<td>HOPKINS AG. CHEM.</td>
<td>2393-418</td>
<td>DIAPACICONE</td>
<td>HOPKINS AG. CHEM.</td>
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<tr>
<td>ROZOL GROUND</td>
<td>LIPHA TECH</td>
<td>CA-770015</td>
<td>CHLOROPHYNOL</td>
<td>LIPHA TECH</td>
</tr>
<tr>
<td>SQUIRREL BAIT</td>
<td>LIPHA TECH</td>
<td>7173-184</td>
<td>CHLOROPHYNOL</td>
<td>LIPHA TECH</td>
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<tr>
<td>POSOLE POCKET</td>
<td>LIPHA TECH</td>
<td>7173-184</td>
<td>CHLOROPHYNOL</td>
<td>LIPHA TECH</td>
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<tr>
<td>COPPER BAIT</td>
<td>LIPHA TECH</td>
<td>8119-1-1AA</td>
<td>METALDEHYDE</td>
<td>LIPHA TECH</td>
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<tr>
<td>AND SNAKE DEATH</td>
<td>DIAMOND SHAMROCK</td>
<td>677-282-2AA</td>
<td>METALDEHYDE</td>
<td>DIAMOND SHAMROCK</td>
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</table>

**Other materials used by AR Verterbrate:**

<table>
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<tr>
<th>NAME</th>
<th>MANUFACTURER</th>
<th>EPA REG #</th>
<th>ACTIVE INGREDIENT</th>
<th>WEBSITE.COM</th>
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</thead>
<tbody>
<tr>
<td>ZP Rodent Bait</td>
<td>BELL LABS</td>
<td>1245-17</td>
<td>ZINC PHOSPHIDE</td>
<td>BELL LABS</td>
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<tr>
<td>FUNITOXIN</td>
<td>D&amp;D HOLDINGS</td>
<td>5857-1-4606-014</td>
<td>ALUMINUM PHOSPHIDE</td>
<td>D&amp;D HOLDINGS</td>
</tr>
<tr>
<td>CONTRAC SUPERSIZE</td>
<td>BELL LABS</td>
<td>1245-79</td>
<td>BROMADIOLONE</td>
<td>BELL LABS</td>
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<tr>
<td>SUSPEND SC</td>
<td>AGREVO ENV. HEALTH</td>
<td>432-763</td>
<td>DELTAMETHRIN</td>
<td>AGREVO ENV. HEALTH</td>
</tr>
<tr>
<td>TALSTAR EZ</td>
<td>FMC CORP</td>
<td>279-3168</td>
<td>BIFENTHRIN</td>
<td>FMC CORP</td>
</tr>
<tr>
<td>FLOURGARD ANT Bait</td>
<td>FMC CORP</td>
<td>1812-348-279</td>
<td>SULFURAMID</td>
<td>FMC CORP</td>
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<tr>
<td>TERMIRID</td>
<td>AGREVO ENV. HEALTH</td>
<td>07660-0020-0000</td>
<td>FIPRONIL</td>
<td>AGREVO ENV. HEALTH</td>
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<tr>
<td>MAXFORCE</td>
<td>MAXFORCE INSECT CONTROL</td>
<td>64248-51YRAMIL</td>
<td>BIFENTHRIN &amp; SULFURAMID</td>
<td>MAXFORCE INSECT CONTROL</td>
</tr>
<tr>
<td>Wasp Freeze</td>
<td>WHITMERE RESEARCH LABS</td>
<td>499-362</td>
<td>FENOTHION ALLOTHERIUM</td>
<td>WHITMERE RESEARCH LABS</td>
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<tr>
<td>Dione Dust</td>
<td>PRENTES INC.</td>
<td>432-992</td>
<td>PYRETHRIN SILICA GEL</td>
<td>PRENTES INC.</td>
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<tr>
<td>DEADLINE</td>
<td>ANIVAC CHEMICAL CORP</td>
<td>64864-4-2</td>
<td>METALDEHYDE</td>
<td>ANIVAC CHEMICAL CORP</td>
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</tbody>
</table>

**If you would like to have prior notice for any of these pesticide applications please notify my office at:**

VALLEY CENTER - PAUMA UNIFIED SCHOOL DISTRICT
28751 COLE GRADE ROAD
VALLEY CENTER, CA 92082
ATTN: COLLEEN HEBBLEIN
(760)751-2825
UCP Annual Notice for 2018 - 2019

Valley Center-Pauma Unified School District

A pupil fee includes, but is not limited to, all of the following:
1. A fee charged to a pupil as a condition for registering for school or classes, or as a condition for participation in a class or an extracurricular activity, regardless of whether the class or activity is elective or compulsory, or is for credit.
2. A security deposit, or other payment, that a pupil is required to make to obtain a lock, locker, book, class apparatus, musical instrument, clothes, or other materials or equipment.
3. A purchase that a pupil is required to make to obtain materials, supplies, equipment, or clothes associated with an educational activity.

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

Complaints other than issues relating to pupil fees must be filed in writing with the following designated to receive complaints:

Name or title: Mel Robertson, Assistant Superintendent
Unit or office: VCPUSD District Office
Address: 28751 Cole Grade Road, Valley Center, CA 92082
Phone: 760-749-0464 E-mail address: robertson.me@vcpusd.org

A pupil fees complaint is filed with the VCPUSD Assistant Superintendent, Mel Robertson, at the District Office, 29751 Cole Grade Road and/or the principal of a school.

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

Complaints will be investigated and a written Decision or report will be sent to the complainant within sixty (60) days from the receipt of the complaint. This sixty (60) day time period may be extended by written agreement of the complainant. The LEA person 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 our Decision of complaints regarding specific programs, pupil fees and the LCAP to the California Department of Education (CDE) by filing a written appeal within 15 days of receiving our Decision.

The appeal must be accompanied by a copy of the originally-filed complaint and a copy of our Decision.

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

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

VCPUSD shall post a standardized notice of the educational rights of foster and homeless youth as specified in Education Code Sections 48853, 48853.5, 48853.5, 49069.5, 51225.1, and 5122.2. The notice shall include complaint process information, as applicable.
UCP Annual Notice for 2018 - 2019

Valley Center-Pauma Unified School District

For students, employees, parents/guardians, school and district advisory committee members, private school officials, and other interested parties

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

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

The UCP shall also be used when addressing complaints alleging failure to comply with state and/or federal laws in:

- Adult Education
- After School Education and Safety
- Agricultural Vocational Education
- American Indian Education Centers and Early Childhood Education Program Assessments
- Bilingual Education
- California Peer Assistance and Review Programs for Teachers
- Career Technical and Technical Education and Career Technical and Technical Training
- Career Technical Education
- Child Care and Development
- Child Nutrition
- Compensatory Education
- Consolidated Categorical Aid
- Course Periods without Educational Content
- Economic Impact Aid
- Education of Pupils in Foster Care and Pupils who are Homeless
- Every Student Succeeds Act / No Child Left Behind
- Local Control Accountability Plans (including Charter Schools as described in EC §§ 47606.5 and 47607.3)
- Migrant Education
- Physical Education Instructional Minutes
- Pupil Fees
- Reasonable Accommodations to a Lactating Pupil
- Regional Occupational Centers and Programs
- School Safety Plans
- Special Education
- State Preschool
- Tobacco-Use Prevention Education

A pupil fees and/or LCAP complaint may be filed anonymously if the complainant provides evidence or information leading to evidence to support the complaint.

A pupil enrolled in a public school shall not be required to pay a pupil fee for participation in an educational activity.
• Please note that there are four pages to the brochure (not including this one)

• You may apply online with a credit card here www.peinsurance.com/signup OR:

• If you would like to apply with a paper application, the third page below is an actual application that you can print and complete by hand, or you may complete on computer and print. DO NOT SEND CASH. Make check or money order payable to Pacific Educators and mail to:

  Pacific Educators
  2808 E. Katella Ave., Suite 101
  Orange, CA 92867

• The last page is a FREE Prescription Drug Card Program you can print and take to a Pharmacy to help anyone lower their prescription drug costs.

• If you have any questions, please do not hesitate to contact us directly (800) 722-3365 or email at studentinsurance@peinsurance.com
WE RECOMMEND 24-HOUR-A-DAY COVERAGE

- Accidents happen. When they happen to your child, someone must pay the bills.
- Here are Accident only insurance plans to help cover your child either 24 hours a day (24-Hour Plan) or while in school (School-Time Plan).
- These plans provide benefits to help meet the cost of medical and Hospital expense.
- If you have other insurance, these plans can help offset the deductibles and coinsurance for those plans.
- If you have no other insurance, these plans will provide basic coverage.
- Any benefits payable by the Policy as a result of medical, surgical, dental, Hospital or nursing service will be paid directly to the Hospital or person rendering such service unless proof of payment in full is provided.

<table>
<thead>
<tr>
<th>24-HOUR</th>
<th>SCHOOL TIME</th>
<th>IMPORTANT PROTECTION FACTS</th>
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<tbody>
<tr>
<td>✓</td>
<td>✓</td>
<td>Becomes effective the date premium payment is received by Guarantee Trust Life Insurance Company (GTL) or its representative (but not prior to the opening day of school).</td>
</tr>
<tr>
<td>✓</td>
<td>✓</td>
<td>Provides coverage during the hours that school is in regular session.</td>
</tr>
<tr>
<td>✓</td>
<td></td>
<td>Provides 24-Hour-A-Day protection.</td>
</tr>
<tr>
<td>✓</td>
<td>✓</td>
<td>Provides coverage during the time necessary for travel between the insured’s home and the beginning or end of regular school sessions.</td>
</tr>
<tr>
<td>✓</td>
<td>✓</td>
<td>Provides coverage while participating in (or attending) activities organized, sponsored and supervised by the school. Coverage is also provided for travel directly to and from such activities in a Designated Vehicle furnished by the school.</td>
</tr>
<tr>
<td>✓</td>
<td></td>
<td>Coverage expires at the close of the regular school term. (Coverage will be extended while attending academic classes for credit in the summer, when classroom sessions are exclusively sponsored and solely supervised by the school; however, no coverage will be provided for travel to and from classes).</td>
</tr>
<tr>
<td>✓</td>
<td></td>
<td>Coverage continues without interruption all summer until school re-opens for the following term.</td>
</tr>
</tbody>
</table>

OPTIONAL FOOTBALL COVERAGE begins on the date of premium receipt by GTL, its representatives or school officials, but not prior to the first official date of practice; and continues through the date of the last official game of the current season including playoffs.

To file a claim: Report accidents to the school official. Simplified forms will be furnished through the principal’s office (during vacation time contact the administrators of the plan). Completed proof of loss and accumulated bills must be received by GTL within 90 days.

24-HOUR-A-DAY ACCIDENT COVERAGE

24-Hour-A-Day Protection for each Covered Accident

Helps protect your child for the entire school year and extends throughout the summer - right up to the day school opens.

Your child’s coverage is good WORLDWIDE, 24-HOURS-A-DAY. This includes covered accidents:

- At home
- At play
- At school
- On vacation
- Scouting, camping etc.
- During covered travel
- While engaged in sports, except those specifically excluded or for which optional coverage is required*

*See OPTIONS for available optional sports coverage, if any.

SCHOOL-TIME ACCIDENT COVERAGE

Helps protect your child while attending regular school sessions. Includes coverage for travel directly to and from your residence to attend regular school sessions for travel time required, but not more than one hour before or after regular classes. Travel time on the school bus is extended for any additional time needed. In addition, coverage is provided while participating in (or attending) covered activities exclusively organized, sponsored and solely supervised by the school and school employees, including travel directly to and from the activity in a Designated Vehicle furnished by the school and supervised solely by school employees. Optional coverage may be required for interscholastic sports. See OPTIONS for available optional sports coverage, if any.

EXCESS PROVISION: All Covered Charges over $500 will be considered for payment on an Excess basis if any Other Valid and Collectible Insurance or Plan covers the Insured person. The Company will pay the first $500 in Covered Charges regardless of other insurance.

This is an illustration of your child’s benefits. Please keep for your records. This is not a contract. The Master Policy is on file with your school.

Group Blanket Accident Insurance products are issued on Form Series GP-2020 or GP-1200 by Guarantee Trust Life Insurance Company, Glenview, IL. These products and their features are subject to state availability and may vary by state. Certain exclusions and limitations may apply. The exact provisions governing the insurance are contained in the Policy issued to the Policyholder and certain provisions may be administered to conform to state requirements. The Policy shall control in the event of any conflict between the Policy and this brochure. For complete details of coverage please contact the agent administering the program.

CA-E-18-19-PDF
### BENEFITS PER INJURY - Payable up to the dollar amounts specified below

<table>
<thead>
<tr>
<th>Service Description</th>
<th>High Option</th>
<th>Low Option</th>
</tr>
</thead>
<tbody>
<tr>
<td>HOSPITAL &amp; GENERAL NURSING CARE - Room and Board per day, semi-private room rate</td>
<td>100% of R&amp;C*</td>
<td>$300</td>
</tr>
<tr>
<td></td>
<td>$1,200</td>
<td>$600</td>
</tr>
<tr>
<td>HOSPITAL MISCELLANEOUS EXPENSE</td>
<td>$3,000</td>
<td>$1,500</td>
</tr>
<tr>
<td>HOSPITAL EMERGENCY CARE</td>
<td>$300</td>
<td>$150</td>
</tr>
<tr>
<td>DOCTOR'S FEES FOR SURGERY In accordance with the Surgical Schedule, per Unit Value</td>
<td>$270</td>
<td>$175</td>
</tr>
<tr>
<td>ANESTHESIA SERVICES Percent of Surgical Fee</td>
<td>25%</td>
<td>25%</td>
</tr>
<tr>
<td>ASSISTANT SURGEON Percent of Surgeon's Fees</td>
<td>25%</td>
<td>25%</td>
</tr>
<tr>
<td>DOCTOR'S VISITS One visit per day. Does not apply when related to surgery, including Physical Therapy which is limited to 9 visits</td>
<td>$120</td>
<td>$60</td>
</tr>
<tr>
<td></td>
<td>$60</td>
<td>$30</td>
</tr>
<tr>
<td>ORTHOPEDIC APPLIANCES Includes Braces and Crutches</td>
<td>$100</td>
<td>$50</td>
</tr>
<tr>
<td>CASTS Non-surgical cases</td>
<td>$100</td>
<td>$50</td>
</tr>
<tr>
<td>AMBULANCE EXPENSE</td>
<td>100% of R&amp;C*</td>
<td>$250</td>
</tr>
<tr>
<td>OUTPATIENT IMAGING PROCEDURES Including X-rays and interpretation</td>
<td>$500</td>
<td>$250</td>
</tr>
<tr>
<td></td>
<td>$100</td>
<td>$50</td>
</tr>
<tr>
<td></td>
<td>$900</td>
<td>$500</td>
</tr>
<tr>
<td>PRESCRIPTION DRUGS.</td>
<td>100% of R&amp;C*</td>
<td>$50</td>
</tr>
<tr>
<td>DENTAL TREATMENT For Injury to Teeth - PER TOOTH</td>
<td>$300</td>
<td>$150</td>
</tr>
<tr>
<td>EYEGLASS REPLACEMENT EXPENSE For broken eyeglasses or lenses resulting from an Injury requiring medical treatment</td>
<td>$150</td>
<td>$100</td>
</tr>
<tr>
<td>RE-AGGRAVATION OR RE-INJURY OF A PRE-EXISTING CONDITION</td>
<td>$500</td>
<td>$500</td>
</tr>
<tr>
<td>ACCIDENTAL DEATH Caused by an Injury and occurring within 365 days of covered Accident</td>
<td>$5,000</td>
<td>$5,000</td>
</tr>
<tr>
<td>ACCIDENTAL DISMEMBERMENT Caused by an Injury and occurring within 365 days of covered Accident</td>
<td>$5,000</td>
<td>$5,000</td>
</tr>
<tr>
<td></td>
<td>$10,000</td>
<td>$10,000</td>
</tr>
</tbody>
</table>

*The Policy provides benefits for Reasonable and Customary (R&C) charges determined by geographic area for Medically Necessary services.*

**EXTED DENTAL BENEFIT OPTION:** For an additional premium the Dental Treatment Benefit will be increased to pay all Reasonable and Customary charges for: examination, diagnoses and x-ray; restorative treatment; endodontics; and oral surgery (not to include periodontics or orthodontics); up to $250 for dental prostheses toward the cost of a bridge, partial denture or denture, or for replacement in kind of previous dental repairs. If during the Benefit Period, the Insured’s dentist certifies that treatment must be deferred, the Insurance Company will pay up to a maximum of $100 in lieu of all other dental benefits.

**EXCLUSIONS:** The Policy does not provide benefits for: 1. Treatment, services or supplies which: are not Medically Necessary; are not prescribed by a doctor as necessary to treat an Injury; are determined to be Experimental/investigational in nature; are received without charge or legal obligation to pay; are received from persons employed or retained by the school or any Family Member, unless otherwise specifically listed as Covered in the Policy. 2. Intentionally self-inflicted Injury, violating or attempting to violate any duly enacted law by acts of war, whether declared or not. 3. Injury covered by Worker's Compensation or the Occupational Disease Law. 4. Hernia or slipped femoral capital epiphysis. 5. Injury sustained fighting or brawling, except as an innocent victim. 6. Treatment of sickness or disease in any form, blister, insect bites, frostbite, heat exhaustion or sunstroke. 7. Treatment of deformity of or plemoine poisoning or bacterial infections, except pyogenic infections due to accidental open cuts. 8. Injury sustained while operating, riding in or upon, mounting or alighting from, any two-three or four wheeled motor/engine driven recreational vehicle or snowmobile or all terrain vehicle (ATV). 9. Injury sustained while participating in or practicing for interscholastic tackle football in grades 9 through 12, including travel, unless optional coverage has been purchased.
ONE TIME ANNUAL PAYMENT

<table>
<thead>
<tr>
<th>OPTIONS</th>
<th>HIGH OPTION</th>
<th>LOW OPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>24-HOUR-A-DAY PLAN</td>
<td>$181</td>
<td>$75</td>
</tr>
<tr>
<td>Grades Pre-K thru 8</td>
<td>$192</td>
<td>$92</td>
</tr>
<tr>
<td>Grades 9 thru 12</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

SCHOOL-TIME PLAN
Maximum per Injury:
$50,000 for High Option
$25,000 for Low Option
Grades Pre-K thru 8
Grades 9 thru 12

OPTIONAL FOOTBALL COVERAGE
(2016 Season Only)
Payable in addition to
School-Time & 24-Hour
$25,000 Maximum per Injury
Grade 9
Grades 10 thru 12

EXTENDED DENTAL OPTION $6

TOTAL $_______________

(Please do not send cash)

MAKE CHECK PAYABLE TO:
PACIFIC EDUCATORS, INC.

NO REFUNDS ARE AVAILABLE

PLEASE PRINT CLEARLY

STUDENT’S NAME
FIRST NAME                 MIDDLE INITIAL                 LAST NAME

DATE OF BIRTH              MONTH     DAY     YEAR

SCHOOL DISTRICT            SCHOOL

GRADE _______ STUDENT’S ADDRESS

CITY ____________________ STATE ___________ ZIP __________

TELEPHONE # _____________ DATE OF ENROLLMENT

PARENT OR GUARDIAN’S EMAIL ADDRESS

SIGNATURE OF PARENT OR GUARDIAN

TO PAY BY CREDIT/DEBIT CARD (fee applies) PLEASE GO TO:
WWW.PEINSURANCE.COM OR CALL (800) 722-3365

PLEASE REMEMBER TO:

COMPLETE THE ENROLLMENT FORM AND CHECK THE PLAN AND OPTIONS YOU WANT.

MAKE YOUR CHECK OR MONEY ORDER (PLEASE DO NOT SEND CASH) FOR THE TOTAL ENCLOSED PAYABLE AS INDICATED.

MAIL THE ENROLLMENT FORM WITH YOUR CHECK OR MONEY ORDER TO:
Pacific Educators, Inc.
2808 E. Katella Ave., Suite 101
Orange, CA  92867-5299

PLEASE NOTE: YOUR CANCELED CHECK IS YOUR RECEIPT. IF CANCELED CHECK IS NOT RECEIVED WITHIN 60 DAYS, PLEASE CONTACT YOUR PLAN ADMINISTRATOR.

For faster service you can pay by credit or debit card (fee applies) please visit us online at:
Pacific Educators
www.peinsurance.com
click Products then Students
or call (800) 722-3365
IMPORTANT: PRINT CARD. YOU WILL NEED TO BRING THIS CARD TO THE PHARMACY WITH YOUR PRESCRIPTION.

We are proud to announce that Pacific Educators is now making available a **FREE Prescription Drug Card Program** to help anyone lower their prescription drug costs.

This card can be used with a primary plan and/or on prescriptions not covered by your insurance plan. It also can be used even if you don't have any insurance. The Rx Card Program has **no restrictions** or participation requirements and is open to anyone.

*This Free Prescription Drug Card is pre-activated and can be used immediately.*
Valley Center-Pauma Unified
School District
Board Policy
BP 0410

Philosophy, Goals, Objectives and Comprehensive Plans

Nondiscrimination In District Programs And Activities

The Governing Board is committed to equal opportunity for all individuals in education. District programs, activities and practices shall be free from discrimination based on gender, sex, race, color, religion, ancestry, national origin, ethnic group identification, age, marital or parental status, physical or mental disability, sexual orientation, gender, gender identify or expressions, or genetic information, other perception if one or more of such characteristics. The Board shall promote programs which ensure that discriminatory practices are limited in all district activities.

District programs and facilities, viewed in their entirety, shall be in compliance with the Americans with Disabilities Act.

The Superintendent or designee shall ensure that the district provides auxiliary aids and services when necessary to afford individuals with disabilities equal opportunity to participate in or enjoy the benefits of a service, program, or activity. These aids and services may include, but are not limited to, qualified interpreters or readers, assistive listening devices, notetakers, written materials, taped text, and Braille or large print materials.

Individuals with disabilities shall notify the Superintendent or principal if they have a disability that requires special assistance or services. Reasonable notification should be given prior to the school-sponsored function, program, or meeting.

The Superintendent or designee shall notify students, parents/guardians, employees, employee organizations and applicants for admission and employment, and sources of referral for applicants about the district’s policy on nondiscrimination. Such notification shall be included in each announcement, bulletin, catalog, application form or other recruitment materials distributed to these groups. (34 CFR 104.8, 106.9).

The District’s nondiscrimination policy and related informational materials shall be published in a format that parents/guardians can understand and, when required by law, in a language other than English.

The Superintendent or designee shall also provide information about related complaint procedures.
Legal Reference:
EDUCATION CODE
200-262.4 Prohibition of discrimination
48985 Notices to parents in language other than English
51007 Legislative intent: state policy
GOVERNMENT CODE
11000 Definitions
11135 Nondiscrimination in programs or activities funded by state
11138 Rules and regulations
12900-12996 Fair Employment and Housing Act
54953.2 Brown Act compliance with Americans with Disabilities Act
PENAL CODE
422.55 Definition of hate crime
422.6 Interference with constitutional right or privilege
CODE OF REGULATIONS, TITLE 5
4600-4687 Uniform complaint procedures
4900-4965 Nondiscrimination in elementary and secondary education programs
UNITED STATES CODE, TITLE 20
1400-1482 Individuals with Disabilities in Education Act
1681-1688 Discrimination based on sex or blindness, Title IX
2301-2415 Carl D. Perkins Vocational and Applied Technology Act
6311 State plans
6312 Local education agency plans
UNITED STATES CODE, TITLE 29
794 Section 504 of the Rehabilitation Act of 1973
UNITED STATES CODE, TITLE 42
2000d-2000d-7 Title VI, Civil Rights Act of 1964
2000e-2000e-17 Title VII, Civil Rights Act of 1964 as amended
2000h-2000h-6 Title IX
12101-12213 Americans with Disabilities Act
CODE OF FEDERAL REGULATIONS, TITLE 28
35.101-35.190 Americans with Disabilities Act
36.303 Auxiliary aids and services
CODE OF FEDERAL REGULATIONS, TITLE 34
100.1-100.13 Nondiscrimination in federal programs, effectuating Title VI
104.1-104.39 Section 504 of the Rehabilitation Act of 1973
106.1-106.61 Discrimination on the basis of sex, effectuating Title IX, especially:
106.9 Dissemination of policy

Management Resources:
CSBA PUBLICATIONS
Safe Schools: Strategies for Governing Boards to Ensure Student Success, 2011
Providing a Safe, Nondiscriminatory School Environment for All Students, Policy Brief, April 2010
U.S. DEPARTMENT OF EDUCATION, OFFICE FOR CIVIL RIGHTS PUBLICATIONS
Notice of Non-Discrimination, January 1999
Protecting Students from Harassment and Hate Crime, January 1999

WEB SITES
CSBA: http://www.csba.org
California Department of Education: http://www.cde.ca.gov
Safe Schools Coalition: http://www.caseschoolscoalition.org
Pacific ADA Center: http://www.adapacific.org
U.S. Department of Education, Office for Civil Rights: http://www.ed.gov/about/offices/list/ocr

Adopted: October 14, 1999
Revised: October 11, 2007
Revised: March 14, 2013
Valley Center – Pauma Unified
School District

Board Policy

BP 6020
Instruction

Parent Involvement

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

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

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

Title I Schools

Each year the Superintendent or designee shall identify specific objectives of the district’s parent involvement program for schools that receive Title I funding. He/she shall ensure that parents/guardians are consulted and participate in the planning, design, implementation, and evaluation of the parent involvement program.

The Superintendent or designee shall ensure that the district’s parent involvement strategies are jointly developed with and agreed upon by parents/guardians of students participating in Title I programs. Those strategies shall establish expectations for parent involvement and describe how the district will carry out each activity listed in 20 USC 6318.

The Superintendent or designee shall consult with parents/guardians of participating students in the planning and implementation of parent involvement programs, activities, and regulations. He/she also shall involve parents/guardians of participating students in decisions regarding how
the district's Title I funds will be allotted for parent involvement activities.

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

**Non-Title I Schools**

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

Legal Reference:
EDUCATION CODE
11500-11506 Programs to encourage parent involvement
48985 Notices in languages other than English
51101 Parent rights and responsibilities
64001 Single plan for student achievement
LABOR CODE
230.8 Time off to visit child's school
UNITED STATES CODE, TITLE 20
6311 Parental notice of teacher qualifications and student achievement
6312 Local educational agency plan
6314 Schoolwide programs
6316 School improvement
6318 Parent involvement
CODE OF FEDERAL REGULATIONS, TITLE 28
35.104 Definitions, auxiliary aids and services
35.160 Communications

Management Resources:
CSBA PUBLICATIONS
Parent Involvement: Development of Effective and Legally Compliant Policies, Governance and Policy Services Policy Briefs, August 2006
STATE BOARD OF EDUCATION POLICIES
89-01 Parent Involvement in the Education of Their Children, rev. 1994
U.S. DEPARTMENT OF EDUCATION NON-REGULATORY GUIDANCE
Parental Involvement: Title I, Part A, April 23, 2004
WEB SITES
CSBA: http://www.csba.org
California Department of Education, Family, School, Community Partnerships:
http://www.cde.ca.gov/ls/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
No Child Left Behind: http://www.ed.gov/nclb
Parent Information and Resource Centers: http://www.pirc-info.net
Parents as Teachers National Center: http://www.parentsasteachers.org

Adopted: April 13, 2000
Revised: September 9, 2010
Valley Center-Pauma Unified School District
Administrative Regulation

AR 5145.7
Students

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:

Mel Robertson
Assistant Superintendent
28751 Cole Grade Rd.
Valley Center, CA. 92082
760-749-0464
Robertson.me@vcpusd.org

Sexual Harassment

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, when made on the basis of sex and 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

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, cartoons, notes, stories, drawings, obscene pictures, gestures, or computer-generated images of a sexual nature.
5. Spreading sexual rumors
6. Teasing or sexual remarks about students enrolled in a predominantly single sex class
7. Massaging, grabbing, fondling, stroking or brushing the body
8. Touching an individual's body or clothes in a sexual way
9. Impeding or blocking movements or any physical interference with school activities when directed at an individual on the basis of sex.
10. Displaying sexually suggestive objects
11. Sexual Assault, sexual battery, or sexual coercion

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

School-Level Complaint Process/Grievance Procedure

Complaints of sexual harassment, or any behavior prohibited by the district’s Nondiscrimination/Harassment policy - BP 5145.3, shall be handled in accordance with the following procedure:

1. Notice and Receipt of Complaint: Any student who believes he/she has been subjected to sexual harassment 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 24 hours of receiving a complaint, the school employee shall report it to the principal or the district’s compliance officer identified in AR 1312.3. In addition, any school employee who observes any incident of sexual harassment involving a student shall, within 24 hours, report this observation to the Coordinator/Principal, whether or not the victim files a complaint. The employee shall take these actions, whether or not the alleged victim files a complaint.

In any case of sexual harassment involving the Principal, compliance officer, or any other person to whom the incident would ordinarily be made, the employee who receives the student’s report or who observes the incident shall instead report to the Superintendent or designee.

When a 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.

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.

2. Initiation of Investigation: The Coordinator/Principal shall initiate an impartial investigation of an allegation of sexual harassment within five school days of receiving notice of the harassing behavior, regardless of whether a formal complaint has been filed. The district shall be considered to have "notice" of the need for an investigation upon receipt of information from a student who believes he/she has been subjected to harassment, the student's parent/guardian, an employee who received a complaint from a student, or any employee or student who witnessed the behavior.

If the Coordinator/Principal receives an anonymous complaint or media report about alleged sexual harassment, he/she shall consider the specificity and
reliability of the information, the seriousness of the alleged incident, and whether any individuals can be identified who were subjected to the alleged harassment in determining whether it is reasonable to pursue an investigation.

3. Initial Interview with Student: When a student or parent/guardian has complained or provided information about sexual harassment, the Coordinator/Principal shall describe the district's grievance procedure and discuss what actions are being sought by the student in response to the complaint. The student who is complaining shall have an opportunity to describe the incident, identify witnesses who may have relevant information, provide other evidence of the harassment, and put his/her complaint in writing. If the student requests confidentiality, he/she shall be informed that such a request may limit the district's ability to investigate.

4. Confidentiality: The Coordinator/Principal shall keep the complaint and allegation 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.

The Coordinator/Principal shall interview individuals who are relevant to the investigation, including, but not limited to, the student who is complaining, the person accused of harassment, anyone who witnessed the reported harassment, and anyone mentioned as having relevant information. The Coordinator/Principal may take other steps such as reviewing any records, notes, or statements related to the harassment or visiting the location where the harassment is alleged to have taken place.

When necessary to carry out his/her investigation or to protect student safety, the Coordinator/Principal also may discuss the complaint with the Superintendent or designee, the parent/guardian of the student who complained, the parent/guardian of the alleged harasser if the alleged harasser is a student, a teacher or staff member whose knowledge of the students involved may help in determining who is telling the truth, law enforcement and/or child protective services, and district legal counsel or the district's risk manager. (cf. 5141.4 - Child Abuse Prevention and Reporting)

5. Interim Measures: The Coordinator/Principal shall determine whether interim measures are necessary during and pending the results of the investigation, such as placing students in separate classes or transferring a
student to a class taught by a different teacher in accordance with law and Board policy. 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. 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.

6. Optional Mediation: In cases of student-to-student harassment, when the student who complained and the alleged harasser so agree, the Coordinator/Principal may arrange for them to resolve the complaint informally with the help of a counselor, teacher, administrator, or trained mediator. The student who complained shall never be asked to work out the problem directly with the accused person unless such help is provided and both parties agree, and he/she shall be advised of the right to end the informal process at any time.

7. Factors in Reaching a Determination: In reaching a decision about the complaint, the Coordinator/Principal may take into account:

a. Statements made by the persons identified above

b. The details and consistency of each person's account

c. Evidence of how the complaining student reacted to the incident

d. Evidence of any past instances of harassment by the alleged harasser

e. Evidence of any past harassment complaints that were found to be untrue

To judge the severity of the harassment, the Coordinator/Principal may take into consideration:

a. How the misconduct affected one or more students' education

b. The type, frequency, and duration of the misconduct

c. The identity, age, and sex of the harasser and the student who complained, and the relationship between them

d. The number of persons engaged in the harassing conduct and at whom the harassment was directed

e. The size of the school, location of the incidents, and context in which they
occurred

f. Other incidents at the school involving different students

8. Written Report on Findings and Follow-Up: No more than 30 days after receiving the complaint, the Coordinator/Principal shall conclude the investigation and prepare a written report of his/her findings. This timeline may be extended for good cause. If an extension is needed, the Coordinator/Principal shall notify the student who complained and explain the reasons for the extension.

The report shall include the decision and the reasons for the decision and shall summarize the steps taken during the investigation. If sexual harassment occurred, the report shall also include any corrective actions that have or will be taken to address the harassment and prevent any retaliation or further harassment. This report shall be presented to the student who complained, the person accused, the parents/guardians of the student who complained and the student who was accused, and the Superintendent or designee.

In addition, the Coordinator/Principal shall ensure that the harassed student and his/her parent/guardian are informed of the procedures for reporting any subsequent problems. The Coordinator/Principal shall also make follow-up inquiries to see if there have been any new incidents or retaliation and shall keep a record of this information.

**Enforcement of District Policy**

The Superintendent or designee shall take appropriate actions to reinforce the district’s sexual harassment policy. As needed, these actions may include any of the following:

1. Removing vulgar or offending graffiti.

2. Providing training to students, staff, and parents/guardians about how to recognize harassment and how to respond.

3. Consistent with the laws regarding the confidentiality of student and personnel records, communicating the school’s response to parents/guardians and the community.

4. Disseminating and/or summarizing the district’s policy and regulation regarding sexual harassment.

5. Notifying child protective services.

6. Taking appropriate disciplinary action. In addition, the principal or designee may take disciplinary measures against any person who is found to have made a complaint of sexual harassment which he/she knew was not true.
Adopted: October 11, 2007
Revised: June 9, 2011
Revised: January 17, 2013
Revised: June 18, 2015
Valley Center-Pauma Unified
School District
Board Policy

BP 6163.4
Instruction

Student Use of Technology

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

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

District technology includes, but is not limited to, computers, the district's computer network including servers and wireless computer networking technology (wi-fi), the Internet, email, USB drives, wireless access points (routers), tablet computers, smartphones and smart devices, telephones, cellular telephones, personal digital assistants, pagers, MP3 players, wearable technology, any wireless communication device including emergency radios, and/or future technological innovations, whether accessed on or off site or through district-owned or personally owned equipment or devices.

Before a student is authorized to use district technology, each student and his/her parent/guardian shall sign and return Acceptable Use Agreement specifying user obligations and responsibilities. In that agreement, the student and his/her parent/guardian shall agree not to 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 damages or costs incurred.

In order to help ensure that the district adapts to changing technologies and circumstances, the Superintendent or designee shall regularly review this policy, the accompanying administrative regulation, and other relevant procedures. He/she shall also monitor the district's filtering software to help ensure its effectiveness.

Use of District Computers for Online Services/Internet Access
The Superintendent or designee shall ensure that all district computers with 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.

The district reserves the right to monitor student use of technology within the jurisdiction of the district without advance notice or consent. Students shall be informed that their use of district technology, including, but not limited to, computer files, email, text messages, instant messaging, and other electronic communications, is not private and may be accessed by the district for the purpose of ensuring proper use. Students have no reasonable expectation of privacy in use of the district technology. Students’ personally owned devices shall not be searched except in cases where there is a reasonable suspicion, based on specific and objective facts, that the search will uncover evidence of a violation of law, district policy, or school rules.

Whenever a student is found to have violated Board policy or the district’s Acceptable Use Agreement, the principal or designee may cancel or limit a student’s user privileges or increase supervision of the student’s use of the district’s equipment and other technological resources, as appropriate. Inappropriate use also may result in disciplinary action and/or legal action in accordance with law and Board policy.

The Board desires to protect students from access to inappropriate matter on the Internet or other online services. The Superintendent or designee shall implement rules and procedures designed to restrict students’ access to harmful or inappropriate matter on the Internet and to ensure that students do not engage in unauthorized or unlawful online activities. Staff shall supervise students while they are using online services and may have instructional aides, student aides, and volunteers assist in this supervision.

The Superintendent or designee shall ensure that all district computers with Internet access have a technology protection measure that protects against 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; 47 CFR 54.520)

The Superintendent or designee shall provide age-appropriate instruction regarding safe and appropriate behavior on social networking sites, chat rooms, and other Internet services. Such instruction shall include, but not be limited to, the dangers of posting personal information online, misrepresentation by online predators, how to report inappropriate or offensive content or threats, behaviors that constitute cyberbullying, and how to respond when subjected to cyberbullying.

Student use of district computers to access social networking sites is prohibited. To the extent possible, the Superintendent or designee shall block student access to such sites on district computers with Internet access.
Legal Reference:
EDUCATION CODE
51006 Computer education and resources  Revised: August 9, 2006
51007 Programs to strengthen technological skills
51870.5 Student internet access
60044 Prohibited instructional materials
PENAL CODE
313 Harmful matter
502 Computer Crimes, remedies
632 Eavesdropping on or recording confidential communications
653.2 Electronic communication devices, threats to safety
UNITED STATES CODE, TITLE 15
6501-6506 Children’s Online Privacy Protection Act
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
CODE OF FEDERAL REGULATIONS, TITLE 47
54.520 Internet safety policy and technology protection measures, E-rate discounts
COURT DECISIONS
Management Resources:
CSBA PUBLICATIONS
Cyberbullying: Policy Considerations for Boards, Policy Brief, July 2007
FEDERAL TRADE COMMISSION PUBLICATIONS
How to Protect Kids’ Privacy Online: A Guide for Teachers, December 2000
WEB SITES
CSBA: http://www.csba.org
American Library Association: http://www.ala.org
California Coalition for Children’s Internet Safety: http://www.cybersafety.ca.org
Center for Safe and Responsible Internet Use: http://www.csriu.org
Federal Trade Commission, Children’s Online Privacy Protection:
http://www.ftc.gov/privacy/initiatives/childrens.html

Adopted: April 13, 2000
Revised: August 9, 2006
Revised: April 8, 2010
Revised: August 11, 2011
Revised: August 9, 2012
Revised: September 8, 2016
Valley Center- Pauma Unified School District

Exhibit
E6163.4

Instruction

Student Technology Acceptable Use Agreement

Students are authorized to use district technology equipment and resources to access the Internet or other broadband services in accordance with Board policy, administrative regulation, and the user obligations/responsibilities stated below. Students shall be responsible for the appropriate use of technology and shall use the district's technological resources primarily for educational purposes. Violation of computer use rules can result in revocation of a Student's privilege of access and use, without prior notice, formal discipline, and/or referral to law enforcement.

Computer files and communications over electronic networks, including email and voicemail, are not private.

District computers and other technological equipment assigned for use by Students are not the personal property of the Student. They are owned by the school district. Students do not have a right to privacy in their use of the district's technology equipment and resources.

District officials may override or replace pass codes and monitor, access, copy, or remove any information placed into each computer or device without prior notice or consent.

Student Responsibilities:

A. Students shall use the district's system safely, responsibly, and for educational purposes. Commercial, political, and/or personal use unrelated to an educational purpose is strictly prohibited, including but not limited to e-mailing, blogging, and social networking.

B. Students shall not use the system to encourage the use of drugs, alcohol, or tobacco, nor shall they promote unethical practices or any activity prohibited by law, Board policy, or administrative regulations.

C. Students shall not use district technology resources or district access to the Internet to bully, threaten, intimidate, harass, or ridicule other students, staff, or others.

D. Students are prohibited from introducing, downloading, saving, running, etc., software or programs onto the district's technology equipment or resources without proper authorization. This prohibition includes, but is not limited to, software or programs that erase or conceal Internet use history and/or electronic
file removal, creation of computer viruses and/or maliciously attempt to harm or destroy district equipment or materials or manipulate the data of any other user, including so-called “hacking.”

E. Students must immediately report any security breach, virus, or illegal use involving a district computer, or receipt of any threatening or unwelcome communication, including but not limited to sexual harassment or bullying, to the technology department, teacher, and/or principal.

F. The Student in whose name an online services account is issued is responsible for its proper use at all times. Students shall keep account information, social security number, home address, telephone numbers, and other personally identifiable information private, except when requested by district administration. Students shall use the system only under the account number to which they have been assigned.

G. Students shall not access, post, submit, publish, display, or in any way transmit harmful or inappropriate manner 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. Harmful matter includes matter: taken as a whole, which to the average person, applying contemporary statewide standards, appeals to the prurient interest and is matter which depicts or describes in a patently offensive way sexual conduct and which lacks serious literary, artistic, political, or scientific value for minors.

H. Students shall not use the system to promote unethical practices or any activity prohibited by law, board policy or administrative regulations, or the district’s Student Technology Acceptable Use Agreement.

I. Students shall not use the system to engage in commercial or other for-profit activities without permission of the Superintendent or designee.

J. Students shall not attempt to interfere with a user’s ability to send or receive email, nor shall they attempt to read, delete, copy, modify, impersonate or forge other user’s email. Damage, improper access to files, or alteration of files, passwords, or computer systems, or improper use of information obtained by unauthorized means, may be grounds for discipline and/or referral to law enforcement.

K. Any liability created by a computer user will be the personal responsibility of that individual computer user. Students and their parent/guardian agree not to hold the district or any district staff responsible for the failure of any technology protection measures, violations of copyright restrictions, or user's mistakes or negligence.
Students and their parent/guardian agree to indemnify and hold harmless the district and district personnel for any damages or costs incurred as a result thereof.

L. The district and its representatives will not be held responsible for loss of data from the computer system, breaches of security, service interruption, nor for the accuracy or inaccuracy of information received or disseminated through its computer system due to inappropriate use or negligence.

M. Students must have proper authorization prior to using any district computer or other educational technology or mobile device.

N. If a student is permitted to borrow technological devices, such as laptop computers, mobile devices, or other technology for educational purposes outside the school day and school premises, all user obligations and responsibilities of the District’s Student Technology Acceptable Use Agreement remain in force. The student and parent are responsible for the proper care and return of the device(s) borrowed are liable for the replacement /repair cost if damaged, lost or stolen. No student may borrow any district-owned technological device without prior written agreement signed by the student and parent.

Your signature below acknowledges that you have read and understand the district's administrative regulation, board policy and this agreement regarding student technology use. Any questions regarding the agreement should be directed to district administration. Failure to sign this acknowledgement does not relieve Student or their parent/guardian of the responsibility to abide with all district rules and regulations, including but not limited to those that pertain to student use of technology.
STUDENT TECHNOLOGY ACCEPTABLE USE AGREEMENT
SIGN, DATE AND RETURN TO YOUR TEACHER/PRINCIPAL

Student (Print Name) ________________________________ Signature __________________ Date ________________

Parent/Guardian (Print Name) __________________________ Signature __________________ Date ________________

E 6163.4 Adopted: August 11, 2011
Revised: August 9, 2012
Revised: August 11, 2016
Valley Center-Pauma Unified School District
Administrative Regulation

AR6163.4

Instruction

Student Use of Technology

At the beginning of each school year, students and parents/guardians shall receive a copy of the administrative regulation regarding student use of district technology and access to the Internet and on-line sites through district technology resources.

The principal or designee shall oversee the maintenance of each school's technological resources and may establish additional guidelines and limits on their use.

All instructional staff shall receive a copy of this administrative regulation, the accompanying Board policy, and the district's Acceptable Use of Technology Agreement describing expectations for appropriate use of the system and shall also be provided with information about the role of staff in supervising student use of technological resources. He/she shall ensure all students using these resources receive training in their proper use.

Teachers and administrators shall prescreen technological resources and online sites that will be used for instructional purposes to ensure that they are appropriate for the intended purpose and the age of the students.

District Technological Resources and On-Line/Internet Services: User Obligations and Responsibilities

Students are authorized to use the district's technological resources, as assigned, and on-line services in accordance with user obligations and responsibilities specified below and in accordance with Board policy and the district's Acceptable Use of Technology agreement.

1. The student in whose name an on-line services account is issued is responsible for its proper use at all times. Students shall keep personal account numbers, passwords, home addresses, and telephone numbers private. They shall use the system only under their own account number.

2. Students shall use the district's system safely, responsibly, and for educational purposes. Commercial, political, and/or personal use unrelated to an educational purpose is strictly prohibited, including but not limited to e-mailing, blogging, and social networking.

3. Students are prohibited from accessing, posting, submitting, publishing, or displaying harmful or inappropriate matter or material 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.
Harmful matter includes matter, taken as a whole, which to the average person, applying contemporary statewide standards, appeals to the prurient interest and is matter which depicts or describes in a patently offensive way sexual conduct and which lacks serious literary, artistic, political, or scientific value for minors. (Penal Code 313)

4. Unless otherwise instructed by school personnel, students shall not disclose, use, or disseminate personal identification information about themselves or others when using electronic mail, chat rooms, or other forms of direct electronic communication.

   Personal information includes the student’s name, address, telephone number, Social Security number, or other personally identifiable information.

5. Students shall not use the system to engage in commercial or other for-profit activities.

6. Students shall not use the system to encourage the use of drugs, alcohol, or tobacco, nor shall they promote unethical practices or any activity prohibited by law, Board policy, or administrative regulations.

7. Students shall not use district technology resources or district access to the Internet to bully, threaten, intimidate, harass, or ridicule other students, staff, or others.

8. Copyrighted material shall be posted online only in accordance with applicable copyright laws. Students shall not violate copyright laws or plagiarize documents. Any materials utilized for research projects should be given proper credit as with other printed source of information.

9. Students shall not intentionally upload, download, save, run, etc. software or programs on the district’s technology equipment or resources without authorization. This prohibition includes, but is not limited to, software programs that erase or conceal Internet use history and/or electronic file removal, create computer viruses and/or maliciously attempt to harm or destroy district equipment or materials or manipulate the data of any other user, including so-called “hacking”.

10. Students shall not read other users’ electronic mail or files. They shall not attempt to interfere with other users’ ability to send or receive electronic mail, nor shall they attempt to delete, copy, modify or forge other users’ mail.

11. Students shall immediately report any security problem or misuse of the services to the teacher or principal.

The use of the district’s system is a privilege, not a right, and inappropriate use may result in a cancellation of those privileges, disciplinary action, legal action, and/or a referral to law enforcement.
Any liability created by a computer user will be the personal responsibility of that individual
computer user. Students and their parent/guardian agree by signing the Student Acceptable Use
of Technology Agreement not to hold the district or any district staff responsible for the failure
of any technology protection measures, violations of copyright restrictions, or user’s mistakes or
negligence. Students and their parent/guardian agree to indemnify and hold harmless the district
and district personnel for any damages or costs incurred as a result thereof.

The district reserves the right to monitor use of the district’s systems for improper use without
advance notice or consent. Computer files and electronic communications, including email, are
not private and may be accessed by the district for the purpose of ensuring proper use.

If a student is permitted to borrow technological devices, such as laptop computers, mobile
devices, or other technology for educational purposes outside the school day and school
premises, all user obligations and responsibilities of the District’s Student Technology
Acceptable Use Agreement remain in force. The student and parent are responsible for the
proper care and return of the device(s) borrowed and are liable for the replacement/repair cost if
damaged, lost or stolen. No student may borrow any district-owned technological device
without prior written agreement signed by the student and parent.

The principal or designee shall make all decisions regarding whether or not a student has
violated Board policy or the district’s Acceptable Use Agreement. The decision of the principal
or designee shall be final. Inappropriate use may result in cancellation of the student’s user
privileges, disciplinary action, and/or legal action in accordance with law and Board policy.

Adopted: April 13, 2000
Revised: May 12, 2004
Revised: August 9, 2006
Revised: April 8, 2010
Revised: April 14, 2011
Revised: August 9, 2012
Valley Center-Pauma Unified School District
Administrative Regulation

AR 1312.3
Community Relations

Uniform Complaint Procedures

Compliance Officers

The Governing Board designates the following compliance officer(s) to receive and investigate complaints and to ensure district compliance with law:

Assistant Superintendent Educational Services
28751 Cole Grade Road
Valley Center, CA 92082
760-749-0464

The Superintendent or designee shall ensure that employees designated to investigate complaints are knowledgeable about the laws and programs for which they are responsible. Designated employees may have access to legal counsel as determined by the Superintendent or designee.

The compliance officer who receives a complaint may assign another compliance officer to investigate the complaint. The compliance officer shall promptly notify the complainant if another compliance officer is designated to investigate the complaint.

In no instance shall a compliance officer be designated to investigate a complaint if he/she is mentioned in the complaint or has a conflict of interest that would prohibit him/her from fairly investigating the complaint. Any complaint filed against or implicating a compliance officer may be filed with the Superintendent or designee.

The Superintendent or designee shall ensure that employees designated to investigate complaints receive training and are knowledgeable about the laws and programs which they are assigned to investigate. Training provided to such designated employees shall include current state and federal laws and regulations governing the program, applicable processes for investigating complaints, including those involving alleged discrimination, applicable standards for reaching decisions on complaints, and appropriate corrective measures. Designated employees may have access to legal counsel as determined by the Superintendent or designee.
The compliance officer or, if necessary, any appropriate administrator shall determine whether interim measures are necessary during and pending the results of an investigation. If interim measures are determined to be necessary, the compliance officer or the administrator shall consult with the Superintendent, the Superintendent’s designee, or, if appropriate, the site principal to implement, if possible, one or more of the interim measures. The interim measures may remain in place until the compliance officer determines that they are no longer necessary or until the district issues its final written decision, whichever occurs first.

Notifications

The district's UCP policy and administrative regulation shall be posted in all district schools and offices, including staff lounges and student government meeting rooms. (Education Code 234.1)

The Superintendent or designee shall annually provide written notification of the district's uniform complaint procedures to students, employees, parents/guardians, the district advisory committee, school advisory committees, appropriate private school officials or representatives, and other interested parties. (5 CCR 4622)

The Superintendent or designee shall make available copies of the district's uniform complaint procedures free of charge. (5 CCR 4622)

The Superintendent or designee shall ensure that all students and parents/guardians, including students and parents/guardians with limited English proficiency, have access to the relevant information provided in the district's policy, regulation, forms, and notices concerning the UCP.

If 15 percent or more of students enrolled in a particular district school speak a single primary language other than English, the district's policy, regulation, forms, and notices concerning the UCP shall be translated into that language, in accordance with Education Code 234.1 and 48985. In all other instances, the district shall ensure meaningful access to all relevant UCP information for parents/guardians with limited English proficiency.

The notice shall:

1. Identify the person(s), position(s), or unit(s) responsible for receiving complaints.

2. Advise the complainant of any civil law remedies that may be available to him/her under state or federal discrimination laws, if applicable.

3. Advise the complainant of the appeal process pursuant to Education Code 262.3, including the complainant's right to take a complaint directly to the California Department of Education (CDE) or to pursue remedies before civil courts or other public agencies, such as the U.S. Department of Education's Office for Civil
Rights (OCR) in cases involving unlawful discrimination.

4. Include statements that:
   a. The district is primarily responsible for compliance with state and federal laws and regulations.
   b. The complaint review shall be completed within 60 calendar days from the date of receipt of the complaint unless the complainant agrees in writing to an extension of the timeline.
   c. A complaint alleging retaliation, an unlawful discrimination complaint, or bullying, must be filed not later than six months from the date the alleged discrimination occurs, or six months from the date the complainant first obtains knowledge of the facts of the alleged discrimination. The time for filing may be extended for up to 90 days by the Superintendent or designee for good cause upon written request by the complainant setting forth the reasons for the extension.
   d. A student enrolled in a public school shall not be required to pay a fee for his/her participation in an educational activity that constitutes an integral fundamental part of the district's educational program, including curricular and extracurricular activities.
   e. The Board is required to adopt and annually update a local control and accountability plan (LCAP), in a manner that includes meaningful engagement of parents/guardians, students, and other stakeholders in the development and/or review of the LCAP.
   f. The complainant has a right to appeal the district's decision to the CDE by filing a written appeal within 15 days of receiving the district's decision.
   g. The appeal to the CDE must include a copy of the complaint filed with the district and a copy of the district's decision.
   h. Copies of the district's UCP are available free of charge.

District Responsibilities

Procedures

All UCP-related complaints shall be investigated and resolved within 60 calendar days of the district's receipt of the complaint unless the complainant agrees in writing to an extension of the timeline. (5 CCR 4631)
The following procedures shall be used to address all complaints, which allege that the district has violated federal or state laws or regulations governing educational programs. Compliance officers shall maintain a record of each complaint and subsequent related actions, including all information required for compliance with 5 CCR 4631 and 4633.

All parties involved in allegations shall be notified when a complaint is filed, when a complaint meeting or hearing is scheduled, and when a decision or ruling is made. However, the compliance officer shall keep all complaints or allegations of retaliation, unlawful discrimination, or bullying confidential except when disclosure is necessary to carry out the investigation, take subsequent corrective action, conduct ongoing monitoring, or maintain the integrity of the process. (5 CCR 4630, 4964)

**Step 1: Filing of Complaint**

The complaint shall be presented to the compliance officer who shall maintain a log of complaints received, providing each with a date stamp.

All complaints shall be filed in accordance with the following:

1. A written complaint alleging district violation of applicable state or federal law or regulations governing adult education programs, consolidated categorical aid programs, migrant education, career technical and technical education and training programs, child care and development programs, child nutrition programs, and special education programs may be filed by any individual, public agency, or organization. (5 CCR 4630)

2. Any complaint alleging noncompliance with law regarding the prohibition against requiring students to pay student fees, deposits, and charges or any requirement related to the LCAP may be filed anonymously if the complaint provides evidence, or information leading to evidence, to support an allegation of noncompliance. (Education Code 49013, 52075)

3. A complaint alleging unlawful discrimination shall be initiated no later than six months from the date when the alleged discrimination occurred, or six months from the date when the complainant first obtained knowledge of the facts of the alleged discrimination. A complaint may be filed by a person who alleges that he/she personally suffered unlawful discrimination or by a person who believes that an individual or any specific class of individuals has been subjected to unlawful discrimination. The time for filing may be extended for up to 90 days by the Superintendent or designee for good cause upon written request by the complainant setting forth the reasons for the extension. (5 CCR 4630) (5 CCR 4630)

4. When a complaint alleging unlawful discrimination or bullying is filed
anonymously, the compliance officer shall pursue an investigation or other response as appropriate, depending on the specificity and reliability of the information provided and the seriousness of the allegation.

5. When the complainant or alleged victim of unlawful discrimination or bullying requests confidentiality, the compliance officer shall inform him/her that the request may limit the district's ability to investigate the conduct 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.

6. If a complainant is unable to put a complaint in writing due to conditions such as a disability or illiteracy, district staff shall assist him/her in the filing of the complaint. (5 CCR 4600)

Step 2: Mediation

Within three days of receiving the complaint, the compliance officer may informally discuss with the complainant the possibility of using mediation. If the complainant agrees to mediation, the compliance officer shall make all arrangements for this process. However, mediation shall not be offered or used to resolve any complaint involving an allegation of sexual assault or where there is a reasonable risk that a party to the mediation would feel compelled to participate. If the parties agree to mediation, the compliance officer shall make all arrangements for this process.

Before initiating the mediation of a complaint alleging retaliation, unlawful discrimination, or bullying, the compliance officer shall ensure that all parties agree to make the mediator a party to relevant confidential information. The compliance officer shall also notify all parties of the right to end the informal process at any time.

If the mediation process does not resolve the problem within the parameters of law, the compliance officer shall proceed with his/her investigation of the complaint.

The use of mediation shall not extend the district's timelines for investigating and resolving the complaint unless the complainant agrees in writing to such an extension of time. If mediation is successful and the complaint is withdrawn, then the district shall take only the actions agreed to through the mediation. If mediation is unsuccessful, the district shall then continue with subsequent steps specified in this administrative regulation. (5 CCR 4631)

Step 3: Investigation of Complaint

The compliance officer is encouraged to hold an investigative meeting within ten days of
receiving the complaint or an unsuccessful attempt to mediate the complaint. This meeting shall provide an opportunity for the complainant and/or his/her representative to repeat the complaint orally.

Within one business day of initiating the investigation, the compliance officer shall provide the complainant and/or his/her representative with the opportunity to present the information contained in complaint to the compliance officer and shall notify the complainant and/or his/her representative of the opportunity to present the compliance officer with any evidence, or information leading to evidence, to support the allegations in the complaint. Such evidence or information may be presented at any time during the investigation.

In conducting the investigation, the compliance officer shall collect all available documents and review all available records, notes, or statements related to the complaint, including any additional evidence or information received from the parties during the course of the investigation, shall individually interview all available witnesses with information pertinent to the complaint, and may visit any reasonably accessible location where the relevant actions are alleged to have taken place. To resolve a complaint alleging retaliation, unlawful discrimination, or bullying, the compliance officer shall interview the alleged victim(s), any alleged offenders, and other relevant witnesses privately, separately, and in a confidential manner. As necessary, additional staff or legal counsel may conduct or support the investigation.

A complainant’s refusal to provide the district’s investigator with documents or other evidence related to the allegations in the complaint, or his/her failure or refusal to cooperate in the investigation or his/her engagement in any other obstruction of the investigation, may result in the dismissal of the complaint because of a lack of evidence to support the allegation. (5 CCR 4631)

The district’s refusal to provide the investigator with access to records and/or other information related to the allegation in the complaint, or its failure or refusal to cooperate in the investigation or its engagement in any other obstruction of the investigation, may result in a finding, based on evidence collected, that a violation has occurred and may result in the imposition of a remedy in favor of the complainant. (5 CCR 4631)

The compliance officer shall apply a “preponderance of the evidence” standard in determining the veracity of the factual allegations in a complaint. This standard is met if the allegation is more likely to be true than not.

Step 4: Response

Unless extended by written agreement with the complainant, the compliance officer shall prepare and send to the complainant a written report of the district’s investigation and
decision, as described in section “Final Written Decision”, within 60 days of the district's receipt of the complaint. (5 CCR 4631)

The Board may consider the matter at its next regular Board meeting or at a special Board meeting convened in order to meet the 60-day time limit within which the complaint must be answered. The Board may decide not to hear the complaint, in which case the compliance officer's decision shall be final.

If the Board hears the complaint, the compliance officer shall send the Board's decision to the complainant within 60 days of the district's initial receipt the complaint or within the time period that has been specified in a written agreement with the complainant. (5 CCR 4631)

Step 5: Final Written Decision

The district's decision shall be in writing and sent to the complainant. (5 CCR 4631)

In consultation with district legal counsel, information about the relevant part of a decision may be communicated to a victim who is not the complainant and to other parties that may be involved in implementing the decision or affected by the complaint, as long as the privacy of the parties is protected.

If the complaint involves a limited-English-proficient student or parent/guardian and the student involved attends a school at which 15 percent or more of the students speak a single primary language other than English, then the decision shall also be translated into that language. In other all other instances, the district shall ensure meaningful access to all relevant information for parents/guardians with limited English proficiency.

The decision shall include:

1. The findings of fact based on the evidence gathered. (5 CCR 4631) In reaching a factual determination, the following factors may be taken into account:
   a. Statements made by any witnesses
   b. The relative credibility of the individuals involved
   c. How the complaining individual reacted to the incident
   d. Any documentary or other evidence relating to the alleged conduct
   e. Past instances of similar conduct by any alleged offenders
   f. Past false allegations made by the complainant
2. The conclusion(s) of law

3. Disposition of the complaint

4. Rationale for such disposition

For complaints of retaliation or unlawful discrimination, including discriminatory harassment, intimidation, or bullying, the disposition of the complaint shall include a determination for each allegation as to whether retaliation or unlawful discrimination has occurred.

The determination of whether a hostile environment exists may involve consideration of the following:

a. How the misconduct affected one or more students' education

b. The type, frequency, and duration of the misconduct

c. The relationship between the alleged victim(s) and offender(s)

d. The number of persons engaged in the conduct and at whom the conduct was directed

e. The size of the school, location of the incidents, and context in which they occurred

f. Other incidents at the school involving different individuals

5. Corrective actions, including any actions that have been taken or will be taken to address the allegations in the complaint and including, with respect to a student fees complaint, a remedy that comports with Education Code 49013 and 5 CCR 4600

For complaints of unlawful discrimination, including discriminatory harassment, intimidation, or bullying, the notice may, as required by law, include:

a. The corrective actions imposed on the individual found to have engaged in the conduct that relate directly to the subject of the complaint

b. Individual remedies offered or provided to the subject of the complaint

c. Systemic measures the school has taken to eliminate a hostile environment
and prevent recurrence

6. Notice of the complainant's right to appeal the district's decision within 15 days to the CDE and procedures to be followed for initiating such an appeal (5 CCR 4631)

The decision may also include follow-up procedures to prevent recurrence or retaliation and for reporting any subsequent problems.

For complaints alleging unlawful discrimination, including discriminatory harassment, intimidation, and bullying, based on state law, the decision shall also include a notice to the complainant that:

1. He/she may pursue available civil law remedies outside of the district's complaint procedures, including seeking assistance from mediation centers or public/private interest attorneys, 60 calendar days after the filing of an appeal with the CDE. (Education Code 262.3)

2. The 60 days moratorium does not apply to complaints seeking injunctive relief in state courts or to discrimination complaints based on federal law. (Education Code 262.3)

3. Complaints alleging discrimination based on race, color, national origin, sex, gender, disability, or age may also be filed with the U.S. Department of Education, Office for Civil Rights at www.ed.gov/ocr within 180 days of the alleged discrimination.

If an employee is disciplined as a result of the complaint, the decision shall simply state that effective action was taken and that the employee was informed of district expectations. The report shall not give any further information as to the nature of the disciplinary action.

**Corrective Actions**

When a complaint is found to have merit, the compliance officer shall adopt any appropriate corrective action permitted by law. Appropriate corrective actions that focus on the larger school or district environment may include, but are not limited to, actions to reinforce district policies, training for faculty, staff, and students, updates to school policies, or school climate surveys.

For complaints involving retaliation, unlawful discrimination, or bullying, appropriate corrective actions that focus on the victim may include, but are not limited to, the
following:

1. Counseling
2. Academic support
3. Health services
4. Assignment of an escort to allow the victim to move safely about campus
5. Information regarding available resources and how to report similar incidents or retaliation
6. Separation of the victim from any other individuals involved, provided the separation does not penalize the victim
7. Restorative justice
8. Follow-up inquiries to ensure that the conduct has stopped and there has been no retaliation
9. Determination of whether any past actions of the victim that resulted in discipline were related to the treatment the victim received and described in the complaint

For complaints involving retaliation, unlawful discrimination, or bullying, appropriate corrective actions that focus on a student offender may include, but are not limited to, the following:

1. Transfer from a class or school as permitted by law
2. Parent/guardian conference
3. Education regarding the impact of the conduct on others
4. Positive behavior support
5. Referral to a student success team
6. Denial of participation in extracurricular or co-curricular activities or other privileges as permitted by law
7. Disciplinary action, such as suspension or expulsion, as permitted by law

The district may also consider training and other interventions for the larger school community to ensure that students, staff, and parents/guardians understand the types of
behavior that constitute unlawful discrimination, including discriminatory harassment, intimidation, or bullying, that the district does not tolerate it, and how to report and respond to it.

If a complaint alleging noncompliance with the laws regarding student fees, deposits, and other charges or any requirement related to the LCAP is found to have merit, the district shall provide a remedy to all affected students and parents/guardians. (Education Code 49013, 52075)

For complaints alleging noncompliance with the laws regarding student fees, such remedies, where applicable, shall include reasonable efforts to ensure full reimbursement to affected students and parents/guardians. (Education Code 49013; 5 CCR 4600)

Appeals to the California Department of Education

If dissatisfied with the district's decision, the complainant may appeal in writing to the CDE within 15 days of receiving the district's decision. When appealing to the CDE, the complainant must specify the basis for the appeal of the decision and whether the facts are incorrect and/or the law has been misapplied. The appeal shall be accompanied by a copy of the locally filed complaint and a copy of the district's decision. (5 CCR 4632)

Upon notification by the CDE that the complainant has appealed the district's decision, the Superintendent or designee shall forward the following documents to the CDE: (5 CCR 4633)

1. A copy of the original complaint
2. A copy of the decision
3. A summary of the nature and extent of the investigation conducted by the district, if not covered by the decision
4. A copy of the investigation file, including but not limited to all notes, interviews, and documents submitted by the parties and gathered by the investigator
5. A report of any action taken to resolve the complaint
6. A copy of the district's complaint procedures
7. Other relevant information requested by the CDE

The CDE may directly intervene in the complaint without waiting for action by the district when one of the conditions listed in 5 CCR 4650 exists, including cases in which the district has not taken action within 60 days of the date the complaint was filed with the district.
Distrito Escolar Unificado de Valley Center-Pauma

Procedimiento Uniforme de Quejas

AVISO PARA PADRES, TUTORES, MAESTROS Y ESTUDIANTES:
Derechos de Quejas

Padres/Tutores, Estudiantes y Maestros:

Según el Código Educativo de California, sección 35186, se hace este aviso que:

1. Debe haber suficientes libros de texto y materiales de enseñanza. Para que hayan suficientes libros de texto y materiales de enseñanza, cada estudiante, incluyendo los estudiantes aprendices de inglés, deben tener un libro de texto o materiales de enseñanza y ambos, para usar en la clase y para llevar a casa.

2. Las instalaciones escolares deben mantenerse estar limpias, seguras y en buen estado.

3. No es permitido que hayan disposiciones sin maestros o disposiciones asignadas inapropiadamente. Un maestro deberá ser asignado a cada clase; y no un grupo de maestros sustitutos o maestros temporarios. El maestro debe poseer las credenciales adecuadas para enseñar la clase, incluyendo la certificación requerida para enseñar el material a aprendices de inglés.

**Puesto vacante para maestro** quiere decir que una posición no ha sido asignada a ningún empleado certificado al principio del año por un año entero o si la posición es para un curso de un solo semestre, una posición en la cual ningún empleado certificado ha sido asignado al principio del semestre por un semestre entero.
Asignaciones inapropiadas quiere decir la colocación de un empleado certificado en una posición de enseñanza o servicios en la cual el empleado no tiene un certificado o credencial reconocido legalmente o la colocación de un empleado certificado en una posición de enseñanza o servicios que el empleado aparte de eso no tiene autorización del estatuto.

4. Los alumnos, incluyendo los aprendices de inglés, que no han pasado una o las dos partes del examen de salida de la Escuela Preparatoria de California (CAHSEE) cuando terminaron el grado 12º tienen derecho a recibir instrucción intensiva y servicios durante dos años académicos consecutivos después de completar el grado 12º.

5. Un formulario de quejas se puede obtener en la oficina escolar o la oficina del distrito, o por Internet del distrito en el portal: http://www.vcpusd.net. También se puede obtener un formulario de quejas por Internet del Departamento de Educación del Estado en el portal: http://www.cde.ca.gov/re/cp/uc.
Valley Center-Pauma Unified
School District
Board Policy

BP 1312.3
Community Relations

Uniform Complaint Procedures

The Governing Board recognizes that the district is primarily responsible for complying with applicable state and federal laws and regulations governing educational programs. The Board encourages the early, informal resolution of complaints at the site level whenever possible and appropriate. To resolve complaints which cannot be resolved through such informal process, the Board shall adopt a uniform system of complaint processes specified in 5 CCR 4600-4670 and the accompanying administrative regulation.

The district shall investigate complaints alleging failure to comply with such laws and/or alleging discrimination and shall seek to resolve those complaints in accordance with the district's uniform complaint procedures.

The district shall follow uniform complaint procedures when addressing complaints alleging unlawful discrimination (such as discriminatory harassment, intimidation, or bullying) against any protected group as identified under Education Code 200 and 220 and Government Code 11135, including actual or perceived sex, sexual orientation, gender, ethnic group identification, race, ancestry, national origin, religion, color, or mental or physical disability, or age, or on the basis of a person's association with a person or group with one or more of these actual or perceived characteristics in any district program or activity that receives or benefits from state financial assistance. (5 CCR 4610)

1. Any complaint alleging district violation of applicable state or federal law or regulations governing adult education programs, consolidated categorical aid programs, migrant education, career technical and technical education and training programs, child care and development programs, child nutrition programs, and special education programs (5 CCR 4610)

The UCP shall also be used when addressing complaints alleging failure to comply with state and/or federal laws in:

Adult Education
After School Education and Safety
Agricultural Vocational Education
American Indian Education Centers and Early Childhood Education Program
Assessments
Bilingual Education
California Peer Assistance and Review Programs for Teachers
Career Technical and Technical Education and Career Technical and Technical
Training
Career Technical Education
Child Care and Development
Child Nutrition
Compensatory Education
Consolidated Categorical Aid
Course Periods without Educational Content
Economic Impact Aid
Education of Pupils in Foster Care and Pupils who are Homeless
Every Student Succeeds Act / No Child Left Behind
Local Control Accountability Plans (including Charter Schools as described in EC
§§ 47606.5 and 47607.3);
Migrant Education
Physical Education Instructional Minutes
Pupil Fees
Reasonable Accommodations to a Lactating Pupil
Regional Occupational Centers and Programs
School Safety Plans
Special Education
State Preschool
Tobacco-Use Prevention Education

2. Any complaint alleging unlawful discrimination, including discriminatory harassment, intimidation, or bullying, in district programs and activities against any person in district programs and activities, including, but not limited to, those programs or activities funded directly by or that receive or benefit from any state financial assistance, based on the person's actual or perceived characteristics of race or ethnicity, color, ancestry, nationality, national origin, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, or genetic information, or any other characteristic identified in Education Code 200 or 220, Government Code 11135, or Penal Code 422.55, or based on his/her association with a person or group with one or more of these actual or perceived characteristics (5 CCR 4610)

(cf. 0410 - Nondiscrimination in District Programs and Activities)
(cf. 4030 - Nondiscrimination in Employment)
(cf. 5145.3 - Nondiscrimination/Harassment)
(cf. 5145.7 - Sexual Harassment)
3. Any complaint alleging district noncompliance with the requirement to provide reasonable accommodation to a lactating student on school campus to express breast milk, breastfeed an infant child, or address other breastfeeding-related needs of the student (Education Code 222)

(c.f. 5146 - Married/Pregnant/Parenting Students)

4. Any complaint alleging district violation of the prohibition against requiring students to pay fees, deposits, or other charges for participation in educational activities (5 CCR 4610)

5. Any complaint alleging that the district has not complied with legal requirements related to the implementation of the local control and accountability plan (Education Code 52075)

6. Any complaint, by or on behalf of any student who is a foster youth, alleging district noncompliance with any legal requirement applicable to the student regarding placement decisions, the responsibilities of the district's educational liaison to the student, the award of credit for coursework satisfactorily completed in another school or district, school transfer, or the grant of an exemption from Board-imposed graduation requirements (Education Code 48853, 48853.5, 49069.5, 51225.1, 51225.2)

(c.f. 6173.1 - Education for Foster Youth)

7. Any complaint, by or on behalf of a homeless student as defined in 42 USC 11434a, alleging district noncompliance with any requirement applicable to the student regarding the award of credit for coursework satisfactorily completed in another school or district or the grant of an exemption from Board-imposed graduation requirements (Education Code 51225.1, 51225.2)

(c.f. 6173 - Education for Homeless Children)

8. Any complaint alleging district noncompliance with the requirements of Education Code 51228.1 and 51228.2 that prohibit the assignment of a student to a course without educational content for more than one week in any semester or to a course the student has previously satisfactorily completed, without meeting specified conditions (Education Code 51228.3)

(c.f. 6152 - Class Assignment)

9. Any complaint alleging district noncompliance with the physical education instructional minutes requirement for students in elementary school (Education Code 51210, 51223)

(c.f. 6142.7 - Physical Education and Activity)
10. Any complaint alleging retaliation against a complainant or other participant in the complaint process or anyone who has acted to uncover or report a violation subject to this policy.

11. Any other complaint as specified in a district policy.

Uniform complaint procedures shall also be used when addressing complaints alleging failure to comply with state and/or federal laws in adult education programs, consolidated categorical aid programs, migrant education, career technical and technical education and career technical and technical training programs, child care and development programs, child nutrition programs, special education programs, and the implementation of the Local Control Funding Formula. (5 CCR 4610)

Complaints related to sufficiency of textbooks or instructional materials, emergency or urgent facilities conditions that pose a threat to the health or safety of students or staff, and teacher vacancies and misassignments shall be used to r investigated pursuant to the district's Williams uniform complaint procedure (AR 1312.4).

The Board recognizes that alternative dispute resolution (ADR) can, depending on the nature of the allegations, offer a process to reach a resolution to the complaint that is acceptable to all parties. ADR such as mediation may be offered to resolve complaints that involve more than one student and no adult. However, mediation shall not be offered or used to resolve any complaint involving sexual assault or where there is a reasonable risk that a party to the mediation would feel compelled to participate. The Superintendent or designee shall ensure that the use of ADR is consistent with state and federal laws and regulations.

The district shall protect all complainants from retaliation. In investigating complaints, the confidentiality of the parties involved shall be protected as required by law. As appropriate for any complaint alleging retaliation or unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), the Superintendent or designee shall keep confidential the identity of the complainant and/or the subject of the complaint if he/she is different from the complainant, as long as the integrity of the complaint process is maintained.

(cf. 4119.23/4219.23/4319.23 - Unauthorized Release of Confidential/Privileged Information)
(cf. 5125 - Student Records)
(cf. 9011 - Disclosure of Confidential/Privileged Information)

When an allegation that is not subject to the UCP is included in a UCP complaint, the district shall refer the non-UCP allegation to the appropriate staff or agency and shall investigate and, if appropriate, resolve the UCP-related allegation(s) through the district's UCP.
The Superintendent or designee shall provide training to district staff to ensure awareness and knowledge of current law and related requirements, including the steps and timelines specified in this policy and the accompanying administrative regulation.

(cf. 4131 - Staff Development)
(cf. 4231 - Staff Development)
(cf. 4331 - Staff Development)

The Superintendent or designee shall maintain records of all UCP complaints and the investigations of those complaints. All such records shall be destroyed in accordance with applicable state law and district policy.

**Non-UCP Complaints**

The following complaints shall not be subject to the district's UCP but shall be referred to the specified agency: (5 CCR 4611)

1. Any complaint alleging child abuse or neglect shall be referred to the County Department of Social Services, the County Protective Services Division, and the appropriate law enforcement agency.

2. Any complaint alleging health and safety violations by a child development program shall, for licensed facilities, be referred to Department of Social Services and shall, for licensing-exempt facilities, be referred to the appropriate Child Development regional administrator.

3. Any complaint alleging employment discrimination shall be sent to the California Department of Fair Employment and Housing and the compliance officer shall notify the complainant by first class mail of the transfer.

4. Any complaint alleging fraud shall be referred to the California Department of Education.

In addition, the district's Williams Uniform Complaint Procedures, AR 1312.4, shall be used to investigate and resolve any complaint related to sufficiency of textbooks or instructional materials, emergency or urgent facilities conditions that pose a threat to the health or safety of students or staff, or teacher vacancies and misassignments. (Education Code 35186)

The Board acknowledges and respects every individual's right to privacy. Discrimination complaints (such as discriminatory harassment, intimidation, or bullying) shall be investigated in a manner that protects the confidentiality of the parties and the integrity of the process. This may include keeping the identity of the complainant confidential, as appropriate and except to the extent necessary to carry out the investigation or proceedings, as determined by the Superintendent or designee, on a case-by-case basis.
The Board prohibits any form of retaliation against any complainant in the complaint process, including but not limited to a complainant's filing of a complaint or the reporting of instances of discrimination. Such participation shall not in any way affect the status, grades, or work assignments of the complainant.

The Board recognizes that a neutral mediator can often suggest a compromise that is agreeable to all parties in a dispute. In accordance with uniform complaint procedures, whenever all parties to a complaint agree to try resolving their problem through mediation, the Superintendent or designee shall initiate that process. The Superintendent or designee shall ensure that the results are consistent with state and federal laws and regulations.

Legal Reference:
EDUCATION CODE
200-262.4 Prohibition of discrimination
222 Reasonable accommodations; lactating students
8200-8498 Child care and development programs
8500-8538 Adult basic education
18100-18203 School libraries
32289 School safety plan, uniform complaint procedure
35186 Williams uniform complaint procedure
48853-48853.5 Foster youth
48985 Notices in language other than English
49010-49013 Student fees
49060-49079 Student records
49069.5 Rights of parents
49490-49590 Child nutrition programs
52060-52077 Local control and accountability plan, especially
52075 Complaint for lack of compliance with local control and accountability plan requirements
52160-52178 Bilingual education programs
52300-52499.6 Career-technical education
52500-52616.24 Adult schools
52800-52870 School-based program coordination
54400-54425 Compensatory education programs
54440-54445 Migrant education
54460-54529 Compensatory education programs
56000-56885 Special education programs
59000-59300 Special schools and centers
64000-64001-Consolidated application process
GOVERNMENT CODE
11135 Nondiscrimination in programs or activities funded by state
12900-12996 Fair Employment and Housing Act
CODE OF REGULATIONS, TITLE 5
3080 Application of section
4600-4687 Uniform complaint procedures
4900-4965 Nondiscrimination in elementary and secondary education programs
PENAL CODE
422.55 Hate crime; definition
422.6 Interference with constitutional right or privilege
CODE OF REGULATIONS, TITLE 5
3080 Application of section
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 of the Education Amendments of 1972
6301-6577 Title I basic programs
6801-6871 Title III language instruction for limited English proficient and immigrant students
7101-7184 Safe and Drug-Free Schools and Communities Act
7201-7283g Title V promoting informed parental choice and innovative programs
7301-7372 Title V rural and low-income school programs
12101-12213 Title II equal opportunity for individuals with disabilities
UNITED STATES CODE, TITLE 29
794 Section 504 of Rehabilitation Act of 1973
UNITED STATES CODE, TITLE 42
2000d-2000e-17 Title VI and Title VII Civil Rights Act of 1964, as amended
2000h-2-2000h-6 Title IX of the Civil Rights Act of 1964
6101-6107 Age Discrimination Act of 1975
CODE OF FEDERAL REGULATIONS, TITLE 28
35.107 Nondiscrimination on basis of disability; complaints
CODE OF FEDERAL REGULATIONS, TITLE 34
99.1-99.67 Family Educational Rights and Privacy
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
106.9 Notification of nondiscrimination on basis of sex
110.25 Notification of nondiscrimination on the basis of age

Management Resources:
U.S. DEPARTMENT OF EDUCATION, OFFICE FOR CIVIL RIGHTS
PUBLICATIONS
Dear Colleague Letter: Title IX Coordinators, April 2015
Questions and Answers on Title IX and Sexual Violence, April 2014
Dear Colleague Letter: Bullying of Students with Disabilities, August 2013
Dear Colleague Letter: Sexual Violence, April 2011
Dear Colleague Letter: Harassment and Bullying, October 2010
Revised Sexual Harassment Guidance: Harassment of Students by School Employees, Other Students, or Third Parties, January 2001
U.S. DEPARTMENT OF JUSTICE PUBLICATIONS
Guidance to Federal Financial Assistance Recipients Regarding Title VI Prohibition
Against National Origin Discrimination Affecting Limited English Proficient Persons,
2002

WEB SITES
CSBA: http://www.csba.org
California Department of Education: http://www.cde.ca.gov

Adopted: November 4, 1999
Revised: December 8, 2003
Revised: October 11, 2007
Revised: August 7, 2014
Revised: May 14, 2015
Revised: November 10, 2016
Valley Center-Pauma Unified School District

Exhibit
E 1312.3
Community Relations

Uniform Complaint Procedures (UCP)

This document accompanies the district’s approved UCP policies and procedures. This document contains rules and instructions about the filing, investigation and resolution of a Uniform Complaint Procedures (UCP) complaint regarding an alleged violation by Valley Center-Pauma Unified School District of federal or state laws or regulations governing educational programs, including allegations of unlawful discrimination, harassment, intimidation, bullying and non-compliance with laws relating to pupil fees and our Local Control and Accountability Plan (LCAP).

This document presents information about how we process UCP complaints concerning particular programs or activities in which we receive state or federal funding. A UCP complaint is a written and signed statement by a complainant alleging a violation of federal or state laws or regulations, which may include an allegation of unlawful discrimination, harassment, intimidation, bullying or charging pupil fees for participation in an educational activity or non-compliance with the requirements of our LCAP. A complainant is any individual, including a person’s duly authorized representative or an interested third party, public agency, or organization who files a written complaint alleging violation of federal or state laws or regulations, including allegations of unlawful discrimination, harassment, intimidation, bullying and non-compliance with laws relating to pupil fees or non-compliance with the requirements of our LCAP. If the complainant is unable to put the complaint in writing, due to a disability or illiteracy, we shall assist the complainant in the filing of the complaint.

Programs and activities that are implemented by our district and subject to the UCP in which we receive state or federal funding are:

Adult Education; After School Education and Safety; Agricultural Vocational Education; American Indian Education Center and Early Childhood Education Program Assessments; Bilingual Education; California Peer Assistance and Review Programs for Teachers; Career Technical and Technical Education and Career Technical and Technical Training; Career Technical Education; Child Care and Development; Child Nutrition; Compensatory Education; Consolidated Categorical Aid; Course Periods Without Educational Content; Economic Impact Aid; Education of Pupils in Foster Care and Pupils who are Homeless; Every Student Succeeds Act / No Child Left Behind; Local Control Accountability Plans (including Charter Schools as described in EC §§ 47606.5 and 47607.3); Migrant Education; Physical Education Instructional Minutes; Pupil Fees; Reasonable Accommodations to a Lactating Pupil; Regional Occupational Centers and Programs; School Safety Plans; Special Education; State Preschool; and Tobacco - Use Prevention Education.
The following complaints shall be referred to other agencies for appropriate resolution and are not subject to our UCP process set forth in this document unless these procedures are made applicable by separate interagency agreements:

1. Allegations of child abuse shall be referred to County Dept of Social Services (DSS), Protective Services Division or appropriate law enforcement agency.
2. Health and safety complaints regarding a Child Development Program shall be referred to Dept of Social Services for licensed facilities, and to the appropriate Child Development regional administrator for licensing-exempt facilities.
3. Employment discrimination, harassment, intimidation or bullying complaints shall be sent to the State Dept of Fair Employment and Housing (DFEH).
4. Allegations of fraud shall be referred to the Legal, Audits and Compliance Branch in the California Department of Education (CDE).

A pupil fee is a fee, deposit, or other charge imposed on pupils, or a pupil’s parents or guardians, in violation of state codes and constitutional provisions which require educational activities to be provided free of charge to all pupils without regard to their families’ ability or willingness to pay fees or request special waivers. Educational activities are those offered by a school, school district, charter school, or county office of education that constitute a fundamental part of education, including, but not limited to, curricular and extracurricular activities.

A pupil fee includes, but is not limited to, all of the following:

1. A fee charged to a pupil as a condition for registering for school or classes, or as a condition for participation in a class or an extracurricular activity, regardless of whether the class or activity is elective or compulsory, or is for credit.
2. A security deposit, or other payment, that a pupil is required to make to obtain a lock, locker, book, class apparatus, musical instrument, clothes, or other materials or equipment.
3. A purchase that a pupil is required to make to obtain materials, supplies, equipment, or clothes associated with an educational activity.

The LCAP is an important component of the Local Control Funding Formula (LCFF), the revised school finance system that overhauled how California funds its TK-12 schools. Under the LCFF we are required to prepare an LCAP, which describes how we intend to meet annual goals for our pupils, with specific activities to address state and local priorities identified pursuant to Education Code Section 52060(d).

The responsibilities of the Valley Center-Pauma Unified School District

We have the primary responsibility to insure compliance with applicable state and federal laws and regulations. We shall investigate complaints alleging failure to comply with applicable state and federal laws and regulations including, but not limited to, allegations of discrimination, harassment, intimidation, bullying or noncompliance with laws relating to all programs and activities implemented by the district that are subject to the UCP.
We shall ensure annual dissemination of the written notice of our complaint procedures to students, employees, parents or guardians of its students, school and district advisory committees member, appropriate private school officials or representatives, and other interested parties that includes information regarding unlawful pupil fees and LCAP requirements.

An appeal is a request made in writing to a level higher than the original reviewing level by an aggrieved party requesting reconsideration or a reinvestigation of the lower adjudicating body's decision.

Our UCP Annual Notice shall also include information regarding the requirements of Education Code sections 49010 through 49013 relating to pupil fees and information regarding the requirements of Education Code section 52075 relating to the LCAP.

Our UCP Annual Notice shall be in English and in the primary language, pursuant to section 48985 of the Education Code, or mode of communication of the recipient of the notice.

The following is responsible for receiving and investigating complaints and ensuring our compliance:

Name or title: Assistant Superintendent, Mel Robertson
Unit or office: VCPUSD District Office
Address: 28751 Cole Grade Rd., Valley Center, CA 92082
Phone: 760-749-0464 E-mail address: robertson.me@vcpusd.org

The above, responsible for compliance and investigations, is knowledgeable about the laws and programs assigned to investigate.

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

An unlawful discrimination, harassment, intimidation and bullying complaint shall be filed no later than six months from the date the alleged discrimination, harassment, intimidation or bullying occurred, or six months from the date the complainant first obtained knowledge of the facts of the alleged discrimination, harassment, intimidation or bullying.

The time for filing a discrimination, harassment, intimidation or bullying complaint may be extended in writing by our district superintendent or his or her designee, upon written request by the complainant setting forth the reasons for the extension. The period for filing a discrimination, harassment, intimidation or bullying complaint may be extended by our superintendent or his or her designee for good cause for a period not to exceed 90 calendar days following the expiration of the six month time period. Our superintendent shall respond immediately upon a receipt of a request for extension.
The complaint shall be filed by one who alleges that he or she has personally suffered unlawful discrimination, harassment, intimidation, and bullying or by one who believes an individual or any specific class of individuals has been subjected to discrimination, harassment, intimidation, and bullying prohibited by this part.

We ensure that complainants are protected from retaliation.

An investigation of a discrimination, harassment, intimidation, and bullying complaint shall be conducted in a manner that protects confidentiality of the parties and maintains the integrity of the process.

Complainants are advised of the right to pursue civil law remedies under state or federal discrimination, harassment, intimidation or bullying laws. Civil law remedies, including, injunctions, restraining orders, or other remedies or orders may also be available at any time.

If we find merit in a pupil fees, LCAP, and/or a Course Period without Educational Content complaint, we shall provide a remedy. Specifically, in Course Period without Educational Content complaints the remedy shall go to the affected pupil. In LCAP and pupil fee complaints, the remedy shall go to all affected pupils, parents and guardians, which in the case of pupil fees, also includes reasonable efforts by us to ensure full reimbursement to all affected pupils, parents and guardians subject to procedures established through regulations adopted by the state board.

We submitted our UCP policies and procedures to our local governing board or authorized designee for approval and adoption (see page 5 of this document for final adoption date).

**Filing a complaint with the Valley Center-Pauma Unified School District**

Except for Williams complaints regarding instructional materials, emergency or urgent facilities conditions that pose a threat to the health or safety of pupils or staff, and teacher vacancies or misassignments, and complaints that allege discrimination, harassment, intimidation, and bullying, any individual, public agency or organization may file a written complaint with our district superintendent or his or her designee alleging a matter which, if true, would constitute a violation by our agency of federal or state law or regulation governing a program. A pupil fees complaint may be filed with the principal of a school.

A pupil fees complaint and/or an LCAP complaint may be filed anonymously if the complaint provides evidence or information leading to evidence to support an allegation of noncompliance.

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

We will attempt in good faith by engaging in reasonable efforts to identify and fully reimburse all pupils, parents and guardians who paid a pupil fee within one year prior to the filing of the complaint.
The investigation shall provide an opportunity for the complainant, or the complainant's representative, or both, to present evidence or information.

Refusal by the complainant to provide the investigator with documents or other evidence related to the allegations in the complaint, or to otherwise fail or refuse to cooperate in the investigation or engage in any other obstruction of the investigation, may result in the dismissal of the complaint because of a lack of evidence to support the allegations.

Refusal by Valley Center-Pauma Unified School District to provide the investigator with access to records and/or other information related to the allegation in the complaint, or to otherwise fail or refuse to cooperate in the investigation or engage in any other obstruction of the investigation, may result in a finding based on evidence collected that a violation has occurred and may result in the imposition of a remedy in favor of the complainant.

Except for Williams complaints and pupil fees complaints, a UCP complaint will be investigated and a written report (also known as the Decision) issued to the complainant within 60 days from the date of the receipt of the complaint, unless the complainant agrees in writing to an extension of time.

We shall issue a Decision based on the evidence and will contain the following elements:

(i) the findings of fact based on the evidence gathered,
(ii) conclusion of law,
(iii) disposition of the complaint,
(iv) the rationale for such disposition,
(v) corrective actions, if any are warranted,
(vi) notice of the complainant's right to appeal our agency Decision to the CDE,
  - We shall inform the complainant of his or her right to appeal the agency Decision to CDE and
  - The complainant may appeal our Decision of a UCP complaint regarding all specified federal and state educational programs subject to the UCP.
(vii) procedures to be followed for initiating an appeal to the CDE.
  - To appeal our UCP Complaint Decision the complainant must file a written appeal within 15 days of receiving the Decision to the California Department of Education (CDE). This appeal to the CDE must fully explain the basis for the appeal, stating how the facts of the agency’s Decision are incorrect and/or the law is misapplied.
  - The appeal shall be sent with (1) a copy of the locally filed complaint and (2) a copy of the Decision.

Nothing in this document shall prohibit anyone involved in the complaint from utilizing alternative methods to resolve the allegations, such as mediation. Nor are we prohibited from resolving complaints prior to the formal filing of a written complaint. Mediation is a problem solving activity whereby a third party assists the parties to the dispute in resolving the complaint.
Copies of these Uniform Complaint Procedures shall be available free of charge.

Federal and State Laws cited:

California Government Code [GC] §§ 11135, 11138
California Health and Safety Code [HSC] § 104420
California Penal Code [PC] § 422.55
California Welfare and Institutions Code [WIC] §§ 300, 309, 602
California Code of Regulations [CCR] Title 5 §§ 4600-4687

Adopted: November 10, 2016