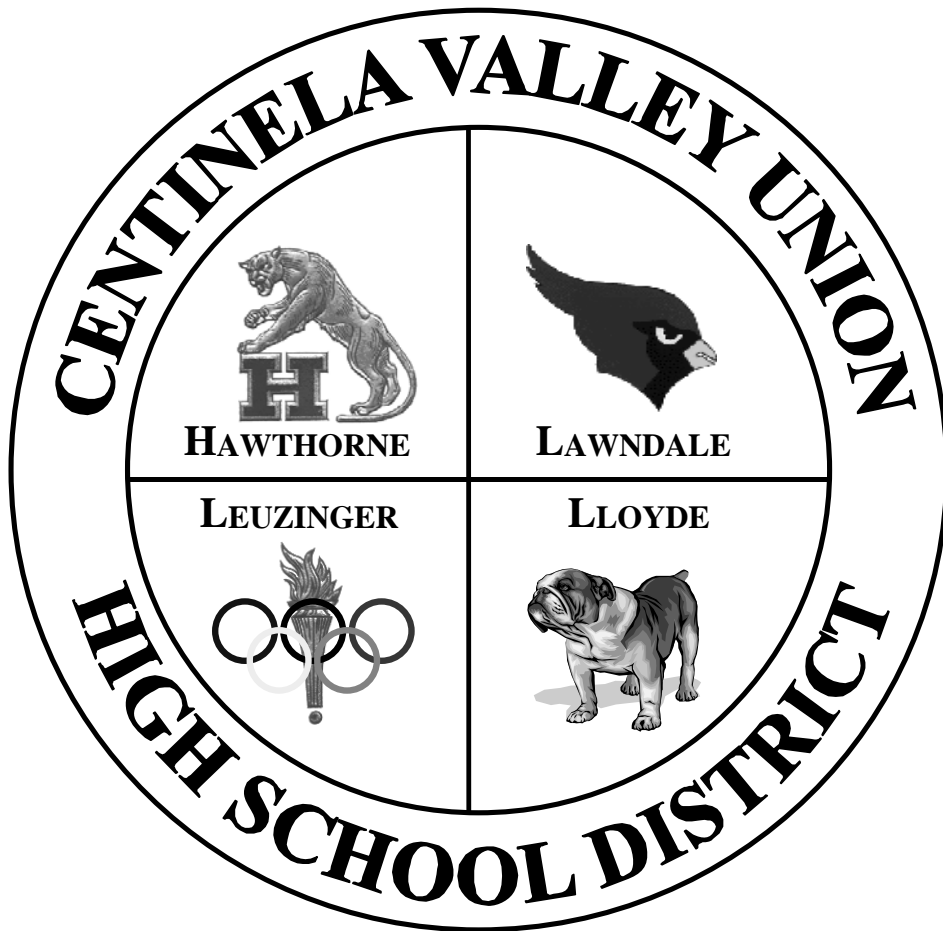


CENTINELA VALLEY UNION HIGH SCHOOL DISTRICT

**Educational Services Division
Pupil Services**



**NOTICE OF RIGHTS AND
RESPONSIBILITIES OF PARENTS**

2008 – 2009

Centinela Valley Union High School District

Notice of Rights and Responsibilities of Parents

In accordance with California Education Code 48980(a), the school district must notify the parents or guardians of each pupil each year of their rights and responsibilities related to school. The following is a summary of those rights and responsibilities. It is also required under California Education Code 48982 that the parent or guardian acknowledges receipt of this in writing. To meet this requirement, please sign the Emergency Authorization Card given to you for completion by the school.

Board of Education

Gloria A. Ramos, President
Sandra C. Suarez, Vice President
Rocio Pizano, Clerk
Rudy Salas, Member
Francisco Talavera, Member

Administration

Jose A. Fernandez, Superintendent
Bob Cox, Assistant Superintendent, Human Resources
Diane T. Fiello, Ed.D, Assistant Superintendent, Educational Services

The Centinela Valley Union High School District is committed to providing equal employment and educational opportunities for all individuals regardless of gender, sex, race, color, religion, ancestry, national origin, ethnic group identification, marital or parental status, mental or physical disability or sexual orientation.

2008-2009

EMERGENCIES

Emergency Authorization (EC 44809; CAC, Title 5, Sec. 432) Each year, the District is required to verify the name, address and phone number of the parent and the residence of the pupil. Further, the District requires that an Emergency Authorization Card be completed annually in writing by the parent or guardian providing information regarding medical treatment in the event of an emergency. This Emergency Authorization Card when completed a) finalizes registration, b) indicates receipt and review of the Notice of Rights and Responsibilities of Parents of Minor Pupils by the parent or guardian, and c) shall be kept on file at the school.

ATTENDANCE

Compulsory Attendance (EC 46010, 48200-48201, 48260-48263 and WIC 601) Parents are legally required to send their children, between the ages of 6 and 18, to school regularly and to make certain they are on time each day. Parents may be requested to appear before the School Attendance Review Board (SARB) and, subsequently, be referred to the District Attorney and/or Youth Services (Probation) for legal action when attendance, tardiness, and/or behavior problems occur.

Excused Absence and Completion of Assignments (EC 48205)

- a) Notwithstanding Section 48200 (Compulsory Attendance) a pupil shall be excused from school when the absence is:
- 1) due to his or her illness;
 - 2) due to quarantine under the direction of a county or city health officer;
 - 3) for the purpose of having medical, dental, optometric, or chiropractic services rendered;
 - 4) for the purpose of attending the funeral services of a member of his or her immediate family, so long as the absence is not more than one day if the service is conducted in California and not more than three days if the service is conducted outside California;
 - 5) for the purpose of jury duty in the manner provided 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.
- b) A pupil absent from school under this section shall be allowed to complete all assignments and tests missed from 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 which are reasonably equivalent to, but not necessarily identical to, the tests and assignments that the pupil missed when absent.
- 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, has the same meaning as that set forth in Section 45194, except that references therein to "employee" shall be deemed to be references to "pupil".

Legally Excused Absences (CAC title 5, Sec. 420) The only legally excused absences are for illness; quarantine imposed by a public health officer; a medical, dental or optometric appointment; or funeral services of a member of the pupil's immediate family. The school must receive appropriate verification of the absence by the end of the fourth day after the student returns for it to be considered excused. Otherwise, the absence will be considered a truancy. All other absences require prior permission (see above) or will be considered truanancies.

Absence for Confidential Medical Service (EC 46010.1) School district officials are permitted under law to excuse pupils in grades 7 through 12 to obtain confidential medical services without the consent of the parent.

Absence for Religious Services or Instruction (EC 46014) A parent may request that his/her child be excused from attendance for the purpose of participating in religious exercises or to receive moral or religious instruction provided the request is made in writing at least one day in advance. However, the pupil must attend school for the minimum day and may be excused on no more than four days per school month.

Truancy (EC 48260) Any pupil subject to compulsory full-time education or to compulsory continuation education, who is absent from school without valid excuse for three full days in one school year, or tardy or absent for more than any 30-minute period during the school day without a valid excuse on more than three days in one school year, or any combination thereof, is a truant and shall be reported to the attendance supervisor. The pupil shall also be referred immediately to the School Attendance Review Board.

Notice to Parent or Guardian of Pupil's Truancy (EC 48260.5) Upon a pupil's initial classification as a truant (EC 48260), the school district shall notify the pupil's parent or guardian, by first class mail or other reasonable means, of the following:

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

School Attendance Review Board (EC 48263) Any student deemed to be a habitual truant or to have irregular attendance at school, may be referred to the School Attendance Review Board (SARB) for further action. The Director of Pupil Services or a designee shall notify the minor and parent or guardian of the referral.

TEMPORARY DISABILITIES

Temporary Disabilities Individual Instruction (EC 48206.3, 48207 and 48208) A student who is unable to attend regular day classes due to a temporary disability that places him/her in a residential health facility shall receive individual instruction by the district in which the child is temporarily residing. The location of the hospital or health facility is considered the child's place of residence during his/her stay there. Parents are responsible for notifying the District where the child is temporarily residing of his/her presence.

Independent Home / Hospital Instruction for Pupils with Temporary Disabilities (EC 48206.3) Home teaching ("individual instruction") shall be provided to students with temporary disabilities which makes attendance in the regular day classes or alternative education program in which pupils are enrolled impossible or inadvisable. The services shall be provided to pupils who are predicted to be absent in excess of ten consecutive instructional days. The amount and duration of home teaching services will be developed and documented based upon the individual educational needs of the student.

ALTERNATIVE ATTENDANCE AREAS OR PROGRAMS

Specific application procedures and conditions for a requested change to an alternative attendance area or program, within or outside the District, are available through the Office of Pupil Services. The options are: a) requesting a school within the district in which the parent lives (intradistrict permit), b) requesting an interdistrict transfer to another district outside of where the parent or guardian lives, or c) requesting a transfer to an alternative education program.

Notice of Alternative Schools (EC 58501) California State law authorizes all school districts to provide alternative schools. Section 58500 of the Education Code defines alternative school as a school or separate class group within a school, which is operated in a manner designated 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 students learn because of their desire to learn;
- c) maintain a learning situation maximizing student self-motivation and encouraging the student in his own time to follow his own interest. These interest may be conceived by him totally independently or may result in whole or in part from a presentation by his teachers of choices of learning projects;
- d) maximize the opportunity for teachers, parents, and students to cooperatively develop the learning process and its subject matter. This opportunity shall be a continuous, permanent process;
- e) maximize the opportunity for the students, teachers, and parents to continuously react to the changing world, including but not limited to the community in which the school is located.

In the event any parent, pupil or teacher is interested in additional 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 and programs available.

Intradistrict Transfer / School Choice (EC 35160.5(b)) Students are expected to attend the school serving the attendance zone in which they reside. However, parents residing in the district may choose a different school within the district, providing board established rules and procedures are followed to request the change, space is available and/or verifiable special circumstances exist. Intradistrict permit applications are available at the District Office or at www.centinela.k12.ca.us.

Interdistrict Transfer (EC 46600 et seq.) It is expected that students will attend the school district serving the attendance zone in which they reside. However, Districts may enter into an agreement, which specifies terms, and conditions under which transfers are permitted. Therefore, the parent or guardian may request and be granted to transfer their child to a different school district, providing established terms and conditions are met, the procedures are followed to request the change, and permission is granted for the change from both the releasing and receiving districts. The parent will be notified of the acceptance or rejection of the transfer request in writing. The permit, when granted, is valid only for the school year granted; while the conditions stated are maintained; and as long as the student's attendance, behavior and academic performance are satisfactory to the school of attendance. Failure to adhere to the terms / conditions set forth may result in a revocation of the permit prior to the conclusion of the school year. Interdistrict permit applications are available at the District Office or at www.centinela.k12.ca.us.

Option to Transfer: Victim of a Violent Crime (20 USC 7912(a)) A student who becomes a victim of a violent criminal offense while in or on the grounds of a school that the student attends, has the right to transfer to another school within the district. The District has 14 calendar days to offer students the option to transfer. For more information, please contact the Director of Pupil Services at the District Office at (310) 263-3214.

DISCIPLINE

Student Discipline Rules (EC 35291, 35291.5) The Student/Parent Handbook outlines rules, regulations, procedures and staff responsibilities to ensure proper student behavior and discipline, including conduct of students to and from school. This document is distributed to families of enrolled students by mail prior to the opening of school each fall and upon initial enrollment throughout the school year. It is the responsibility of the parent and school to review all of these rules with the pupils annually. Copies of the Student/Parent Handbook are available at the school.

Duties of Pupils (5 CCR §300, EC 44807) All students must attend school punctually and regularly; conform to school regulations; obey promptly all directions from the teachers and others in authority; be diligent in study; be respectful to teachers and others in authority; be kind and courteous to schoolmates; and refrain from use of profane and vulgar language. All students are held to strict account for their conduct on the way to and from school, and on the school campus.

Attendance of Suspended Child's Parent/Guardian for Part of School Day (EC 48900.1) The parent or guardian of a suspended child may be required by the school to attend his/her child's class(es) from which he/she was suspended for part of the school day. 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 for this requirement if the parent has given reasonable notice to his/her employer.

BB Device: Prohibition on Possession and/or Use (PC 12550 and 12556) A BB device can be considered an imitation firearm. The Penal Code makes it a criminal offense to openly display or expose any imitation firearm in a public place.

Dress Code/ Gang Apparel (EC 35183, 35183.5) Student dress and grooming should enhance comfort, provide for a feeling of individuality, and allow for pursuit of current fashions. While it is considered that formal education is a serious process, that students are in the process of securing an education, and that the atmosphere of the school should be conducive to learning, the Board of Education hopes that parental judgment and student self-discipline will result in the ultimate goal of steadily decreasing administrative control and enforcement in the areas of student dress and grooming. Standards at the high school are as follows:

- a) Student dress and grooming for daily school attendance should meet the minimum legal requirements concerning footwear, cleanliness, health, and exposure.
- b) Students shall not wear attire, which suggests gang affiliation or has inappropriate logos.
- c) Students shall not wear clothes allowing bare midriffs, spaghetti-straps, slip dresses, halter-tops, tank tops, oversized baggy pants, wallet chains that hang from pants, stocking caps, bandannas, or hanging belts.
- d) Students shall project a business-like manner in their attire.
- e) Appropriate school dress is the only acceptable attire for after school events.

Parents may be called if standards are not met and students may be required to return home to change into more suitable attire.

Laser Pointers: Prohibition on Sales, Possession and/or Use (PC 417.27) No student is permitted to possess a laser pointer on any elementary or secondary school campus unless the possession is for a valid instructional or other school-related purpose. Further, no person shall point the beam from a laser pointer directly or indirectly into the eyes of another person or into a moving vehicle or into the eyes of a guide dog or dog being used by a peace officer.

Hazing (EC 48900(q)) No student, or other person in attendance at any public, private, parochial, or military school, community college, college, or other educational institution, shall conspire to engage in hazing, participate in hazing, or commit any act that causes or is likely to cause bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm to any fellow student or person attending the institution.

The violation of this section is a misdemeanor, punishable by a fine of not less than one hundred dollars (\$100), nor more than five thousand dollars (\$5,000), or imprisonment in the county jail for not more than one year, or both.

Sexual Harassment and Sexual Discrimination (EC 231.5, 48980(g), 48904, 5 CCR 4917 and Board Policy 4119.11) The District shall not tolerate any form of sexual harassment or sexual discrimination in the schools or at the workplace, in any form, including acts of students. Disciplinary action will be taken promptly against any employee, supervisory or otherwise, or student engaging in unlawful sexual harassment or sexual discrimination. A copy of these policies is available at each school and at the District Office, and is a part of all new student orientations. Students or staff should immediately report incidences of sexual harassment or sexual discrimination to the principal or designee, supervisor, or the Assistant Superintendent of Educational Services, to receive information. For questions about gender equity or sexual harassment, call or write to: Assistant Superintendent, Educational Services, 14901 S. Inglewood Avenue, Lawndale, CA 90260 at (310) 263-3170 or Commission for Sexual Equity (213) 625-4004.

Mandatory Expulsion Violations (EC 48915) The principal or superintendent of schools shall immediately suspend and 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:

- a) Possessing, selling, or otherwise furnishing a firearm.
- b) Brandishing a knife at another person.
- c) Unlawfully selling a controlled substance.
- d) Committing or attempting to commit a sexual assault.
- e) Possession of an explosive.

The governing board shall then order a pupil expelled upon finding that the pupil committed an act listed above.

Property Damage (EC 48904) Parents or guardians may be held financially liable if their pupil willfully damages school property or fails to return school property loaned to the pupil. The school may further withhold the grades, diploma, and transcript of the pupil until restitution is paid.

Notification to Teacher of Violent Acts (EC 49079) The district shall inform the teacher of each pupil who has engaged in or is reasonably suspected to have engaged in acts of Sexual Harassment (EC 48900.2); Hate Violence (EC 48900.3); Harassment, Threats, or Intimidation (EC 48900.7). The information provided would be based upon any records usually kept by the district or that are received from a law enforcement agency, regarding the pupil. The information shall be held in confidence by the teacher for the limited purpose for which is provided.

HEALTH REQUIREMENTS

Immunization Requirement (EC 48216, HSC 120365 and 120370) Under the "NO SHOTS, NO SCHOOL" mandate of the State of California, students will be excluded or refused enrollment for failing to meet the immunization requirement. The parents are required to see that children obtain the appropriate immunizations, which may be obtained through their personal physician or the Los Angeles County Health Department.

Immunization for Communicable Disease (EC 49403) The District may permit the administration of immunizing agents by appropriately qualified and supervised medical personnel where parents have given written consent for that immunization.

Hearing and Vision Screening (EC 49452) The District must provide testing of the sight and hearing of each enrolled pupil. Vision tests, which include acuity and color blindness, must be given upon first enrollment in school and at least every third year thereafter through eighth grade. Hearing testing is conducted upon first enrollment and at least every third year thereafter through high school.

Physical Examination (EC 49451) A parent or guardian may file annually with the school's principal a written statement that he/she will not consent to a physical examination of his/her child. Thereupon, the child shall be exempt from any physical examination. However, a pupil shall be sent home if, for good reason, it is believed he/she is suffering from a recognized contagious or infectious disease and shall not be permitted to return until school authorities are satisfied the contagious or infectious condition no longer exists.

Administration of Prescribed Medication for Students (EC 49423, 49423.1) Students who must take physician-prescribed medication at school may be assisted by the school nurse or other designated personnel if the school receives the following: a) a written statement of instructions from the physician detailing the method, amount and time schedules by which such medication is to be taken, and b) a written statement from the parent or guardian asking school personnel to assist in administering the medication as set forth in the physician's statement. Students may self-administer auto-injectable epinephrine or asthma inhaled medication at school with a written statement of instructions from the physician detailing the method, amount and time schedules by which such medication is to be taken. Forms for this information are available at your child's school.

Continuing Student Medication (EC 49480) Parents of a pupil on a continuing medication regimen for a non-contagious condition, shall inform the school of the medication being taken, the current dosage, and the name of the supervising physician. With parent or legal guardian consent, the school nurse may communicate with the physician to determine possible effects of the medication on the pupil's behavior and symptoms of any adverse side effects.

Infectious, Contagious Diseases (EC 48211, 48213, 5 CCR 202) Students who are suffering from contagious or infectious diseases or whose continued presence in school constitutes a clear and present danger to the life, safety or health of pupils or school personnel shall be excluded from school. The parents shall be notified of the exclusion immediately or as soon as is reasonably possible after the exclusion.

OTHER HEALTH RELATED AREAS

Insurance Coverage for Interscholastic Athletic Teams (EC 32221.5) All members of school athletic teams must have accidental injury insurance that covers medical and hospital expenses. Pupils may qualify to enroll in no-cost or low-cost local, state or federally sponsored health insurance programs. Contact the school's Athletics Director for more information.

Medical and Hospital Services for Students (EC 49472) The parent may elect to purchase insurance available to pupils for medical and hospital services needed for student injuries while involved in school-related activities. No pupil shall be required to purchase such insurance without his/her consent, or if a minor, without the consent of the parent.

Medical Service Information (EC 46010.1) School district authorities are permitted under law to excuse pupils in grades 7 through 12 to obtain confidential medical services without the consent of the parent.

Asbestos Management Plan (40 CFR 763.93) The District maintains and annually updates its management plan for asbestos-containing material in school buildings.

Notification of Use of Pesticide Products (EC 17610.1, 17612, 48980.3) The following are all the pesticide products and their active ingredients expected to be applied at school during the upcoming year: Suspend- Deltamethrin, Demand-Lambda- Cyhalothrin, Gopher Getter- Chhlorophacinone, Delta Dust- Deltamethrin, Wasp Freeze, D-trans Allethrin, Maxforce- Fipronil, Intruder- Cyfluthrin, Premise- Imidacloprid, Vikane- Sifuryl Flouride, Fumioyoin Tablets, Aluminum Phosphide, Gopher Getter Type I- Strychnine. Internet access on information about pesticides and pesticide use reduction is available through the Department of Pesticide Regulation.

SCHOOL LUNCHES

Free and Reduced Price School Lunches (EC 49510 et seq.) Free or reduced price lunches are available at school for pupils whose parents or guardians qualify and complete the required application form. Applications forms may be obtained through the registration office at each school site.

PUPIL RECORDS

Review of and Access to Pupil Records (34 CFR Part 99.7, EC 49063, 49064, 49069, 49073, 49076, 20 USC 1232(g) and 7908) Under the Family Educational Rights and Privacy Act (FERPA) of 1974 and state legislation, parents of currently enrolled pupils or former pupils attending a postsecondary education program under the age of 18 or current pupils 18 or older, have a right to inspect and review any and all records related to the student. These rights include the following:

- a) The right to inspect and review during regular school hours within five business days of the day the District receives a request for access. The parent or eligible student should submit to the school principal or certificated designee or District custodian of records a written request that identifies the record(s) they wish to review. The principal or designee will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected. The parent or eligible student can request information about the location(s) of where the student's records are kept. Copies of records may be made available for a predetermined fee.
- b) The right to request that the school/district correct records believed to be inaccurate or misleading. The parent or eligible student should put the request in writing to the principal/certificated designee of the school or district Custodian of Records, and clearly identify the part of the record they want changed, and why it is inaccurate or misleading. If the District decides not to amend the record, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
- c) The right to give consent to disclosures of any information in the student's records, except to the extent that FERPA allows for disclosure without consent from the parent or eligible student. School/ District officials and employees, and members of the School Attendance Review Board have access to the records provided they have a legitimate educational interest in the pupil. A school/ district official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (e.g. nurse, health clerk, psychologist, speech/ language specialist; a person/ company with whom the District has contracted to perform a special task (auditor, therapist, attorney); or members of the School Attendance Review Board. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the District discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. In accordance with Board Policy, release of directory information regarding pupils is not permitted unless specific permission is given by the parent or eligible student in writing.

- d) Under the *No Child Left Behind Act of 2001*, the District shall provide military recruiters the same access to secondary school pupils as is provided generally to post secondary educational institutions or prospective employers. As a result, schools are required to disclose names, addresses and telephone numbers of high school students upon request by military recruiters and institutions of higher learning, unless individual students or their parents request that the information not be released. The District specifically notifies the parents of juniors and seniors of this law and offers them the opportunity to request that directory information not be released to either/both the military and/or institutions of higher learning
- e) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue. S.W., Washington, D.C. 20202-4605.

Further information may be obtained from the Centinela Valley Union High School District's Custodian of Records, Office of Pupil Services. (310) 263-3214.

Custody Issues (EC 32210) Any person who willfully disturbs a public school meeting is guilty of a misdemeanor, and may be punished by a fine of not more than \$500. Accordingly, custody disputes must be handled by the courts. The school has no legal jurisdiction to refuse a biological parent access to their child and/or school records. The only exception is when signed restraining orders or proper divorce papers, specifically stating visitation limitations, are on file in the school office. Any student release situation which leaves the student's welfare in question will be handled at the discretion of the site administrator or designee. Should any such situation become a disruption to the school, law enforcement will be contacted and an officer requested to intervene.

Withholding Grades, Diploma or Transcripts (EC 48904 and 48904.3) When school property has been willfully damaged or not returned upon demand, the principal or designee shall inform the parent/guardian in writing of the responsible student's alleged misconduct and the reparation that may be due. If reparation is not made, the district shall afford the student his/her due process rights in conformance with Education Code expulsion procedures and may withhold the student's grades, diploma or transcripts from the student and parent/guardian. When a student from whom the district is withholding grades, diploma or transcripts transfers to another district, this information shall be sent to the new district with the student's records and a request that these items continue to be withheld until the new district receives notification that the debt has been cleared.

Moving Into A New District (EC 48201) Whenever the school district accepts a transfer student, it is required to request, from the district of last enrollment, any records of acts committed by the pupil that resulted in suspension or expulsion. Upon receipt of this information, the district shall inform the pupil's teacher(s) that the pupil was suspended or expelled from school and of the act(s) that resulted in that action. Any information received by the teacher relative to any suspension or expulsion shall be held in confidence for the limited purpose for which it was provided and shall not be disseminated further by the teacher.

SPECIAL EDUCATION / HANDICAPPED STUDENTS

Special Education Programs (EC 56301, 56306, 56329, 56380, 56506 and IDEA) Federal law requires that a free and appropriate education shall be offered in the least restrictive environment to all students identified as handicapped. This right applies to students eligible for Special Education services as defined under the Individuals with Disabilities Education Act (IDEA). Through the district's Student Study Team process and other procedures, a continuous effort is made to locate and identify individuals, including children with disabilities who are homeless or wards of the state, who might qualify for special education services. The law also provides that parents may initiate a request to have their child assessed to determine eligibility for Special Education and/or related services.

The request shall be in writing and may be submitted to the assistant principal at the child's school site. Further, the parent(s) may expect his/her rights to be written in understandable language, will be asked to give written consent before any assessments are conducted, is entitled to receive a copy of assessment results and the documentation of determination of eligibility upon request, shall participate in the development of an individualized education program for their child, and will give written consent before their child is placed for services. If the pupil is identified as handicapped, then a meeting will be held annually to review his/her progress. Further and more specific information about parent rights; due process, specific

procedures and the assessment plan are available under a separate document, which may be obtained from the District's Special Education Department.

Special Education Students Reaching Age 18 (EC 56345(a)(8)) Beginning at least one year prior to a special education pupil's reaching the age of 18, he/she is to be informed of his/her rights, which will be transferred to him/her upon reaching the age of 18. This information is also contained within the individualized education program.

Special Education Complaints (CAC 3125) The parent may file a complaint with the State Department of Public Instruction if he/she feels there has been a violation of the Special Education laws. The complaint may be filed with the Director, Special Education, 14901 S. Inglewood Avenue, Lawndale, CA 90260. (310) 263-3180.

Handicapped Pupils, Section 504 of the Rehabilitation Act of 1973 (29 USC 794, 42 USC 12101 et. seq., 34 CFR 104.32 and 104.36) Section 504 requires the District to identify and evaluate children with disabilities to ensure a free, appropriate public education. Discrimination on the basis of race, color, national origin, sex, handicap, or lack of English skills shall not be permitted. Individuals with physical or mental impairment that substantially limits one or more major life activities are eligible to receive services and aids designed to meet their needs to same extent needs of non-disabled students are met. Reasonable accommodation to assist handicapped pupils under this section may be provided through a Section 504 Service Plan developed at the school.

FAMILY LIFE

Health Education and HIV/AIDS Prevention Instruction (EC 51938) Whenever any part of health, family life education, and sex education classes conflicts with the religious training or beliefs of the parent or guardian, the pupil shall be excused from that part of the instruction, including HIV/AIDS prevention instruction, when the parent or guardian requests it in writing. Written notice explaining the purpose of the required HIV/AIDS prevention instruction and information stating the parent or guardian's right to request a copy of EC 51201.5 and 51553, related to HIV/AIDS prevention instruction, will be provided to the parent or guardian of each pupil in grades 7 to 12 at the beginning of each year or upon new enrollment. This notice shall further specify that any parent may request that his/her child not receive HIV/AIDS prevention instruction.

If a school elects to provide comprehensive sexual health education by outside consultants or guest speakers, the notice to parents shall include the date of the instruction, the name of the organization or affiliation of each guest speaker, and information stating the right of parent to request a copy of EC 51933, 51934, and 51938. If arrangements for this instruction are made after the beginning of the school year, notice shall be made by mail no fewer than 14 days before instruction is delivered.

Sex Education Classes (EC 51938) Parents will be notified in writing prior to any instruction or class or portion of a class being conducted in which human reproductive organs and their functions or processes are described, illustrated, or discussed. The parent or guardian will be notified in writing of the opportunity to review any written or audiovisual materials used in the instruction, at reasonable times and places, prior to holding the class. Parents may request in writing that their child not attend the instruction or class. This section does not apply to words or pictures in any textbook, adopted pursuant to law, on physiology, biology, zoology, general science, personal hygiene or health.

Sex Education Surveys (EC 51938(b)) Anonymous, voluntary and confidential research and evaluation tools to measure pupils' health behaviors and risks, including tests, questionnaires, and surveys containing age appropriate questions about the pupil's attitudes concerning or practices relating to sex may be administered to any pupil in grades 7 to 12, inclusive, if the parent or guardian is notified in writing that this test, questionnaire, or survey is to be administered and the pupil's parent or guardian is given the opportunity to review the test, questionnaire, or survey and to request in writing that his or her child not participate.

COUNSELING

Sexual Bias (EC 221.5(d)) Students may select and attend classes commencing in grade 7, including nonacademic and electives, without regard to sex and are to be counseled toward career choices based on interest and ability and not sex. Additionally, parents may participate in counseling sessions and decisions regarding their child.

Availability of Prospectus (EC 49063 & 49091.14) The State of California offers community colleges, California State Universities (CSU), and Universities of California (UC) for students who wish to continue their education after high school.

In order to attend a community college you need only need to be a high school graduate or 18 years of age. In order to attend a CSU you have to take specific high school courses, have the appropriate grades and test scores, and have graduated from high school. Test scores are not required if you GPA is 3.0 or above. In order to attend a UC you must meet requirements for coursework, GPA, and test scores, or rank in the top four percent at a participating high school, or qualify by examination alone. You may also transfer to a CSU or UC after attending a community college. For more information on college admission requirements, please refer to the following webpages:

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

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

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

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

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

INSTRUCTION / USE OF ANIMALS

Refrain from the Harmful or Destructive Use of Animals (EC 32255 et seq.) Students and parents are to be informed by teachers a) that live or dead animals or animal parts will be used in a course of study and b) of the students' right to refrain from participation. Should students choose to refrain from participation in the use of animals, then teachers may work with the students to develop alternative education projects, which require a comparable time-effort investment, or the students may be excused from that project. Further, students shall pass all examinations related to the course of study in order to receive full credit. However, an alternative test(s) may be provided if the usual, test(s) require the harmful or destructive use of animals. Parents must substantiate student's objections with written notes before an alternative plan can be developed.

SUBSTANCE ABUSE AND TOBACCO USE

Instruction on Substance Abuse and Tobacco Use (EC 51260) A program of instruction will be provided on drug, alcohol and tobacco use education. The effects of the use of tobacco, alcohol, narcotics, dangerous drugs and other dangerous substances will be presented and discussed. Developing a healthy "life style" without use, coping strategies for quitting, and refusal skills for prevention will also be explored.

Tobacco Free Campus (HSC 104420, 104495) Smoking or use of any tobacco-related products and disposal of any tobacco-related waste within 25 feet of a school campus, except on a public sidewalk within 25 feet of the campus is prohibited.

Students shall not smoke, chew or possess tobacco or nicotine products on school property or during school hours, at school-sponsored events, or while under the supervision of district employees. Students who violate this prohibition shall be subject to disciplinary procedures which may result in suspension from school.

PROMOTION / RETENTION

Promotion / Retention of Pupils (EC 48070.5 (e) and Board Policy 5048) Centinela Valley Union High School District's Board of Education approved board policy that states a student's class standing will be adjusted each year. The following credit classification system prevails:

9 th	Freshman	0	-	54 credits
10 th	Sophomore	55	-	104 credits
11 th	Junior	105	-	154 credits
12 th	Senior	155	or more	credits

Each year parents will receive a letter indicating the total number of credits their son/daughter has accrued. Parents will be notified of the before school, after school, and/or summer academic prevention/intervention opportunities available. The Centinela Valley Union High School District requires students to make up failed English classes during summer session. Students are not allowed to enroll in more than one required English course during the regular school year.

ADVANCED PLACEMENT EXAMINATION

Availability of State Funds to Cover cost of Fees of Exam (EC 52244 and 48980 (k)) Pupils enrolled in at least one Advanced Placement or International Baccalaureate class and who qualify as economically disadvantaged, may apply for assistance to cover the cost of the examination fees. Pupils should contact the counselor, or GATE coordinator at the school for specific information.

CALIFORNIA HIGH SCHOOL EXIT EXAM

High School Graduation Requirements (EC 48980(e), 60850 et seq.) All students are required to successfully pass the California High School Exit Exam (CAHSEE) as a condition for graduation. Each pupil must also meet the district's course and credit requirements in order to receive a diploma of graduation. Students may receive instruction to prepare for the exit exam for up to 2 years following their senior year of high school.

High School Exit Examination (EC 60850, 5 CCR 1208 and 1220) The District is prohibited from administering exit examinations to pupils who did not receive adequate notice of test at the commencement of 9th grade and each year thereafter, or if transfer pupil at time pupil transfers. The District maintains documentation that parent received written notification, and that any pupil found to have cheated or compromised security of examination shall have test marked invalid.

SCHOOL ACCOUNTABILITY REPORT CARD

School Accountability Report Card (SARC) (EC 35256 and 35258) The SARC is published annually for the purpose of providing data by which parents can make meaningful comparisons between public schools, enabling them to make informed decisions about the enrollment of their children. A copy of the SARC is available for review at the District Office and on the Internet. Every effort is made to provide a copy annually to all parents at each site. Additionally, copies will be provided to parents upon request, and may be accessed through the District website at www.centinela.k12.ca.us.

SCHOOL SAFETY PLAN

Comprehensive School Safety Plan: Annual Report (EC 32286) Each school in the district is required to have a School Safety Plan that is reviewed and updated by the school site council or school safety planning committee. Every year, each school shall report the status of its Safety Plan, including a description of its key elements in the School Accountability Report Card (SARC) made available to all parents. The plan will include information such as specific rules and regulations regarding student discipline, disaster procedures, child abuse reporting procedures, and other policies.

PROFESSIONAL QUALIFICATIONS OF TEACHERS

Qualifications of Teachers, Parents' Right to Know (20 USC 6311, 34 CFR 200.61) On January 8, 2002, President Bush signed into law "The No Child Left Behind Act" (NCLB), the reauthorization of the Elementary and Secondary Education Act (ESEA). A provision of this new Title I law requires all districts to notify parents of children in all Title I schools that they have the right to request and receive timely information on the professional qualifications of their student's classroom teacher(s). Parents may request this information by writing to the Assistant Superintendent, Human Resources, Centinela Valley Union High School District, 14901 S. Inglewood Avenue, Lawndale, CA 90260. Include the names of teachers to whom the student is assigned, which school he/she attends, and the parents' mailing address. The District is also required to notify the parents of students who are assigned to teachers who are in the process of completing the requirements for full certification. In addition, the District is required to notify the parents of students who are assigned to any core academic class for four or more consecutive weeks with a substitute teacher who is not fully qualified. Parents will be notified if their student is provided services by a paraprofessional and, if so, their qualifications. Because the Centinela Valley Union High School District receives Title I funds, all teachers must be highly qualified by the end of the 2005-06 school year.

COMPLAINTS / SPECIAL PROGRAMS

The Centinela Valley Union High School District has primary responsibility for compliance with all federal and state laws and regulations. Appeals to the California Department of Education in any of these matters must include a copy of the original complaint form filed with the district and a copy of the district decision regarding the complaint.

Freedom from Discrimination (EC 200 et seq. and 201 (e); Title VI, Civil Rights Act of 1964; Title IX, Educational Amendment Act of 1972) It is the policy of the District to secure for all individuals freedom from discrimination because of race, color, religion, age, physical or mental handicap, marital status, sex, or national origin; lack of English language skills; or sexual harassment. 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 must be filed no later than six months of within six months of when knowledge of the facts of the alleged discrimination was first obtained. For complaints or additional information, contact: Assistant Superintendent, Human Resources Division at (310) 263-3210.

Complaints Regarding Categorical or Special Programs or School Safety Plan (5 CCR §4622 and EC 32289) The District has established Uniform Complaint Procedures to resolve alleged acts of discrimination on the basis of ethnic group identification, religion, age, sex, color, and physical or mental disability, which apply to all State and Federally Funded Programs. These uniform procedures require the complainant to submit a written complaint to the Assistant Superintendent, Educational Services who will coordinate an investigation and response within 60 days of receipt of the written complaint, unless the complainant agrees in writing to extend the time line. A complainant may appeal the District's decision to the California Department of Education by filing a written appeal within 15 days after receiving the District's decision. If a district is found to have violated a state or Federal law and/or regulation, and the district does not take corrective action to comply, then various civil remedies may be available. Contact the Assistant Superintendent, Educational Services for additional information or assistance.

Supplemental Uniform Complaint Procedure (Williams) (EC 35186) Every school must provide sufficient textbooks and instructional materials. Every student, including English learners, must have textbooks or instructional materials, or both, to use at home or after school. School facilities must be clean, safe, and maintained in good repair. There should be no teacher vacancies or misassignments. If a school is found to have deficiencies in any of the aforementioned issues, and the school does not take corrective action to comply, then a complaint form may be obtained at the Principal's Office or at www.centinela.k12.ca.us. Parents, students, teachers or any member of the public may submit a complaint regarding any of these issues.

MINIMUM DAYS / PUPIL-FREE STAFF DEVELOPMENT DAYS

Notification of Minimum Days and Pupil-Free Staff Development Days (EC 48980(c)) The Board-adopted calendar for 2008-2009 provides for a minimum of 180 instructional days for students. Any pupil free Staff Development day for teachers will be provided outside of those 180 instructional days. While changes to the calendar are not anticipated,

parents/guardians will be notified as early as possible, but no later than one month prior to the scheduled change. The school calendar may be found on the Internet and will be available at each site and district office.

Staff Development (No School)

September 2, 2008
December 5, 2008
February 27, 2009
January 30, 2009 (Mid Semester)

Minimum Days

December 19, 2008
January 28 and 29, 2009
April 2 and 23, 2009
May 5, 2009
June 17 and 18, 2009

PROGRAM IMPROVEMENT

Centinela Valley Union High School District is committed to ensuring that all students achieve at high rigorous academic standards. The District has made growth in the Academic Performance Index (API) over the last four years. However, the district continues to be identified as a Program Improvement District by the state. This identification is in connection with the requirements of the No Child Left Behind Act (NCLB) of 2001, which requires every school to make specific progress in all areas of the Annual Yearly Progress (AYP) matrix. To address this status the district will continue to:

- consult with parents and school staff when revising the Local Educational Agency Plan. This plan explains how the district will use Title I and other funds to improve student achievement;
- reserve at least 10 percent of its annual Title I allocation to provide professional development for teachers and administrators; and
- continue to provide assistance to schools identified as Program Improvement.

The Centinela Valley Union High School District will continue to work to demonstrate excellence in achievement in a caring, safe and progressive educational environment for all our students, while striving to have all schools make their AYP for two consecutive years, resulting in release from Program Improvement status.