

Parent & Student Handbook

The mission of the West Covina Unified School District, in partnership with parents and the community, is to provide all students access to a high quality, well rounded curriculum rich in meaning and rigor that inspires; post-secondary and career participation; critical thinking and problem solving; information literacy; and positive contributions to society.



2019-2020

West Covina Unified School District

1717 W. Merced Avenue, West Covina, CA 91790

Telephone: (626) 939-4600

Fax: (626) 939-4701

Web: <http://www.wcusd.org>

Welcome

On behalf of the Board of Education and the West Covina Unified School District, welcome to the 2019-20 school year! Our teachers, staff, and administrators work hard to ensure that each of our students receives an education of excellence and we make every decision with our students' best interests in mind. To this end, the District has worked collaboratively with its stakeholders to develop and implement our District Strategic Plan and Local Control Accountability Plan which I encourage you to view on our website. I am confident that working together, we will prepare our students to enter the global workforce through the integration of technology, real-world applications, and rigorous instruction.

The School Board is committed to providing a variety of innovative learning experiences to meet the needs of your child. At West Covina Unified, your child has a choice. I encourage you to explore the many opportunities that are available in our District including but not limited to the following:

- *A world-class education in award-winning schools with outstanding instructional programs*
- *A focus on 21st century skills aligned with college and career readiness*
- *A range of exceptional educational programs in a variety of school configurations: Transitional Kindergarten-2, 3-6, TK-5, TK-6, 6-8, 7-8 and 9-12*
- *One to One technological devices for Kindergarten through 8th grade students*
- *Small class sizes in Transitional Kindergarten through 3rd grade and 9th grade English/Math*
- *Dual Language Immersion Program in Mandarin and Spanish to cultivate bilingualism*
- *After school programs at elementary and middle school sites*
- *The most instructional minutes of all middle schools in the San Gabriel Valley with available electives in visual arts, music, and technology*
- *Full comprehensive program at West Covina High School offering Advanced Placement (AP) courses including AP Capstone, world languages, and Air Force JROTC*
- *International Baccalaureate Primary Years, Middle Years, and Diploma Programme Continuum at Orangewood Elementary and Edgewood Schools*
- *Arts, Media & Entertainment Career Pathway at Edgewood Schools*
- *Engineering Design Career Pathway at West Covina High School*
- *Dual enrollment college credit courses through Mt. SAC offered at Edgewood and West Covina High Schools*
- *Mt. SAC Early College Academy at West Covina providing students with both high school and college classes concurrently during the school day*

This Parent/Student Handbook has been designed to inform you of your rights and responsibilities under the Education Code, and to provide additional information regarding our schools and District. Please take the time to carefully review this handbook and its supporting documentation. The District appreciates your continued support. We are confident that your child will have a successful school year in the West Covina Unified School District and welcome you to contact any member of our team with questions or concerns.

Sincerely,



Charles Hinman, Ed.D.
Superintendent

Board of Education

Daniel C. Monarrez, President
Camie Poulos, Vice President
Eileen Miranda Jimenez, Clerk
Michael Flowers, Member
Rose Lopez, Ed.D., Member

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Calendar

School Holidays

Labor Day	September 02, 2019
Veterans' Day Holiday	November 11, 2019
Thanksgiving Break	November 25-29, 2019
Winter Break	December 23, 2019 - January 03, 2020
Martin Luther King, Jr. Day	January 20, 2020
Lincoln's Day	February 10, 2020
Washington's Day	February 17, 2020
Spring Break	April 10-17, 2020
Memorial Day	May 25, 2020

Important Dates

Teacher In-Service Day, TK-12	August 12, 2019
Teacher In-Service Day, TK-12	August 13, 2019
Teacher Prep Day, TK-12	August 14, 2019
<i>First Day of School</i>	<i>August 15, 2019</i>
End of 1 st Quarter, Secondary Only	October 11, 2019
End of 1 st Trimester, Elementary Only	October 25, 2019
Parent Conferences, Elementary Only	November 04-08, 2019
<i>No School for Students, Elementary Only</i>	<i>November 08, 2019</i>
End of 2 nd Quarter, Secondary Only	December 19, 2019
<i>No School for Students, Secondary Only</i>	<i>December 20, 2019</i>
Teacher In-Service Day, TK-12	January 27, 2020
End of 2 nd Trimester, Elementary Only	February 21, 2020
End of 3 rd Quarter, Secondary Only	March 20, 2020
End of 3 rd Trimester, Elementary Only	June 05, 2020
End of 4 th Quarter, Secondary Only	June 05, 2020
<i>Last Day of School</i>	<i>June 05, 2020</i>

Board of Education Meeting Dates

Board meetings are generally held on the second and fourth Tuesday of the month at 7:00 pm in the District Boardroom located at:

1717 W. Merced Avenue
West Covina, CA 91790

2019

August 13
August 27
September 10
September 24
October 08
October 22
November 12
December 10

2020

(To be determined, but are usually on the second and fourth Tuesdays of the month)

Directory of Schools

Elementary Schools

California Elementary School (3-6)
1125 W. Bainbridge Ave., West Covina, CA 91790
Tel: 626-939-4800 | Fax: 626-939-4805
Principal: Lori Wilds
<http://california.wcusd.org>

Cameron Elementary School (TK-5)
1225 E. Cameron Ave., West Covina, CA 91790
Tel: (626) 931-1740 | Fax: (626) 931-1745
Principal: TBA
<http://cameron.wcusd.org>

Merced Elementary School (TK-5)
1545 E. Merced Ave., West Covina, CA 91790
Tel: (626) 931-1700 | Fax: (626) 931-1704
Principal: Damian Kessler, Ed.D.
<http://merced.wcusd.org>

Merlinda Elementary School (TK-6)
1120 S. Valinda Ave., West Covina, CA 91790
Tel: (626) 931-1720 | Fax: (626) 931-1726
Principal: Rochelle Johnson-Evans, Ed.D.
<http://merlinda.wcusd.org>

Middle Schools

Edgewood Middle School (6-8)
1625 W. Durness St., West Covina, CA 91790
Tel: (626) 939-4900 | Fax: (626) 939-4999
Principal: Roni Maddox, Ed.D.
<http://edgewoodib.wcusd.org>

Hollencrest Middle School (6-8)
2101 E Merced Avenue, West Covina, CA 91791
Tel: (626) 931-1760 | Fax: (626) 931-1762
Principal: TBA
<http://hms.wcusd.org>

High Schools

Coronado Alternative High School (10-12)
1500 E. Francisquito Ave., West Covina, CA 91791
Tel: (626) 931-1810 | Fax: (626) 917-2894
Principal: Veronica Pendleton, Ed.D.
<http://coronado.wcusd.org>

Mt. Sac Early College Academy (9-12)
2226 E. Rio Verde Dr., West Covina, CA 91791
Tel: (626) 332-7217 | Fax: (626) 332-0857
Principal: Candace Leuthold
<http://mtsaceca.wcusd.org>

Monte Vista Elementary School (TK-6)
1615 W. Eldred Ave., West Covina, CA 91790
Tel: 626-939-4830 | Fax: 626-939-4835
Principal: Lilia Gonzalez-Gomez
<http://montevista.wcusd.org>

Orangewood Elementary School (TK-5)
1440 S. Orange Ave., West Covina, CA 91790
Tel: (626) 939-4820 | Fax: (626) 939-4825
Principal: Janet Shirley
<http://orangewood.wcusd.org>

Vine Elementary School (TK-5)
1901 E. Vine Ave., West Covina, CA 91791
Tel: (626) 931-1790 | Fax: (626) 931-1795
Principal: Valerie Jaramillo
<http://vine.wcusd.org>

Wescove Elementary School (TK-2)
1010 W. Vine Ave., West Covina, CA 91790
Tel: (626) 939-4870 | Fax: (626) 939-4875
Principal: Rick Ortega
<http://wescove.wcusd.org>

Walnut Grove Intermediate School (7-8)
614 E. Vine Ave., West Covina, CA 91790
Tel: (626) 919-7018 | Fax: (626) 919-7207
Principal: Rich Nambu
<http://wgis.wcusd.org>

Edgewood High School (9-12)
1625 W. Durness St., West Covina, CA 91790
Tel: (626) 939-0600 | Fax: (626) 939-0800
Principal: Roni Maddox, Ed.D.
<http://edgewoodib.wcusd.org>

West Covina High School (9-12)
1609 E. Cameron Ave., West Covina, CA 91791
Tel: (626) 859-2900 | Fax: (626) 859-3950
Principal: Ryan D'Errico, Ed.D.
<http://wchs.wcusd.org>

Annual Notification | Parents Rights and Responsibilities

The Education Code of the State of California requires the Governing Board of each school district, at the beginning of the regular school term, to notify the parent/guardian of its minor students regarding the right of the parent/guardian as contained in designated sections of the Education Code (EC § 48980 and EC § 48981).

The notice shall be signed by the parent/guardian and returned to the school. Signature of the notice is an acknowledgment by the parent/guardian that he/she has been informed of his/her rights but does not indicate that consent to participate in any particular program has either been given or withheld (EC § 48982).

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

No school district shall undertake any activity covered by the sections contained in the notice with respect to any particular student unless the parent/guardian has been informed of such action or has received separate special notification.

Arrangements for handicapped persons (aged 3-21) having special education needs can be made by contacting the district. Services include special instruction, psychological testing and counseling, health services, home teaching, adaptive physical education, speech and language training, and special bus transportation. Students receiving exceptional pupil services are placed in an appropriate program based on their individual educational needs.

The following sections of the law have been summarized for your convenience. Explanations regarding any activity may be requested from the Principal of any school. All the activities described begin with the opening of school each year and continue throughout the school year. Separate special notification that your student is involved in any of the activities listed will be provided by the school Principal as individual students are involved.

A letter specifying any objection you may have at this time to any activity listed, or to the participation of your student in an activity listed, should be sent to the Principal of the school that your student attends within 30 days of receipt of this notice.

Parents are reminded of the importance of investing for future college or university education for their children. There are many investment options including, but not limited, to U.S. Savings Bonds.

Acceptable Use Policy - Technology

West Covina Unified School District is committed to advancing the use of technology by providing a safe and appropriate environment that enhances student learning. We employ network filters to prevent access to inappropriate content and we actively monitor user activity for harmful content and abusive behavior. Student's privacy and security are maintained through a proactive approach to cyber and data security. We reserve the right to monitor all activity within the district's networks and take appropriate disciplinary action, including civil or criminal, that may result in the loss of access to technology resources.

The Internet is a global network of interconnected computers consisting of millions of computer systems containing a vast array of information, resources and services. In order to prepare all students with 21st century skills and tools, and provide all students with a high-quality education in a safe and secure environment, it is essential that students and staff have access to the Internet and understand how to responsibly leverage technology as a tool in support of student achievement and educational excellence at West Covina Unified School District.

1) GENERAL PRINCIPLES

- a) West Covina Unified School District (the "District") provides access to the Internet, including access to email, for its employees and selected students.
- b) Internet access and the use of e-mail through the use of the District's system, has a limited educational purpose including conducting collaborative work and sharing information with individuals regardless of time and/or geographic boundaries. It is intended to facilitate communication between teachers, students and their parents and further the sharing of information between teachers and administrators throughout the District.
- c) This Acceptable Use Policy governs all electronic activity, including e-mail and access to the Internet by District employees and students. No District employee, student, or parent/guardian may engage in activities prohibited by this Acceptable Use Policy.
- d) The use of District technology and Internet access is a privilege. The District reserves the right to terminate any user's access to the Internet, including access to e-mail at any time and for any reason.
- e) The District reserves the right to monitor all Internet access, including all e-mail, through use of the District's system. The District specifically reserves the right to revoke access and/or take other appropriate disciplinary action, with respect to any user who violates this Authorized Use Policy.
- f) Users are responsible for the use of their individual access account(s) and are expected to take reasonable precautions to prevent others from being able to use their account(s).

2) **SYSTEM RESPONSIBILITIES**

- a) The Superintendent, or his/her designee, will serve as the coordinator to oversee Internet access via use of District systems.
- b) District staff is responsible for the dissemination of this Acceptable Use Policy and will work with schools and offices to enforce this policy.
- c) The District reserves the right to revise this Acceptable Use Policy as it deems necessary.

3) **LIMITATION OF LIABILITY**

- a) The District makes no warranties of any kind, whether expressed or implied, for the services provided through its systems. The District will not be responsible for any data loss resulting from delays, non-deliveries, misdeliveries or service interruptions caused by its own negligence or user error. Further, the District specifically denies any responsibility for the accuracy or quality of the information obtained through or stored on the system.
- b) Users will indemnify and hold the District harmless from any losses sustained by the District as a result of intentional misuse of the system by user.

4) **FILTERING OF CONTENT**

- a) The District has installed Internet filtering systems in an attempt to block user access to inappropriate and/or harmful text on the Internet. The system operates by actively scanning website addresses, content, e-mail, and other documents for objectionable material. Objectionable words and concepts are predetermined by the District. When the software finds any such objectionable words or concepts, it denies the user access to them.

5) **REGULATION OF ACCESS**

- a) **Review of Access Privileges**
 - i) The District will cooperate fully with local, state, or federal officials in any lawful investigation concerning or relating to any illegal activities conducted through the District system.
 - ii) The District may revoke Internet access in its sole discretion. If a student's access is revoked, the District and/or school will ensure that the student nonetheless continues to have a meaningful opportunity to participate in the educational program.
 - iii) Student disciplinary actions should be tailored to meet specific concerns related to the violation and to assist the student in gaining the self-discipline necessary to behave appropriately on an electronic network. If the alleged violation also involves a violation of other provisions of the student disciplinary code, the violation will be handled in accordance with the applicable provision of the code.
 - iv) Employee violations of this Acceptable Use Policy will be handled by appropriate discipline policies and procedures.
- b) **Privacy**
 - i) As required by the Children's Internet Protection Act (CIPA), the District will monitor students' online activities. Such monitoring may lead to discovery that the user has violated or may be violating the District's Acceptable Use Policy, the student disciplinary code, or the law and reserves the right to take appropriate disciplinary and/or legal action.
 - ii) The District also reserves the right to monitor other users' (e.g., non-students) online activities.
 - iii) The District reserves the right to employ and review the results of software that searches, monitors and/or identifies potential violations of the Internet Acceptable Use Policy.
 - iv) Users should be aware that their personal files may be discoverable in court and administrative proceedings and in accordance with public records laws.
 - v) System users have no expectation of privacy in the contents of their personal files and records of their online activity while using District systems.
- c) **Notification and Responsibility**
 - i) As appropriate, the District will provide students and parents with guidelines and instructions for student safety while using the Internet.
 - ii) The District's Acceptable Use Policy contains restrictions on accessing inappropriate material and student use generally will be supervised. However, there is a wide range of material available on the Internet, some of which may or may not fit the particular values of the students. It is not practically possible for the District to monitor and enforce a wide range of social values in student use of the Internet. Further, the District recognizes that parents bear primary responsibility for transmitting their particular set of family values to their children. The District will encourage parents to specify to their child(ren) what material is and is not acceptable for their child(ren) to access through the District system.

6) **USAGE LIMITATIONS**

- a) **Personal Safety Violations**
 - i) District employees and student users will not post or transmit photographs or personal contact information about themselves or other people without prior written parental consent from the parent of the student whose information is being posted. Personal contact information includes, but is not limited to, home address, telephone number, school name, school address and classroom.
 - ii) Student users will not agree to meet with someone they have met online without their parent's approval and participation.
 - iii) Student users will promptly report to their teacher or other school employee any message they receive that is inappropriate or makes them feel uncomfortable.
- b) **Illegal Activities**

- i) Users shall not attempt to gain unauthorized access to the District system or to any other computer system through the District system, or go beyond their authorized access. This prohibition includes intentionally seeking information about passwords belonging to other users, modifying passwords belonging to other users, or attempting to log in through another person's account.
- ii) Users may not attempt to access, copy, or modify another user's files. These actions are not permitted and may be illegal, even if only for the purposes of "browsing."
- iii) Users shall not attempt to subvert network security, alter, impair, destroy the functionality of the network or bypass restrictions set by network administrators. Users are also prohibited from destroying data by spreading computer viruses or vandalizing data, software or equipment. The District has installed anti-virus software on each workstation and updates, including "virus definitions," are performed regularly by the District.
- iv) Users shall not use the District resources to engage in any other illegal act, such as arranging for a drug sale, purchasing alcohol for a minor, engaging in criminal gang activity, threatening the safety of a person, etc.
- c) System Security Violations
 - i) Users are responsible for the use of their individual account and should take all reasonable precautions to prevent others from being able to use their account. Under no conditions should a user provide their password to another person.
 - ii) Users will immediately notify a teacher or administrator if they identify a possible security problem (such as disclosure of their password to another person).
- d) Inappropriate Language and Behavior
 - i) Restrictions against inappropriate language apply to public messages, private messages, and material posted on Web pages.
 - ii) Users will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, abusive or disrespectful language.
 - iii) Users will not post information that could interfere with the educational process or cause a danger of disruption in the educational environment.
 - iv) Users will not engage in personal attacks, including prejudicial or discriminatory attacks.
 - v) Users will not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person.
 - vi) Users will not knowingly or recklessly post false or defamatory information about a person or organization.
- e) Privacy Violations
 - i) Users must not repost a message that was sent to them privately without permission of the person who sent them the message.
 - ii) Users must not post private information about another person.
- f) Resource Limits
 - i) Users will use the system only for educational and professional activities. Staff may not use the Internet for personal use during working hours, except that they may engage in incidental use during their duty-free time (e.g., staff may be permitted to use the Internet for purchasing a book for personal use during their lunch hour, but may not operate a business or engage in any profitmaking activity at any time).
 - ii) Users will not download large files unless absolutely necessary. If necessary, users will download the file at a time when the system is not being heavily used and immediately remove the file from the system computer to their personal computer or storage device.
 - iii) Users will not post chain letters or engage in "spamming." Spamming is sending an annoying or unsolicited message to many people, except that an unsolicited message sent by a supervisor, relating to work activity does not constitute spamming.
 - iv) Users will check their e-mail frequently and delete unwanted messages promptly. Users will limit the size of their mailboxes to a district-identified storage limit. The system will notify users when they are approaching the limit and users will not be able to send e-mail once they have exceeded a defined limit. However, users may still be able to receive and view e-mail upon exceeding the limit.
 - v) Users will not send e-mail containing commercial links unless the link is predominantly instructional in nature.
- g) Plagiarism and Copyright Infringement
 - i) Users will not plagiarize works that they find on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were original to the user.
 - ii) Users will respect the rights of copyright owners and not infringe on those rights. Copyright infringement occurs when an individual inappropriately reproduces a work that is protected by a copyright including but not limited to digitization and distribution of photographs from websites, magazines, books and other copyrighted sources, copyrighted music and the installation of copyrighted software for which the District or the end user does not have an active license to us. If a work contains language that specifies acceptable use of that work, the user should follow the expressed requirements. If the user is unsure whether or not they can use a work, they should request permission from the copyright owner.
- h) Access to Inappropriate Material
 - i) Users will not use the District system to access material that is profane or obscene (e.g., pornography), that advocates illegal or dangerous acts, or that advocates violence or discrimination towards other people (e.g., hate literature). For

students, a special exception may be made if the purpose is to conduct research and is approved in writing by both the teacher and the parent.

- ii) Users may not utilize peer-to-peer file sharing applications, networks, or execute programs for the purpose of downloading or exchanging copyrighted works.
- iii) If users inadvertently access such information, they should immediately disclose the inadvertent access in a manner specified by their school or central division office. This will protect users against an allegation that they have intentionally violated the Internet Acceptable Use Policy.
- iv) Users will not use the Internet for advertising, promotion, commercial purposes or similar objectives, except that employees may make personal purchases online during their duty-free (e.g., lunch) time.
- v) Users will not use the Internet to conduct for-profit business activities or to engage in religious activities. Users are also prohibited from engaging in any non-governmental-related fund raising or public relations activities such as solicitation for religious purposes, lobbying for political purposes, or soliciting votes. The District is not responsible for this or any other commercial activity users engage in.

7) WEB PAGES

- a) All web sites representing the District are deemed official publications of the District and are therefore subject to District guidelines and regulations.
- b) All District web publications, sites, pages and content are property of West Covina Unified School District.
- c) Protected student information is not to be displayed in any District web pages including name, address, school name, grade, class, photograph, writing or other creative work, or any other personally identifiable information and student educational record. Posting of student images and personal information (including names) on any District web page requires a Media Parent Permission Slip form. This form must be signed by the student's parents or guardian, or in the case of students age 18 or above, the students themselves.
- d) Roles and Responsibilities
 - i) Teachers/District Staff who publish and manage a District web page for instructional use are solely responsible for the content of that particular page. The use of District web pages for the purpose of publishing is a privilege, not a right, and misuse will result in the restriction or cancellation of the account. No student will be given or have access to publish on District webpages.
 - ii) The Site Master is responsible for keeping a binder of signed Web Publication Policies for all publishers in their school/office, for the content on the school's/office's web site and for monitoring all pages associated with their school/office. The Site Master at a school site is the principal or his/her designee; however, the principal is ultimately responsible for monitoring the content of the school web pages. The Site Master for a district office will have the same responsibility.
 - iii) The District Webmaster is responsible for managing the district's and schools' websites. The Superintendent or her designee will have the final administrative approval on issues concerning quality or propriety of web page material, appearance, or content and reserves the right to restrict access, block or remove pages or hyperlinks that do not comply with this policy.
- e) Web Pages shall:
 - i) Meet academic standards of proper spelling, grammar and accuracy of information,
 - ii) Contain subject matter that relates to curriculum, instruction, school activities, and general information that is appropriate to the education program. Student work may be published only as it relates to a class project, course or other school related activity and with permission from parents or guardian.
- f) Web Pages shall NOT:
 - i) Display photographs, videos or other images of any identifiable individual, other than a historical or public figure, without a signed release. Releases for students under the age of 18 must be signed by their parent or lawful guardian,
 - ii) Contain copyrighted or trademarked material belonging to others unless written permission to display such material has been obtained from the owner. There will be no assumption that the publication of copyrighted material on a web site is within the fair use exemption.
 - iii) Contain personal contact information about students beyond that permitted by the school, district and parent.
 - iv) Post information that could endanger an individual, cause personal damage, or a danger of service disruption.
 - v) Contain web links to or advertisements for profit-making entities, such as publishers or other consumer goods purveyors, unless the site being linked to is predominantly instructional in nature (such as museum sites, encyclopedias, national parks, aquariums, literary organizations, etc.).
 - vi) Publish pages for other individuals or organizations not directly affiliated with the District.

8) E-MAIL POLICY

- a) For electronic communication, staff and students are expected to use the District email system when conducting school-related business.
- b) "Acceptable" e-mail activities are those that conform to the educational purpose, goals, and mission of the District and to each user's job duties and responsibilities.
- c) Users shall have no right to privacy while using District's Internet or e-mail system.

- d) E-mail may not be used for personal purposes during working hours, except that users may engage in minimal e-mail activities for personal purposes, such as family correspondence, if the use does not diminish the employee's productivity, work product, or ability to perform services for the District.
 - e) "Unacceptable" use is defined generally as an activity using District hardware, software, or networks at any time that does not conform to the purpose, goals, and mission of the District and to each user's job duties and responsibilities. The following list, although not inclusive, provides some examples of unacceptable uses:
 - i) Opening unknown e-mail attachments or introducing computer worms or viruses. Users are prohibited from performing any activity that will or may cause the loss or corruption of data or the abnormal use of computing resources (degradation of system/network performance).
 - ii) Using e-mail services for private commercial or business transactions and any activity meant to foster personal gain.
 - iii) Using your District e-mail address to subscribe to websites or other Internet services that do not conform to your District duties and responsibilities.
 - iv) Conducting non-District activities such as solicitation for religious and political causes or not-for profit activities.
 - v) Transmitting threatening, offensive harassing information (messages or images) containing defamatory, abusive, obscene, pornographic, sexually oriented, racially offensive, or otherwise biased, discriminatory, or illegal material.
 - vi) Attempting to subvert network security, impair functionality of the network, or bypass restrictions set by the network administrators. Assisting others in violating these rules by sharing information or passwords.
 - vii) Sending unsolicited email messages and distributing "junk" mail, such as chain letters, advertisements, or unauthorized solicitations.
 - viii) Revealing, publicizing, using, or reproducing confidential or proprietary information regarding the District including, but not limited to, financial information, databases and/or the information contained therein, computer network access codes, staff or student information and business relationships.
 - ix) Users should contact their supervisors and/or district administrators about questionable e-mail usage.
- 9) **BLOGGING.**
- a) Blogging by students and staff, whether using the District's property and systems or personal computer systems, is also subject to the terms and restrictions set forth in this Policy. Limited and occasional use of District's systems to engage in blogging is acceptable, provided that it is done in a professional and responsible manner, does not otherwise violate District's policy, is not detrimental to District's best interests, and the safety of students and staff. Blogging from District's systems is also subject to monitoring.
 - b) The District's Confidential Information policy also applies to blogging. As such, staff and students are prohibited from revealing any confidential or proprietary information, trade secrets or any other material covered by District's Confidential Information policy when engaged in blogging.
 - c) Student and staff shall not engage in any blogging that may harm or tarnish the image, reputation and/or goodwill of WCUSD and/or any of its students and staff. Students and staff are also prohibited from making any discriminatory, disparaging, defamatory or harassing comments when blogging or otherwise engaging in any conduct prohibited by District's Non-Discrimination and Anti-Harassment policy.
 - d) Students and staff may also not attribute personal statements, opinions or beliefs to the District when engaged in blogging. If a student or staff is expressing his or her beliefs and/or opinions in blogs, the student and staff may not, expressly or implicitly, represent themselves as an employee, student or representative of the District. Employees assume any and all risk associated with blogging.
 - e) Apart from following all laws pertaining to the handling and disclosure of copyrighted or export controlled materials, WCUSD's trademarks, logos and any other WCUSD intellectual property may also not be used in connection with any blogging activity.
- 10) **INSTRUCTION**
- a) Teachers regularly use technology to enhance instruction with meaningful activities to support curriculum.
 - b) Teachers should preview web content prior to the sites being used for instruction.
 - c) Teachers will educate students about appropriate online behavior, cyber bullying, and digital citizenship.
 - d) Responsible use of the internet includes:
 - i) Technology should be used for appropriate educational purposes and consistent with the educational objectives of the District.
 - ii) Students must behave ethically and responsibly.
 - iii) Copyright laws should be followed when utilizing, modifying, or downloading programs, files, or information belonging to others.
 - iv) Inappropriate use of school resources (playing online games, listening to music, etc.) is prohibited.
 - v) Students may be responsible for vandalism or intentional damage done to any school site technology.
 - vi) Students must keep all personal information private and not place it on the Internet or electronic communication
 - vii) Logging into someone else's account is prohibited.
 - viii) If a student finds an inappropriate site or image, he or she must immediately contact the teacher.
 - ix) Students will create, publish, submit, or display materials/media that are specific to classroom instruction or projects approved by the teacher.

Parent Acknowledgement

Although safety and security mechanisms are in place, the District cannot assure that users will not be exposed to unsolicited information. Users are expected to use information and technology in a safe, legal and responsible manner. Users are to follow all school rules, teacher directions and procedures and are required to report any inappropriate use or material to school personnel. We understand that the use of school computing resources and networks are subject to compliance with the Acceptable Use Policy and violations of the Policy and/or rules may result in the revocation of computer privileges and further disciplinary and/or legal action.

Student will be assigned an account and will be allowed to send and receive messages through a filtered and monitored email system. As explained in Acceptable Use Policy, the use of school technology, networks, and Internet services does not create any expectations of privacy. WCUSD reserves the right to search and/or monitor any information, created, accessed, sent, received, and/or stored in any format by students on District equipment. This will be the student's official email address until such time as the student is no longer enrolled in WCUSD schools. These accounts are accessible at school and other places where access to the Internet is available.

Students without permission to use the Internet will be assigned alternative work in another location and will not learn valuable technology-based skills. The District utilizes internet based instructional programs to meet the learning needs of all students. Students who are not allowed on the Internet will not have the same learning experience. If a parent/guardian does not want their student on the Internet for educational purposes, they must make the request in writing to the school administrator.

In the event that my child does not follow the Acceptable Use Policy outlined above, I understand that he/she will face appropriate discipline by school personnel and/or be subject to legal action. I give permission to the West Covina Unified School District to provide Internet access to my child. In compliance with California State Law AB 1442, I understand and acknowledge that West Covina Unified School District is notifying me that the district may create online accounts for my students exclusively for educational purposes, to be monitored by the school, teacher, and district. By signing the Parent/Student Handbook Signature Form, I give permission for the district to create these accounts for my child.

Access by Military Recruiters – 20 USC 7908

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

Advanced Placement & International Baccalaureate Exam Fees – EC 52244

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

Anti-Bullying Policy

The West Covina Unified School District believes that every student is entitled to a safe school environment free from discrimination, harassment, intimidation, and bullying.

WCUSD's policy on bullying can be accessed at each school office, in the WCUSD student/parent handbook and on the WCUSD website (Board Policy and Administrative Regulation 5131.2).

1. The West Covina Unified School District prohibits bullying of any kind. This includes, but is not limited to, discrimination, harassment, intimidation or bullying based on the actual or perceived characteristics set forth in Penal Code section 422.55 and Education Code section 220, and disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or association with a person or group with one or more of these actual or perceived characteristics. Bullying is defined in Education Code section 48900(r).
2. School personnel must immediately intervene if they witness an act of discrimination, harassment, intimidation or bullying, provided it is safe to do so.
3. Acts of bullying, discrimination, intimidation, or harassment should be immediately brought to the attention of a teacher, counselor, or other site employee. All acts of bullying, discrimination, intimidation, or harassment must be reported to the site principal within 24 hours of school employee notification.
4. An anonymous complaint may be made by contacting the school site principal or the WCUSD Coordinator of Nondiscrimination. If there is sufficient corroborating information, the principal or WCUSD Coordinator of Nondiscrimination will conduct an investigation.
5. Complaints of bullying, discrimination, or harassment will be considered confidential. However, it may be necessary to disclose certain information in order to effectively investigate.

6. Students who violate the West Covina Unified School District's policies on bullying, discrimination, intimidation, or harassment may be subject to discipline, including suspension and expulsion.

7. The West Covina Unified School District prohibits retaliation against individuals who make complaints of bullying, discrimination, intimidation, or harassment or against persons who provide information related to such complaints.

8. Reports of bullying, discrimination, intimidation, or harassment may be reported by submitting a complaint form to the site principal or the WCUSD Coordinator of Nondiscrimination using the WCUSD Bullying and Harassment Complaint Form. This form may be accessed at each school office, the WCUSD District Office, or on the WCUSD website - www.wcusd.org.

Appeal Procedures for Inter-District Attendance – EC 46601

Education Code 46601 requires that a parent/guardian be informed of the appeal procedure when a permit for interdistrict attendance has been denied.

Parents/guardians may appeal a denied or revoked inter-district permit by submitting a written appeal within 10 days of being informed of the decision to the Office of Student Services. The Office of Student Services shall immediately submit the request for appeal to the office of the Assistant Superintendent – Educational Services. All appeals shall be made in writing in the following sequence:

1. First Appeal: Assistant Superintendent – Educational Services
2. Second Appeal: District Administrative Panel
3. Third Appeal: Los Angeles County Department of Education

The parent/guardian of a student who is denied a transfer shall receive timely notice, in accordance with the Education Code, regarding the process for appeal to the County Board of Education. This notice shall be provided by the district denying the request.

Asbestos Management Plan – 40 CFR 763.93

West Covina Unified School District maintains and annually updates its management plan for asbestos containing material in school buildings. For a copy of the asbestos management plan, please contact the District.

Attendance Residency Requirements/Permits – EC 48980(h)

Residency – EC 48200, 48204, and 48204.3

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

A pupil may also comply with the residency requirements for school attendance in a school district if he or she is any of the following:

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

A school district shall accept applications by electronic means for enrollment, including enrollment in a specific school or program within the school district, and course registration for military dependents. The parent shall provide proof of residence within 10 days after the published arrival date provided on official documentation related to his or her military move: temporary on-base billeting facility, purchased or leased home or apartment, or federal government or public-private venture off-base military housing.

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

The school district will request that the parent or legal guardian provide reasonable evidence that a pupil meets the residency requirements for school attendance. If an employee of the school district reasonably believes that the parent or legal guardian has provided false or unreliable evidence of residency, the district may make reasonable efforts to determine that the pupil actually meets

residency requirements. The West Covina Unified School District has adopted a board policy regarding the process it follows for conducting investigations to determine whether a pupil meets the residency requirements. A copy of the board policy can be accessed at <http://www.wcusd.org>.

Intradistrict Choice – EC 35160.5(b)

Residents of the School District may apply to other schools within the District for their child to attend on a space available basis. Information on each school within the District is provided on the District website. No pupil who currently resides in the attendance area of a school can be displaced by pupils transferring from outside the attendance area. Parents of high school athletes should check on CIF sports eligibility rules before pursuing open enrollment. Transportation to any other school is the responsibility of the parent.

District of Choice – EC 48300

West Covina Unified School District has chosen to be a District of Choice and accept transfer students from outside the district under the terms of a resolution. Our School Board determines the number of transfers it is willing to accept each year and ensures that students are selected through a “random and unbiased” process, which generally means a lottery process, without consideration of their academic or athletic performance, physical condition, proficiency in English, family income, ethnicity, primary language, literacy, special needs, or any of the individual characteristics set forth in Education Code section 200 (i.e., race, gender, religion, sexual orientation, etc.), and family income. A school district of choice must give priority for attendance in the following order: 1) siblings of children already in attendance in that districts; 2) pupils eligible for free or reduced-price meals; and 3) children of military personnel. A modified application process is available for children of relocated military personnel. A pupil attending a school in a district of choice complies with the residency requirements for school attendance. The parent of a pupil requesting to transfer must submit an application to the school district of choice no later than January 1 of the school year preceding the school year for which the student wishes to transfer. The parent shall be notified in writing by February 15 if the student was provisionally accepted, rejected, or placed on a waiting list.

A modified application process is available for relocated military personnel.

Interdistrict Attendance – EC 46600

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

Regardless of whether an agreement exists or a permit is issued, the school district of residence cannot prohibit the transfer of a pupil who is a child of an active military duty parent to a school district of proposed enrollment if that district approves the application for transfer.

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

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

Reasons for approval and denial of interdistrict transfer requests are listed on the district website according to board policies. The County appeals process will be offered with the final denial in writing by the school district. The County appeal process may take up to a maximum of two months. If you have any questions about the interdistrict process, please call the Office of Student Services at (626) 939-4600 Ext. 4682 or call the County Office of Education at (562) 922-6233.

Open Enrollment Act – EC 48350

Whenever a student is attending a school on the Open Enrollment List as identified by the Superintendent of Public Instruction, the student may seek to transfer to another school within or outside of the district, as long as the school to which he/she is transferring has a higher Academic Performance Index. Parents of high school athletes should check on CIF sports eligibility rules before pursuing a transfer under this option. Transportation to any other school is the responsibility of the parent. School districts are allowed to adopt specific, written standards for acceptance and rejection of applications as long as students are selected through a “random and unbiased” process. Unless the school board waives the deadline, requests for transfers are to be submitted by January 1 of the prior school year. To apply, parents must directly contact the school district to which they seek to transfer their student. The Open Enrollment List can be found on the California Department of Education website at <http://www.cde.ca.gov/sp/eo/op/>.

Availability of Prospectus – EC 49063 and 49091.14

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

Avoiding Absences, Written Excuses

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

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

Tardiness - Children should be encouraged to be prompt as part of their training. They are expected to be at school on time. If a child is late, the child should bring an excuse from home to the school office. Frequent tardiness without a valid excuse may be considered truancy under state law.

Truancy Definitions – EC 48260, 48262 and 48263.6

A student is considered truant after three absences or three tardies of more than 30 minutes each time and the absences or tardies are unexcused. After a student has been reported as a truant three or more times in a school year, the student is considered a habitual truant. A student who is absent from school without a valid excuse for 10% or more of the school days in one school year, from the date of enrollment to the current date, is considered a chronic truant. Unexcused absences are all absences that do not fall within EC 48205. The text of EC 48205 is provided on page 18.

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

The school attendance supervisor, administrator or designee, a peace officer, or probation officer may arrest or assume temporary custody during school hours, of any minor who is found away from his/her home and who is absent from school without valid excuse within the county, city or school district. West Covina Unified School District participates in the ACT, SART, SARB, and DA Mediation Process. Students who are habitually truant (as defined by California Education Code 48262) or excessively absent from school may be referred to the above-mentioned process. Often students who are referred to ACT, SART, SARB, or DA Mediation may only be excused from school by a physician or school personnel.

If you know in advance that your child will be absent for 5 or more consecutive days, please contact the Office of your school no fewer than three (3) days prior to the planned absence. We can provide an opportunity for your child to receive assignments and credit for work completed through an Independent Study Agreement.

Before and After School Programs – EC 8482.6, 8483(e), and 8483.1(e)

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

To request priority enrollment, contact the YMCA Program Director at (626) 339-6221.

California Assessment of Student Performance and Progress (CAASPP)

The California Assessment of Student Performance and Progress (CAASPP) is the state academic testing program. CAASPP is a system intended to provide information that can be used to monitor student progress on an annual basis and ensure that all students leave high school ready for college and career. CAASPP assessments include computer adaptive tests in English-language arts/literacy (ELA) and mathematics for students in grades 3 – 8 and 11 and in science for students in grades 5, 8 and 10.

This year, students will take the CAASPP tests during Spring 2018. To learn about the types of questions on the computer-based test, you and your child can view the practice test online at the California Department of Education (CDE) Smarter Balanced Practice Test Web page at www.caaspp.org. Our students have already been practicing the test by using the CAASPP Interim assessments in their English and math classrooms.

Following spring 2018 CAASPP testing, individual student score reports displaying CAASPP results will be sent home to parents. Student score reports will include an overall score and a description of the student's achievement level for ELA and mathematics. The Early Assessment Program (EAP) results will be included on the score reports for students in grade 11. These results provide an early indication of readiness for college-level coursework, and may prevent the need to enroll in remedial coursework as a college student – saving your family a lot of time and money.

With CAASPP, the purpose of statewide annual assessments shifted from producing annual accountability reports to assisting teachers, administrators, and pupils and their parents to improve teaching and learning throughout the school year. [Education Code 60602. (a)] Results from the CAASPP assessments will be used, along with other available data, to determine the impact of selected curriculum/programs, and to make other instructional plans.

As the parent or guardian, you have the option of excusing your child from any part of the CAASPP. If you would like to excuse your child from the test, you must submit your request in writing to the school district. [Education Code 60615.] Please let the school know as soon as possible so we can make alternative arrangements for your student. Keep in mind, Grade 11 students who do not take the CAASPP test will not receive an EAP college readiness status. If you have any questions regarding CAASPP, please contact your school. If you would like more information on CAASPP, please visit the Parent/Student tab of the California Department of Education (CDE) Web page at <http://www.cde.ca.gov/ta/tg/ca/>.

Cal Grant Program – EC 69432.9

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

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

A student may submit a Free Application for Federal Student Aid (FAFSA) as October 1, of their grade 12 year. Students may use earlier income information - commencing with the 2017-18 FAFSA, students will report income information from an earlier tax year. (For the 2017-18 FAFSA, students and parents, as appropriate, will report their 2015 tax income information, rather than their 2016 income information.)

California Healthy Youth Act – EC 51937-51939

The purpose of the California Comprehensive Sexual Health and HIV/AIDS Prevention Education Act (EC 51930 and 51939) is to ensure that pupils in grades 7-12 are provided with the knowledge and skills necessary to: 1) protect their sexual and reproductive health from HIV, other sexually transmitted infections, and unintended pregnancy; 2) develop healthy attitudes concerning adolescent growth and development, body image, gender, sexual orientation, relationships, marriage, and family; and 3) have healthy, positive, and safe relationships and behaviors. It also promotes understanding of sexuality as a normal part of human development.

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

Parents/guardians may:

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

Excuse from Health Instruction Because of Religious Beliefs (EC § 51240) - Pupils must have written consent from their parents/guardians or must be released from any part of health instruction, including any family life education, sexually transmitted disease and sex education, which conflicts with the religious training and beliefs of the parent/guardian of the pupil.

Venereal Disease Education (EC § 51820) – Permits Governing Boards of any school district to offer instruction in venereal disease education with assistance from the California Department of Education. Requires written notice to parents/guardians by regular mail or any other method of delivery regarding their rights to inspect materials and/or to exclude child from such instruction.

Child Health and Disabilities Prevention Program (HSC 124100 and 124105) - Districts are required to inform parents that we are mandated to inform the Department of Education as to the number of 1st grade students who waived in writing the health screen examination. Non-compliance with either the health screen or providing a written waiver will result in exclusion from school up to five days following the 90th day of school. Information on low-cost or free services will be provided in kindergarten. Exemptions to exclusion are for extraordinary reasons only.

Child Abuse Prevention Training Program (WIC 18976.5) - Parents will be given notice of, and may refuse to have their children participate in, any child abuse prevention program.

California High School Proficiency Exam – 5 CCR 11523

The California High School Proficiency Exam (CHSPE) is a voluntary test that assesses proficiency in basic reading, writing, and mathematics skills taught in public schools. Eligible pupils who pass the CHSPE are awarded a Certificate of Proficiency by the State Board of Education. A pupil who receives a Certificate of Proficiency may, with verified approval from the parent or legal guardian, leave high school early. The Certificate of Proficiency is equivalent to a high school diploma; however, it is not equivalent to completing all course work required for regular graduation from high school. Pupils planning to continue his or her studies in a college or university should contact the admissions office of the institution to find out if the Certificate of Proficiency will meet admission requirements.

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

Career Counseling & Course Selection – EC 221.5(d)

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

Child Abuse and Neglect Reporting – PC 11164

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

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

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

College & Career Technical Education – EC 51229

The following is a brief explanation of college admission requirements, including the list of courses offered by West Covina Unified School District that satisfy the subject requirements for admission to the University of California (UC) and the California State University (CSU): The classes you take in high school will be an important factor in the college admission process. Most colleges and universities require that you take classes in the following subject areas: English, Mathematics, Sciences, Social Studies, Foreign Language, and Fine Arts.

While California Community Colleges do not require specific high school courses or grades, they still recommend that students take college preparatory classes if they are considering a bachelor's degree.

College Prep Classes: West Covina Unified School District offers a set of courses that are identified as college preparatory. The college prep pattern is designed to meet the admission requirements of a wide range of colleges and universities. Our college prep course pattern matches the A-G pattern required by the UC, CSU, and many independent colleges.

Taking High School Honors and AP Courses: Students interested in universities with competitive admission standards, you should be taking the more challenging courses offered by our schools. Honors and advanced placement (AP) courses are frequently an important factor in the college admission process. Just as important, if you are motivated and can do more challenging work, then you will benefit intellectually and academically from the extra work it takes to complete honors courses. As a bonus, honors classes frequently earn extra grade points. Honors and AP courses are like exercise for the mind—the more you take, the better you get.

List of courses offered at Edgewood High School that satisfy a-g admission requirements at the UC and CSU campuses can be found at: <https://hs-articulation.ucop.edu/agcourselist#/list/details/1277/>

List of courses offered at West Covina High School that satisfy a-g admission requirements at the UC and CSU campuses can be found at: <https://hs-articulation.ucop.edu/agcourselist#/list/details/1279/>

Additional information regarding the UC and/or CSU campuses and requirements by visiting the following web sites:

- <http://www.ucop.edu>
- <http://www.ucop.edu/agguide>
- <http://www.calstate.edu>

The California Department of Education (CDE) defines Career Technical Education (CTE) as follows: Career technical education engages all students in a dynamic and seamless learning experience resulting in their mastery of the career and academic knowledge and skills necessary to become productive, contributing members of society. For more information regarding CTE you may visit the CDE website at <http://www.cde.ca.gov/ci/ct/>

For more information about college and career opportunities for California students, please visit <http://www.CaliforniaColleges.edu/>

For more information regarding the UC and/or CSU campuses and requirements or career technical education opportunities you may consult with your school counselor. To meet with your school counselor, simply visit their office and discuss any issues that are necessary to your student's success in school. Appointments may be made in person or by telephone by calling the school campus and requesting counseling services.

Community Information

Businesses located within the West Covina Unified School District make significant contributions to the educational process by establishing partnerships with local schools. A business partnership is a valuable relationship that most importantly benefits students. Schools benefit from partnerships by receiving untapped resources, which enhance curricular programs, while businesses benefit by having direct input into the educational experience, their future work force, and the satisfaction of active community involvement.

As budget constraints continue to impact public education, the importance of partnerships in the educational process is critical. School/business partnerships are free to be as creative and dynamic as the business partner and schools deem appropriate. Regardless of how sophisticated or simple a partnership is, our students benefit from each and every partnership established.

Concussion and Head Injuries – EC 49475

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

Confidential Medical Services – EC 46010.1

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

Controlled Substances: Opioids– EC 49476

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

Coursework and Graduation Requirements: Children of Military Families – EC 51225.1 and 51225.2

Within 30 days of enrollment, the West Covina Unified School District shall notify children of military families if they are qualified to be exempted from local graduation coursework requirements that go above and beyond state graduation requirements. The district will make a finding that the pupil is reasonably able to complete the school district's graduation requirements in time to graduate from high school by the end of the pupil's fourth year of high school or is reasonably able to complete the school districts graduation requirements with in the pupils fifth year of high school. The coursework completed while attending another school is to be issued full or partial credit. *"Pupil who is a child of a military family" means a pupil who meets the definition of "children of military families" under Section 49701.*

Custody Issues

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

Dangerous Objects

Students may desire to bring objects, such as a collector's item, to school to show their friends. However, some objects are not permitted on campus and may result in disciplinary action if a student is found in possession of them. Examples of these objects include, but are not limited to, imitation firearms, laser pointers, mini baseball bats, martial arts weapons (e.g., nunchaku, throwing stars), or any other sharp, pointy objects. Students should refrain from bringing objects that have the potential to inflict serious bodily injury to others. It is recommended that the student's parent or guardian obtain approval from their teacher or site administrator prior to bringing the object on campus.

Directory Information – EC 49073

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

Disciplinary Warning to Parents/Students

The West Covina Unified School District Board of Education is committed to providing a safe and secure environment in which students can effectively learn. As such, the Board will enforce the following penalties for student involvement with illegal drugs, drug paraphernalia, alcohol and/or dangerous objects or weapons.

Drugs, Alcohol, and Drug Paraphernalia – Students found to be selling or furnishing a controlled substance or found to be in possession of any drugs or drug paraphernalia on any campus, going to or coming from school, or at any school related activity will be recommended for expulsion and may be expelled from West Covina Unified School District upon the first offense.

Dangerous Objects or Weapons – Students found to be in possession of, selling, or otherwise furnishing any firearm, knife, explosive, or other dangerous object on any campus, going to or coming from school, or at any school-related activity will be recommended for expulsion and may be expelled from the West Covina Unified School District upon the first offense.

Drug/Substance-Detecting Canines – In an effort to keep our schools as safe learning environments, the West Covina Unified School District will periodically enlist the use of substance sniffing canines on our campuses. These dogs are never in contact with students and are trained to detect various illegal substances. Offenses involving possession or sale of drugs, alcohol, or dangerous objects, and/or assault with a dangerous object will be reported to the proper legal authorities (EC 48902).

Dress and Grooming Policy

The West Covina Unified School District Board of Education believes that appropriate dress and grooming contribute to a productive learning environment. The Board of Education expects students to give proper attention to personal cleanliness and to wear clothes that are suitable for the school activities in which they participate. Students have the right to express their individuality. However,

their choice of dress must not present a health or safety hazard or a distraction, which would interfere with the educational process. In addition, student dress needs to show respect for the ideas and beliefs of others by taking care that no one is offended by writing, pictures, or any other insignia which are crude, violent, vulgar, profane, prejudicial, advocate the use of controlled substances, or sexually suggestive.

Further, the Board of Education believes that all school experiences should be beneficial and all students should present the most desirable and positive appearance. Student dress and personal appearance are areas in which parental responsibility and cooperation become essential, if the school is to provide the best teaching and learning environment. Parents, school staff, and administrators all have responsibility for ensuring that students understand and follow the guidelines. Students must follow the guidelines as established to provide a positive teaching and learning environment for everyone.

A school may adopt a dress code policy that requires pupils to wear a school-wide uniform or prohibits pupils from wearing gang-related apparel (EC 35183). Parents or guardians must be provided notice at least six months' before implementing a policy that requires pupils to wear a school-wide uniform. Resources to assist economically disadvantaged pupils must be provided and no pupil shall be penalized academically or otherwise discriminated against nor denied attendance to school if the pupil's parents chose not to have the pupil comply with the uniform policy.

Each school shall determine the steps it will follow to ensure that all students adhere to the guidelines. At all times, the school will maintain a fair and a consistent enforcement of the consequences. These consequences, with any additional examples of clothing that are unacceptable, will be published at the beginning of each school year, reviewed with all students at the beginning of each semester, and with all new students as they enter the school throughout the year. In recognition of the instructional responsibilities and goals of the West Covina Unified School District, the district has set forth the following specific rules relative to the dress and appearance of students, which will be strictly enforced.

1. Attire as currently defined or designated as a group (gang or tagging) by the West Covina Police Department or school administration is not permitted.
2. No undergarments shall be showing. Attire that is sexually suggestive or excessively brief, low-cut, or revealing is not permitted. Examples: clothing that is too tight, exposes the midriff, or is see-through
3. Clothing or grooming that causes disruption or distraction within the classroom or on campus is not acceptable. Examples: clothing which advocates the use of controlled substances, violence, prejudice, or is sexually suggestive either through writing, pictures, or insignia.
4. Shoes or regular sandals must be worn at all times. Thongs without a back strap are not permitted. The type of shoe must be hygienic, safely protect the foot, and be appropriate during the activities the student engages in throughout the school day. For hygienic reasons, socks with shoes or tennis shoes are recommended.
5. Jewelry and accessories shall not be worn which have the potential to be dangerous or can be used as a weapon or to indicate group (gang or tagging affiliations). Examples: chains, wrist bands with studs, and bandannas.
6. Pants, shorts, and skirts will be worn at the waist, above the hip, and fit sufficiently so that a belt is not needed. Overalls must fit and the sides and straps need to be fastened. For safety reasons, outerwear such as jackets and sweaters must not be oversized.
7. Each school site may adopt rules that specify the types of sun-protective clothing, including but not limited to, hats that may be worn outdoors during the school day. Knit hats/caps, bandannas, hairnets, shower caps, and "Do-Rags" are prohibited. Hats/headwear that are obscene or offensive or that contain numbers, handwriting, hand decoration, or profanity are prohibited. Hats or caps with bills or brims on them must be worn with the bill or brim facing forward on the head. Hats identified by site dress standards as gang or tagging related shall be prohibited. Hats, caps, and other head coverings shall not be worn indoors. Students shall be allowed to wear sunscreen, during the school day, without a physician's prescription.

Educational Equity: Immigration and Citizenship Status - EC 200, 220, 234.1, and 234.7

The Equity in Higher Education Act states that all persons in public schools, regardless of their Immigration status, disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or any other specified characteristic, are to be afforded equal rights and opportunities in the schools, and are not to be discriminated against on the basis of these specific characteristics in any program or activity conducted by the school that receives or benefits from state financial assistance or enrolls students who receive state financial aid. The Act also stipulates that the opportunity to apply for financial aid for higher education to also be equitable, and an application may not be denied of a student based on their immigration status. School officials are prohibited from collecting information or documents regarding citizenship or immigration status of students or their family members.

Education for Foster Youth – EC 48204, 48853, 48853.5, 51215.1, 51225.2

Every school within the West Covina Unified School District shall designate a staff person as the educational liaison for foster children to: 1) ensure and facilitate the proper educational placement, enrollment in school, and checkout from school of foster

children; and 2) assist foster children when transferring from one school/district to another school/district in ensuring proper transfer of credits, records, and grades.

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

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

A copy of the standardized notice can be obtained by clicking the following link:
www.cde.ca.gov/ls/pf/fy/documents/fosteryouthedrights.pdf.

For information or assistance, please contact the Foster Youth Liaison at (626) 960-3052.

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

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

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

For information or assistance, please contact the Foster Youth Liaison at (626) 960-3052.

Electronic Listening or Recording Device – EC 51512

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

Electronic Nicotine Delivery Systems (e-cigarettes) – PC 308

The West Covina Unified School District prohibits the use of electronic nicotine delivery systems (ENDS) such as e-cigarettes, hookah pens, cigarillos, and other vapor-emitting devices, with or without nicotine content, that mimic the use of tobacco products on all district property and in district vehicles at all times. ENDS are often made to look like cigarettes, cigars and pipes, but can also be made to look like everyday items such as pens, asthma inhalers and beverage containers. These devices are not limited to vaporizing nicotine; they can be used to vaporize other drugs such as marijuana, cocaine, and heroin. Students using, in possession of, or offering, arranging or negotiating to sell ENDS can be subject to disciplinary action, particularly because ENDS are considered drug paraphernalia, as defined by 11014.5 of the Health and Safety Code.

Emergency Information | Emergency Cards

The information you provide on the emergency cards is essential in helping the school staff to assist your child in the event of an emergency. You may also include on the emergency card your authorization to allow the school to release your child to someone else in the event you are not available to pick him/her up from school. If you are going to be late to pick up your child, please contact the school office to make necessary arrangements.

We have a district-wide plan to safeguard employees and students in emergencies, including natural disasters. This emergency plan is based on recommendations prepared by a committee of parents and staff members, in cooperation with federal, state, and local emergency-preparedness authorities. Should an emergency or natural disaster occur, students would be kept at school until they can be safely released to parents or to an authorized person, or until the students can be dispersed to their homes in a safe manner. Please complete all of your child's Emergency Information and return it to the school as promptly as possible. If any information or phone numbers change during the school year, please contact the school office with the new information as soon as possible.

Emergency Treatment for Anaphylaxis – EC 49414

Anaphylaxis is a severe and potentially life-threatening allergic reaction that can occur after encountering an allergic trigger, such as food, medicine, an insect bite, latex or exercise. Symptoms include narrowing of the airways, rashes or hives, nausea or vomiting, a weak pulse and dizziness. It is estimated that approximately 25% of the anaphylactic reactions occur during school hours to students who had not previously been diagnosed with a food or other allergy. Without immediate administration of epinephrine followed by calling emergency medical services, death can occur. Being able to recognize and treat it quickly can save lives. Recent changes to EC 49414 now require school districts to provide epinephrine auto-injectors to school nurses and trained personnel and authorizes them to use epinephrine auto-injectors for any student who may be experiencing anaphylaxis, regardless of known history.

Entrance Health Screening – HSC 124085, 124100, and 124105

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

Every Student Succeeds Act

On December 10, 2015, President Obama signed the Every Student Succeeds Act (ESSA), reauthorizing the federal Elementary and Secondary Education Act (ESEA) and replacing the No Child Left Behind Act (NCLB), the 2001 reauthorization of ESEA.

The district will provide the parents/guardians upon request and in a timely manner, information regarding the professional qualifications of the student's teachers, including, at a minimum, the following:

1. Whether the teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
2. Whether the teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived;
3. The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree;
4. Whether paraprofessionals provide services to the child and, if so, the paraprofessional's qualifications;
5. Timely notice that the parent's child has been assigned, or has taught for four or more consecutive weeks by a teacher who is not highly qualified.

Excused Absences – EC 46014 and 48205

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

No pupil shall have his or her grade reduced or lose academic credit for any excused absence or absences, if missed assignments and tests that can reasonably be provided are satisfactorily completed within a reasonable period of time.

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

School Absences

In the event that your child is absent from school, please include the following elements in your verification note within 3 school days of the pupil's return to school:

- The pupil's name
- The name and signature of the person who wrote the note (and relationship to the pupil if other than parent/guardian)
- The date of the note
- The date of the absence to which the note refers
- The reason for the absence.

Religious Release Time (EC § 46014)

After completing a minimum day, students may be excused by written parental request for religious instruction or to participate in religious exercises at a place away from school. Absences are limited to four days per month.

Federal Student Aid – EC 51225.8

Under state law, school districts are to ensure that students prior to entering 12th grade are entitled to information on how to properly complete and submit the Free Application for Federal Student Aid (FAFSA) or the California Dream Act Application at least once. This information should be available in a timely manner as financial aid is awarded in order of submission according to deadlines, on a first-come, first served basis. All family and student personal information will be protected according to state and federal privacy laws and regulations. Financial aid information will be disseminated to students and parents through a variety of methods throughout grades 9-12 including but not limited to the following: individual counseling sessions, assemblies, college fairs, college field trips, family information nights, workshops facilitated by college representatives, etc.

Foster and Homeless Youth Exemption from Graduation Requirements –EC 48853, 49069, and 51225.2

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

Free and Reduced-Price Meals – EC 49510

WCUSD participates in the National School Lunch and School Breakfast Programs. The School Breakfast and Lunch Programs are offered at each of our schools throughout the district.

All WCUSD schools offer healthy meals every school day because children need healthy meals to learn. Free or reduced-price lunches are available at school for pupils whose parents or legal guardians qualify, based on annual household income, and complete the required application form. Pupils participating in the program will not be identified, and the information on the application will be kept confidential.

Free Meals Application Process:

- Applications will be filled out online during the 2019-20 school year. Online applications are available at www.schoolcafe.com. Parents and guardians can begin the application process starting mid-July.
- An annual **meal application clinic** will be held to help parents and guardians fill out the application online. Please call the Nutrition Services Office for specific dates at (626) 939-4600 x4656.
- Only one application is needed per family, but parents and guardians must complete one application **every** year. **All** students attending WCUSD must be listed on the same application.
- **ALL** kindergarten and TK students are considered NEW students. Applications must be processed in order to qualify for free meals. To ensure that your child does not accrue a negative balance on his or her account, please send your child with meal money until eligibility has been established.
- For **RETURNING** students: Eligibility from the prior school year is only valid through the first few weeks of school. **To avoid a lapse in eligibility, it is recommended that the application be completed no later than the first week of school.**
- **Any NEW student without a processed application or a RETURNING student with a lapse in eligibility will accrue charges on their meals account that cannot be reversed.**
- If you now receive food stamps, Aid to Families of Dependent Children (AFDC) or benefits from the Food Distribution Program on Indian Reservations (FDPIR), your child(ren) may automatically be approved for free meals.

Meal Payments

- Parents and guardians can make payments and/or track their child's purchases in the cafeteria or online at www.schoolcafe.com.
- **Schoolcafe.com** also allows parents and guardians to set up a low balance e-mail alert.
- We encourage families to prepay for meals online, at the school site or at the Nutrition Services Office.

	Price	Weekly	Monthly (22 days)	Bi-Monthly (44 days)	Yearly (183 days)
Breakfast	\$1.00	\$5.00	\$22.00	\$44.00	\$183.00
Lunch Elem	\$2.25	\$11.25	\$49.50	\$99.00	\$411.75
Lunch Secondary	\$2.50	\$12.50	\$55.00	\$110.00	\$457.50

Meal Charge Guidelines

- The West Covina School District has Meal Charge Guidelines regarding students who pay for a school meal and how they are impacted by not having enough cash on hand or in their account to purchase a meal. The Meal Charge Guidelines may be viewed at www.wcusdnutrition.org or for a copy of the guidelines, please contact 626-939-4600 x4656.

Monthly Menus

- The WCUSD Nutrition Services menu is available in several ways. The elementary menu goes home in printed form once per month. An interactive menu App is available for personal devices, search for "Web Menus" in your App store. Monthly menus are also available online at www.wcusdnutrition.org.

Allergies

- Students with allergies may fill out a medical statement available in the school cafeteria or online at www.wcusdnutrition.org.

Earned Income Tax Credit

- The California Revenue and Taxation Code (RTC) Section 19853(b) requires local educational agencies (LEA) that operate the National School Lunch Program (NSLP) to annually notify households about the Earned Income Tax Credit (EITC) Information Act. The EITC is a benefit for working people with low to moderate income. They must meet certain requirements and file a tax return, even if taxes are not owed or households are not required to file, to qualify. The EITC reduces the amount of tax households owe and may allow for a refund. To learn more about the EITC please visit us at www.wcusdnutrition.org or call us at 626-939-4600 x4656

In the operation of child feeding programs, no child will be discriminated against because of race, sex, color, national origin, age, or handicap. If you believe you've been discriminated against, write the Secretary of Agriculture, Washington, D.C. 20250.

If your child has a food allergy or intolerance and needs special meal accommodations in the school cafeteria, a "Medical Statement to Request Special Meals and/or Accommodations" form must be filled out and on file with the Nutrition Services Department. For questions, please contact the Nutrition Services Department at 626-939-4600 x 4656 or visit www.wcusdnutrition.org

Gun-Free School Zone Act – PC 626.9, 30310

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

Harm or Destruction of Animals – EC 32255

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

A pupil who chooses to refrain from participation in an education project involving the harmful or destructive use of an animal may receive an alternative education project, if the teacher believes that an adequate alternative education project is possible. The teacher may work with the pupil to develop and agree upon an alternative education project so that the pupil may obtain the knowledge, information, or experience required by the course of study in question.

Health Care Coverage and Insurance Coverage for Athletes – EC 32221.5 and 49452.9

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

Some pupils may qualify to enroll in no-cost or low-cost local, state, or federally sponsored health insurance programs. California law allows all low-income children under 19 years old, regardless of immigration status, to enroll in Medi-Cal at any time in the year. Families can apply in person at their local county human services office, over the phone, online, with a mail-in application, or at a local health center. For more information about Medi-cal enrollment, visit www.health4allkids.org or call G.E.M. (Get Enrollment Moving) at (626) 851-2748.

Immunizations – EC 49403, 48216; HSC 120325, 120335, 120338, 120370, 120375; and 120365

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

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

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

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

Guide to Immunizations Required for School Entry

Use guide below as a quick reference to help you determine whether children seeking admission to your school meet California's school immunization requirements. For the actual laws, see Health and Safety Code, Division 105, Part 2, Chapter 1, Sections 120325-120380; California Code of Regulations, Title 17, Division 1, Chapter 4, Subchapter 8, Sections 6000-6075. If you have any questions, call the Immunization Coordinator at your local health department.

VACCINE	REQUIRED DOSES
Polio	4 doses at any age, but... 3 doses meet requirement for ages 4–6 years if at least one was given on or after the 4th birthday; 3 doses meet requirement for ages 7–17 years if at least one was given on or after the 2nd birthday.
Diphtheria, Tetanus, and Pertussis	Age 6 years and under DTP, DTaP or any combination of DTP or DTaP with DT (diphtheria and tetanus) 5 doses at any age, but... 4 doses meet requirements for ages 4–6 years if at least one was on or after the 4th birthday. Age 7 years and older: Tdap, Td, or DTP, DTaP or any combination of these 4 doses at any age, but... 3 doses meet requirement for ages 7–17 years if at least one was on or after the 2nd birthday. If last dose was given before the 2nd birthday, one more (Tdap) dose is required.
Measles, Mumps, Rubella (MMR)	Age 4-6 years (kindergarten and above): 2 doses both on or after 1st birthday. 7th grade: 2 doses both on or after 1st birthday. Age 7-17 years and not entering or advancing into 7th grade: 1 dose on or after 1st birthday.
Hepatitis B	Age 4-6 years (kindergarten and above): 3 doses
Varicella	1 dose
Tdap Booster (Tetanus, reduced diphtheria, and pertussis)	7th grade: 1 dose on or after 7th birthday.

Instruction for Pupils with Temporary Disabilities – EC 48206.3, 48207 and 48208

A pupil with a temporary disability which makes attendance in the regular day classes or the alternative educational program in which the pupil is enrolled impossible or inadvisable may receive individualized instruction provided in the pupil's home for one hour a day. Please contact (626) 939-4600 for further information.

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

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

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

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

Involuntary Transfer – EC 48980(n), 48929

A student may be transferred to another district school if he/she is convicted of a violent felony, as defined in Penal Code 667.5(c), or a misdemeanor listed in Penal Code 29805 and is enrolled at the same school as the victim of the crime for which he/she was convicted (Education Code 48929). The WCUSD policy, as specified in EC 48929, contains the following conditions:

- Before transferring such a student, the Superintendent or designee shall attempt to resolve the conflict using restorative justice, counseling, or other such services. He/she shall also notify the student and his/her parents/guardians of the right to request a meeting with the principal or designee. (Education Code 48929)
- Participation of the victim in any conflict resolution program shall be voluntary, and he/she shall not be subjected to any disciplinary action for his/her refusal to participate in conflict resolution.

- The principal or designee shall submit to the Superintendent or designee a recommendation as to whether or not the student should be transferred. If the Superintendent or designee determines that a transfer would be in the best interest of the students involved, he/she shall submit such recommendation to the Board for approval.

Other Involuntary Transfers

Students may be involuntarily transferred under either of the following circumstances:

1. If a high school student commits an act enumerated in Education Code 48900 or is habitually truant or irregular in school attendance, he/she may be transferred to a continuation school. (Education Code 48432.5)
2. If a student is expelled from school for any reason, is probation-referred pursuant to Welfare and Institutions Code 300 or 602, or is referred by a school attendance review board or another formal district process, he/she may be transferred to a community day school. (Education Code 48662).

Juvenile Court School Pupils: Graduation Requirements and Continued Education Options - EC 48645.3 and 48645.7

When a pupil completes the state minimum coursework requirements and becomes eligible for a diploma, the pupil's educational rights holders and social worker or probation officer shall be notified of the pupil's right to a diploma issued by the school district of residence if he or she completed the graduation requirements while being detained.

In addition, the county office of education shall inform the pupil of his or her option to take coursework and other requirements adopted by the governing board of the county office of education. Permit the pupil, upon agreement with the pupil, if the pupil is 18 years of age or older, or, if the pupil is under 18 years of age, upon agreement with the person holding the right to make educational decisions for the pupil, to take coursework or other requirements adopted by the governing board of the county office of education, and to defer the granting of the diploma until the pupil is released from the juvenile detention facility. The county office of education shall advise the pupil, if the pupil is 18 years of age or older or if the pupil is under 18 years of age, and the person holding the right to make educational decisions for the pupil, to consider when deciding whether to elect to decline the diploma, whether the pupil is highly likely to enroll in a school operated by a local educational agency or charter school, benefit from continued instruction, or graduate from high school.

Lactating Pupils – EC 222

A lactating pupil on a school campus will be given a reasonable amount of time to accommodate the need to express breast milk or breast-feed an infant child. The student will not incur an academic penalty as a result of her use, during the school day, of these reasonable accommodations.

Language Acquisition Program – EC 310; EC 313.2; 5 CCR 11309; 5CCR 11310

To better serve the instructional needs of students who are not fluent English speakers, State law requires school districts to assess the English language proficiency of new enrollees who speak a language other than English as indicated on the Home Language Survey, using the Initial English Language Proficiency Assessments for California (ELPAC). Parents of English Learner students are to be notified annually by schools of their child's English proficiency status, for which they are notified using the ELPAC, and if their child is a "Long-term English Learner" or is an "English learner at-risk of becoming a Long-term English Learner". WCUSD offers the instructional program options for English Learner students: Structured English Immersion, English Language Mainstream, and Dual Language Immersion.

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

McKinney-Vento Homeless Assistance Act

A homeless student has the right to attend either the school of origin, defined as the school that the student was last enrolled or attended when last housed or any school attended in the past fifteen (15) months; or the current school of residence. If a dispute arises over school selection or enrollment, the parent/guardian has the right to dispute the school's decision by contacting the district's homeless liaison at (626) 960-3052 and following the district's dispute resolution policy.

The law requires the immediate enrollment of homeless students, which is defined as "attending class and participating fully in school activities". Schools cannot delay or prevent the enrollment of a student due to the lack of school or immunization records or other documentation usually required for enrollment. It is the responsibility of the district homeless liaison to refer parents to all programs and services for which the student is eligible. Referrals may include, but is not limited to: free nutrition, special education services,

tutoring, English Language Learners programs, Gifted and Talented Education program, preschool, before and after school services or any other program offered by the school or district. The district shall ensure that transportation is provided, at the request of the parent/guardian/unaccompanied homeless youth, to and from the school of origin, if feasible.

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

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

Medical or Hospital Service – EC 49472

The District may provide opportunities for parents/guardians to purchase individual accident, medical, or hospital insurance for their child's protection in relation to student injuries while involved in school-related activities. No parent is required to purchase insurance.

Medication Regimen – EC 49423

The parent or legal guardian of any pupil taking medication on a regular basis must inform the school nurse, health clerk, 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, the school nurse may communicate with the physician and may counsel with the school personnel regarding the possible effects of the medication on the pupil.

Any pupil who is required to take, during the regular school day, medication prescribed by a physician or surgeon, may be assisted by the school nurse or other designated school personnel or may carry and self-administer auto-injectable epinephrine or inhaled asthma medication if the school district receives a written statement of instructions from the physician detailing the method, amount and time schedules by which such medication is to be taken and a written statement from the parent or guardian requesting the school district assist the pupil with prescribed medication as set forth in the physician statement.

Parents/guardians must follow certain procedures if pupils need assistance from school personnel in taking medication. The procedures are as follows:

1. Return the Parent and Physician Medication Request form to your child's school office. (Must be renewed annually)
2. Bring the medication to the school in the prescription container.
3. The pharmacist's label must indicate all of the following information:
 - the full name of the student;
 - the date;
 - the name of the physician;
 - the name of the medication;
 - the dosage of the medication;
 - the time schedule of the medication; and,
 - the method of administration of the medication

"Over-the-counter" medications, such as aspirin, will not be dispensed without a physician's authorization. Medications will be kept in a locked cabinet. If more than one medication is to be taken while at school, each prescription must be separately labeled with a separate medication authorization form for each prescription. Parents/Guardians should probably keep their child at home when he/she has any of the following symptoms:

- Fever (over 100° F, or 37.8° C)
- Vomiting (more than once)
- Frequent diarrhea
- Frequent cough
- Widespread rash (call doctor immediately if rash is with fever)
- Earache
- Toothache

Contact your doctor as soon as possible, so that appropriate treatment can begin. Children should not be kept home for looking sick, poor color, circles under the eyes, or tiredness. Please note that if your child is absent 10 or more days during the school year he/she may suffer academically and is considered to have an attendance issue. The following suggestions will improve your child's ability to learn while at school:

- Children should get 8-10 hours of sleep each night
- Good hygiene is essential to good health and self-esteem
- Children need a nutritious breakfast
- Head lice are a problem in the school-age population. Head lice require that a child be excluded from school until proper treatment is administered.
- Avoid problems by inspecting your child's head regularly.

Responsibility of Parents

- Have a doctor fill out the prescription form completely.
- Parent/guardian must sign and date the prescription form.
- Parent/guardian must bring prescription and medication to the school office staff.
- Medication must be in properly labeled containers with the same orders as noted on the prescription form.
- An accurate measuring spoon must be provided, if medication is in liquid form.
- Parent/guardian must bring any change in prescriptions or medications in writing from the doctor.
- Parent/guardian must pick up any unused medication at the end of the school year.
- New authorizations are required at the beginning of each school year.

Mental Health – EC 49428

Requires a school, district, or charter school to provide information regarding initiating mental health services access in school or the community, or both, twice per school year by notifications, website, electronic or hardcopy, social media, orientation packets, enrollment packets, or any of these means.

In order to initiate access to available pupil mental health services, you may contact the Office of Student Services at (626) 939-4600 Ext. 4682. Our school district will notify parents at least twice per year. This is one time through our Annual Notifications, we will also notify you again a second time each school year through printed publications, website postings, and telephonic announcements.

Migrant and Newly Arrived Immigrant Pupils: Graduation Requirements and Continued Education Options – EC 51225.1 and 51225.2

Notice shall be provided in language that the parent and student understand within 30 days of migration: When a pupil completes the state minimum coursework requirements and becomes eligible for a diploma, to notify the pupil, the educational rights holders all of the following: The pupil's right to a diploma issued by the school district of residence if he or she completed the graduation requirements for high school student who transferred in their 3rd or 4th year of high school from another country or other school district. The school district of residence shall issue to the pupil a diploma from the school the pupil last attended after the transfer and accept coursework satisfactorily from the school previously attended, as well as from a country other than the United States.

The district or charter school will explain how taking coursework and other requirements adopted by the governing board or charter school or continuing education upon transfer will affect the pupil's ability to gain admission to a postsecondary educational institution. Information about transfer opportunities available through the California Community Colleges. The pupil's or the education rights holder's, as applicable, option to allow the pupil to take additional coursework for a 5th year of high school toward an achievable diploma requirement. If the district or charter school fails to provide timely notice, the pupil shall be eligible for the diploma once notified, even if that notification occurs after the initial transfer.

In addition the statewide minimum course work and other requirements adopted by the governing board of the district or charter school shall do both of the following: Inform the pupil of his or her option to take coursework and other requirements adopted by the governing board. Permit the pupil, upon agreement with the pupil, if the pupil is 18 years of age or older, or, if the pupil is under 18 years of age, upon agreement with the person holding the right to make educational decisions for the pupil, to take coursework or other requirements adopted by the governing board, to take additional coursework for a 5th year of high school. Advise the pupil, if the pupil is 18 years of age or older, or, if the pupil is under 18 years of age, the person holding the right to make educational decisions for the pupil, to consider enrollment in a school operated by the local educational agency or charter school, benefit from continued instruction, and graduate from high school with a valid diploma. If a pupil participating in a newcomer program is exempted from local graduation requirements, the exemption shall continue to apply after the pupil no longer meets the definition of a "pupil participating in a newcomer program" while he or she is enrolled in school or if the pupil transfers again to another school, including a charter school, or school district during the 3rd or 4th year of high school. Students and parents of migratory children shall not request a transfer solely to qualify for this exemption.

Migrant Education–EC 54444.2

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

Non-discrimination Statement

The West Covina Unified School District is committed to providing a safe school environment where all individuals in education are afforded equal access and opportunities. The District's academic and other educational support programs, services and activities shall be free from discrimination, harassment, intimidation, and bullying of any individual based on the person's actual race, color, ancestry, national origin, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, or gender expression; the perception of one or more of such characteristics; or association with a

person or group with one or more of these actual or perceived characteristics. Specifically, state law prohibits discrimination on the basis of gender in enrollment, counseling, and the availability of physical education, athletic activities, and sports. Transgender students shall be permitted to participate in gender-segregated school programs and activities (e.g., athletic teams, sports competitions, and field trips) and to use facilities consistent with their gender identity. The District assures that lack of English language skills will not be a barrier to admission or participation in District programs. Complaints of unlawful discrimination, harassment, intimidation, or bullying are investigated through the Uniform Complaint Process. Such complaints must be filed no later than six months after knowledge of the alleged discrimination was first obtained. For a complaint form or additional information, contact: Human Resources at (626) 939-4600, ext. 4672. Information about school programs and policies will be made available to you in languages other than English upon request.

Notice of Alternative Schools – EC 58501

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

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

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.

Involuntary Transfer to Continuation School (EC § 48432.5) - A written notice will be given to the student and the student's parent/guardian informing them of the intent to transfer their student to the continuation school and of their right to request a meeting with the Superintendent or designee prior to the transfer.

Intended Adjustment Transfer to Opportunity Program (EC § 48637) - A written notice will be given to the student and the student's parent/guardian informing them of the intent to transfer their student to an opportunity program. The notice will request their response within ten days.

Notifications of Rights under the Protection of Pupils' Rights Amendment and the Family Educational Rights Act under "No Child Left Behind" Legislation

Protection of Pupils Rights Amendment (PPRA) affords parents and/or "eligible students" certain rights regarding our conduct of surveys, collection and use of information, and certain physical exams. These include the right to:

Consent before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the US Department of Education—

- Political affiliations/beliefs of the students or student's parents;
- Mental/psychological problems of the student or student's family;
- Sex behaviors/attitudes; illegal, anti-social, self-incriminating, or demeaning behavior;
- Critical appraisals of others with whom respondents have close family relationships;
- Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
- Religious practices, affiliations, or beliefs of the student or parents; or
- Income, other than as required by law to determine program eligibility.

Received notice and an opportunity to opt a student out of –

- Any other protected information survey, regardless of funding;
- Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
- Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others

Inspect, upon request and before administration or use –

- Protected information surveys of students;
- Instruments used to collect personal information from students for any of the above marketing or other distribution purposes; and,
- Instructional material used as part of the educational curriculum.

West Covina Unified School District has developed and adopted policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected surveys and the collection, disclosure, or use of personal information for marketing or other distribution purposes. West Covina Unified School District will directly notify parents and eligible students of these policies at least annually at the start of each school year and after any substantive changes.

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

1. To inspect and review the student’s education records within 45 days of the day the school receives a request for access. Parents should submit to the school principal a written request that identifies the records they wish to inspect.
2. To request the amendment of the student’s education records that they believe are inaccurate. They should write the school principal clearly identify the part of the record they want changed, and specify why it is inaccurate. If the school decides not to amend, they must notify the parent and advise them of their right to a hearing regarding the amendment. Additional information will be provided.
3. 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.
4. To file a complaint with the US Department of Education concerning alleged failures by West Covina Unified School District to comply with the requirements of FERPA.

Parents/eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
US Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-4605

Off-campus Lunch – EC 44808.5

The governing board of the West Covina Unified School District, pursuant to Education Code 44808.5, has decided to permit the students enrolled at the high schools to leave the school grounds during the lunch period with parent notification. Neither the school district nor any officer or employee thereof shall be liable for the conduct or safety of any pupil during such time as the pupil has left the school grounds pursuant to this section.

Oral Health Assessment – EC 49452.8

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

Parent Conference Days

Parent/teacher conferences are an essential part of your child’s education. Just looking at a report card may not give you the full picture of how well your child is doing in school. Parent/teacher conferences are scheduled, so that you and the teacher can discuss your child’s progress in the classroom on a private, one-on-one basis. It’s your chance to ask questions about subjects being taught and to understand our expectations. Conferences also give you the opportunity to exchange information about your child that might assist the teacher. Finally, the conference is the place to express any concerns you might have regarding your child’s progress. During the conferences, the teacher will provide information about your child’s strengths, weaknesses, and social, physical, and emotional behaviors at school. Use these conferences as a way to get to know your child’s teacher, your child’s classroom, and to help your child progress.

Parental Involvement

The Governing Board of West Covina Unified School District recognizes that parents/guardians are their children’s first and most influential teachers and that continued parental involvement in the education of children contributes greatly to student achievement and a positive school environment. To participate in the district offerings of parent education and to provide parental input to the local training programs for parents, please contact the Office of Student Services at (626) 939-4600 Ext. 4682.

In order to engage parents/guardians positively in their children's education, the Superintendent or designee shall ensure that staff members at each school:

Help parents/guardians develop parenting skills and provide home environments that support their children's academic efforts and their development as responsible members of society;

Inform parents/guardians that they can directly affect the success of their children's learning and provide them techniques and strategies that they may use to improve their children's academic success and help their children in learning at home;

Initiate consistent and effective communication between the home and school. Parents/guardians shall be informed when and how to help their children to support classroom learning activities. The school shall learn from the parents/guardians how to provide the most conducive educational environment for the student;

Promote training that fosters effective and culturally sensitive communication with the home, including training on how to communicate with non-English speakers and how to give parents/guardians opportunities to assist in the instructional process both at school and at home.

Encourage parents/guardians to serve as volunteers in the schools, attend school performances and school meetings, and participate in site councils, advisory councils, and other activities in which they may undertake governance, advisory, and advocacy roles. Procedures for joining or being appointed to those organizations shall be clearly communicated to the parents/guardians.

School Site Councils shall develop and review annually a parent involvement policy to increase involvement with their children's education, including measures designed to assist parents/guardians with cultural, language, or other barriers inhibiting participation.

The parents/guardians of children enrolled in Title I programs shall be involved in the planning, designing, and implementing these programs in a systematic and informed fashion. They shall have regular opportunities to make recommendations on the educational needs of their children and on ways in which they can help their children benefit from the programs.

The Superintendent or designee shall develop procedures that assist participating schools to plan, implement, and expand effective parental involvement. At each of these schools, a written policy shall be developed with the participation of parents/guardians and distributed to them, describing how program requirements specified in law will be carried out. The policy shall be updated periodically to meet the changing needs of parents/guardians and the school. Through consultation with parents/guardians, the Superintendent or designee shall annually assess the effectiveness of the district's parental involvement policy and programs and revise them if necessary. He/she shall identify barriers to greater involvement and determine what action, if any, needs to be taken to increase parental involvement.

Pesticide Products – EC 17612 and 48980.3

WCUSD annually provides all staff and parents or guardians of pupils enrolled at a school site with written notification of the name of all pesticide products expected to be applied at the school facility during the upcoming year.

The following products are expected to be used at our sites: Borid (Orthoboric Acid), Bp 100 (Pyrethrums/Piperonyl Butoxide), Tempo 20 Wp Power Pak (Cyfluthrin), Tempo 20 Wp (Cyfluthrin), Gentrol Gr Conc (Hydroprene), Precor 2000 Premise Spray (Methoprene/Permethrin), Dagnet Sfr (Permethrin), Suspend Sc (Deltamethrin), Fumitoxin Tablets (Aluminum Phosphide), Deltadust Insecticide (Deltamethrin), Talstar Ca Granular (Bifenthrin), Intruder Hpx-20 (Cyfrothrin/Pyrethrins/Piperonyl Butoxide), Deltaguard Granule (Deltamethrin), Stinger Wasp And Hornet Jet Spray (Pyrethrins/Piperonyl Butoxide/ Carbaryl), Advance Granular Ant Bait Frm 1 (Abamectin B1), Niban-Fg (Orthoboric Acid), Maxforce Granular Insect Bait (Hydramethylnon), Bugs R Done (D-Limonene), M-Pede (potassium salts of fatty acids), Gopher Getter Type (Strychnine), Round Up Surfland–Weed Abatement.

Physical Examination – EC 49451

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

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

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

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

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

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

Promotion/Acceleration/Retention

As early as possible in the school year and in students' school careers, students shall be identified who should be retained and who are "at-risk" of being retained in accordance with Law, Board Policy, and Administrative Regulation. Students shall be identified for retention on the basis of failure to meet minimum levels of proficiency, as indicated by grades and the following additional indicators of academic achievement.

- State standards based assessment or multiple measures proficiency results
- District benchmark assessments proficiency results for current grade level
- Attendance

When a student is recommended for retention and/or is identified as being "at-risk" for retention, opportunities shall be provided by the district for intervention. Supplemental instruction will be given to assist the student in overcoming his/her academic deficiencies. Such mandatory instructional programs may include but are not limited to tutorial, afterschool instruction, Summer School, Saturday School, and/or the meeting of a Student Success Team (SST).

Any English Language learner (EL) who is also identified as a special needs student should only be considered for retention if he/she is not progressing toward reaching the English Language Development (ELD), Mathematics, and Language Arts goals identified in his/her Individualized Education Plan (IEP). The IEP Team will make such a determination.

Districts receiving special education funding are required to comply with both the Individuals with Disabilities Education ACT and Section 504 of the Rehabilitation Act of 1973.

The Superintendent or designee shall provide a copy of the district's promotion/retention policy and Administrative Regulation to those parents/guardians who have been notified that their child is "at-risk" of retention. This information shall be available at the first grading period after enrollment and/or conference period, along with recommended academic interventions.

Procedures for Appeal

The school's decision to promote or retain a student may be appealed consistent with Law, Board Policy, and Administrative Regulation. The burden shall be on the appealing party to show why the decision should be overruled.

To appeal a decision, the appealing party shall submit a written request to the Superintendent or designee specifying the reasons why the school's decision should be overruled. The appeal must be initiated within 10 school days of the determination of retention or promotion. The teacher/school shall be provided an opportunity to state orally and/or in writing the criteria for his/her decision.

Within 15 days of receiving the request, the Superintendent or designee shall determine whether or not to overrule the school's decision. Prior to making this determination, the Superintendent or designee may meet with the appealing party and the teacher. If the Superintendent or designee determines that the appealing party has overwhelmingly proven that the school's decision should be overruled, he/she shall overrule the teacher's decision.

The Superintendent or designee's determination may be appealed by submitting a written appeal to the Board of Education within 15 school days. Within 30 days of receipt of a written appeal, the Board of Education shall meet in closed session to decide the appeal. The Board's decision may be made on the basis of documentation prepared as part of the appeal process or, at the discretion of the Board; the Board may also meet with the appealing party, the teacher, and the Superintendent or designee. The decision of the Board of Education shall be final.

If the decision of the Board is unfavorable to the appealing party, he/she shall have the right to submit a written statement of objection, which shall become part of the student's record. (E.C. § 48070.5 and Administrative Code 5123(b))

Property Damage – EC 48904

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

Pupil Records – EC 49063 and 49069, 34 CFR 99.7, 20 USC 1232g

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

Parent requests to access their student's educational records must be submitted in writing; the school will have five (5) business days from the date of receipt of the request to provide access to the records. Any challenge to school records must be submitted in writing to the Office of Student Services (626) 939-4600.

A parent challenging school records must show that the records are 1) inaccurate, 2) an unsubstantiated personal conclusion or inference, 3) a conclusion or inference outside the observer's area of competence, 4) not based on the personal observation of a named person with the time and place of the observation noted, 5) misleading, or 6) in violation of the privacy or other rights of the student.

Parents have the right to file a complaint with the United States Department of Education concerning an alleged failure by the District to comply with the provisions of the United States Family Educational Rights and Privacy Act (FERPA) by writing to:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Ave., SW
Washington, D.C. 20202-4605

Release of Juvenile Information – WIC 827, 831

Juvenile court records should be confidential regardless of the juvenile's immigration status. Only if a court order is provided, will any student information be disseminated, attached or provided to federal officials. The court order must indicate prior approval of the presiding judge of the juvenile court. Otherwise, juvenile information is protected from distribution and remains private without a court order.

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

Requirement of Parent/Guardian School Attendance – EC 48900.1

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

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

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

Safe Place to Learn Act – EC 234 and 234.1

The West Covina Unified School District is committed to maintaining a learning environment that is free from discrimination, harassment, violence, intimidation, and bullying based on actual or perceived characteristics set forth in Section 422.55 of the Penal

Code and EC 220, and disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or association with a person or group with one or more of these actual or perceived characteristics. All school personnel who witness an act of discrimination, harassment, intimidation, or bullying must take immediate steps to intervene when safe to do so. Any student who engages in acts of discrimination, harassment, violence, intimidation, or bullying related to school activity or school attendance occurring within a school of the school district may be subject to disciplinary action up to and including expulsion. To report an incidence and/or to receive a copy of the district's antidiscrimination, antiharassment, anti-intimidation, and antibullying policies, please call (626) 939-4600.

School Accountability Report Card – EC 35256 and 35258

A copy of the School Accountability Report Card is available on the district website and may be provided to parents upon request.

School Bus Safety – EC 39831.5

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

School Safety Plan – EC 32280

Each West Covina Unified School District school site has a Comprehensive School Safety Plan, which includes a disaster preparedness plan and emergency procedures. Copies are available to read at each school office. Fire and emergency drills are held periodically at each school.

The West Covina Unified School District is committed to the prohibition of discrimination, harassment, intimidation, and bullying. Annual training will be provided to all staff who work with students, to prevent bullying and cyberbullying. You may find a list of education web pages describing the staff training at: <https://www.cde.ca.gov/ls/ss/se/bullyres.asp> If you or your child should experience any bullying on campus, at school events, or on the way to or from school, please contact an administrator or counselor at your child's school.

Sexual Harassment – EC 231.5 and 48980(g)

The West Covina Unified School District is committed to maintaining a learning and working environment that is free from sexual harassment. Any student who engages in sexual harassment of anyone in or from the district may be subject to disciplinary action up to and including expulsion. Any employee who permits, engages in, or fails to report sexual harassment shall be subject to disciplinary action up to and including dismissal. For a copy of the district's sexual harassment policy or to report incidences of sexual harassment, please contact, Assistant Superintendent, Human Resources at (626) 939-4600, ext. 4672.

The Governing Board prohibits the unlawful sexual harassment of any student by any employee, student, or other person in or from the district. California and Federal laws define sexual harassment as unwanted sexual advances, or unwanted visual, verbal, or physical conduct of a sexual nature.

Teachers shall discuss this policy with the students in age-appropriate ways and should assure them that they need not endure any form of sexual harassment.

Any student who engages in the sexual harassment of anyone in or from the district may be subject to disciplinary action up to and including expulsion. Any employee who permits or engages in sexual harassment of a student may be subject to disciplinary action up to and including expulsion.

The Board expects students or staff to immediately report incidents of sexual harassment to the principal or designee or to another district administrator. The student or staff will be asked to put the complaint in writing and an investigation will be made by an impartial and neutral third party of the same gender as the complainant.

If a situation involving sexual harassment is not promptly remedied at the school site, a complaint of harassment can be filed in accordance with AR 1312.1-Complaints Concerning School Personnel. The principal or designee shall determine which procedure is appropriate.

The district prohibits retaliatory behavior toward any complainant or any participant in the complaint process. Each complaint of sexual harassment shall be promptly investigated in a way that respects the privacy of all parties concerned.

Social Security Numbers – EC 49076.7 and 56601

Pupils and their parents or guardians should not be asked to provide their social security numbers or the last four digits of the social security numbers unless required by state or federal law. If a form is requesting that you provide a social security number or the last

four digits of the social security number for you and/or your child and it does not specify the state or federal law that requires this information, ask the school administrator for more information before providing it.

Special Education and Section 504 Child Find Notice

The West Covina Unified School District has a duty to locate, evaluate and identify any child residing in the district who qualifies for Special Education services or Section 504 accommodations or services.

Children eligible for Special Education include those children with disabilities who have autism, deaf-blindness, developmental delay, emotional/behavior disability, hearing impairment, mental disability, multiple disabilities, orthopedic impairment, other health impairment, specific, learning disability, speech or language impairment, traumatic brain injury, visual impairment, or developmental delay and who, because of such an impairment, need Special Education services.

Section 504 of the Rehabilitation Act of 1973 is a federal law which prohibits discrimination against persons with a disability. The WCUSD provides a free and appropriate public education to all pupils regardless of the nature or severity of their disability. The District has a responsibility to identify, evaluate, and if eligible, provide pupils with disabilities the same opportunity to benefit from education programs, services, or activities as provided to their non-disabled peers. To qualify for Section 504 protections, the pupil must have a mental or physical impairment which substantially limits one or more major life activity.

If you suspect your child has a disability and may require Special Education or Section 504 accommodations, or if you would like additional information, please contact the school psychologist or the coordinator of Section 504 at your child's school.

Student Conduct – EC 51100

Duties of Pupils – 5 CCR 300

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

Jurisdiction – EC 44807

Teaching staff shall hold pupils to strict account for their conduct on the way to and from school, on the playgrounds, or during recess.

Mandatory Expulsion Violations – EC 48915

Schools shall immediately suspend and recommend expulsion for students that commit any of the following acts at school or at a school activity off school grounds and the School Board shall order the student expelled upon finding the student committed the act:

1. Possessing, selling, or otherwise furnishing a firearm.
2. Brandishing a knife at another person.
3. Unlawfully selling a controlled substance.
4. Committing or attempting to commit a sexual assault.
5. Possession of an explosive.

Grounds for Suspension and Expulsion – EC 48900

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

- (a) (1) Caused, attempted to cause, or threatened to cause physical injury to another person; (2) Willfully used force or violence upon the person of another, except in self-defense.
- (b) Possessed, sold, or otherwise furnished a firearm, knife, explosive, or other dangerous object, unless, in the case of possession of an object of this type, the pupil had obtained written permission to possess the item from a certificated school employee, which is concurred in by the principal or the designee of the principal.
- (c) Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of, a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind.
- (d) Unlawfully offered, arranged, or negotiated to sell a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind, and either sold, delivered, or otherwise furnished to a person another liquid, substance, or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant.
- (e) Committed or attempted to commit robbery or extortion.
- (f) Caused or attempted to cause damage to school property or private property.
- (g) Stolen or attempted to steal school property or private property.
- (h) Possessed or used tobacco, or products containing tobacco or nicotine products, including, but not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel. However, this section does not prohibit the use or possession by a pupil of his or her own prescription products.

- (i) Committed an obscene act or engaged in habitual profanity or vulgarity.
- (j) Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell drug paraphernalia, as defined in Section 11014.5 of the Health and Safety Code.
- (k) (1) Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties. (2) Except as provided in Section 48910, a pupil enrolled in kindergarten or any of grades 1 to 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.
- (l) Knowingly received stolen school property or private property.
- (m) Possessed an imitation firearm. As used in this section, "imitation firearm" means a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.
- (n) Committed or attempted to commit a sexual assault as defined in Section 261, 266c, 286, 288, 288a, or 289 of the Penal Code or committed a sexual battery as defined in Section 243.4 of the Penal Code.
- (o) Harassed, threatened, or intimidated a pupil who is a complaining witness or a witness in a school disciplinary proceeding for the purpose of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both.
- (p) Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
- (q) Engaged in, or attempted to engage in, hazing. For purposes of this subdivision, "hazing" means a method of initiation or preinitiation into a pupil organization or body, whether or not the organization or body is officially recognized by an educational institution that is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to a former, current, or prospective pupil. For purposes of this subdivision, "hazing" does not include athletic events or school-sanctioned events.
- (r) Engaged in an act of bullying. For purposes of this subdivision, the following terms have the following meanings:
 - (1) "Bullying" means any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, and including one or more acts committed by a pupil or group of pupils as defined in Section 48900.2, 48900.3, or 48900.4, directed toward one or more pupils that has or can be reasonably predicted to have the effect of one or more of the following:
 - (A) Placing a reasonable pupil or pupils in fear of harm to that pupil's or those pupils' person or property.
 - (B) Causing a reasonable pupil to experience a substantially detrimental effect on his or her physical or mental health.
 - (C) Causing a reasonable pupil to experience substantial interference with his or her academic performance.
 - (D) Causing a reasonable pupil to experience substantial interference with his or her ability to participate in or benefit from the services, activities, or privileges provided by a school.
 - (2) (A) "Electronic act" means the creation or transmission originated on or off the school site, by means of an electronic device, including, but not limited to, a telephone, wireless telephone or other wireless communication device, computer, or pager, of a communication, including, but not limited to, any of the following: (i) A message, text, sound, video, or image. (ii) A post on a social network Internet Web site, including, but not limited to: (I) Posting to or creating a burn page. "Burn page" means an Internet Web site created for the purpose of having one or more of the effects listed in paragraph (1). (II) Creating a credible impersonation of another actual pupil for the purpose of having one or more of the effects listed in paragraph (1). "Credible impersonation" means to knowingly and without consent impersonate a pupil for the purpose of bullying the pupil and such that another pupil would reasonably believe, or has reasonably believed, that the pupil was or is the pupil who was impersonated. (III) Creating a false profile for the purpose of having one or more of the effects listed in paragraph (1). "False profile" means a profile of a fictitious pupil or a profile using the likeness or attributes of an actual pupil other than the pupil who created the false profile.
 - (iii) An act of cyber sexual bullying. (I) For purposes of this clause, "cyber sexual bullying" means the dissemination of, or the solicitation or incitement to disseminate, a photograph or other visual recording by a pupil to another pupil or to school personnel by means of an electronic act that has or can be reasonably predicted to have one or more of the effects described in subparagraphs (A) to (D), inclusive, of paragraph (1). A photograph or other visual recording, as described above, shall include the depiction of a nude, semi-nude, or sexually explicit photograph or other visual recording of a minor where the minor is identifiable from the photograph, visual recording, or other electronic act. (II) For purposes of this clause, "cyber sexual bullying" does not include a depiction, portrayal, or image that has any serious literary, artistic, educational, political, or scientific value or that involves athletic events or school-sanctioned activities.
 - (B) Notwithstanding paragraph (1) and subparagraph (A), an electronic act shall not constitute pervasive conduct solely on the basis that it has been transmitted on the Internet or is currently posted on the Internet.
 - (3) "Reasonable pupil" means a pupil, including, but not limited to, an exceptional needs pupil, who exercises average care, skill, and judgment in conduct for a person of his or her age, or for a person of his or her age with his or her exceptional needs.
- (s) A pupil shall not be suspended or expelled for any of the acts enumerated in this section, unless that act is related to school activity or school attendance occurring within a school under the jurisdiction of the superintendent of the school district or principal or occurring within any other school district. A pupil may be suspended or expelled for acts that are enumerated in this section and related to school activity or attendance that occur at any time, including, but not limited to, any of the

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

- (t) A pupil who aids or abets, as defined in Section 31 of the Penal Code, the infliction or attempted infliction of physical injury to another person may be subject to suspension, but not expulsion, pursuant to this section, except that a pupil who has been adjudged by a juvenile court to have committed, as an aider and abettor, a crime of physical violence in which the victim suffered great bodily injury or serious bodily injury shall be subject to discipline pursuant to subdivision (a).
- (u) As used in this section, "school property" includes, but is not limited to, electronic files and databases.
- (v) For a pupil subject to discipline under this section, a superintendent of the school district or principal may use his or her discretion to provide alternatives to suspension or expulsion that are age appropriate and designed to address and correct the pupil's misbehavior as specified in Section 48900.5.
- (w) It is the intent of the Legislature that alternatives to suspension or expulsion be imposed against a pupil who is truant, tardy, or otherwise absent from school activities.

Release of Pupil to Peace Officer (EC § 48906) - School officials will take immediate steps to notify parents/guardians when a student is taken into custody by a peace officer except when the student is taken into custody as a victim of suspected child abuse. In such cases, law enforcement would assume all notification responsibilities.

Suspension (EC § 48911) - The school will make reasonable effort to notify the parent/guardian at the time their student is suspended. Notification will be made in writing and will request the parent/guardian to attend a meeting to determine if the suspension should be extended when expulsion is being considered.

In-School Suspension (EC § 48911.1(d)) - If any pupil is assigned to an in-school suspension, reasonable effort will be made to notify the parent/guardian. If the pupil is assigned for longer than one class period, the parent/guardian will be notified in writing.

IEP Notification: Expulsion Request for Special Education Student (EC § 48915.5) - A written notice will be sent to the parent/guardian of a student with an IEP of the intent to conduct a pre-expulsion assessment and of the requirement that they make the student available without delay. The parent/guardian will be notified 48 hours prior to the IEP meeting, and the IEP meeting will be held unless the parent or guardian requests a postponement of up to three days.

Readmission Procedures (EC § 48916) - When a student is expelled, the parent/guardian will be informed of the readmission procedure. An appointment will be set for an intake hearing where the parent and student will present proof that all parts of the rehabilitation plan were met. This information is then presented to the Board to lift the expulsion or suspend the expulsion order.

Expulsion Hearings (EC § 48918) – Parents/guardians will receive a written notice of the intent to recommend expulsion of their student and of their rights ten calendar days prior to the hearing. This includes their right to be represented by legal counsel or a non-attorney advisor. This time may be shortened with the permission of the parent. Parents must notify any new district of the pupil's status in the expulsion process. Written results of the hearing will be sent to the parent/guardian. Should the student be expelled, his/her name or permanent identification number will be reported during the public session by the Board of Education.

EC 48900.2—Sexual Harassment

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

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

EC 48900.3—Hate Violence

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

EC 48900.4—Harassment, Threats or Intimidation

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

Bullying of students through harassment or any other means will not be tolerated. District and schools focus on the prevention of bullying. Each school shall inform students of school rules related to bullying, how to report incidents, and of the consequences for bullying. If parents have concerns about bullying, please contact the principal at your child's school immediately.

EC 48900.5—Limitations on Imposing Suspension

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

EC 48900.7—Terroristic Threats (a)

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

Crimes on School Grounds (P.C. §626.1) – Requires that upon receipt of the Attorney General's Handbook, a copy be available at every school site regarding school crime.

Disruptive Presence at Schools (P.C. §626.6 & 626.8) – Specifies authority of school officials to direct persons to leave campus, including non-students. It is also illegal to possess a firearm within 1,000 feet of a school campus.

EC 48915—Circumstances for Recommending Expulsion

- (a) (1) Except as provided in subdivisions (c) and (e), the principal or the superintendent of schools shall recommend the expulsion of a pupil for any of the following acts committed at school or at a school activity off school grounds, unless the principal or superintendent determines that expulsion should not be recommended under the circumstances or that an alternative means of correction would address the conduct:
 - a. Causing serious physical injury to another person, except in self-defense.
 - b. Possession of any knife or other dangerous object of no reasonable use to the pupil.
 - c. Unlawful possession of any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, except for either of the following: (i) the first offense for the possession of not more than one avoirdupois ounce of marijuana, other than concentrated cannabis. (ii) The possession of over-the-counter medication for use by the pupil for medical purposes or medication prescribed for the pupil by a physician.
 - d. Robbery or extortion.
 - e. Assault or battery, as defined in Sections 240 and 242 of the Penal Code, upon any school employee. (2) If the principal or the superintendent of schools makes a determination as described in paragraph (1), he or she is encouraged to do so as quickly as possible to ensure that the pupil does not lose instructional time.
- (b) Upon recommendation by the principal, superintendent of schools or by a hearing officer or administrative panel appointed pursuant to subdivision (d) of Section 48918, the governing board may order a pupil expelled upon finding that the pupil committed an act listed in paragraph (1) of subdivision (a) or in subdivision (a), (b), (c), (d), or (e) of Section 48900. A decision to expel shall be based on a finding of one or both of the following: (1) Other means of correction are not feasible or have repeatedly failed to bring about proper conduct. (2) Due to the nature of the act, the presence of the pupil causes a continuing danger to the physical safety of the pupil or others.
- (c) The principal or superintendent of schools shall immediately suspend, pursuant to Section 48911, and shall recommend expulsion of a pupil that he or she determines has committed any of the following acts at school or at a school activity off school grounds:
 - (1) Possessing, selling, or otherwise furnishing a firearm. This subdivision does not apply to an act of possessing a firearm if the pupil had obtained prior written permission to possess the firearm from a certificated school employee, which is concurred in by the principal or the designee of the principal. This subdivision applies to an act of possessing a firearm only if *** possessing an imitation firearm, as defined in subdivision (m) of Section 48900, is not an offense for which suspension or expulsion is mandatory pursuant to this subdivision and subdivision (d), but it is an offense for which suspension, or expulsion pursuant to subdivision (e), may be imposed. (2) Brandishing a knife at another person. (3) Unlawfully selling a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code. (4) Committing or attempting to

commit a sexual assault as defined in subdivision (n) of Section 48900 or committing a sexual battery as defined in subdivision (n) of Section 48900. (5) Possession of an explosive.

- (d) The governing board shall order a pupil expelled upon finding that the pupil committed an act listed in subdivision (c), and shall refer that pupil to a program of study that meets all of the following conditions: (1) Is appropriately prepared to accommodate pupils who exhibit discipline problems. (2) Is not provided at a comprehensive middle, junior, or senior high school, or at any elementary school. (3) Is not housed at the school site attended by the pupil at the time of suspension.
- (e) Upon recommendation by the principal, superintendent of schools, or by a hearing officer or administrative panel appointed pursuant to subdivision (d) of Section 48918, the governing board may order a pupil expelled upon finding that the pupil, at school or at a school activity off of school grounds violated subdivision (f), (g), (h), (i), (j), (k), (l), or (m) of Section 48900, or Section 48900.2, 48900.3, or 48900.4, and either of the following: (1) That other means of correction are not feasible or have repeatedly failed to bring about proper conduct. (2) That due to the nature of the violation, the presence of the pupil causes a continuing danger to the physical safety of the pupil or others.
- (f) The governing board shall refer a pupil who has been expelled pursuant to subdivision (b) or (e) to a program of study which meets all of the conditions specified in subdivision (d). Notwithstanding this subdivision, with respect to a pupil expelled pursuant to subdivision (e), if the county superintendent of schools certifies that an alternative program of study is not available at a site away from a comprehensive middle, junior, or senior high school, or an elementary school, and that the only option for placement is at another comprehensive middle, junior, or senior high school, or another elementary school, the pupil may be referred to a program of study that is provided at a comprehensive middle, junior, or senior high school, or at an elementary school.
- (g) As used in this section, "knife" means any dirk, dagger, or other weapon with a fixed, sharpened blade fitted primarily for stabbing, a weapon with a blade fitted primarily for stabbing, a weapon with a blade longer than 3½ inches, a folding knife with a blade that locks into place, or a razor with an unguarded blade.
- (h) As used in this section, the term "explosive" means "destructive device" as described in Section 921 of Title 18 of the United States Code.

Sudden Cardiac Arrest – EC 33479

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

Surveys – EC 51513 and 51514

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

Personal Beliefs (EC § 60650) - Requires written permission of parent/guardian prior to giving a student a test, questionnaire, survey, or examination containing any questions about political affiliations/beliefs, mental/psychological problems, sex behavior/attitudes, illegal/anti-social/demeaning behavior, legally recognized privileged relationships (such as lawyers or doctors), religious practices/affiliations, income, family life, and morality of the student or parent/guardian.

Student Transportation

In the State of California, furnishing transportation to students is not required of school districts. The Governing Board of the West Covina Unified School District recognizes transportation of our students as a necessity, and therefore has adopted Board Policy 3541 which establishes the privilege of transportation for students who reside beyond the walking distances from the school of their enrollment.

- Grades TK-3, 0.75 miles
- Grades 4-5, 1.5 miles
- Grades 6-12, no busing is available (except for Walnut Grove Intermediate School)

Riding on a bus, whether going to and from school, while going to or coming from a field trip, or to a special event, requires all participants to act in a responsible and safe manner. We want our students to enjoy their ride and hopefully, take advantage of other forms of public transportation later in life. So, observe the rules and instructions of the bus driver. The busing rules are distributed at each school prior to students riding the bus.

Tips for Parent/Teacher Conferences

1. Be on time. Teachers are on a tight schedule so they can see every parent. Be prepared. Organize a list of questions you might want to ask.
2. Come to the conference with an open mind. Open communication facilitates solutions.
3. Be willing to discuss your concerns. Be open to suggestions of things you and your child can do at home.
4. If you don't understand a teacher's comment, ask for clarification. Feel free to take notes. By working together, your child's performance at school will improve.
5. Deal with the facts. This is a good time to validate rumors by asking the teacher about what you have heard.
6. Plan to meet again during the school year to discuss your child's progress.
7. Remember, the goal of a parent/teacher conference is to communicate about your child's success.

Parent-Teacher Conference and Classroom Visitation Rights - Any parent or guardian has the right to request a meeting with any teacher or teachers to discuss the progress of their child. Teachers are encouraged to return phone calls within 24 hours. Parents may visit classrooms but need to give at least 48-hour notice and check in with the school office. Students must attend any and all conferences with the parent/guardian and the teacher, unless otherwise agreed upon. The meeting will be arranged before school, after school, or during a teacher's preparation period.

Title II and V Regulations

WCUSD believes that, in order to maximize student learning and achievement, certificated staff members must be continuously learning and improving their skills. The Superintendent or designee shall develop a program of ongoing professional development which includes opportunities for teachers to enhance their instructional and classroom management skills and become informed about changes in pedagogy and subject matter.

For additional information regarding Title II and V:

1. Contact the site administrator.
2. Contact the Assistant Superintendent, Human Resources, (626) 939-4600, ext. 4672.

Title IX Regulations – Education Amendments of 1972

The West Covina Unified School District is committed to providing equal opportunities for both sexes in all educational programs and activities which it conducts, and for employees and applicants for employment. Section 86.9 of the Title IX Rules and Regulations requires this notice.

Today, more and more people are re-examining the policies and practices of our society and our schools in terms of whether they provide equal opportunities. Deep-seated traditions in our culture have sometimes led to subtle, often unconscious sex-discrimination practices that limit opportunities for the development of an individual's potential. Equality of opportunity for both sexes in all programs and practices is a fundamental goal of the West Covina unified School District. The Federal Regulations implementing Title IX Regulations of the Education Amendments of 1972 became effective on July 21, 1975. They require equality of opportunity in educational programs and employment practices in schools throughout the United States. For students, this means that educational programs and activities must be free from policies and practices, which discriminate on the basis of sex. For present and future employees, it means that all employment practices must be free from sex discrimination. Although Title IX Regulations cover employment, the basic purpose of this communication is to inform students and parents on how the regulations apply to the local school program. Schools will continually evaluate their practices in terms of equal opportunity. Programs and practices will be changed when necessary to bring them into compliance with Title IX Regulations.

The following are a few examples of how Title IX Regulations may affect local schools:

- All courses and activities (except sex education and certain contact sports) are open to either sex.
- Classes, including physical education, are conducted on a co-educational basis.
- Students are encouraged to pursue courses and vocations that interest them regardless of previous "male" or "female" associations.
- All forms of sex stereotyping are avoided in communicating with students.

- Schools have a responsibility to respond promptly and effectively to reports of sexual harassment and sexual violence. If a school knows or reasonably should know about sexual harassment or sexual violence, the school must take immediate action to eliminate the sexual harassment or sexual violence, prevent its recurrence, and address its effects.
- Courses and activities are being modified to accommodate interests of both sexes.
- Students of either sex have equal access to equipment, facilities (other than lavatories and locker rooms), and all other resources.
- Seating arrangements (classroom, eating areas, auditorium, and bus) are not based on sex.
- Equal opportunities for participation in interscholastic athletics are provided for both sexes.
- Courses required of one sex are required of the other sex.
- Honors, awards, and other forms of recognition are available to either sex on an equitable basis.
- Parents, students, and employees are encouraged to assist schools in their efforts to eliminate sex discrimination from all educational programs.

For additional information and/or to make a complaint regarding Title IX Regulation procedures:

1. Visit the school webpage or contact the site administrator.
2. Visit the WCUSD "Student Services" webpage or contact the Director of Student Services, (626)939-4600.
3. WCUSD Uniform Complaint Procedures-Annual Notification Document
4. Contact:

U.S. Department of Education
Office for Civil Rights
50 Beale Street, Suite 7200
San Francisco, CA 94105
(415) 486-5555

Tobacco-Free Policy

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

This prohibition applies to all employees, students, visitors, and other persons at any school or school-sponsored activity or athletic event, and applies to any meeting on any property owned, leased, rented by/or from the district.

Community members who smoke on district property shall be informed of the district's tobacco-free policy and asked to refrain from smoking. If the person fails to comply in this respect, the following actions may take place:

1. The matter may be referred to the Superintendent or designee responsible for the area or the event.
2. The Superintendent or designee may direct him/her to leave the district property.
3. If necessary, the Superintendent or designee may request local law enforcement assistance in removing the person from district premises.
4. When individuals repeatedly violate the tobacco-free policy, the Superintendent or designee may prohibit them from entering district property for a specified period of time.

For additional information or concerns, contact the Office of Student Services at (626) 939-4600, ext. 4682. For information related to cessation and other tobacco programs, contact 1-800-662-8887 (1-800-NO BUTTS) or the local American Cancer Society.

Uniform Complaint Policy and Procedure – 5 CCR 4622, EC 234.1, 32289, and 49013

The Governing School Board recognizes that the district has a primary responsibility for insuring that it complies with federal and state laws and regulations and that the district shall investigate complaints alleging failure to comply with applicable state and federal laws and regulations and/or alleging discrimination, and seek to resolve those complaints in accordance with the procedures set out in sections 4600-4687 of the Title 5 Regulations and in accordance with the policies and procedures of the Governing Board. The Governing School Board designates the following compliance officer to receive and investigate complaints and ensure district compliance with law:

West Covina Unified School District
Assistant Superintendent, Human Resources
1717 West Merced Avenue, West Covina, CA 91790
(626) 939-4600 ext. 4672

The Board prohibits retaliation in any form for the filing of a complaint, the reporting of instances of discrimination, or for participation in complaint procedures. Any discrimination complaints shall be investigated in a manner that protects the confidentiality of the parties and the facts.

The Uniform Complaint Procedures apply to the filing, investigation and resolution of complaints regarding alleged: 1) failure to comply with federal or state law or regulations governing adult education, consolidated categorical aid programs, migrant education, vocational education, child care and developmental programs, child nutrition programs and special education programs; 2) unlawful discrimination against any protected group as identified under Education Code (EC) sections 200 and 220 and Government Code section 11135, including actual or perceived sex, sexual orientation, gender, ethnic group identification, race, ancestry, national origin, 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 program or activity conducted by a local agency, which is funded directly by, or that receives or benefits from any state financial assistance; 3) failure to comply with school safety planning requirements as specified in Section 7114 of Title 20 of the United States Code; 4) unlawful discrimination, harassment, intimidation, and bullying based on actual or perceived characteristics set forth in Section 422.55 of the Penal Code and EC 220, and disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or association with a person or group with one or more of these actual or perceived characteristics; 5) unlawful imposition of pupil fees for participation in educational activities in public schools; 6) failure to comply with the requirements established through the Local Control Funding Formula related to the Local Control and Accountability Plan as described in EC sections 52060 through 52076 or sections 47606.5 and 47607.3; 7) noncompliance with physical education instructional minutes at specified grade levels; 8) inappropriate assignment of a pupil to courses without educational content or previously completed and received a grade sufficient for satisfying the requirements for high school graduation and admission into post-secondary education; 9) noncompliance with education provisions for pupils in foster care, who are homeless, or who are former juvenile court school students; and 10) failure to reasonably accommodate lactating pupils.

Step 1: Filing of Complaint

Any individual, public agency, or organization may file a written complaint of alleged noncompliance by the District. Complaints may be made using the standard form available at the school site or the district office. Complaints may be anonymous. If the complainant requests a response and provides contact information, the district shall provide a response in writing to the mailing address of the complainant indicated on the complaint. If a complainant is unable to put a complaint in writing due to conditions such as illiteracy or other handicaps, district staff shall help him/her file the complaint.

Complaints alleging unlawful discrimination, harassment, intimidation, or bullying may be filed by a person who alleges that he/she personally suffered unlawful act or by a person who believes that an individual or any specific class of individuals has been subjected to the unlawful act. The complaint must be initiated no later than six months from the date when the alleged discrimination, harassment, intimidation, or bullying occurred or when the complainant first obtained knowledge of the facts of the alleged act. All complaints shall be investigated and resolved within 60 calendar days of the District's receipt of the complaint. However, upon written request by the complainant, the Superintendent or designee may extend the filing period for up to 90 calendar days. Complaints should be filed with the appropriate compliance officer depending on the nature and scope of the complaint. The complaint shall be presented to the compliance officer who shall maintain a log of complaint received, providing each with a code number and a date stamp.

Step 2: Mediation of Complaint

Within three business days of receiving the complaint, the compliance officer may informally discuss with the complainant the possibility of using mediation. If the parties agree to mediation, the compliance officer shall make all arrangements for this process.

Before initiating the mediation of a complaint alleging discrimination, harassment, intimidation, or bullying, the compliance officer shall ensure that all parties agree to make the mediator a party to related confidential information.

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 investigation and resolving the complaint unless the complainant agrees in writing to such an extension of time.

Step 3: Investigation of Complaint

Within 10 calendar days of receiving the complaint, the compliance officer shall provide the complainant and/or his/her representative an opportunity to present the complaint and any evidence, or information leading to evidence, to support the allegations in the complaint. The compliance officer also shall collect all documents and interview all witnesses with information pertinent to the complaint.

A complainant's refusal to provide the District's investigator with documents or other evidence related to the allegations in the complaint, failure or refusal to cooperate in the investigation, or engagement in any other obstruction of the investigation may result in the dismissal of the complaint because of lack of evidence to support the allegation.

In accordance with law, the District shall provide the investigator with access to records and information related to the allegation in the complaint and shall not in any way obstruct the investigation. Failure/refusal of the District to cooperate in the investigation may result in a finding based on evidence collected that a violation has occurred and a remedy in favor of the complainant.

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 Step #5 below, within 60 calendar days of the District's receipt of the complaint.

Step 5: Final Written Decision

The District's decision shall be in writing and sent to the complainant. The District's decision shall be written in English and in the language of the complainant whenever feasible or as required by law.

The decision shall include:

1. The findings of fact based on the evidence gathered;
2. The conclusion(s) of law;
3. The disposition of the complaint;
4. The rationale for such disposition;
5. Corrective actions, if any are warranted;
6. Notice of the complainant's right to appeal the decision to the California Department of Education (CDE) within 15 calendar days, and procedures to be followed for initiating such an appeal;

In addition, any decision concerning a discrimination, harassment, intimidation, or bullying complaint based on state law shall include a notice that the complainant must wait until 60 calendar days have elapsed from the filing of an appeal with the CDE before pursuing civil law remedies.

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

If a complaint alleging noncompliance with laws regarding student fees, deposits, and other charges is found to have merit, the District shall provide a remedy to all affected students and parents/guardians, which, where applicable, shall include reasonable efforts to ensure full reimbursement to them.

Appeals to the California Department of Education

If the complainant is dissatisfied with the district's decision, the complainant may appeal in writing to the CDE within 15 calendar 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.

Upon notification by the CDE that the complainant has appealed the district's decision, the Superintendent or designee shall forward the following to the CDE:

- (1) A copy of the original complaint;
- (2) A copy of the District's decision;
- (3) A summary of the nature and extent of the investigation conducted by the district, if not covered in the District's 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; and
- (7) Such other relevant information as 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. In addition, the CDE may also intervene in those cases where the district has not taken action within 60 calendar days of the date the complaint was filed with the district.

Civil Law Remedies

A complainant may pursue available civil law remedies outside of the district's complaint procedures. Complainants may seek assistance from mediation centers or public/private interest attorneys. Civil law remedies that may be imposed by a court include, but are not limited to, injunctions and restraining orders. For complaints alleging discrimination, harassment, intimidation, or bullying based on state law, a complainant shall wait until 60 calendar days have elapsed from the filing of an appeal with the CDE before pursuing civil law remedies, provided the district has appropriately and in a timely manner apprised the complainant of his/her right to

file a complaint in accordance with 5 CCR 4622. The moratorium does not apply to injunctive relief or to discrimination complaints based on federal law.

Victim of a Violent Crime – 20 USC 7912

A pupil who becomes a victim of a violent crime while in or on the school grounds must be offered the opportunity to transfer to a safe public school within the school district, including a public charter school, within ten calendar days. If there is not another school within the area served by the district, the district is encouraged, but not required, to explore other appropriate options such as an agreement with a neighboring school district to accept pupils through an interdistrict transfer. Primary examples of violent criminal offenses in the Penal Code include attempted murder, battery with serious bodily injury, assault with a deadly weapon, rape, sexual battery, robbery, extortion, and hate crimes. For more information, please contact the Director of Student Services at (626) 939-4600.

Volunteers

Volunteers are an integral part of our community and our schools. Volunteers are utilized in many ways such as office assistants, classroom assistants, fund-raising leaders, and after-school activity coordinators. If you enjoy helping children, supporting quality education, and are available on a consistent basis, please consider being a volunteer. For more information on how you can help, contact your child's school teacher or administration.

Williams Complaint Policy & Procedure – EC 35186

The Governing Board designates the following compliance officers to receive and investigate complaints and ensure district compliance with law in accordance with Williams and/or Valenzuela v. The State of California: Initial complaints and complaints involving the following:

- 1) Instructional materials
 - a) A student does not have standards-aligned textbooks or instructional materials or state- or district-adopted textbooks or other required instructional materials to use in class.
 - b) A student does not have access to instructional materials to use at home or after school. (AB 831 and Education Code 35186)
 - c) Textbooks or instructional materials are in poor or unusable condition, have missing pages, or are unreadable due to damage.
- 2) Teacher vacancy or misassignment (AB 831 and Education Code 35186)
 - a) A semester begins and a teacher vacancy exists. (AB 831 and Education Code 35186)
 - b) A teacher who lacks credentials or training to teach English learners is assigned to teach a class with more than 20 percent English learner students in the class
 - c) A teacher is assigned to teach a class for which the teacher lacks subject matter competency.
- 3) Facilities
 - a) A condition poses an emergency or urgent threat to the health and safety of students or staff. (Education Code 17592.72)
 - b) School restroom has not been cleaned, maintained, or kept open in accordance with Education Code 35292.5.

A complaint about problems beyond the authority of the school principal shall be forwarded in a timely manner, but not to exceed 10 working days, to the appropriate school district official for resolution. A complaint alleging any deficiency specified in item #4 above shall be filed with a district official designated by the Superintendent. Such complaints may be filed at the district office or at the school site and shall be immediately forwarded to the Superintendent or designee. Complaints of non-satisfactory response to aforementioned issues or previous complaints, complaints regarding site principals, and complaints involving non-school site issues should be directed to the following individual(s):

West Covina Unified School District
Assistant Superintendent – Human Resources
1717 W. Merced Avenue, West Covina, CA 91790
(626) 939-4600, ext. 4672

Notifications

Complaints pursuant to Williams and/or Valenzuela vs. The State of California shall be either remedied or forwarded to the district office for remedy within 10 days of the filing of the complaint. All such complaints shall be resolved within 30 days from the filing of the complaint.

The Superintendent or designee shall meet the notification requirements of the Code of Regulations, Title 5, Section 4622, including the annual dissemination of district complaint procedures and information about available appeals, civil law remedies, and conditions under which a complaint may be taken directly to the California Department of Education. This policy shall be distributed annually to students, employees, parents/guardians, district/school advisory committees, appropriate private school officials or representatives, and other interested parties. The Superintendent or designee shall ensure that complainants understand that they may pursue other remedies, including actions before civil courts or other public agencies. Remedies may include court orders, preliminary injunctions and/or restraining orders.

Reporting of Data and Records

The District shall report summarized data on the nature and resolution of all complaints, pursuant to Williams and/or Valenzuela vs. The State of California, on a quarterly basis to the County Superintendent of Schools and the Governing Board of the school district. The summaries shall be publicly reported on a quarterly basis at a regularly scheduled meeting of the Governing Board of the school district. The report shall include the number of complaints by general subject area with the number of resolved and unresolved complaints. Complaints and responses shall be available as public record.

The Superintendent or designee shall ensure that the district's complaint form contains a space to indicate whether the complainant desires a response to his/her complaint and specifies the location for filing a complaint. A complainant may add as much text to explain the complaint as he/she wishes. However, complainants need not use the district's Williams complaint form in order to file a complaint.

The Superintendent or designee shall ensure that a notice is posted in each classroom in each school containing the components specified in Education Code 35186.