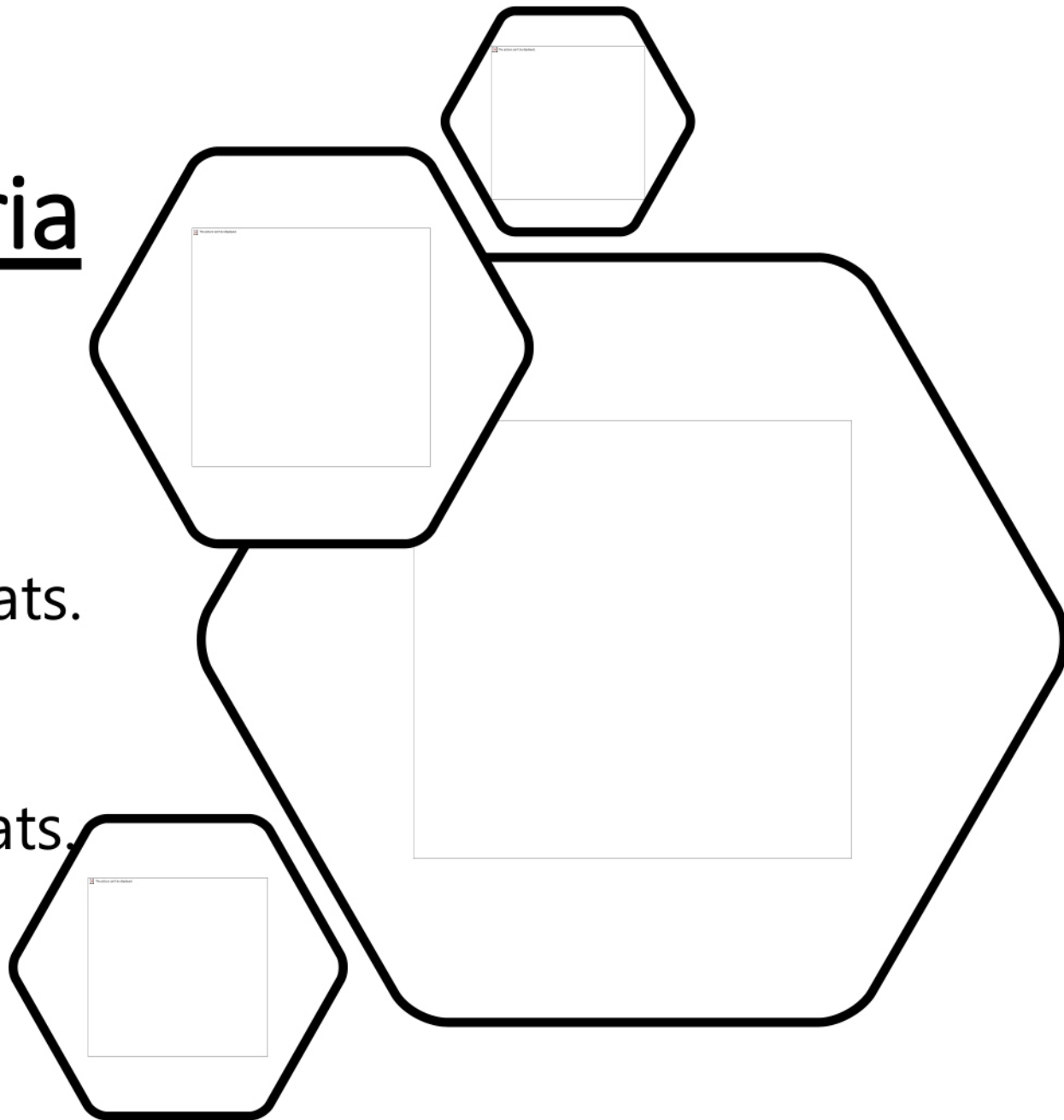
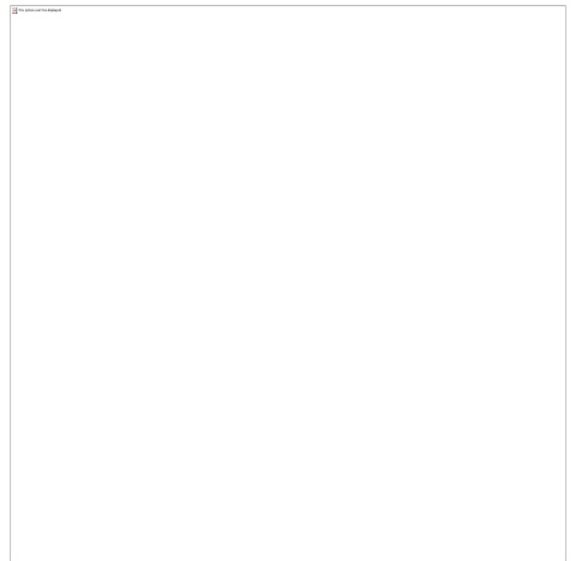
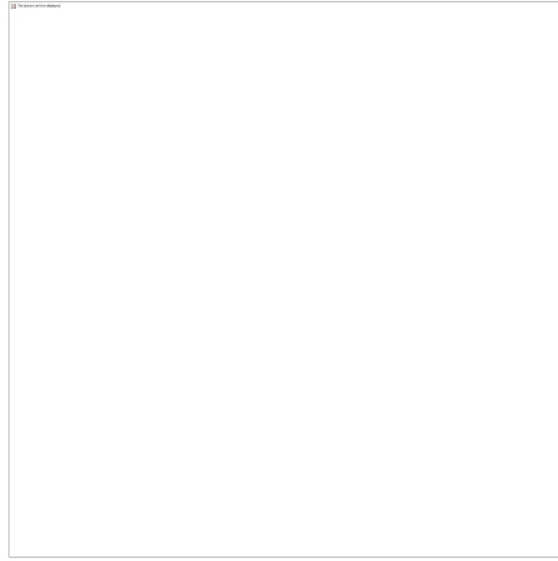
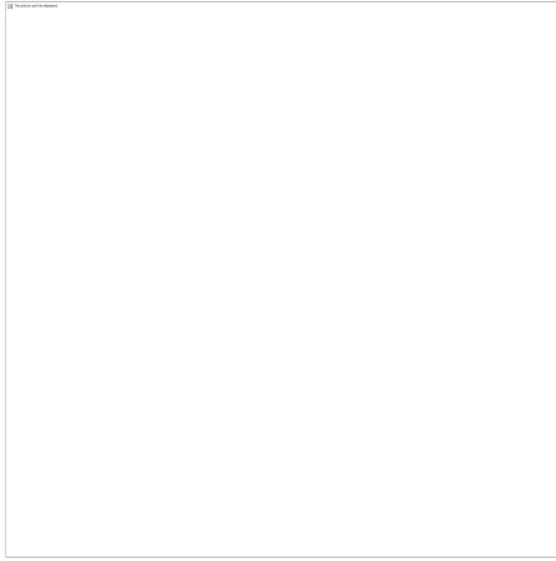
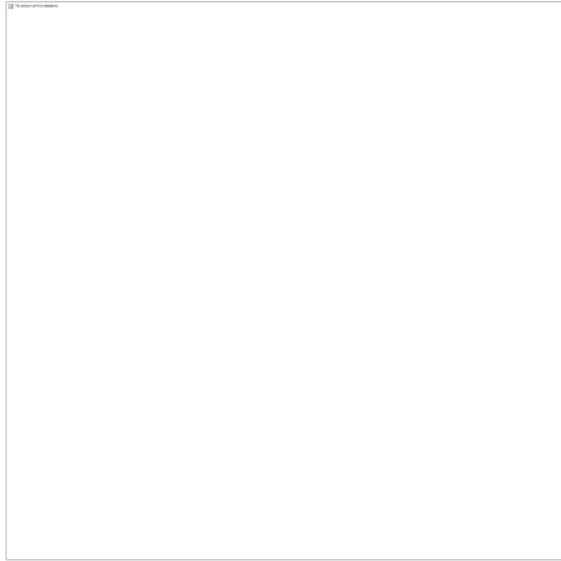


Success Criteria

- I am able to understand district procedures for responding to students making homicidal threats.
- I can respond to and intervene appropriately to homicidal threats.



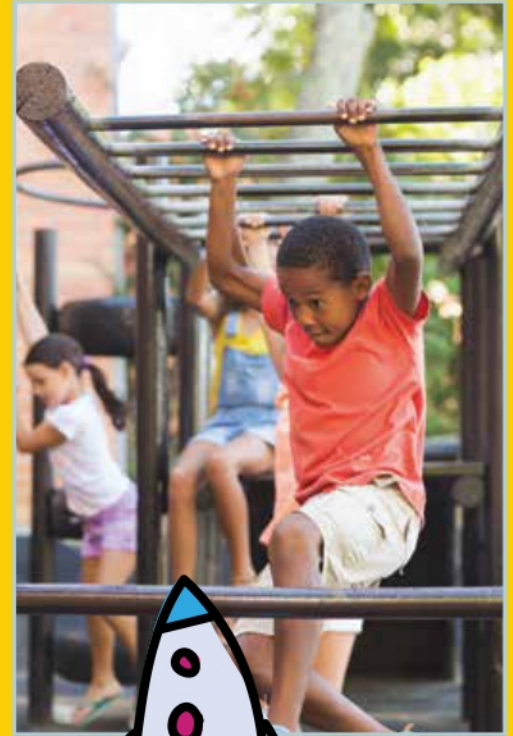


For Questions or Additional Support
Contact the Behavior Intervention Office

(909) 628-1201 EXT 8907



2021-2022 Parent and Student Information Handbook *Notice of Rights and Responsibilities*



PARENTS/GUARDIANS

The Chino Valley Unified School District asks parents/guardians to partner with us in the support of the following:

Support School Rules and Procedures

- Support student in complying with school rules, classroom procedures, and academic success. The school's handbook and the Parent and Student Information Handbook are valuable resources to review with student.
- To promote active learning, show interest in student's schoolwork and make sure homework completion is a priority.
- Monitor student's television, video gaming, and internet use. It is important to have discussions about cell phone safety where students can access social media sites with ease and outside the watchful eye of parents. Stay aware of student's social media activity.
- Observe and listen to student. Be alert to any signs of personal difficulties. If a student is experiencing personal loss or concern, be sure to notify a school staff member.
- Immediately contact school staff (or the police) to report any safety concerns or criminal activity near the school.

Child Abuse and Neglect

- District employees are required by law to report cases of child abuse and/or neglect whenever there is reasonable suspicion. The identity of all persons who report child abuse shall be confidential and disclosed only among agencies. (PC 11167)

Conduct and/or Willful Disturbance

- Students have a right to be educated in a positive learning environment free from disruptions. Students are expected to exhibit appropriate conduct that does not infringe upon the rights of others or interfere with the school program while on school grounds, while going to or coming from school, while at school activities and while on District transportation.
- No outsider shall enter or remain on school grounds during school hours without first registering with the principal or designee, except to proceed expeditiously to the office for the purpose of registering. (PC 627.2)
- Any person who willfully disturbs any public school or any public school meeting is guilty of a misdemeanor and shall be punished by a fine of not more than \$500. (EC 32210)

Custody Disputes

- Custody disputes must be handled by the courts. The school has no legal jurisdiction to refuse a biological parent access to their student and/or school records. The only exception is when a signed restraining order or proper court documentation, 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. Should any such situation become a disruption to the school, law enforcement will be contacted, and an officer requested to intervene. Parents are asked not to involve school personnel in custody matters. The school will make every attempt to contact the custodial parent when a parent or any other person not listed in Aeries Contacts attempts to pick up a student. (BP 5021)

Health Care and Emergencies

- For the protection of a student's health and welfare, the District requires the student's parent/guardian to keep current their emergency contact information in Aeries Contacts through the Aeries Parent Portal. At the beginning of each school year during Aeries Data Confirmation, parents/guardians of each CVUSD student shall verify and update their home address/telephone number, business address/telephone number, cell phone number and email addresses of the parents/guardians, and the physician to call in case of emergency. Additionally, required are the name, address, and telephone number of an adult relative or adult friend to whom student may be released and who is authorized by the parent/guardian to care for the student in case of emergency or when the parent/guardian cannot be reached. Any time there is a change in information contained on the contacts list, parent/guardian shall inform the school of the change by updating the information in the Aeries Parent Portal.
- In the event of an emergency, proper identification shall be required at the site. Student will be released to those listed in Aeries Contacts only if parent/guardian cannot be reached. Student will not be released to friends, neighbors, siblings, etc., unless they are listed in Aeries Contacts. To authorize additional individuals or daycare center personnel to pick up a student in the event of an emergency, update student's contact information in Aeries Parent Portal. For security reasons, no phone authorizations will be accepted.

Misplaced, Lost, or Stolen Items

- Send only necessary educational materials to school. School staff is not responsible for misplaced, lost, or stolen items.

Release of Students During the School Day

(AR 5142)

Students shall be released during the school day in the custody of an adult only if:

- The adult is the student's custodial parent/guardian
- The adult has been authorized in student's Aeries Contacts as someone to whom the student may be released when the custodial parent/guardian cannot be reached, and the principal or designee verifies the adult's identity
- The adult is an authorized law enforcement officer acting in accordance with law
- The adult is taking the student to emergency medical care, at the request of the principal or designee

Tobacco-Free District

- "Tobacco-free" means the prohibition of the use of tobacco or tobacco products at any time in District owned or leased buildings, on District property, in District vehicles, or within 250 feet of a youth sports event. This prohibition applies to all employees, students, and visitors at any school-sponsored instructional program, activity, or athletic event held on or off District property. (HSC 104495, BP 3513.3)

Traffic Laws and Motor Vehicles on School Grounds

- Parents/guardians and students must comply with traffic laws and regulations, including school and District parking regulations and established procedures. Drive carefully and cautiously when around CVUSD schools.
- Motor vehicle searches on school grounds are conducted when there is a reasonable suspicion a school rule has been violated. (BP 5145.12) Students are subject to suspension and expulsion proceedings for having dangerous, illegal, and/or inappropriate objects, material, or substances in their car. (AR 5144.1)

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CHINO VALLEY UNIFIED SCHOOL DISTRICT

SCHOOL DIRECTORY

District Office
5130 Riverside Drive, Chino, 91710
(909) 628-1201

Website
www.chino.k12.ca.us

ELEMENTARY SCHOOLS

Anna Borba	4980 Riverside Drive, Chino 91710	(909) 627-9638
Butterfield Ranch	6350 Mystic Canyon, Chino Hills 91709	(909) 591-0766
Howard Cattle	13590 Cypress Avenue, Chino 91710	(909) 591-2755
Chaparral	4849 Bird Farm Road, Chino Hills 91709	(909) 606-4871
Alicia Cortez	12750 Carissa Avenue, Chino 91710	(909) 627-9438
Country Springs	14145 Village Center Drive, Chino Hills 91709	(909) 590-8212
Levi H. Dickey	2840 Parco Avenue, Ontario 91761	(909) 947-6693
Doris Dickson	3930 Pamela Drive, Chino 91710	(909) 591-2653
Eagle Canyon	13435 Eagle Canyon Drive, Chino Hills 91709	(909) 590-2707
Glenmeade	15000 Whirlaway Lane, Chino Hills 91709	(909) 393-4087
Hidden Trails	2250 Ridgeview Drive, Chino Hills 91709	(909) 597-0288
Liberty	2730 S. Bon View Avenue, Ontario 91761	(909) 947-9749
Gerald F. Litel	3425 Eucalyptus, Chino Hills 91709	(909) 591-1336
E. J. Marshall	12045 Telephone Avenue, Chino 91710	(909) 627-9741
Newman	4150 Walnut Avenue, Chino 91710	(909) 627-9758
Oak Ridge	15452 Valle Vista Drive, Chino Hills 91709	(909) 591-1239
Edwin Rhodes	6655 Schaefer Avenue, Chino 91710	(909) 364-0683
Rolling Ridge	13677 Calle San Marcos, Chino Hills 91709	(909) 628-9375
Walnut	5550 Walnut Avenue, Chino 91710	(909) 627-9817
Michael G. Wickman	16250 Pinehurst Drive, Chino Hills 91709	(909) 393-3774

K - 8 SCHOOLS

Lyle S. Briggs	11880 Roswell Avenue, Chino 91710	(909) 628-6497
Cal Aero Preserve Academy	15850 Main Street, Chino 91708	(909) 606-8531

JUNIOR HIGH SCHOOLS

Canyon Hills	2500 Madrugada, Chino Hills 91709	(909) 464-9938
Magnolia	13150 Mountain Avenue, Chino 91710	(909) 627-9263
Ramona	4575 Walnut Avenue, Chino 91710	(909) 627-9144
Robert O. Townsend	15351 Ilex Drive, Chino Hills 91709	(909) 591-2161
Woodcrest	2725 South Campus Avenue, Ontario 91761	(909) 923-3455

HIGH SCHOOLS

Ruben S. Ayala	14255 Peyton Drive, Chino Hills 91709	(909) 627-3584
Chino	5472 Park Place, Chino 91710	(909) 627-7351
Chino Hills	16150 Pomona Rincon Road, Chino Hills 91709	(909) 606-7540
Don Antonio Lugo	13400 Pipeline Avenue, Chino 91710	(909) 591-3902

ALTERNATIVE SCHOOLS

Adult School	12970 Third Street, Chino 91710	(909) 628-1201
Alternative Education Center	15650 Pipeline Avenue, Chino 91709	(909) 591-3682
Boys Republic	3493 Grand Avenue, Chino Hills 91709	(909) 902-6690
Buena Vista	13509 Ramona Avenue, Chino 91710	(909) 628-9903
Chino Valley Learning Academy	15650 Pipeline Avenue, Chino 91709	(909) 628-1201

LIST OF ABBREVIATIONS

PHRASE	ABBREVIATION
Administrative Regulation(s)	AR
Assembly Bill	AB
Board Policy(ies)	BP
Board of Education	Board
Business and Professions Code	BPC
California Alternate Assessment	CAA
California Assessment of Student Performance and Progress	CAASPP
California Code of Regulations	CCR
California Community College	CCC
California Department of Education	CDE
California Education Code	EC
California Health and Safety Code	HSC
California Healthy Kids Survey	CHKS
California High School Proficiency Exam	CHSPE
California Next Generation Science Standards	CA NGSS
California Revenue and Taxation Code	RTC
California Science Tests	CAST
California State University	CSU
Chino Valley Unified School District	CVUSD, District, or Chino Valley USD
Code of Federal Regulations	CFR
Common Core State Standards	CCSS
Early Assessment Program	EAP
English Language Arts/Literacy	ELA
English Language Proficiency Assessments for California	ELPAC
Family Educational Rights and Privacy Act	FERPA
Individualized Education Plan	IEP
Individuals with Disabilities Education Act	IDEA
Local Educational Agency	LEA
Parent and/or Legal Guardian	Parent/Guardian
Penal Code	PC
School Accountability Report Card	SARC
School Attendance Review Board	SARB
Student and Teacher Excellence Program	STEP
United States Code	USC
United States Department of Agriculture	USDA
Welfare and Institution Code	WIC
Vehicle Code	VC

ATTENDANCE

Attendance Policy

(BP/AR 5112.1, EC 48200)

The most important way a student can achieve academic success is to attend school every day. In fact, research has shown the positive impact good school attendance has on academic achievement. The Chino Valley Unified School District's Board of Education (Board) believes regular attendance plays an important role in student achievement and recognizes its responsibility under the law to ensure that students attend school regularly. Minors between the ages of 6 to 18 are subject to compulsory full-time education and, unless otherwise provided by law, shall attend the school day or classes for the full-time designated as the length of the school day by the Board. The Board shall abide by all state attendance laws and may use appropriate legal means to correct the problems of excessive absence or truancy.

Absence Verification

(AR 5113, EC 46012, 5 CCR 306)

When a student who has been absent returns to school, student must present a satisfactory explanation verifying the reason for the absence. Absences shall be verified by the student's parent/guardian or other person having control of the minor, or the student if age 18 or older.

Verification must be completed within five school days of the student's return to school. On the sixth day, the absence becomes unverified and cannot be changed after this date.

The following methods may be used to verify student absences:

1. Written note, fax, e-mail or voicemail from parent/guardian, parent representative, or student if age 18 or older.
2. Conversation, in person or by telephone, between the verifying employee and the student's parent/guardian or parent representative or student if age 18 or older. The employee shall subsequently record the following:
 - a. Name of student
 - b. Name of parent/guardian or parent representative
 - c. Name of verifying employee
 - d. Date(s) of absence
 - e. Reason for absence

Excused Absences

(BP/AR 5113, EC 46010, EC 46014, EC 48205, EC 48216, EC 48225.5)

Absence from school shall be excused only for health reasons, family emergencies and justifiable personal reasons, as permitted by law, Board Policy (BP) and Administrative Regulations (AR). Class participation is an integral part of a student's learning experience. Parents/guardians and students are encouraged to schedule medical appointments during non-school hours.

Education Code 48205 states:

- (a) Notwithstanding Section 48200, a student shall be excused from school when the absence is:
 1. Due to student's illness.
 2. Due to quarantine under the direction of a county or city health officer.
 3. For the purpose of having medical, dental, optometrical, or chiropractic services rendered.
 4. For the purpose of attending the funeral services of a member of the student's immediate family, so long as the absence is not more than one day if the service is conducted in California and not more than three days if the service is conducted outside California.
 5. For the purpose of jury duty in the manner provided for by law.
 6. Due to the illness or medical appointment during school hours of a child of whom the student is the custodial parent, including absences to care for a sick child for which the school shall not require a note from a doctor.
 7. Upon advance written request by the parent/guardian and the approval of the principal or designee, for justifiable personal reasons including, but not limited to:
 - a. Appearance in court
 - b. Attendance at a funeral service
 - c. Observation of a holiday or ceremony of the student's religion
 - d. Attendance at religious retreats not to exceed four hours per semester
 - e. Attendance at an employment conference
 - f. Attendance at an educational conference on the legislative or judicial process offered by a nonprofit organization
 8. For the purpose as serving as a member of a precinct board for an election pursuant to Elections Code §12302.
 9. For the purpose of spending time with a member of the student'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 student's naturalization ceremony to become a United States citizen.

11. Authorized at the discretion of a school administrator, as described in EC 48260(c).

- (b) A student 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 therefor. The teacher of the class from which a student is absent shall determine which tests and assignments shall be reasonably equivalent to, but not necessarily identical to, the tests and assignments that the student missed during the absence.
- (c) For the purposes of this section, attendance at religious retreats shall not exceed four hours per semester.
- (d) Excused 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 student.

Absence for Religious Purposes

(BP/AR 5113, EC 46014, EC 48205)

In accordance with law, BP and AR, student absences for participation in religious exercises or to receive moral or religious instructions at their places of worship, or at other suitable places away from school property designated by a religious group, church, or denomination, may be considered excused and are subject to the following conditions:

1. Student's parent/guardian shall provide written consent for the absence.
2. Student shall attend at least the minimum school day.
3. Student shall be excused for this purpose on no more than four days per school month.
4. Attendance at religious retreats shall not exceed four hours per semester.

Unexcused Absences

(BP/AR 5113, BP/AR 6154)

Absences for reasons not listed above may be recorded as unexcused absences by the school. Unexcused absences may result in:

1. Referral to administrator for corrective and preventative action with parent/guardian notification.
2. Student's grades being affected by excessive unexcused absences, in accordance with Board Policy.

Students who miss schoolwork because of truancy or unexcused absences shall be required to make up missed work for reduced credit as described in the course syllabus. Teachers will assign such make-up work as necessary to ensure academic progress, not as a punitive measure.

Excessive Absences

(BP/AR 5121)

The Board desires to emphasize the importance of school attendance. Excessive absenteeism, whether caused by excused or unexcused absences, may be an early warning sign of poor academic achievement and may put students at risk of dropping out of school. The Board desires to ensure that all students attend school in accordance with the state's compulsory education law (EC 48200) and take full advantage of educational opportunities provided by the District.

- Excessive excused absences: Students with excessive excused absences may be required to submit a doctor's note to excuse subsequent absences. Parents/guardians and the student may be required to attend a School Attendance Review Team ("SART") meeting with school administration. The intent of the SART meeting is to create and implement a written plan (Attendance Review Contract) and to determine if there are any services the school may provide to assist the family with attendance concerns.
- Excessive unexcused/unverified absences: Students with excessive unexcused or unverified absences (twenty-five percent absences per trimester or semester) may receive a failing grade and may not receive credit for the class(es). If a student misses class without an excuse and does not subsequently turn in homework, take a test or fulfill another class requirement which the student missed, the teacher may lower student's grade for nonperformance. Teachers who withhold class credit for this reason shall so inform the students and parents/guardians at the beginning of the semester.

How Absences are Counted

- Elementary: Absences are counted by the full day for elementary. If a student leaves 30 minutes or more before the end of the school day (early release), is tardy 30 minutes or more at the beginning of the school day or has any other partial day absence for more than 30 minutes without being excused, that absence is recorded and is included in the count towards the truancy report letters.
- Secondary: Absences are counted by the full day for all periods missed in one day and counted by each period missed for partial day absences. Tardies for more than 30 minutes or any other partial day absence for more than 30 minutes without a valid excuse, or any combination thereof within a school year are also included in the count towards the truancy report letters.

Truancy Report Letters

(AR 5113, AR 5113.1, EC 46010.1, EC 46014, EC 48200, EC 48205, EC 48260)

According to the California Compulsory Attendance Law, minors between the ages of 6 to 18 are subject to compulsory full-time education. Parents/guardians and their students are responsible for regular school attendance for the length of each school day as established by the school district's Board of Education. It is the District's desire that all students attend school daily and on time, so that they may take full advantage of the educational opportunities provided to them by the District.

CVUSD understands that occasionally a student may be absent from school for excused reasons such as health, family emergencies and justifiable personal reasons as permitted by law. CVUSD requests that parents/guardians clear their student's absence daily and no less than five school days upon student's return to school or the absence may be recorded as unverified or unexcused.

CVUSD abides by all state attendance laws, including informing parents/guardians when their students have missed school or any part thereof. Truancy report letters will be sent in accordance with law when students have multiple unexcused or unverified absences or tardies. The District may conduct home visits by a verifying employee, or by any other reasonable method which establishes the fact that the student was absent for the reasons stated.

Understanding the Truancy Process

Truancy report letters are generated for students having unexcused or unverified absences, (for secondary students, it may be a full day or period absences), or tardy for more than 30 minutes, or early release for more than 30 minutes, or any other partial day absence for more than 30 minutes without a valid excuse, or any combination thereof within a school year.

- 1 TO 3 unexcused/unverified absences: After the third unexcused or unverified absence, the school shall send parents/guardians the 1st truancy report letter identifying student as a truant. This notification requests the help of parents/guardians with their student's attendance and warns of the consequences for further absences.
- 4 TO 6 unexcused/unverified absences: After the sixth unexcused or unverified absence, the school shall send parents/guardians the 2nd truancy report letter and require parent/guardian to attend a School Attendance Review Team ("SART") meeting at the school. The intent of the SART meeting is to create and implement a written plan (Attendance Review Contract) and to determine if there are any services the school may provide to assist the family with attendance concerns.
- 7 TO 9 unexcused/unverified absences: After the ninth unexcused or unverified absence, the school shall send parents/guardians the 3rd truancy report letter (habitual truancy). This letter informs the parents/guardians that the next absence will result in the family being served a summons to appear at a School Attendance Review Board (SARB) hearing/truancy mediation which is usually held in CVUSD's Board room at the District Office. Participants at this hearing may include, but are not limited to, school personnel, Child Welfare and Attendance team, the District Attorney of San Bernardino County and other inter-agency organizations. At this hearing, a SARB contract is created, signed and implemented for all parties to adhere to. Parents/guardians who fail to abide by the stipulations of the SARB contract may also receive a citation and summons to appear before a court of law.

Parents/guardians have five school days to clear absences with the school's attendance clerk. If not cleared within five school days, the absence becomes unverified and cannot be changed. Truancy report letters are computer generated one week after a student's attendance meets truancy criteria and sent to parents/guardians. Parents/guardians may receive a truancy report letter at any time throughout the school year based on the number of unexcused and unverified absences that prompted the notification. Consequently, it is important that parents/guardians clear their student's absence daily and check the Aeries Parent Portal on a regular basis to review their student's attendance.

For questions regarding the District's attendance policy, truancy notifications and home visits, contact the school's attendance office or a school administrator. CVUSD appreciates the efforts of parents/guardians and their students in assisting us in delivering a quality education to all students.

Chronic Absence and Truancy

(BP/AR 5113.1, EC 48260-48263.6, EC 48291, EC 60901)

"Chronic absentee" means a student who is absent for any reason, including excused absences, for ten percent or more of the school days in the school year, when the total number of days the student is absent is divided by the total number of days the student is enrolled and school was in session, exclusive of Saturdays and Sundays.

"Truant" means a student who is absent from school without a 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 three occasions in one school year, or any combination thereof.

"Habitual truant" means a student who has been reported as a truant three or more times within the same school year, provided the district has made a conscientious effort to hold at least one conference with the student and their parent/guardian.

"Chronic truant" means a student who has been absent from school without a valid excuse for ten percent or more of the school days in one school year, from the date of enrollment to the current date, provided the District has met the requirements of EC 48260-48263 and 48291.

Addressing Chronic Absence

When a student is identified as a chronic absentee, school site personnel shall communicate with the student and their parent/guardian to determine the reason(s) for the excessive absences, ensure the student and parent/guardian are aware of the adverse consequences of poor attendance, and jointly develop a plan for improving the student's school attendance.

The student may be referred to a Student and Teacher Excellence Program (STEP) or School Attendance Review Team (SART) meeting to assist in evaluating the student's needs and identifying strategies and programs that may assist student.

School Attendance Review Board

(EC 48263, EC 48264.5, EC 60901)

A student who is habitually truant, irregular in school attendance, a chronic absentee as defined in EC 60901, or habitually insubordinate or disorderly during attendance at school may be referred to, and required to attend, a School Attendance Review Board (SARB) hearing, a truancy mediation program established by the district attorney or the probation officer, or a comparable program deemed acceptable by the District's attendance supervisor.

Home Visits to Verify Absences

(AR 5113)

The District has the right to complete home visits by a verifying employee, or any other reasonable method which establishes the fact that the student was absent for the reasons stated.

Closed Campus

(BP/AR 5112.5, EC 44808.5)

To keep students in a supervised, safe, and orderly environment, the District has established a "closed campus." Students shall not leave the school grounds at any time during the school day without written permission of their parent/guardian and school authorities. However, high school principals may allow junior and senior students the privilege of leaving campus during lunch time provided they meet certain eligibility requirements. Students who leave school or who fail to return following lunch without authorization shall be classified as truant and subject to corrective action. The District, Board and district employees shall not be liable for the conduct and safety of students who leave school grounds during the lunch period.

Confidential Medical Services/Medical Verification

(BP/AR 5113, EC 46010.1.)

School authorities may excuse any student in grades 7-12 from school for the purpose of obtaining confidential medical services, without the consent of parent/guardian.

- When excusing students for confidential medical services or verifying such appointments, District staff shall not ask the purpose of such appointments but may request a note from the medical office to confirm the time of the appointment.

If a student shows a pattern of chronic absenteeism due to illness, District staff may require verification of any further student absences.

Pregnant and Parenting Students

(BP/AR 5146, EC 46015, EC 48205)

Pregnant and parenting students or students who give or expect to give birth or a parenting student who has not given birth and who identifies as the parent of the infant, are entitled to accommodations that provide them with the opportunity to succeed academically while protecting their health and the health of their children. See also, Reasonable Accommodations under Health Services.

A pregnant and parenting student is entitled to eight weeks of parental leave which the student may take before the birth of student's infant if there is a medical necessity and after childbirth during the school year in which the birth takes place, or more than eight weeks if deemed medically necessary by the student's physician. The student or, if student is under 18 years of age, the person holding the right to make educational decisions for the student, must notify the school administrator of student's intent to exercise this right. Absences from school are excused until student is able to return to the regular school program or, if desired, an alternative education program in which the educational programs, activities, and courses shall be equal to those the student would have been in if participating in the regular education program.

Student is not required to complete academic work or other school requirements while on parental leave and may return to the school and the course of study in which the student was enrolled in prior to taking parental leave. Upon student's return to school, student is entitled to opportunities to make up work missed during the leave, including, but not limited to, make up work plans and reenrollment in courses.

Student may remain enrolled for a fifth year of instruction in the school in which the student was previously enrolled when it is necessary for the student to be able to complete state and district requirements, unless the district makes a finding that the student is reasonably able to complete district graduation requirements in time to graduate from high school by the end of the student's fourth year of high school.

A complaint of noncompliance may be filed with the district under the Uniform Complaint Procedures.

CONDUCT

(BP 5131, BP/AR 5144.1)

Students have the right to be educated in a positive learning environment free from disruptions. Students shall be expected to exhibit appropriate conduct that does not infringe upon the rights of others or interfere with the school program while on school grounds, while going to or coming from school, while at school activities, and while on District transportation.

Students must obey all school and classroom rules while at school, school activities, and on their way to and from school and school activities, treat others with respect, and be diligent in their studies. Students must not visit other school campuses while in session unless a school official has given prior written permission. Students must also remain on campus through the end of the school day once they have arrived and must follow the rules regarding leaving campus.

Conduct is considered appropriate when students are diligent in study, careful with school property, and courteous and respectful towards their teachers, other staff, students, and volunteers. To address the behavior of any student who is subject to discipline, the Superintendent or designee shall, to the extent allowed by law, first use alternative disciplinary strategies. Except for single acts of a grave nature or offenses for which suspension or expulsion is required by law, suspension or expulsion shall be used only when other means of correction have failed to bring about proper conduct or the students' presence causes a continuing danger to the student or others. Students who violate District or school rules and regulations repeatedly may be subject to progressive disciplinary action, including, but not limited to, suspension, expulsion, transfer to alternative programs, or denial of participation in extracurricular or co-curricular activities in accordance with BP and AR. The full text of the Suspension and Expulsion/Due Process policy is available on the District website at <https://www.chino.k12.ca.us/page/4041>. (See BP/ and AR 5144.1)

Prohibited Student Conduct includes, but is not limited to:

1. Conduct that endangers students, staff, or others, including, but not limited to, physical violence, possession of a firearm or other weapon, and terrorist threats.
2. Discrimination, harassment, intimidation or bullying of students or staff, including sexual harassment, hate motivated behavior, cyberbullying, hazing or initiation activity, taunting, malicious teasing, insults, spreading rumors, destroying property, ridicule, extortion, or any other verbal, written, or physical conduct that causes or threatens to cause violence, bodily harm, emotional suffering, or substantial disruption.
3. Conduct that disrupts the orderly classroom or school environment.
4. Willful defiance of staff's authority.
5. Damage to or theft of property belonging to the District, staff, volunteers, or students. Due to extensive damage done to school property, gum is not allowed to be sold, possessed, and/or chewed on school District property. The District shall not be responsible for students' personal belongings which are brought on campus or to a school activity and are lost, stolen, or damaged.
6. Obscene acts or use of profane, vulgar, or abusive language.
7. Possession, use, or being under the influence of tobacco, alcohol, or other prohibited drug.
8. Possession or use of laser pointers, unless for a valid instructional or other school-related purpose. Prior to bringing a laser pointer on school premises for a valid instructional or school-related purpose, a student shall obtain permission from the principal or designee. (PC 417.27)
9. Use of cellular/digital telephone, pager, or other mobile communication device during instructional time.
10. Plagiarism or dishonesty in schoolwork or on tests.
11. Inappropriate attire.
12. Tardiness or unexcused absence from school.
13. Failure to remain on school premises in accordance with school rules.
14. Student dance movements and mannerisms must fall within the standards of good taste and decency. Dancing that is lewd, lascivious, or deemed inappropriate based on District standards will not be tolerated. Physically dangerous dancing or movements will not be permitted. Students who engage in inappropriate behaviors will be stopped and warned on the first occasion. Parents will be contacted, and students will be asked to leave the dance should students continue the inappropriate behavior. School officials are given the right to make decisions on suitable dance movements.
15. Possession or use of electronic cigarette or smokeless non-tobacco cigarette; also known as an e-cigarette, personal vaporizer or PV, or any form of electronic inhaler that vaporizes a liquid solution into an aerosol mist, simulating the act of tobacco smoking, whether or not it contains nicotine. (See also, Tobacco Products section.)

Behavior Code for Senior Activities

(BP 5144)

It is the intent of the Board that students be aware of District policy regarding behavior by any member (or guest) of the senior class. Restitution for damages caused by any type of vandalism will be required. During the second semester of a school year, any senior student who commits or participates in the commission of any act enumerated in the District Behavior Code, EC Sections 233, 48900(a-r), 48900(t), 48900.2, 48900.3, 48900.4, 48900.7, 48915(a) and/or 48915(c) while going to or coming from school, while at school or a school-sponsored activity, or during the lunch period, whether on or off campus, shall be subject to the following consequences:

1. Exclusion from the activity and turned over to the appropriate authority,
2. Suspension or expulsion from school, and
3. Exclusion from future activities.
 - a. First violation: Exclusion from school activities, with the exception of the graduation ceremony, for the remainder of the school year. These activities include but are not limited to:
 - (1) junior/senior prom, (4) baccaulaureate, and
 - (2) senior field trip, (5) grad night
 - (3) senior week,
 - b. Second violation: Exclusion from the graduation ceremony.

Any violation occurring during senior week will result in the removal of the student from the graduation ceremony and the remaining senior activities that week. An attempt shall be made by the principal or designee to notify the parents/guardians of such violations immediately. Appropriate disciplinary action shall be taken on the school day immediately following the activity if the incident occurred during non-school hours.

All senior students and their parents/guardians shall be required to sign the "Notification of Behavior Regulations for Senior Activities." In the event the student and the parents/guardians of the student refuse to sign the "Notification of Behavior Regulations for Senior Activities" form within ten school days of the beginning of the second semester, the student will be excluded from all senior activities until such time as the document is signed.

Any senior student's guest who commits or participates in the commission of an act enumerated in the District Behavior Code, EC Sections 233, 48900(a-r), 48900(t), 48900.2, 48900.3, 48900.4, 48900.7, 48915(a) and/or 48915(c) while attending a school activity will be removed from the activity and turned over to parents/guardians and/or the police.

Behavior on School Buses

(BP/AR 5131.1)

It is the District's intent to transport students as safely and comfortably as possible and ensure any behaviors that would endanger bus riders not be permitted to occur. Riders shall always follow the instructions and directions of the bus driver. Unsafe behavior which compromises the well-being of bus riders, including but not limited to student behavior at bus stops, will be subject to disciplinary action.

All students receiving school bus riding privileges are subject to the bus rider rules of conduct as outlined in the School Bus Rider's Handbook and in AR 5131.1. Citations for infractions (Bus Conduct Report to Parents) will be issued for those students who violate the bus rider rules of conduct. In the case of a severe violation or repeated offense, the rider may be denied transportation for a period of time up to the remainder of the school year and may also receive disciplinary action as deemed appropriate by the school principal.

Bullying/Cyberbullying

(BP 5131.2, AR 5145.7)

The District recognizes the harmful effects of bullying on student learning and school attendance and desires to provide safe school environments that protect students from physical and emotional harm while promoting mutual respect, tolerance, and acceptance. District employees shall establish student safety as a high priority and shall not tolerate bullying, intimidation, or harassment of any student whether it be direct or indirect through words or actions. No individual or group of individuals, regardless of disability, gender, nationality, race or ethnicity, religion, sexual orientation, immigration status, or any other characteristic, shall through physical, written, verbal, electronic or other means, harass, sexually harass, threaten, intimidate, retaliate, cyberbully, cause bodily injury to, or commit hate violence against any other student or school personnel.

Bullying is characterized by aggression used within a relationship where the aggressor(s) has more real or perceived power than the target, and the aggression is repeated, or has the potential to be repeated, over time. Bullying can involve overt physical behavior or verbal, emotional, or social behaviors and can range from blatant aggression to far more subtle and covert behaviors.

Cyberbullying, or bullying through electronic technology, includes the creation or transmission of harassing communications, offensive text messages or e-mails, rumors or embarrassing photos posted on social media, direct threats, or other harmful texts, sounds, or images on the Internet, or other technologies using a telephone, computer, or any wireless communication device. Cyberbullying also includes breaking into another person's electronic account and assuming the person's identity in order to damage that person's reputation or friendships. (See also, Discipline section.)

Students are encouraged to notify any school employee when they are being bullied or suspect that another student is being victimized. Any student who engages in bullying on or off the school premises in a manner that causes or is likely to cause a substantial disruption of a school activity or school attendance, shall be subject to corrective action, which may include alternative means of correction, including and up to suspension or expulsion in accordance with BP 5131.2. Any complaint of bullying, whether it is discriminatory or non-discriminatory, shall be investigated and resolved in accordance with law and the District's Site-Level Grievance Procedure specified in AR 5145.7 – Sexual Harassment.

A student who has been determined by CVUSD personnel to have been the target of an act of bullying shall, at the request of the person having legal custody of the student, be given priority to attend another school, even in another district. Placement at a requested school is contingent upon space availability. Transfer request applications are available at Student Support Services.

Education Code 48909

When a petition is requested in juvenile court or a complaint is filed in any court alleging that a minor of compulsory school attendance age or any pupil currently enrolled in a public school in a grade to and including grade 12 is a person who (a) has used, sold, or possessed narcotics or other hallucinogenic drugs or substances; (b) has inhaled or breathed the fumes of, or ingested any poison classified as such in Section 4160 of the Business and Professions Code; or (c) has committed felonious assault, homicide, or rape the district attorney may, within 48 hours, provide written notice to the superintendent of the school district of attendance, notwithstanding the provisions of Section 827 of the Welfare and Institutions Code, and to the pupil's parent or guardian.

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Cellular Phones and Other Electronic Signaling Devices

(BP 5131, EC 48901.5, EC 48901.7)

Any personal electronic signaling device may be used before school begins and after the regular school day ends or during the lunch period when outside. The device shall not be used during class as a camera, calculator, and/or for email or text messaging and shall be turned off during class time and at any other time as directed by a District employee. The device may only be used for academic purposes with staff approval and shall not disrupt the education program or school activity. If a school employee finds it necessary to confiscate a device, the employee may either return it at the end of the class period or school day or keep it until the principal or designee has consulted with the student's parent/guardian. Electronic communication devices are the personal property of students and are voluntarily brought to school. The District assumes no liability for lost, damaged, or stolen personal property.

Student shall not be prohibited from possessing or using an electronic signaling device that is determined by a licensed physician or surgeon to be essential for the student's health and the use of which is limited to health-related purposes.

Consequences for Violations of Rules for Possession/Use of Mobile Communication Devices

Failure to adhere to rules for possession/use of mobile communication devices will result in any or all of the following consequences:

First Offense:

- Warning
- Confiscation
- Return to parent/guardian with signed contract for possession/use
- Violation recorded in student discipline record

Second Offense:

- Confiscation – return to parent/guardian
- Suspension (1-3 days)
- Record 48900(k) violation in student discipline record
- Loss of privilege to possess device at school for one (1) semester

Third Offense:

- Confiscation – return to parent/guardian
- Suspension (1-3 days)
- Record 48900(k) violation in student discipline record
- Loss of privilege to possess device at school for one (1) year
- Recommend to a discipline panel hearing with possible removal from the site

Prohibition of Electronic Listening or Recording Devices in Classrooms

(BP/AR 5131, EC 51512)

No electronic listening or recording device may be used in a classroom without the teacher and/or principal's permission.

Dress Code

(AR 5132, EC 35183.5)

It is the intent of the Board that students are dressed and groomed in a manner which will not interfere with or detract from a school environment conducive to academic learning or study, disrupt or threaten to disrupt the educational or instructional process, or create or present an unnecessary or unreasonable risk of injury or harm to any student.

Students are expected to give proper attention to personal cleanliness and to wear clothes that are suitable for the school activities in which they participate. Each school shall allow students to wear sun-protective clothing, including but not limited to, hats as approved by the principal, for outdoor use during the school day.

Specific Minimum Dress and Grooming Standards for Grades TK-12

1. Shoes must be worn at all times.
 - Grades TK-6: Shoes must be worn at all times. Sandals must have heel straps. Thongs, thong-type, or backless shoes or sandals are not permitted. Platform shoes above 2 inches are not permitted. Roller shoes are not permitted.
2. Absence of undergarments is prohibited. Clothing shall be sufficient to conceal undergarments at all times. See-through or fish-net fabrics, halter tops, off-the-shoulder or low-cut tops, tube or strapless tops, bare midriffs, and skirts or shorts that show the buttocks are prohibited.
3. Bathing suits are not permitted as outer wear, except when in use for a P.E. activity or athletic activity.
4. Clothing, jewelry and personal items (backpacks, fanny packs, gym bags, water bottles, etc.) shall be free of writing, pictures or any other insignia which are crude, vulgar, profane or sexually suggestive, which bear drug, alcohol or tobacco company advertising, promotions and likenesses, or which advocate racial, ethnic or religious prejudice.
5. Clothing or grooming that is obscene or defamatory, or that so incites students to create a clear and present danger of the commission of unlawful acts on school premises, or the violation of school regulations, or the substantial disruption of the orderly operation of the school is not permitted.
6. Clothes and belts must be the appropriate size and length when worn.
7. College logo apparel is permitted as designated by school's policy.
8. Gang-related and/or obscene/profane/vulgar tattoos must be covered at all times.
9. Jewelry which creates a health or safety hazard is not permitted.
10. Accessories which advocate or cause disruption on campus and/or other acts of violence or may be used as weapons are not permitted.
11. Hair shall be clean and neatly groomed.
12. Hats, caps, and other head coverings shall not be worn indoors, unless they are worn for religious or medical reasons.
13. Approved hats may be worn during outside activities for sun protection.
14. Make-up is not permitted in grades TK-6.

Individual schools that have a gang presence may, in their safety plans, include school-wide dress codes which prohibit the presence of gang-related apparel at school or school activities.

Hate Violence

(BP 5145.9, AR 5145.7)

Every student has the right to be protected from hate violence. It is the intent of the Board to promote harmonious relationships that enable students to gain a true understanding of the civil rights and social responsibilities of people in our society. Behavior or statements that degrade an individual based on their actual or perceived race, ethnicity, immigration status, culture, heritage, gender, sex, sexual orientation, physical/mental attributes, or religious beliefs or practices shall not be tolerated.

Students who believe they are a target of hate violence shall submit a verbal or written complaint to the principal or staff member. Complaints of hate violence shall be investigated and resolved in accordance with Site-Level Grievance Procedures specified in AR 5145.7 – Sexual Harassment. A student who has been found to have demonstrated hate violence shall be subject to disciplinary action in accordance with law, BP and AR.

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Hazing

No student 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 other person. Persons violating this policy shall be subject to disciplinary action in accordance with law, BP and AR.

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Nondiscrimination/Harassment of Students

(Title VI Civil Rights Act of 1964, and Title IX of the Education Amendments Act of 1972, BP 5145.3)

The District desires to provide a safe school environment that allows all students equal access and opportunities in the District's academic, extracurricular, and other educational support programs, services, and activities. The Board prohibits unlawful discrimination at any District school or school activity, including discriminatory harassment, intimidation, and bullying, targeted at any student by anyone, based on the student's actual or perceived race, color, ancestry, national origin, nationality, immigration status, ethnicity, ethnic group identification, age, religion, marital status, pregnancy, parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression or genetic information, or association with a person or group with one or more of these actual or perceived characteristics.

Prohibited harassment includes physical, verbal, nonverbal, or written conduct based on one of the categories listed above that is so severe and pervasive that it affects a student's ability to participate in or benefit from an educational program or activity, creates an intimidating, threatening, hostile, or offensive educational environment, has the purpose or effect of substantially or unreasonably interfering with a student's academic performance, or otherwise adversely affects the student's educational opportunities. School staff and volunteers shall carefully guard against segregation, bias, and stereotyping in the delivery of services, including, but not limited to, instruction, guidance, and supervision.

Harassing conduct may take many forms; including, but not limited to, verbal acts and name-calling, graphic and written statements—which may include use of electronic technology such as cell phones or the Internet—or other conduct that may be physically threatening, harmful, or humiliating. Harassment does not have to include intent to harm, or be directed at a specific target, or involve repeated incidents. Harassment creates a hostile environment when the conduct is sufficiently severe, pervasive, or persistent so as to interfere with or limit a student's ability to participate in or benefit from the services, activities, or opportunities offered by a school. When such harassment is based on race, color, national origin, sex, or disability, it violates the civil rights laws that the Office of Civil Rights enforces.

Discrimination may also include retaliation towards students and their parents/guardians for engaging in a "protected activity." Such "protected activities" include complaining of or reporting discrimination, participating in an investigation of such a complaint, and advocating for the civil rights of a student regardless of whether the complaint relates to the complaining person or someone else. The Board prohibits retaliation of any student by any employee, student, or other person in the District. Lack of English language skills will not be a barrier to admission or participation in District programs.

All school personnel who witness an act of discrimination, harassment, intimidation, or bullying must take immediate steps to intervene when it is safe to do so. Students who engage in discrimination, including harassment and retaliation in violation of the law, BP and AR, shall be subject to corrective action up to and including counseling, suspension, and/or expulsion. Any employee who permits or engages in harassment, retaliation, or other prohibited discrimination shall be subject to disciplinary action, up to and including dismissal.

This policy shall apply to all acts related to school activity or to school attendance occurring within a district school, and to acts which occur off campus or outside of school-related or school-sponsored activities but which may have an impact or create a hostile environment at school.

Students who feel subjected to discrimination, including harassment and retaliation, should immediately contact the principal or any other staff member. Any student or school employee, who observes an incident of discrimination, including harassment and retaliation, should report the incident to the principal, whether or not the target files a complaint. Upon receiving a complaint of discrimination including harassment and retaliation, the principal shall immediately investigate the complaint in accordance with the Site-Level Grievance Procedure specified in AR 5145.7 – Sexual Harassment.

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Sexual Harassment

(BP/AR 5145.7, EC 212.5, 5 CCR 4916, 5 CCR 4964)

The Board is committed to maintaining a safe school environment that is free from harassment and discrimination and prohibits sexual harassment of students by other students, employees, or other persons, at school or at a school-sponsored or school-related activity. Retaliatory behavior or action against any persons who files a complaint, testifies, or otherwise participates in District complaint processes is also prohibited.

State and Federal law provide definitions of sexual harassment. For example, Education Code Section 212.5 defines sexual harassment as follows:

"Sexual harassment" means unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature, made by someone from or in the work or educational setting, under any of the following conditions:

- (a) Submission to the conduct is explicitly or implicitly made a term or a condition of an individual's employment, academic status, or progress.
- (b) Submission to, or rejection of, the conduct by the individual is used as the basis of employment or academic decisions affecting the individual.
- (c) The conduct has the purpose or effect of having a negative impact upon the individual's work or academic performance, or of creating an intimidating, hostile, or offensive work or educational environment.

- (d) Submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through the educational institution.

Federal law defines sexual harassment in Title 34 Code of Federal Regulations Section 106.30 as follows:

Sexual harassment means conduct on the basis of sex that satisfies one or more of the following:

- (1) An employee of the recipient conditioning the provision of an aid, benefit, or service of the recipient on an individual's participation in unwelcome sexual conduct;
- (2) Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the recipient's education program or activity; or
- (3) "Sexual assault" as defined in 20 U.S.C. 1092(f)(6)(A)(v), "dating violence" as defined in 34 U.S.C. 12291(a)(10), "domestic violence" as defined in 34 U.S.C. 12291(a)(8), or "stalking" as defined in 34 U.S.C. 12291(a)(30).

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

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

Students who feel they have been sexually harassed on school grounds or at a school-sponsored or school-related activity shall immediately contact a teacher or any other staff member. Concerns shall be kept confidential, except as necessary to carry out the investigation or to take other subsequent necessary action. It is important to know that California State law forbids retaliation against those who file a sexual harassment complaint, or to those who testify, assist, or participate in any manner, in an investigation or proceeding. Any student who engages in sexual harassment or sexual violence at school or at school-sponsored or school-related activity shall be subject to disciplinary action. For students in grades 4-12, disciplinary action may include suspension and/or recommendation for expulsion. In addition, disciplinary measures may be taken against any person who is found to have made a complaint of sexual harassment which the complainant knew was not true. Upon receiving a complaint of sexual harassment, the principal shall immediately investigate the complaint in accordance with Site-Level Grievance Procedures specified in AR 5145.7 – Sexual Harassment.

Stephanie Johnson | Director, Student Support Services, Title IX Coordinator,
District Coordinator for Nondiscrimination Regarding Student-On-Student Complaints
Chino Valley USD | 5130 Riverside Drive, Chino, CA 91710 | (909) 628-1201, Ext. 6745
www.chino.k12.ca.us | stephanie_johnson@chino.k12.ca.us

For investigation of complaints of school employees or other adults toward students, contact:

Richard Rideout | Assistant Superintendent, Human Resources
Chino Valley USD | 5130 Riverside Drive, Chino, CA 91710 | (909) 628-1201, Ext. 1111
www.chino.k12.ca.us | richard_rideout@chino.k12.ca.us

Title IX

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

Stephanie Johnson | Director, Student Support Services, Title IX Coordinator,
District Coordinator for Nondiscrimination Regarding Student-On-Student Complaints
Chino Valley USD | 5130 Riverside Drive, Chino, CA 91710 | (909) 628-1201, Ext. 6745
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DISCIPLINE

(BP/AR 5144, 5144.1, 5144.2)

The Board desires to provide a safe, supportive, and positive school environment conducive to student learning and to prepare students for responsible citizenship by fostering self-discipline and personal responsibility. High expectations for student behavior, use of effective school and classroom management strategies, and parent involvement can minimize the need for discipline.

When misconduct occurs, staff shall attempt to identify and address the causes of the student's behavior and, if necessary, implement appropriate corrective actions. Persistently disruptive students may be assigned to alternative programs or removed from school in accordance with law, BP and AR. At all times, the safety of students and staff and the maintenance of an orderly school environment shall be priorities in determining appropriate discipline. Policies and standards of behavior have been established in order to promote learning and protect the safety and well-being of all students. When these policies and standards are violated, it may be necessary to use progressive discipline, up to and including suspension and/or expulsion. Staff shall immediately report any incidence of offenses specified in the law, BP and AR, as cause for suspension or expulsion.

To address the behavior of any student who is subject to discipline, the Superintendent or designee shall, to the extent allowed by law, first use alternative disciplinary strategies. Except for single acts of a grave nature or offenses for which suspension or expulsion is required by law, suspension or expulsion shall be used only when other means of correction have failed to bring about proper conduct or the students' presence causes a continuing danger to the student or others. Students who violate District or school rules and regulations repeatedly may be subject to disciplinary action, including, but not limited to, suspension, expulsion, transfer to alternative programs, or denial of participation in extracurricular or co-curricular activities in accordance with BP and AR. The full text of the Suspension and Expulsion/Due Process policy is available on the District website, <https://www.chino.k12.ca.us/page/4041>. (See BP and AR 5144.1)

Disciplinary Rules and Procedures (Grounds for Suspension and Expulsion)

(EC 44807, 48900, 48900.2, 48900.3, 48900.4, 48900.6, 48900.7, 48915, 48918)

As mutually supportive and respective partners in educating students, the District provides the following disciplinary rules and procedures in accordance with EC 48900 and 48915. Teachers, staff, and officials shall hold students to a strict account for their conduct on the way to and from school, on the playground, and during recess and will fairly and equitably enforce the written policies of the District. Students may be suspended from school and/or recommended for transfer to another school or alternative school or recommended for expulsion. Students may be represented by legal counsel or by a non-attorney advisor in school expulsion proceedings.

Students who commit the following offenses relative to school activity or attendance while on school grounds, while going to or coming from school, during the lunch period whether on or off the campus, and during, or while going to or coming from, a school-sponsored activity may be recommended for expulsion.

Education Code 48900

A student shall not be suspended from school or recommended for expulsion, unless the superintendent or the principal of the school in which the student is enrolled determines that the student 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. "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 3 1/2 inches, a folding knife with a blade that locks into place, or a razor with an unguarded blade. "Explosive" means "destructive device" as described in Section 921 of Title 18 of the United States Code.
- (c) Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of a controlled substance, an alcoholic beverage, or an intoxicant of any kind.
- (d) Unlawfully offered, arranged, or negotiated to sell a controlled substance, 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) Stole, 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.
- (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.
- (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 student enrolled in kindergarten or any of grades 1 to 3, inclusive, shall not be suspended for any of the acts enumerated in paragraph (1), and those acts shall not constitute grounds for a student enrolled in kindergarten or any of grades 1 to 12, inclusive, to be recommended for expulsion. This paragraph is inoperative on July 1, 2020.
 - (3) Except as provided in Section 48910, commencing July 1, 2020, a student enrolled in kindergarten or any of grades 1 to 5, inclusive, shall not be suspended for any of the acts specified in paragraph (1), and those acts shall not constitute grounds for a student enrolled in kindergarten or any of grades 1 to 12, inclusive, to be recommended for expulsion.
 - (4) Except as provided in Section 48910, commencing July 1, 2020, a student enrolled in any of grades 6 to 8, inclusive, shall not be suspended for any of the acts specified in paragraph (1). This paragraph is inoperative on July 1, 2025.
- (l) Knowingly received stolen school property or private property.
 - (m) Possessed an imitation firearm. "Imitation firearm" means a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.
 - (n) Committed or attempted to commit a sexual assault as defined in Section 261, 266c, 286, 287, 288, or 289 of, or former Section 288a 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 student who is a complaining witness or a witness in a school disciplinary proceeding for purposes of either preventing that student from being a witness or retaliating against that student 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. "Hazing" means a method of initiation or preinitiation into a student 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 student. For purposes of this subdivision, "hazing" does not include athletic events or school-sanctioned events.
 - (r) Engaged in an act of bullying. 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 student or group of students as defined in Section 48900.2, 48900.3, or 48900.4, directed toward one or more students that has or can be reasonably predicted to have the effect of one or more of the following:
 - (A) Placing a reasonable student or students in fear of harm to that student's or those students' person or property.
 - (B) Causing a reasonable student to experience a substantially detrimental effect on the student's physical or mental health.
 - (C) Causing a reasonable student to experience substantial interference with the student's academic performance.
 - (D) Causing a reasonable student to experience substantial interference with the student's 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 website, including, but not limited to:
 - (I) Posting to or creating a burn page. "Burn page" means an internet website created for the purpose of having one or more of the effects listed in paragraph (1).
 - (II) Creating a credible impersonation of another actual student 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 student for the purpose of bullying the student and such that another student would reasonably believe, or has reasonably believed, that the student was or is the student 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 student or a profile using the likeness or attributes of an actual student other than the student who created the false profile.
 - (iii) (I) An act of cyber sexual bullying.
 - (II) "Cyber sexual bullying" means the dissemination of, or the solicitation or incitement to disseminate, a photograph or other visual recording by a student to another student 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 in this subclause, 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.

(III) "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 (I) and subparagraph (A), an electronic act shall not constitute pervasive conduct solely on the basis that it has been transmitted on the internet or is currently posted on the internet.

(3) "Reasonable student" means a student, including, but not limited to, a student with exceptional needs, who exercises average care, skill, and judgment in conduct for a person of that age, or for a person of that age with the student's exceptional needs.

(s) A student shall not be suspended or expelled for any of the acts enumerated in this section unless that act is related to a 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 student may be suspended or expelled for acts that are enumerated in this section and related to a school activity or school 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 student 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 student 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 student subject to discipline under this section, a superintendent of the school district or principal is encouraged to provide alternatives to suspension or expulsion, using a research-based framework with strategies that improve behavioral and academic outcomes, that are age appropriate and designed to address and correct the student's specific misbehavior as specified in Section 48900.5.

(w) (1) It is the intent of the Legislature that alternatives to suspension or expulsion be imposed against a student who is truant, tardy, or otherwise absent from school activities.

(2) It is further the intent of the Legislature that the Multi-Tiered System of Supports, which includes restorative justice practices, trauma-informed practices, social and emotional learning, and schoolwide positive behavior interventions and support, may be used to help students gain critical social and emotional skills, receive support to help transform trauma-related responses, understand the impact of their actions, and develop meaningful methods for repairing harm to the school community.

Education Code Sections 48900.2, 48900.3, and 48900.4 shall not apply to students enrolled in kindergarten or any of grades 1 to 3, inclusive.

48900.2 Committed sexual harassment as defined in EC 212.5. The conduct described in EC 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.

48900.3 Caused, attempted to cause, threatened to cause, or participated in an act of, hate violence as defined in subdivision (e) of EC 233.

48900.4 Intentionally engaged in harassment, threats, or intimidation, directed against school district personnel or students, 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 students by creating an intimidating or hostile educational environment.

Education Code 48900.5

An employee of a school district whose person or property is injured or damaged by the willful misconduct of a pupil who attends school in such district, when the employee or the employee's property is (1) located on property owned by the district, (2) being transported to or from an activity sponsored by the district or a school within the district, (3) present at an activity sponsored by such district or school, or (4) otherwise injured or damaged in retaliation for acts lawfully undertaken by the employee in execution of the employee's duties, may request the school district to pursue legal action against the pupil who caused the injury or damage, or the pupil's parent or guardian pursuant to Section 48904.

Education Code 48900.6

As part of or instead of disciplinary action prescribed by this article, the principal of a school, the principal's designee, the superintendent of schools, or the governing board may require a student to perform community service on school grounds or, with written permission of their parent/guardian, off school grounds, during student's non-school hours. For the

purposes of this section, "community service" may include, but is not limited to, work performed in the community or on school grounds in the areas of outdoor beautification, community or campus betterment, and teacher, peer, or youth assistance programs. This section does not apply if a student has been suspended, pending expulsion, pursuant to Section 48915. However, this section applies if the recommended expulsion is not implemented or is, itself, suspended by stipulation or other administrative action.

Education Code 48900.7

- (a) Made terroristic threats against school officials or school property, or both. (Applies to all grade levels.)
- (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 (\$1000), 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.

Education Code 48915

- (a) (1) Except as provided in subdivisions (c) and (e), the principal or the superintendent of schools shall recommend the expulsion of a student 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 student.
 - (C) Unlawful possession of any controlled substance, 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 student for medical purposes or medication prescribed for the student 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. An assault is an unlawful attempt, coupled with a present ability, to commit a violent injury on the person of another. (PC 240) A battery is any willful and unlawful use of force or violence upon the person of another. (PC 242)
- (b) Upon recommendation by the principal or the 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 student expelled upon finding that the student 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 a student for any of those acts 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 student causes a continuing danger to the physical safety of the student or others.
- (c) The principal or superintendent of schools shall immediately suspend, pursuant to Section 48911, and shall recommend expulsion of a student 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 applies to an act of possessing a firearm only if the possession is verified by an employee of a school district. The act of 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.
 - (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 student expelled upon finding that the student committed an act listed in subdivision (c), and shall refer that student to a program of study that meets all of the following conditions:
 - (1) Is appropriately prepared to accommodate students 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 student at the time of suspension.

- (e) Upon recommendation by the principal or the 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 student expelled upon finding that the student, at school or at a school activity off of school grounds violated subdivision (f), (g), (h), (i), (j), (l), or (m) of Section 48900, or Section 48900.2, or 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 student causes a continuing danger to the physical safety of the student or others.
- (f) The governing board of a school district shall refer a student who has been expelled pursuant to subdivision (b) or (e) to a program of study that meets all of the conditions specified in subdivision (d). Notwithstanding this subdivision, with respect to a student 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 student 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 3 1/2 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.

The principal may use discretion to provide alternatives to suspension or expulsion that are age appropriate and designed to address and correct the student's specific misbehavior. The District's utilization of disciplinary responses and measures, which may include suspension and expulsion, shall occur on a case-by-case basis, considering the nature of the alleged offense(s), prior disciplinary history, and utilization of other means of correction.

Discipline at Other Grade Levels

A student at any grade level who commits or participates in the commission of an act enumerated in the District Behavior Code, EC 48900, 48900.2, 48900.3, 48900.4, 48900.7, 48915(a) and/or 48915(c) may, in addition to the penalties enumerated in Education Code, be excluded from school activities if the principal or designee determines that:

1. This action is the most effective way to bring about improved behavior,
2. Other methods of correction are not feasible and have failed to bring about improved behavior, and
3. The student's participation in the activity presents a danger to oneself or others.

Such activities may include, but are not limited to:

1. Attendance at sports events
2. Dances/proms
3. End of year celebrations
4. Field trips
5. Student travel
6. Promotion exercises (grades 6 and 8)

The identification of the number of events from which the student is excluded is to be determined by the principal. Parents/guardians are to be notified verbally and in writing when a student is excluded from a school activity.

Recess Restriction

(AR 5144)

A teacher may restrict a student's recess time only when the teacher believes that this action is the most effective way to bring about improved behavior. Students may be detained for disciplinary reasons for up to one hour after the close of the maximum school day.

Property Damage

(AR 5125.2, BP 6161.2, EC 48904, EC 48904.3, EC 49014)

When a student willfully cuts, defaces or otherwise injures real or personal property of the District or willfully does not return district property that has been loaned to the student, the student's parents/guardians may be required to pay the costs of all damages within the limits established pursuant to EC 48904. Until reparation has been paid or the student has completed voluntary work or other nonmonetary alternative offered by the District in lieu of monetary payment for damages, the District may withhold the student's grades, diploma, and/or transcripts. Prior to the withholding of grades, diploma, and/or transcripts, the parents/guardians shall be informed in writing of the responsible student's alleged misconduct and any reparation that may be due.

Should a student whose grades, diploma, and/or transcripts have been withheld, transfers from one district to another, the new district shall be notified. The decision to withhold shall likewise be enforced by the new district until notification is received in writing from the prior district that reparation has been made and the decision to withhold has been rescinded. The new district shall inform parents/guardians in writing that the decision to withhold by the prior district will be enforced by the new district.

Current or former homeless or foster youth students, unless emancipated at the time of debt, are exempt from reparation under EC 49014.

Weapons and Dangerous Instruments

(BP/AR 5131.7)

The District prohibits any person other than authorized law enforcement or security personnel from possessing weapons, imitation firearms, or dangerous instruments of any kind in school buildings, on school grounds or buses, at any school related or school-sponsored activity away from school, or while going to or coming from school. Students are encouraged to promptly report the presence of weapons, injurious objects, or other suspicious activity to school authorities.

Students possessing or threatening others with a weapon, dangerous instrument, or imitation firearm are subject to suspension and/or expulsion in accordance with law, BP and AR. Students may also be subject to suspension or expulsion if they threaten/harass others or disrupt school activities by exhibiting an imitation weapon. Law enforcement authorities will be notified when any student possesses a weapon or commits any act of assault with a firearm or other weapons.

Alcohol and Other Drugs

(BP 5131.6)

Students are not permitted to possess alcohol, drugs and/or related paraphernalia on or around school grounds. Use of alcohol or other drugs adversely affects a student's ability to achieve academic success, is physically and emotionally harmful, and has serious social and legal consequences.

The District shall take appropriate action to eliminate possession, use or sale of alcohol and other drugs and related paraphernalia on school grounds, at school events, or in any situation in which the school is responsible for the conduct and well-being of students. School authorities may search students and school properties for the possession of alcohol and other drugs in accordance with law, BP and AR.

Electronic Nicotine Delivery Systems (e-cigarettes)

(HSC 119405, HSC 11014.5)

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

HSC §119405 prohibits the sales of e-cigarettes to minors which means that students should not be in possession of any such devices. 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 HSC §11014.5.

Tobacco Products

(BP/AR 5131.62, EC 48900, EC 48901, BPC 22950.5)

Students shall not possess, smoke, or use tobacco, or any product containing tobacco or nicotine while on campus, while attending school-sponsored activities, or while under the supervision and control of District employees.

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

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

These prohibitions do not apply to a student's possession or use of student's own prescription products. However, student possession or use of prescription products in school shall be subject to the District's policy and regulation for addressing the administration of medications on campus.

ENROLLMENT

Compulsory Education

(EC 48200, EC 48231)

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 parent/guardian is located.

Students between 12 and 18 years of age who enter an attendance area from another state within 10 school days before the end of the school term during which such entrance occurs are exempt for the remainder of the school term.

Transitional Kindergarten Admission

(AR 5111, BP 6170.1, EC 48000)

The TK program is voluntary and offered free of charge to families. The TK program assists students in developing the academic, social, and emotional skills needed to succeed in kindergarten and beyond. Transitional Kindergarten (TK) is the first year of a two-year kindergarten program the District offers at a few school sites for eligible students who do not meet the minimum age requirements for kindergarten. Eligible students shall have their fifth birthday between September 2 and December 2 of the applicable school year. Early entry into TK is not offered. The District does not provide transportation for TK students. It is the responsibility of the parent/guardian to transport TK students to school daily and on time.

To enroll in the TK program, parents/guardians shall come to Student Support Services to preregister and present proof of student's age for age eligibility verification. Parent/guardian will be contacted by school site personnel regarding school assignment and registration instructions. Students who complete the TK program are eligible to continue in kindergarten the following school year at their residence attendance area school. Although attendance is not compulsory for most TK students, students are expected to attend school daily and on time and shall follow the District's attendance policies.

Kindergarten Admission

(BP/AR 5111, EC 48000)

A student shall be admitted to kindergarten at the beginning of a school year, if student's fifth birthday is on or before September 1 of that school year.

Student Age Verification

(BP/AR 5111, EC 48002)

Prior to admission of a student to transitional kindergarten, kindergarten, or first grade, the parent/guardian shall present evidence of student's age for age eligibility verification.

Student Residency

Determination of Place of Residence

(Government Code 244)

In determining the place of residence, the following rules shall be observed:

- It is the place where one remains when not called elsewhere for labor or other special or temporary purpose, and to which the student returns in seasons of repose.
- There can only be one residence.

Residency Requirements

(EC 48200, EC 48204, EC 48204.3, EC 48204.4, EC 48207, EC 48301, EC 48356, EC 46600, EC 56155.5)

CVUSD admits all students who reside within District boundaries or who fulfill the District residency requirements through other means as allowed by law. Students are deemed to have complied with District residency requirements for enrollment in a District school if student meets any of the following criteria:

- Student's parent/guardian resides in District boundaries
- Student is placed within District boundaries in a regularly established licensed children's institution, a licensed foster home, or a family home pursuant to a court ordered commitment or placement and shall present evidence to the school that the placement is pursuant to law
- Student is admitted through an interdistrict option

Students may alternatively comply with the residency requirements for school attendance in a school district, if they are any of the following:

- an emancipated student who resides within the boundaries of the school district
- a student living in the home of a caregiving adult that is located within the boundaries of the school district and the caregiving adult submits an affidavit to that effect
- a student residing in a state hospital located within the boundaries of the school district
- a student whose parent or legal guardian resides outside of the boundaries of that school district but is employed and lives with the student at the place of employment within the boundaries of the school district for a minimum of three days during the school week
- a student whose parent/guardian, while on active military duty pursuant to an official military order, is transferred or is pending transfer to a military installation within the State
- a student whose parent/guardian was a resident of California who departed the State against their will due to a transfer by a government agency that had custody of the parent/guardian, a lawful order from a court or government agency

authorizing their removal, or removal or departure pursuant to the Federal Immigration and Nationality Act, and the student lived in California immediately before moving out of State as a result of their parent/guardian's departure.

Proof of Residency

(BP/AR 5111.1, EC 48204.1)

Parents/guardians are required to provide documentation of student's residency upon admission to a District school. Residency verification is a state-required parent/guardian's responsibility and falsification of information may be grounds for immediate cancellation of enrollment.

Reasonable evidence of residency for a student living with parent/guardian shall be established by documentation showing the name and address of the parent/guardian within the school district, including, but not limited to, any of the following documentation:

1. Property tax payment receipts
2. Rental property contract, lease, or payment receipts
3. Utility service contract, statement, or payment receipts
4. Pay stubs
5. Voter registration
6. Correspondence from a government agency
7. Declaration of residency executed by the parent/guardian of a student
8. If the student is an unaccompanied youth as defined in 42 USC 11434(A), a declaration of residency executed by the student.
9. If the student is residing in the home of a caregiving adult, within District boundaries, an affidavit executed by the caregiving adult in accordance with Family Code 6552.

Investigation of Residency

(BP 5111.1, EC 48204.2)

When District personnel have reason to believe the address provided by parent/guardian is incorrect, or falsely reported, school staff have the right and obligation to conduct a thorough investigation (due diligence) in order for the principal to take appropriate action. Methods of investigation may include, but are not limited to, interviewing students, contacting appropriate authorities, and conducting home visits to establish residency. In situations where a false address is suspected or may have been used, District staff will verify the address of students.

Denial or Revocation of Enrollment

(BP 5111.1)

If, upon investigation, it has been determined that a student's enrollment or attempted enrollment is based on inaccurate or false evidence of residency, the superintendent or designee shall revoke student's enrollment and student must enroll at their residence attendance area school. However, before revocation of enrollment may occur, parent/guardian shall be sent written notification of the facts leading to the District's determination, be given ten school days to provide proof of residency to school administration and be informed that on the eleventh day student's enrollment shall be revoked if residency within school boundaries cannot be established. Said parent/guardian notice shall also include the appeal process and contact information for the hearing officer. Student's enrollment continues until the appeal process is completed. A student not currently enrolled in the District shall not be permitted to attend any District school unless the appeal is successful. This process is not intended to disrupt the educational program for students; however, it is instituted to protect the school, the District, and parents/guardians from potential fraud investigations related to State and District School of Attendance residency requirements.

If parent/guardian desires to appeal the District's determination, parent/guardian shall schedule a meeting with the hearing officer before the scheduled revocation date. At this meeting, parent/guardian can inspect supporting documents, rebut District evidence, question any District witnesses, and present oral and/or documentary evidence, including witnesses, on the student's behalf. The burden of proof is on the parent/guardian to show why the District's determination to deny enrollment should be overruled. For good cause shown, the hearing officer may extend the meeting date to permit parent/guardian to obtain required documentation.

After the appeal meeting is held, the hearing officer shall prepare a written decision based on the findings. If the hearing officer upholds the revocation, parent/guardian has ten days to appeal to the Board. The hearing officer's decision shall be final unless appealed to the Board. Except in cases where good cause is shown, the Board shall not reopen the record to consider evidence or argument which was not presented to the hearing officer. The Board's decision is final.

Enrollment Priorities and Transfer Options (BP/AR 5116.1, BP/AR 5117)

The Board desires to provide enrollment options that meet the diverse needs and interests of district students and parents/guardians, while also balancing enrollment to maximize the efficient use of district facilities. Parents/guardians of students who reside within district boundaries may apply to enroll their student in any district school, regardless of the location of residence within the district. Interdistrict Attendance Permit requests are available for parents/guardians of students who reside within the CVUSD boundary and desire to attend school in another district. No student currently residing within a school's residence attendance area shall be displaced by another student transferring from outside the residence attendance area. For more information, contact Student Support Services, or visit the District's website, at <https://www.chino.k12.ca.us/page/21698>.

The District considers the needs and preferences of students and parents/guardians before making a transfer assignment but is not obligated to accept the parent/guardian's preference if the assignment is not feasible due to space constraints or other considerations. Therefore, submission of a transfer application does not guarantee placement at the school requested. Parents/guardians are required to enroll student in their residence attendance area school until notified of transfer approval. Students who are not enrolled in their residence attendance area school on the first day of school may be removed from the transfer process.

The District does not provide transportation for students attending school outside their residence attendance area while on an approved transfer. It is the responsibility of the parent/guardian to transport transfer students to school daily and on time.

Intradistrict Open Enrollment Transfers (School to School Within CVUSD) (BP/AR 5116.1)

Intradistrict open enrollment transfer applications for the subsequent school year are only available in Student Support Services and on their website during the intradistrict open enrollment period. Applications must be completed by the student's parent/guardian and submitted to Student Support Services before the deadline to be eligible for the lottery. The intradistrict open enrollment period is held annually during the month of November. Only one application per student may be submitted. For more information, including intradistrict open enrollment and lottery dates, contact Student Support Services or visit the District's website <https://www.chino.k12.ca.us/page/21698>.

Intradistrict Open Enrollment Priorities – First priority is for siblings of students who have already established residency through a prior transfer process within the school requested. For sibling preference to apply, siblings must both attend the same school in the same school year. Next priority is for students whose parent/guardian is employed by the Chino Valley Unified School District and assigned to the requested school as the employee's primary place of employment for the school year requested.

Lottery – When applications for a given school exceed available space, all requests for admission shall be handled on a random, unbiased lottery basis. By law, a first come, first served selection process does not constitute a random, unbiased process. The lottery is a one-day event held in January where all eligible intradistrict open enrollment applications submitted during the intradistrict open enrollment period are assigned a random, unbiased lottery number which establishes the rank order in which applications may be accepted. Parents/guardians are invited to attend the lottery, but attendance is not mandatory as parents/guardians will be notified of the student's random, unbiased lottery number by mail.

Waiting List – After the lottery has been conducted, students shall be placed on a waiting list for the requested school and grade. As space becomes available, intradistrict open enrollment transfer applications shall be approved in numerical lottery number. The intradistrict open enrollment transfer waiting list expires September 30th.

Approval Process of Intradistrict Open Enrollment Transfers

- Parents/guardians shall be notified by school personnel when transfer applications are approved for enrollment to the requested school.
- Parents/guardians have ten school days from the date of notification to confirm enrollment with school personnel at the transfer school. Failure to do so is considered abandonment of the request and the transfer application shall be voided, and the next student on the list is contacted.
- For information on student registration after enrollment is confirmed, contact school personnel.

Term Length

- Students accepted through the intradistrict open enrollment transfer process are approved through the highest grade served at the school. Intradistrict open enrollment transfers may not be revoked for any reason. Enrollment does not extend to the next feeder school.
- If student moves outside of the residence attendance area listed on the application and remains outside the attendance area of the school of enrollment, student will need to reapply through the transfer process to stay at the school of enrollment. Continued placement is not guaranteed.

Feeder Schools – A new application is required for each grade span: K-6, 7-8, 9-12. Students who desire to continue within the feeder junior high or high school shall submit a new transfer application in the 6th grade, and again in the 8th grade, during the intradistrict open enrollment application period, provided the requested school is accepting applications. This election is subject to space availability and placement is not guaranteed.

Intradistrict Transfers (School to School Within CVUSD)

Intradistrict transfer applications are available throughout the school year in Student Support Services and on the District's website. Applications must be completed by the student's parent/guardian and submitted to Student Support Services in person, by fax, U.S. mail or email to Student_Transfers@chino.k12.ca.us. Only one application per student for a requested school year may be submitted and pending approval at a time.

Waiting List – Intradistrict transfer applications are placed on the waiting list in the order received following the intradistrict open enrollment transfers.

Approval Process

- Unlike intradistrict open enrollment transfers, intradistrict transfer enrollment decisions are based on available space, student academic performance, attendance, and/or behavior concerns. School administration may request parent/guardian to submit the student's transcript or grades, attendance, and/or discipline records for review prior to determination.
 - Approved transfers may be revoked due to overcrowding, unsatisfactory academic achievement, attendance, and/or behavior.
- Intradistrict transfer applications are approved throughout the school year for the current school year. Through September 30th of each year (the time in which the open enrollment list is active), intradistrict transfer applications for the subsequent school year are not considered until all intradistrict open enrollment transfers for that school and grade level have been processed.
- Parents/guardians shall be notified by school personnel when transfer applications are approved for enrollment to the requested school.
 - Parents/guardians have ten school days from the date of notification to confirm enrollment with school personnel at the school of transfer. Failure to do so is considered abandonment of the request and the transfer application shall be voided.
 - For information on student registration after enrollment is confirmed, contact school personnel.

Term Length

- Intradistrict transfer requests are approved for the remainder of the school year or through highest grade served at the school. Enrollment does not extend to the next feeder school.
 - Students on transfers approved for the remainder of the current school year return to their residence attendance area school the following year.
 - Students on transfers approved through the highest grade served, return to their residence attendance area school for the next grade span.

Feeder Schools – A new application is required for each grade span: K-6, 7-8, 9-12. Students who desire to continue within the feeder junior high or high school shall submit a new transfer application in the 6th grade, and again in the 8th grade, during the intradistrict open enrollment application period, provided the requested school is accepting applications. This election is subject to space availability and placement is not guaranteed.

Appeal Process for Denial of Intradistrict Transfer – Within ten workdays of receipt of notification that their student's intradistrict transfer request has been denied for attendance, grades and/or behavior concerns, parent/guardian may submit a written appeal to the Coordinator of Child Welfare and Attendance in the department of Student Support Services. The appeal should state the special circumstances that warrant reconsideration of the denial and include documentation, if any, to support the appeal. Burden is on the appellant to show why the denial should be overruled. Denials based on lack of space availability will not be considered for appeal.

Students on an Intradistrict Open Enrollment or Intradistrict Transfer
Who Desire to Return to Their Residence Attendance Area School

Students on an approved intradistrict open enrollment transfer or an intradistrict transfer approved through the highest grade, no longer have first-priority rights to enroll at their residence attendance area school. Students who desire to return to their residence attendance area school shall apply for such enrollment as available through the intradistrict open enrollment or intradistrict transfer process.

Change of Student Address for a Pending or Approved Transfer

Change of address on student's record shall be made at student's current school of enrollment and provide proof of residency with student's new address.

- If student's address changes while the transfer application is pending, parent/guardian shall also notify Student Support Services' personnel to update the application with the new address.
- If student moves outside of the residence attendance area listed on the application and remains outside the attendance area of the school of enrollment, student will need to reapply through the transfer process to stay at the school of enrollment. Continued placement is not guaranteed.

**Interdistrict Attendance Transfers
(District to District)**
(BP/AR 5117, EC 46600-EC 46610, EC 48307)

In accordance with an Interdistrict Attendance Agreement between the CVUSD Board of Education and the Board of Education of another district, an Interdistrict Attendance Permit authorizing a student of either district to enroll in the other district may be issued upon approval of both districts.

Students leaving CVUSD on an Interdistrict Attendance Permit

Parents/guardians of students in grades TK through 12 who reside within the CVUSD boundary and desire to attend school in another district shall complete the application for Interdistrict Attendance Permit ("permit request" or "permit") and return the form to CVUSD/Student Support Services in person, by fax, U.S. mail or email to Student_Transfers@chino.k12.ca.us Permit requests are available in the office of Student Support Services and on their website at <https://www.chino.k12.ca.us/page/21698>.

Students entering CVUSD on an Interdistrict Attendance Permit

Students who reside outside the CVUSD boundary and desire enrollment in a CVUSD school, shall begin the process by obtaining the permit request from their school district of residence ("residence district").

Timeline for Processing an Application for Interdistrict Attendance Permit

Permit requests may be submitted to Student Support Services at any time for the current or subsequent school year and shall be processed as follows:

- Current year requests: For permit requests received by CVUSD fifteen or fewer calendar days before the commencement of instruction in the school year for which the transfer is sought, CVUSD shall notify the parent/guardian of its final decision within thirty calendar days from the date the request was received.
- Future year requests: For permit requests received by CVUSD more than fifteen calendar days before the commencement of instruction in the school year for which the interdistrict transfer is sought, CVUSD shall notify the parent/guardian of its final decision as soon as possible, but no later than fourteen calendar days after the commencement of instruction in the school year for which transfer is sought.

Interdistrict Attendance Permit Process

- When a student completes the permit request and is released from their residence district, the permit request is forwarded to the proposed school district of enrollment ("requested district") for determination.
- The superintendent or designee of the requested district reviews the permit request and, subject to the terms and conditions of the Interdistrict Attendance Agreement between the districts, approves or denies the permit request.
- School administration may request parent/guardian to submit the student's transcript or grades, attendance, and/or discipline records for review prior to its determination.
 - A permit request into CVUSD may be denied based on limited District resources, overcrowding at the relevant grade level, student's academic performance, attendance, and/or behavior concerns.
 - Approved permits into CVUSD are valid through grade 12 and students are not required to reapply unless reapplication standards are otherwise specified in the Interdistrict Attendance Agreement.
- A student whose parent/guardian is in active military duty shall not be prohibited from transferring out of their residence district, provided the requested district approves the application for transfer.
- Priority for interdistrict attendance shall be given to a student who has been determined by staff of either district through an investigative process to be a victim of an act of bullying (as defined in EC 48900(r)) which was committed by a student of the district of residence.

Revocation of an Approved Permit

- Approved permits may be revoked due to attendance, academic performance, and/or behavior concerns.
- Approved permits shall not be rescinded after completion of grade 10 or for any student entering grade 11 or 12 in the subsequent school year.
- Approved permits shall not be rescinded due to overcrowded facilities at the relevant grade level.

Appeal Process

An appeal is primarily a review of the reasonableness of the district's determination of a permit request. If a permit request has been denied by either district, the student (if age 18 or older) or parent/guardian (hereinafter collectively referred to in this section as "appellant") may file an appeal with the school district that denied the request. Further, within 30 days of the district's final denial, appellant may file an appeal with the County Office of Education for the district that denied the permit request.

- To appeal a denial for an interdistrict attendance permit from CVUSD, appellant shall first submit their written appeal to the Director of Student Support Services, or designee, within 10 workdays of receipt of notification of the denial. The appeal should state the special circumstances that warrant reconsideration of the denial and include documentation, if any, to support the appeal. Burden is on the appellant to show why the District's decision to deny the permit should be overruled.
- Failure to appeal within the required time frame is good cause for denial of an appeal.