



LA MESA-SPRING VALLEY SCHOOLS

2017-2018 Parent-Student Handbook

Your reference to
Programs, Services,
Rights and
Responsibilities

PAGE 1 MUST BE RETURNED WITH SIGNATURE

Required Annual Notification of Parental Rights

Dear Parent/Guardian:

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

The information contained in this booklet concerns your child's participation in the school program for the coming year. Please read this booklet carefully. A separate letter will be sent to parents (when used in this notification, "parent" includes a parent or legal guardian) prior to dental, immunizations, and units of instruction in human reproduction or sexually transmitted disease. If you have any questions about the material, please call the school where your child is enrolled.

There are three items requiring parent signature:

1. Acknowledgement of Receipt of Information on Health Services, Instruction, and Rights of Parents and Pupils.
2. Student Directory—Release of Information: Upon written request from the parent of a student age 17 or younger, the District will withhold directory information about the student.
3. Acknowledgement by Parent or Guardian Regarding Student on Continuing Medication.

Sign the acknowledgment form below. Clip the form and return to the school in the La Mesa-Spring Valley School District attended by your oldest child.

Sign and return the forms on page 3 if applicable.



- 1. Please detach and return to the school in the La Mesa-Spring Valley School District attended by your oldest child.**

Acknowledgment of Receipt of Information on Health Services, Instruction, and Rights of Parents and Pupils

Pupil's Name

Last

First

Middle

School _____

I hereby acknowledge receipt of information concerning health services, instruction, and rights of parents and pupils as described by the La Mesa-Spring Valley School District.

Signature of Parent

Date

REMEMBER to SIGN and return this page to the school office.

2. Student Directory—Release of Information

Please detach and return to your child's school only if you do not authorize release of directory information.

See page 18 for complete explanation. If you do not wish directory information released, please sign below and return to the school office within the next 30 calendar days. This will prohibit the District from providing the pupil's name and other information to the news media, interested schools, parent-teacher association, interested employers, military recruiters and similar parties.

Do not release directory information regarding _____

Pupil Name

Check if an exception may be made to include pupil information and photos in the yearbook.

Signature of Parent

Date



3. Acknowledgement by Parent or Guardian Regarding Student on Continuing Medication

Please sign and return to your child's school if applicable.

Pupil's Name _____

School _____ Grade _____

Student is on a continuing medication program: (Please check) Yes ____ No ____

IF YES, you have my permission to contact my physician.

PHYSICIAN'S NAME _____ Telephone _____

Medication _____ Dosage _____

Signature of Parent/Guardian _____ Date _____

SIGN and return this page to the school office if applicable.

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Board of Education Members

President	Emma Turner	<i>emma357@aol.com</i>	If you wish to contact the Board by mail, send to: Board of Education La Mesa-Spring Valley School District 4750 Date Ave. La Mesa, CA 91942
Vice President	David Chong	<i>david.chong@lmsvschools.org</i>	
Clerk			
Member	Bob Duff	<i>bduff@cox.net</i>	
Member	Jim Long	<i>jclongmba@gmail.com</i>	

Board of Education meetings are generally scheduled the first and third Tuesdays of each month at the Education Service Center, 4750 Date Avenue, La Mesa, at 7:00 p.m. Please check District website for schedule.

District Administration

			<i>email:</i>
Brian Marshall	Superintendent	(619) 668-5700 x6383	<i>brian.marshall@lmsvschools.org</i>
Guido Magliato	Asst. Supt., Learning Support	(619) 668-5700 x6387	<i>guido.magliato@lmsvschools.org</i>
David Feliciano	Asst. Supt., Business Services	(619) 668-5700 x6392	<i>david.feliciano@lmsvschools.org</i>
Tina Sardina	Asst. Supt., Human Resources	(619) 668-5700 x6372	<i>tina.sardina@lmsvschools.org</i>

Program Administration

Andrew Smith	Director, Special Education	(619) 668-5700 x6200	<i>andrew.smith@lmsvschools.org</i>
Jody BonDurant-Strong	Director, Student Support	(619) 668-5700 x6306	<i>jody.bondurantstrong@lmsvschools.org</i>
Rita Schwartz	Preschool Program	(619) 668-5700 x6480	<i>rita.schwartz@lmsvschools.org</i>

District Website www.lmsvschools.org

Schools	Principal	Address	Phone
Avondale	John Ashley	8401 Stansbury St., Spring Valley 91977.....	668-5880
Bancroft	Kimberly Libenguth	8805 Tyler St., Spring Valley 91977.....	668-5890
Casa de Oro	Dana James	Agua Dulce & Ramona, Spring Valley 91977	668-5715
Fletcher Hills	Eileen Cotter	2330 Center Pl., El Cajon 92020	668-5820
Highlands	Jon McEvoy	3131 So. Barcelona, Spring Valley 91977	668-5780
Kempton Street Literacy			
Academy	Wendy Newmark	740 Kempton St., Spring Valley 91977.....	668-5870
La Mesa Dale	Kelley Rabasco.....	4370 Parks Ave., La Mesa 91941.....	668-5740
La Presa Elementary	Peter Dean	519 La Presa Ave., Spring Valley 91977	668-5790
Lemon Avenue	Natalie Martinez.....	8787 Lemon Ave., La Mesa 91941	668-5835
Loma	Elizabeth Rackliffe.....	10355 Loma Lane, Spring Valley 91978.....	668-5862
Maryland Avenue	Kelli Maringer.....	5400 Maryland Ave., La Mesa 91942	668-5744
Glenn E. Murdock	Jennifer Luibel	4354 Conrad Dr., La Mesa 91941	668-5775
Murray Manor	Gina Miller	8305 El Paso St., La Mesa 91942.....	668-5865
Northmont	Laura Hollis.....	9405 Gregory St., La Mesa 91942.....	668-5830
Rancho	DanaRae Siegel	8845 Noeline Ave., Spring Valley 91977.....	668-5885
Rolando	Noelle Suffield	6925 Tower St., La Mesa 91941	668-5800
Sweetwater Springs	Monica Robinson	10129 Austin Dr., Spring Valley 91977	668-5895
La Mesa Arts Academy ..	Beth Thomas	4200 Parks Ave., La Mesa 91941.....	668-5730
Parkway Middle	Mary Beason	9009 Park Plaza Dr., La Mesa 91942	668-5810
Spring Valley Academy ..	Margaret Jacobsen.....	3900 Conrad Dr., Spring Valley 91977	668-5750
STEAM Academy			
@ La Presa	Michael Allmann.....	1001 Leland St., Spring Valley 91977	668-5720

Programs & Services

Children in Homeless Situations

The La Mesa-Spring Valley School District (District) has a liaison for children who lack a fixed, regular, and adequate nighttime residence. This includes, but is not limited to, living in:

- 1) A shelter
- 2) A motel, hotel or weekly rate housing
- 3) A house or apartment with more than one family because of economic hardship or loss
- 4) An abandoned building, car, at a campground, or on the street
- 5) Temporary foster care or with an adult who is not the parent or guardian
- 6) Substandard housing (without electricity, water, or heat)
- 7) With friends or family because of a runaway or unaccompanied youth situation

Students have a right to enroll in school of origin or school where they are currently residing without proof of residency, immunization records or tuberculosis skin-test results, school records, or legal guardianship papers. Additionally, students have a right to education and other services including: to participate fully in all school activities and programs for which the student is eligible, to qualify automatically for school meal programs, to receive transportation services, and to contact liaison to resolve disputes that arise during enrollment.

No child in a homeless situation shall be required to attend a separate school for homeless children or youth, and shall not be stigmatized by school personnel. Contact Homeless Liaison at (619) 668-5700, ext. 6365

District Testing Program

A comprehensive assessment program exists at all grades to determine how well students are meeting Common Core State Standards (CCSS) and progressing toward college and career readiness. In October 2013, Assembly Bill 484 was signed into law and established the California Assessment of Student Performance and Progress (CAASPP) system. More information can be found at <http://www.cde.ca.gov/nr/re/ht/caaspp.asp>

For the 2017-18 school year, the CAASPP encompasses the following required assessments in grades 3-8:

- **Smarter Balanced Assessments for Mathematics and English-language arts in grades 3-8:** Smarter Balanced is designed to measure progress toward achieving Common Core Standards and preparation for college and career.
- **Alternate Assessments for Mathematics and English-language arts in grades 3-8:** The California Alternate Assessment (CAA) measures alternate achievement standards for students with significant cognitive disabilities.

- **The California Science Test Field Test (CAST) in grades 5 and 8:** the California Science Test (CAST) is aligned to the California Next Generation Science Standards (CA NGSS) that were adopted by the State Board of Education in March 2013. The CA NGSS emphasize the importance of having a deep understanding of science concepts and engaging in scientific thinking. The field test replaces the California Standards Test (CST). For more information, go to <http://www.cde.ca.gov/ta/tg/ca/caasppscience.asp>
- **Alternate Assessment for Science in grades 5 and 8:** the pilot test of the California Alternate Assessment (CAA) for Science (Year 2) is designed to ensure that students with the most significant cognitive disabilities achieve higher academic outcomes. The CAA for science measures what students can do through the adapted grade-level core content connectors aligned with the California Next Generation Science Standards (CA NGSS) and assesses the student on the basis of his or her current level of development.

Per California Education Code, Parents/Guardians have the right to excuse their student(s) from the CAASPP testing through written notification to the school site. (EC 60615)

In addition to the CAASP system, the following state required assessments are administered:

- **California English Language Development Test (CELDT):** Federal and state laws require that school districts must give a state test to students whose primary home language is not English. For several years, California has used the California English Language Development Test (CELDT). In 2017-18, Kindergarten students, and students who are new to California whose primary home language is not English, will take the CELDT Initial.
- **English Language Proficiency Assessments for California (ELPAC):** California is in the process of transitioning from the CELDT to the ELPAC which is aligned with the 2012 California English Language Development Standards. In 2017-18, students in grades 1-8 who have been identified as English Learners in previous years through the CELDT, will take the ELPAC Summative. The ELPAC Summative will be given annually to English learners to determine services needed and progress achieved.
- **California Physical Fitness Test (PFT) in grades 5 and 7:** the PFT for students in California is the FITNESSGRAM which consists of six parts that show a level of fitness that offers a degree of defense against diseases stemming from inactivity.

The District has also developed **District Benchmark Assessments** given at the start of the school year and at

specific intervals in math and language arts. The results of these tests are used to evaluate educational programs, individual progress, and assist in qualifying students for participation in special programs.

Emergency Preparedness

In compliance with state law and cooperation with state and local emergency agencies, Crisis Response Plans have been developed for each individual school and the District administrative office. The Superintendent and District Crisis Response Coordinator oversee and monitor the plans. Each school conducts monthly fire/earthquake drills and at least one lockdown drill per year. In the event of an emergency, the staff will implement its Crisis Response Plan. Proper supervision and care of pupils will be provided by the school staff. During an emergency, pupils will not be released from school except to a parent/guardian or other authorized adult, so it is extremely important that emergency contact information be constantly updated throughout the school year. Contingency plans are developed each year for the safe transportation of all students and staff, regardless of any disabilities, in case an evacuation of the school becomes necessary.

English Learner Program (EL)

The fundamental goal of the Program is for English Learners (ELs) to develop proficiency in English and in the grade-level Common Core State Standards as rapidly and as effectively as possible. As a result, ELs will make appropriate progress through the curriculum as they acquire competence in English. ELs are reclassified as fluent English proficient (FEP) after meeting established State and District criteria to ensure that these students have overcome language barriers, have recouped any academic deficits incurred in other areas of the curriculum, and have demonstrated English-language proficiency and academic achievement comparable to their native English speaking peers. The District provides four instructional program options—Structured-English Immersion, Alternative Program—Bilingual, Dual Language Immersion, and English Language Mainstream. New students are identified and their parents notified according to State and Federal requirements. Subsequently, parents are notified of their child’s progress toward State and District guidelines of English proficiency at the beginning of each school year. English Language Development (ELD) is a component of all program options for ELs through all proficiency levels at a minimum of 30 minutes per day by a credentialed teacher in addition to ELD integrated into all content areas throughout the day. The ELD component is based on California English Language Development standards and provides a pathway to the English Language Arts and other content area Standards. Specific information regarding this program may be obtained by calling the Learning Support Dept. at (619) 668-5700, ext. 6395.

Extended School Services (ESS)

The ESS program is a self-supporting program that provides before-and after-school supervision for Early Admission Kindergarten (EAK) through eighth-grade students. The program operates at each school from 6:00 a.m. to 6:00 p.m. year round, except major holidays and some school breaks. Daily activities include homework/enrichment, sports, crafts, quiet games, and playground time. Throughout the year, children are offered opportunities to participate in areas that focus on academics, fine arts, and athletics. The fee during the academic year is \$90 per week for the first child and \$81 per week for each additional child in the family. ESS also offers an AM only program for \$45 per week and a PM only program for \$66 per week during the academic school year. There are no sibling discounts for these two programs. The break time fee is \$135 per week for the first child and \$125 for each additional child. Break time fees include all field trip costs and one ESS T-shirt.

Families are required to pre-register and pre-pay for ESS. ESS accepts Visa, Mastercard, Discover, and debit cards online and by phone. The weekly fee is a flat rate regardless of the number of hours or days the child attends the program. ESS accepts the following programs: CDA, SD County Programs, RESPITE, and YMCA. For additional information, call the ESS Department at (619) 644-3800.

Free and Reduced Price Meals—EC 49520, 48980, 42 USC 1758, 7 CFR 245.5

Do you know that your child may be eligible for free meals at school? Children from families whose income is at or below the levels shown on an eligibility scale established by the federal government are eligible for free meals. Applications for free meals will be sent home to all pupils at the beginning of the school year. A new application must be turned in each school year. The information on the application is confidential and will only be used to determine eligibility for meal benefits. Notification indicating eligibility or non-eligibility will be provided within five days after the application has been submitted. If you do not agree with the decision or have questions about your application, please contact the school office. You may also call the Director of Child Nutrition, Jill Whittenberg, at (619) 668-5764 if you have any questions about the process of applying for free meals.

Free Meals—Direct Certification

Households that receive CalFresh benefits (formerly food stamps) or CalWorks Benefits may receive a letter stating their children are approved for free lunches based on information received by the CalFresh or CalWorks office. Applications do not need to be submitted for children whose names are listed on the letter. If you receive a letter and the name of a child living in the household is not listed, an application must be completed for that child. All newly enrolled pupils need an application submitted, including

kindergarteners. If you receive a letter and do not want your child(ren) to receive free meals, please contact the Child Nutrition Department. If you have not received a letter by the time school starts, please complete and turn in an application for free or reduced-price meals with the appropriate case number listed.

Online Application for Free and Reduced Price Meals

You may apply for Free and Reduced Meals on the La Mesa-Spring Valley District website. The District website is located at www.lmsvschools.org. Simply find the title “Online Application for Free and Reduced Price Meals,” click on the link and complete the online application process. It is helpful if you have your child’s six-digit student identification number available. Follow the steps and this paperless application will be instantly sent to the Child Nutrition Department and processed the same day.

Gifted and Talented Education

Programs for Acceleration, Challenge and Enrichment (PACE) is a recently re-designed program whose purpose is to provide maximum opportunities for advancement to high ability students in a rigorous and flexible learning environment. Students are identified based on multiple measures that assess ability and achievement, in addition to parent and teacher input, and may allow for identification as early as kindergarten. Students who qualify for PACE will be clustered with other PACE identified students where they will receive specialized and differentiated instruction that promotes intellectual challenge and critical thinking, in addition to the core program. For additional information, contact the Learning Support Dept. at (619) 668-5700, ext. 6395.

Local Control Funding Formula (LCFF); Local Control and Accountability Plan (LCAP) – EC52060

Local Control Funding Formula (LCFF) is a historic shift in California public school funding. Instead of allocating funds for programs and services that the State previously determined to be a priority, the new formula gives local school boards more decision-making authority over how to allocate resources in a way that improves opportunity and achievement for all students. The Local Control and Accountability Plan (LCAP) is intended to provide details regarding local educational agencies’ (LEAs) actions and expenditures to support pupil outcomes and overall performance. The Local Control Funding Formula (LCFF) provides base grant funding and supplemental/concentration funding. While supplemental/concentration funding may support all students, it is intended to be focused on the needs of low-income students, foster youth, and English learners.

The State has determined eight priorities that school districts must address per Education Code. The eight priorities include: basic; implementation of State standards; parent involvement; pupil achievement; pupil engagement; school climate; course access; and other pupil outcomes.

The engagement of parents, pupils, and other stakeholders is required and critical to the LCAP process. In La Mesa-Spring Valley the involvement process includes the 20/20 Visioning Group; District Advisory Council (DAC); District English Learner Advisory Council (DELAC); Classified Staff Council (CSC); District Staff Council (DSC); SDCOE Foster Youth Services Coordinating Program; and student groups. Prior to final Board approval, the draft LCAP is also placed on the District Website with an opportunity for public comment/input.

SmartSteps Fee-based Preschool

La Mesa-Spring Valley School District offers SmartSteps, a fee-based preschool at two locations – Fletcher Hills Elementary (#376700461) in El Cajon and Maryland Avenue Elementary (#376700136) in La Mesa. A child must be three years old by August 1 of the current school year to attend. SmartSteps is a half-day program, 8:30 am – 11:30 am, 2, 3, or 5 days a week. The fee is \$45, \$65, or \$107 a week. To register, contact Maryland Avenue at (619) 668-5744, or Fletcher Hills at (619) 668-5820.

State-funded Preschool

La Mesa-Spring Valley School District offers free part day (8:30 am – 11:30am) state funded preschool programs to families meeting income eligibility requirements. Priority is given to children who will be four years of age on or before September 1 of the school year. State funded preschool programs are offered at Avondale (#376600515), Bancroft (#376700372), Kempton, (#376701229), La Mesa Dale (#376600883), La Presa Elementary (#376600177), Rancho (#370806360), and Sweetwater Springs (#376700483) Elementary Schools. For additional information regarding the state funded preschool program call (619) 668-5700, ext. 6480 or 6481.

School Breakfast Program

Breakfast is served during the half hour prior to the start of each school day. Pupils select from a variety of hot entrees, cereal, bread and grain products, fruit, juice, and low-fat white milk. Pupils eligible for a free or reduced-price lunch are also eligible for a free or reduced-price breakfast. The full cost of a breakfast is \$1.25. Prepayment may also be made with a weekly rate of \$6.25.

Schools offering a breakfast program include Avondale, Bancroft, Casa de Oro, Highlands, Kempton Street Literacy Academy, La Mesa Arts Academy, La

Mesa Dale, La Presa Elementary, Loma, Murdock, Murray Manor, Parkway Middle, Rancho, Rolando, Spring Valley Academy, STEAM Academy @ La Presa, and Sweetwater Springs.

School Meal Program

The Child Nutrition Department provides balanced, healthful, and delicious meals. The Kid's Way Café Program offers four nutritious entree selections. Pupils may select fruits and vegetables at the salad bar. Milk is the only beverage offered with lunch at the elementary schools. If your child has an allergy to milk, a doctor's note is required in order to receive a milk substitute.

The price of a complete lunch at the elementary schools is \$2.50. Meals may be purchased for a week or more at a time with a weekly rate of \$12.50. Preprinted envelopes for paying in advance are available in the school office. Snack, milk, and juice can be paid for in advance by purchasing ticket booklets, available for \$5 or \$10. Payments should be brought to the school office before the lunch period. Pupils may also pay cash for meals on a daily basis when they come to the cafeteria.

The price of a complete lunch at the middle schools and academies is \$2.50 per meal or \$12.50 per week. Payments at the middle schools and academies should be brought to the cafeteria before the lunch period. At the middle schools and academies pupils may purchase food items separately rather than as a complete meal. Prices vary by item.

Checks are accepted and should be made payable to the La Mesa-Spring Valley School District. If checks are returned because of insufficient funds, a \$10 service fee will be charged.

Computerized System—All District schools have a computerized system to record when meals are served and when you turn in a payment. The computer maintains students' account balances.

Online Payment System

Parents can now pay online for their child's breakfasts and lunches through www.schoolcafe.com. Please log on and register your child. There is a small transaction fee to sign up for payments.

This institution is an equal opportunity provider.

Special Education

The Individuals with Disabilities Education Act (IDEA) requires school districts to provide a free and appropriate public education to children with disabilities. The La Mesa-Spring Valley School District provides a continuum of program options for children identified as individuals with disabilities to ensure they receive educational

programs in the least restrictive environment. Teachers, parents, speech-language pathologists, psychologists, therapists, nurses, paraprofessionals, and administrators contribute to the total program. An Individualized Education Plan (IEP) is developed for children who qualify for special education services. Programs are available for children from infancy through eighth grade. If you feel your child is in need of special education services please contact any school/office or the Special Education Department at (619) 668-5700, ext. 6208 or 6210.

Substance Abuse Prevention

The Board of Education recognizes the use of alcohol and other drugs adversely affects a pupil's ability to achieve academic success, is physically and emotionally harmful, and has serious social and legal consequences. The District offers preventive instruction which helps pupils obtain current and accurate information, develop and maintain a positive self-concept, and use appropriate social and personal skills to resist involvement with alcohol and other drugs.

The Board supports prevention and intervention programs that include the involvement of pupils, parents/guardians, and community agencies/organizations.

Title I Rights of Parents – 20 USC 6311, 34 CFR 200.61

The Title I program is a federally funded program that provides supplementary services to economically disadvantaged pupils. Schools qualify for Title I funding based upon the number of pupils at the school receiving free or reduced-price lunch. Title I funds are used for the purchase of materials, additional personnel, staff training, parent education, and extended instruction time for language arts and mathematics. If you would like this information please speak to your school principal. Specific information for this program may be obtained by calling the Learning Support Dept. (619) 668-5700 ext. 6395.

Transportation of Pupils

The District provides limited home-to-school transportation to pupils in grades K–6 living beyond the established transportation boundary line. This transportation service is provided for a fee. The Transportation Fee Program provides the option of purchasing an annual bus pass for \$175, a semester bus pass for \$105, or \$2.00 per day (\$1.00 each way). Single-ride tickets are also available in book form which includes 40 tickets for \$40. Sibling discounts are available.

Applications may be obtained from the school site, Transportation Department, or the bus driver. Free transportation is available to children whose families qualify for Child Nutrition's free lunch program and

who reside within the appropriate transportation area. Bus transportation is provided for pupils living within the appropriate transportation area, beyond the following distances:

- K-3 1 mile
- 4-6 1 1/2 miles

If you have any questions, please contact the Transportation Department at (619) 668-5767.

Health Services

Anaphylaxis Treatment – EC 49414

Education Code authorizes districts to provide epinephrine auto-injectors to trained personnel to use to provide emergency medical aid to persons suffering from anaphylactic reaction.

Confidential Medical Services—EC 46010.1

Education Code authorizes districts to excuse pupils in grades 7–12 inclusive from the school for the purpose of obtaining confidential medical services without the consent of the pupil's parent/guardian.

Cooperation in Control of Communicable Disease and Immunization of Pupils—EC 49403

The District may permit a licensed physician or nurse to administer immunizing agents to prevent or control communicable diseases to pupils whose parents have consented in writing to such immunization.

The following guidelines should be followed to protect your child and other children from communicable disease:

- a) Children should remain home until free from a fever 100° or above for at least 24 hours.
- b) Children who have diarrhea or vomit at home, or are sent home from school because of this, should stay home until free from symptoms for 24 hours.
- c) Children should not come to school with an undiagnosed rash.

Children who exhibit signs of passable contagious conditions will be sent home until symptom-free or cleared to return by a medical provider. Children will not be transported by school bus.

Emergency Information

To safeguard your child's health and welfare, the school must have current emergency information on file. Such information should include home address, home and work telephone numbers of the parents or guardians, name and telephone number of at least one relative or friend who is authorized to provide transportation and/or care for the child, and childcare provider information if applicable. This is especially important in cases of crisis situations or natural

disasters. Students WILL NOT be released to anyone who is not listed on the emergency contact list.

Head Lice Policy – BP 5141.33(a)

The District recognizes head lice infestations among students require treatment but do not pose a risk of transmitting disease. If a student is found with active, adult head lice, he/she shall be allowed to stay in school until the end of the school day. Upon return to school, the student will be checked before he/she can return to the classroom. When it is determined one or more students in a class or school are infested with head lice, parents of students in that class or school will be notified. Staff shall maintain the privacy of students identified as having head lice.

Hearing and Vision Screening—EC 49452, 49452.5

The Governing Board of any school district shall provide for the vision and hearing screening of pupils enrolled in the district. A pupil may be excluded from mandated screening programs if the parent/guardian files a written statement refusing consent for the examination with the principal of the child's school.

Immunizations Required by Law—EC 48216, 48980, 49403 & C.A.C., Title 17, Chapter 4 Subchapter 8

California law requires parents of all children under 18 years of age or on first entry to a California school to complete a California School Immunization Record. Verification of immunizations against polio, diphtheria, pertussis, tetanus, measles, rubella, mumps, and hepatitis B must be presented on admission to school. All children entering kindergarten shall have received their second measles vaccination and be immunized against hepatitis B and varicella. All out-of-state entrants, K–8, must have had a varicella vaccination. The second MMR, hepatitis B series, TD booster, and Tdap booster are required for all entering seventh-grade pupils. The hepatitis B series may be given over a period of six months. It is recommended the series be started a year ahead. Check with your school for new immunization requirements. Pupils not meeting the requirements will not be allowed to register.

New legislation (SB 277) would allow pupils who, prior to January 1, 2016, have a personal belief exemption on file to be enrolled in a public elementary or secondary school. The bill will prohibit advancement to the 7th grade unless the pupil has been immunized as required by the bill. Effective July 1, 2016, this bill will prohibit enrollment for all new pupils and those advancing to the 7th grade unless the pupil has been immunized as required by the bill.

Medical and Hospital Services for Pupils—EC 32221.5, 49471, 49472

Under state law, school districts are required to ensure that all members of school athletic teams have accidental injury insurance that covers medical and hospital expenses. This insurance requirement can be met by the school district offering insurance or other health benefits that cover medical and hospital expenses. Health coverage will be confirmed for each extracurricular athletic team member prior to athletic participation.

The La Mesa-Spring Valley School District does not provide medical, accident, or dental insurance for pupils injured on school premises or during school activities; however, the District does offer an optional pupil medical or hospital insurance to parents wishing to purchase coverage for injuries arising from school programs or activities. Information regarding the coverage offered will be sent home with each pupil at the beginning of the school year.

Some pupils may qualify to enroll in **Covered California**. Covered California is a no-cost or low-cost health insurance program. For information on health care coverage options and enrollment assistance, contact www.coveredca.com or call 1-800-300-1506.

Medi-Cal Reimbursement Program

The La Mesa-Spring Valley School District, in cooperation with the California Departments of Health Services and Education, has a program to allow the District to be reimbursed with Federal Medicaid dollars for selected health services (such as hearing and vision screenings, health assessments, etc.) provided to eligible students at school. In accordance with Local Education Agency rules and guidelines, we are notifying you that eligible student records may be forwarded to the District's billing agency. These records will be forwarded in a confidential manner. The District holds a contract that contains a specific confidentiality clause to ensure information is not disclosed inappropriately; further, our vendor is HIPAA compliant (Federal Health Insurance Portability and Accountability Act).

School health services currently provided to all students will not be charged by this program. Students will not be denied services they require to attend school, and parents will not be billed for these services by the school district.

Medicine and Sunscreen at School—EC 49423, 35183.5

Pupils requiring medication at school may be assisted by school personnel. Any medication to be dispensed at school must be brought to the school office by an adult. Parents must complete Form 09562, Medication

Authorization and Plan, available in the school health office or on the Internet at www.lmsvschools.org/Page/1110. The form must be signed by a California-licensed physician. School personnel may not assist a child with administration of medication unless Form 09562 has been filed with the school. This form must be completed each time there is a change in the medication and must be renewed each year.

If your child's physician would like your child to carry and self-administer asthma medication, the following forms must be completed and signed: 1) School Asthma Action Plan, 2) Request to Carry and Self-Administer Asthma Medication, and 3) Authorization for Use or Disclosure of Health Information. Students who need to take Epinephrine prescribed by a physician during the school day may carry and self-administer the Epi-Pen if two requirements are met: 1) The school district must receive a written statement from the physician that includes the name of the medication, how it is to be used, dosage, and confirmation that the student is able to self-administer the medication (Form 09562). 2) The school district must receive a written statement from parent/guardian that contains a consent allowing the student to self-administer the Epi-Pen, a release allowing the school nurse or other designated school personnel to consult with the student's physician if questions or concerns arise, and a release absolving the school district and school personnel from civil liability if the self-administering student suffers an adverse reaction (Form CDE Ref. SB1912).

Pupils may use sunscreen during the school day without a physician's note or prescription. Each school is authorized to establish a policy regarding the use of sunscreen. School personnel are not required to assist pupils in applying sunscreen.

Oral Health Assessment—EC 49452.8

Kindergarten students and first-grade students who did not attend kindergarten must present proof of having received an oral health assessment (dental check-up) or completion of a form provided by the district on which the parent can indicate why an oral health assessment by a licensed dentist or other registered dental health professional cannot be completed.

Health Screening—H&SC 124100, 124105

A physical examination is required for all new children entering kindergarten or first grade. The examination must be given within six (6) months prior to entering kindergarten or ninety (90) days following the first day of school for new first graders. A pupil may be excluded from school for up to five days based on the failure to comply, or sign a waiver. Free health screenings are provided through the local health department.

Health Screening—Parent’s Refusal to Consent—EC 49451, 48980 & 20 USC 1232h

A child may be exempt from a physical examination whenever the parents file a written statement with the school principal stating they will not consent to a routine physical examination of their child. Whenever there is good reason to believe the child is suffering from a recognized contagious or infectious disease, the child will be excluded from school attendance.

Pesticide Products—Healthy Schools Act – EC 17612, 48980.3

The District selects and uses the least hazardous methods and materials available to control pests/weeds. Furthermore, pesticides are used only on an as-needed basis and through precision targeting to areas not contacted by students and/or staff. If it is necessary to use a pesticide, parents and staff will be informed 72 hours in advance of use through the school newsletter, flyer, or notice posted at the site. The Healthy Schools Act of 2001 requires the District to provide information with regard to the use of pesticides. Products we expect to use this year will include Nufarm Credit Extra 41 with Glyphosate for weeds; JT Eaton Apple Bait Block Rodenticide with Diphacinone for rodents; Max Force Gel Bait with Fipronil, Max Force Grandular with Hydramethylnon, Phantom Termiticide with Chlorfenapyr, and Wisdom TC Flowable with Bifenthrin for ants and roaches; Wasp Freeze with d-trans Allethrin-Phenothrin; Alpine Dust insecticide with diatomaceous earth for bees; Pro-Control Aerosol with Pyrethrins and Piperonyl Butoxide for insects; Advion Insect Granule with Methyl for mosquitos; and Archer Insecticide Growth Regulator with Pyriproxyfen Pyridine for insects. All chemicals have a CAUTION signal word label.

Pupils on a Continuing Program of Medication—EC 49423 & 49480

The parent or legal guardian of any public school pupil on a continuing medication regimen for an ongoing condition shall inform the school nurse or other designated school employee of the medication being taken, the current dosage, and the name of the supervising physician. With the consent of the parent or guardian, the school nurse may communicate with the physician and may counsel with school personnel regarding the possible effects of the drug on the child's physical, intellectual, and social behavior; and symptoms of adverse side effects, omission, or overdose. The superintendent of each school district shall be responsible for informing parents of all pupils of the requirements of this section.

Attendance

Absences for Justifiable Personal Reasons—EC 48260, 48980, 48205

- a. A pupil shall be excused from school when the absence is:
 1. Due to his or her illness.
 2. Due to quarantine under the direction of a county or city health officer.
 3. For the purpose of having medical, dental, optometric, or chiropractic services rendered.
 4. For the purpose of attending the funeral services of a member of his or her immediate family, as 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 justifiable personal reasons, including, but not limited to, an appearance in court, attendance at a funeral service, observance of a holiday or ceremony of his or her religion, or attendance at religious retreats, when the pupil's absence has been requested in writing by the parent or guardian and approved by the principal.
 6. Attendance at an education conference on the legislative or judicial process offered by a nonprofit organization.
 7. For grades 7 & 8, for the purpose of obtaining confidential medical services without consent of parent.
 8. For purposes of spending time with a member of the pupils' immediate family who is an active duty member of the uniformed services, 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.
- b. A pupil absent from school under this provision 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. The tests and assignments shall be reasonably equivalent to, but not necessarily identical to, the tests and assignments that the pupil missed during the absence. If pupil is not offered this opportunity, his/her grade will not be reduced nor will academic credit be lost.
- c. For purposes of this section, attendance at religious retreats shall not exceed four hours per semester.
- d. If student is on a SART/SARB attendance contract, absences can only be excused by school or by doctor's note.

- e. Students who are absent without valid excuse, and their parents/guardians, may be subject to truancy and/or criminal proceedings.

Truancy - EC 48260

Students who are absent without valid excuse, and their parents/guardians, may be subject to truancy and/or criminal proceedings.

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

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

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

The fourth time a truancy is issued within the same school year, the pupil may be within jurisdiction of the Juvenile Court that may adjudge the pupil to be a ward of the court pursuant to Welfare and Institutions Code section 601.

Attendance Options—EC48200, 48980 (j)

Pupils ages 6–18 are required to compulsory education and parent(s) must enroll pupils of compulsory age in the school district in which the residence of either the parent or legal guardian is located. A pupil may alternatively comply with the residency requirements for school attendance in the District if he or she meets any of the following: placed in a foster home or licensed children's institution within the boundaries of the District; a pupil for whom interdistrict transfer has been approved; an emancipated pupil who resides within the boundaries of the district; a pupil who lives in the home of a care-giving adult that is located within the boundaries of the District. The District may also deem a pupil as having complied with the residency requirements for school attendance if one or both of the parents or legal guardians of the pupil are physically employed within the boundaries of the district for a minimum of 10 hours during the school week.

The District currently provides comprehensive educational programs for children enrolled in kindergarten through grade eight. These programs are available on a limited basis through statutory attendance options to pupils who reside outside District

boundaries. Additional attendance options, as described below, are available on a limited basis to pupils whose parents or guardians currently reside within District attendance boundaries and to pupils who have established residency pursuant to provisions of EC 48204 (f).

District Open Enrollment—EC 35160.5

Open enrollment is available to pupils whose parents or guardians currently reside within District attendance areas and to pupils who have otherwise established residence pursuant to provisions of Education Code 48204 or 48209. This policy allows parents to select the District school they wish their child to attend regardless of their school of residency, based upon availability. Requests for admission are based on a random, unbiased selection process. Additional information and applications are available at each school office or through the Student Support Department.

Interdistrict Attendance—EC 46600, 46611

Education Code provides two or more school districts may enter into an agreement to allow a pupil to attend a school outside the district of residence. Such transfers are subject to local board policy and approval. Information and applications regarding interdistrict attendance are available through the Student Support Department and the website at www.lmsvschools.org/Page/1095.

Intradistrict Attendance-EC 35160,5(b)

The District has a program of intradistrict choice wherein requests for admission are based on a random, unbiased process. This permissive statutory option is not currently available to pupils who reside outside District boundaries. Information and applications regarding intradistrict attendance are available through the Student Support Department and the website at www.lmsvschools.org/Page/1095.

Notice of Alternative Schools—EC 48980, 58500, 58501

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

- a. Maximize the opportunity for pupils to develop the positive values of self-reliance, initiative, kindness, spontaneity, resourcefulness, courage, creativity, responsibility, and joy.
- b. Recognize the best learning takes place when the pupils learn because of their desire to learn.
- c. Maintain a learning situation maximizing pupils' self-motivation and encouraging the pupils in their own time to follow their own interests. These interests may result in whole or in part from

presentation by their teachers of choices of learning projects.

- d. Maximize the opportunity for teachers, parents, and pupils to cooperatively develop the learning process and its subject matter. This opportunity shall be a continuous, permanent process.
- e. Maximize the opportunity for the pupils, teachers, and parents to continuously react to the changing world including, but not limited to, the community in which the school is located.

In the event any parent, pupil, or teacher is interested in further information concerning alternative schools, the county superintendent of schools, the administrative office of this District, and the principal's office in each attendance unit has copies of the law available for information. This law particularly authorizes interested persons to request the Governing Board of the District to establish alternative school programs.

Protection of Instructional Minutes

Continuous and consistent attendance is of utmost importance for your child's education and learning. Therefore, it is important they attend school each day, and all day. PLEASE do not schedule appointments (doctor, dentist, etc.) during the school day. IF you must, then please be sure your child is in school before and after the appointment. DO NOT keep them out all day long.

Residency Based on Parent or Guardian Employment—EC 48204 (f)

Generally the District shall admit only those pupils who provide proof of District residency. District residency may also be granted to a pupil not residing in the District if the pupil's parent/guardian works within the District boundaries. Proof of such employment shall be required prior to enrollment and must be verified annually.

The District may deny an employment-related transfer if it is determined the transfer would adversely affect any existing desegregation plan or if the transfer would result in additional costs to the District in excess of any state funds received for the transfer. An employment-related transfer to a specific school may be denied if space is not available at that school.

Instruction

Sexual Health and HIV/AIDS Prevention Intervention—EC 48980, 51201.5, 51938

Parents shall be notified in writing prior to any instruction, class, or assembly on HIV/AIDS and HIV/AIDS prevention. The instruction is provided by certificated staff. The pupil shall be excused from such instruction upon written parental request. Copies of the California Comprehensive Sexual Health and HIV/AIDS Prevention Education Act are available upon request from the Student Support Department.

Excuse from Health Instruction Which Conflicts with Religious or Moral Beliefs—EC 51240

Whenever any part of the instruction in health, family life education, and sex education conflicts with the religious training and beliefs, or personal or moral convictions of the parent or guardian or any pupil, the pupil shall be excused from such instruction upon written request of the parent or guardian.

Home Independent Study

The District maintains Home Independent Study for parents wishing to educate their child at home. Instructional support, materials, and consultation are provided. The Home Independent Study program is located at 4811 Glen Street, La Mesa. Information about this program may be obtained by calling (619) 668-8366.

Independent Study Program—EC 51745

The Independent Study Program may be offered to an individual or group of pupils as an alternative to a regular classroom program of instruction. Independent study refers to a formal independent learning arrangement in which a written agreement exists between a pupil and a designated supervisor in a school. The program does not allow parents to keep school-age children at home without a legal reason. Independent study contracts may not be written for less than five consecutive school days.

Notification of Family Life and Sex Education—EC 51550, 51553, 51938

Parents shall be notified in writing prior to any instruction or class in which human reproductive organs and their functions or processes are described, illustrated, or discussed. Opportunity is provided for parents or guardians to request in writing that their child not attend the class. Such requests shall be valid for the school year in which they are submitted. Curriculum and materials are available for review upon request. Please contact the school principal.

Notification of Sexually Transmitted Disease Instruction—EC 51820

Parents shall be notified in writing at least fifteen (15) days prior to beginning a unit of instruction in sexually transmitted disease education. Parents may review textbooks, audiovisual aids, and any other instructional materials to be used prior to the instruction provided by District personnel. Parents may request in writing that their child be exempted from sexually transmitted disease instruction programs.

Pupils with Temporary Disabilities— EC 48206.3, 48207, 48208, 48980(j)

The parent or guardian of a pupil with a temporary disability who is in a hospital or other residential health

facility shall notify the school district where the pupil is receiving care if an individualized instruction program is desired.

Individual home hospital instruction is provided by the District when a pupil becomes temporarily disabled and is expected to be out of school for longer than two weeks. It is the responsibility of the parent to request this service. The Student Support Department should be contacted and a Physician's Statement of Home Hospital Teaching Service should be completed.

Religious Instruction—EC 46014

Release time will not be granted for religious instruction during the legal minimum instructional day. However, pupils may be released up to four days per month as long as the minimum day requirements are met for any day the pupil is released.

Right to Refrain from Harmful Use of Animals—EC 32255-32255.6, 48980

A pupil with a moral objection to dissecting or otherwise harming or destroying animals may refrain from such activity. Parents wishing to have their youngster excluded from any activity involving dissection should inform the school in writing. The teacher may (but is not required to) provide an alternative project.

Special Education—EC 56301 (IDEA 20 USC 1400)

The District provides special education programs and services to identified individuals with disabilities whose needs cannot be met with modifications of the regular program. If you have a question regarding your child's eligibility for special education programs and services, contact your site principal or school psychologist. Rights and procedures to initiate a referral for assessment to determine eligibility for special education are available from your site principal or resource staff. A student may be eligible for special education if s/he meets eligibility criteria in one of 13 disabilities: specific learning disability, hard of hearing, deafness, deaf-blindness, visual impairment, orthopedic impairment, emotional disturbance, speech or language impairment, other health impairment, intellectual disability, multiple disability, autism, and traumatic brain injury. For students who meet eligibility criteria, an Individualized Education Plan (IEP) is developed, and programs and services are provided at no cost to parents.

California law requires school districts to provide special education programs for children with disabilities. In rare instances when a student's needs cannot be met by the District, arrangements may be made for service to be provided by neighboring districts or certified nonpublic schools. The continuum

of programs/services considered for eligible students in least restrictive environment include but are not limited to: Specialized Academic Instruction, Designated Instruction and Services (e.g., Speech and Language, Adapted Physical Education).

Special Education: Child Find System—EC 56301

The District must inform parents of federal law requirements that a free and appropriate public education (FAPE) in the least restrictive environment be offered to eligible pupils with disabilities ages 3 – 21 years, including pupils that are migrant, homeless, or wards of the state; and children with disabilities attending private schools. Any parent suspecting a child has exceptional needs due to a disability may request the school assess for eligibility for special education services.

The District ensures annual notification of the availability of special education programs and services is published each year in local newspapers. Notification from the East County SELPA is published each fall, in both English and Spanish, in a local East County newspaper. The San Diego County Office of Education also publishes annual notification in the San Diego Union Tribune in English and Spanish each fall. The publications encourage parents to contact the school district, SELPA Office, or the San Diego County Office of Education if they have children between the ages of birth to 21 years who may have a physical or mental problem that may make a difference in their child's ability to learn.

Rights & Responsibilities of Pupils and Parents

Access to Internet and Online Sites—EC 48980 (h)

Electronic information resources are used in the classroom to support District-adopted curriculum. All Internet traffic is routed through a proxy server that provides filtering of inappropriate material. Pupils may access such technology only after signing the Acceptable Use of Technology Agreement that describes responsibilities, ethics, security measures, and consequences for violation of the agreement. Written parent/guardian authorization is required for pupils to be granted access to the Internet or other commercial online services. One exception to this is the Smarter Balanced Assessment that all students are required to take. The assessment accesses the Internet through a secure browser which prevents students from navigating away from the test. Please see District Testing Program for more information. Specific information regarding the privileges, rights, and responsibilities of pupils regarding such access is available from the school principal or Learning Support Department.

Asbestos Management—40 CFR 763.93

The District has completed its required three-year reinspection of all Asbestos Containing Building Materials (ACBM) with an accredited inspector. The reinspection data has been incorporated into the District's Management Plan. A copy of the plan is available for review during normal office hours in the Facilities Office at the Operations Center or in the main office at any of our schools. If copies of the plan are desired, a nominal duplicating fee may be charged.

Attendance of Suspended Child's Parent or Guardian for Part of School Day—EC 48900.1

When a pupil is suspended from a class, the teacher of the class from which the pupil was suspended, with the concurrence of the principal, may require the pupil's parent/guardian to attend a portion of the school day in the class. The parent/guardian shall receive prior written notice such attendance is required pursuant to law.

Bicycle Helmet Law—VC 21212

California Vehicle Code requires all persons under 18 years of age to wear a properly fitted and fastened bicycle helmet while operating a bicycle on any street, bikeway, or public bicycle path or trail.

Pupils violating California Vehicle Code or local school rules governing the safe operation of a bicycle to and from school or on a school campus may have their riding privileges suspended.

Bullying (Safe Place to Learn Act)—EC 234.1, EC 48900(r)

The Governing Board is committed to maintaining a learning environment free from bullying. Any student who engages in bullying others may be subject to disciplinary action up to and including suspension and expulsion. Bullying means any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of any electronic device directed towards one or more pupils that has or can reasonably be predicted to have the effect of causing a reasonable pupil or pupils one or more of the following:

- a) fear of harm to that pupil or pupil's property
- b) experience a substantially detrimental effect on his or her mental health;
- c) experience a substantial interference with his or her academic performance; or
- d) experience substantial interference with his or her ability to participate in or benefit from the services, activities, or privileges provided by the school

Bullying includes one or more acts committed by a pupil or group of pupils and may include hate violence, intimidation, threats, and harassment.

Any pupil who feels he/she is being or has been subjected to bullying shall immediately notify his/her teacher or any other staff member. A school employee to whom a complaint is made or who observes an incident of bullying shall intervene immediately, when safe to do so. The principal or designee to whom a complaint is filed shall immediately investigate the allegation in accordance with administrative regulation. Where the principal or designee finds bullying occurred, he/she will take prompt action to end the bullying and address its effects on the target. The principal shall also advise the Superintendent or designee and refer the matter to law enforcement.

Child Abuse and Neglect Reporting – Penal Code 11164

District staff is required by law to report cases of child abuse and neglect to the appropriate law enforcement agency when they have a reasonable suspicion that a child has been a victim of child abuse and/or neglect. Reasonable suspicion does not require certainty that the child abuse and/or neglect has occurred. The reporting staff member's name and report are confidential. The fact that a child is homeless or an unaccompanied minor is not, in and of itself, a sufficient basis for reporting child abuse or neglect.

Complaints Regarding Special Education—CAC 5, Sections 3125, 3309

All efforts are made to resolve disputes at the District level. Please contact the Special Education Department if there is a dispute.

State regulations require the District to establish procedures to address complaints regarding special education. School districts may notify parents and guardians of all pupils of their right to file a written complaint if they believe the District is in violation of federal or state law governing the identification or placement of special education students, or similar issues. The notice may also include that state regulations require the party filing the complaint to forward a copy of the complaint to the local education agency serving the child at the same time the party files the complaint with the department, in accordance with section 300.153(d) of Title 34 of the Code of Federal Regulations.

To obtain more information about dispute resolution, including how to file a complaint, contact the California Department of Education, Special Education Division, Procedural Safeguards Referral Service (1-800/926-0648 or fax 916/327-3704) or visit the Department's Web site at <http://www.cde.ca.gov/sp/se/qa/pssummary.asp>.

Complaints alleging violations of IDEA may be mailed to:

California Department of Education
Special Education Division
Procedural Safeguards Referral Service
1430 N. Street, Suite 2401
Sacramento, CA 95814
Attn: PSRS Intake

Compliance with the Rehabilitation Act— Section 504

The District complies with all rights related to Section 504 of the Rehabilitation Act which prohibits discrimination against individuals with disabilities, including both pupils and staff, by school districts receiving federal financial assistance. Included in the U.S. Department of Education regulations for Section 504 is the requirement handicapped pupils be provided with a free and appropriate public education (FAPE). These regulations require identification, evaluation, provision of appropriate services, and procedural safeguards. For information regarding compliance issues contact Student Support at (619) 668-5700, ext. 6306.

Comprehensive School Safety Plans—EC 35294.6

Comprehensive school safety plans were first developed and approved by the School Site Council of each school in 1998. Each plan is revised annually, as needed, following a review of student data including suspensions/expulsions, accident reports, etc.

Custody Issues

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

Destruction of Special Education Records Public Law 94-142, Section 121a.573(a)

Federal law requires copies of records for children in special education be retained for three (3) years following the termination or transfer of the child from the special education program. This statement serves as notification that records of any child in special education may be destroyed three (3) years from the time the child leaves special education in the District.

Parents of students enrolled in special education programs have a right to examine and receive copies of records within five business days after a request is made, and before any IEP meeting, hearing, or resolution session regarding their child.

Directory Information – EC 49073

This District makes pupil directory information available in accordance with state and federal laws. Directory information including your child's name, date of birth, birthplace, address, telephone number, participation in school activities, dates of attendance, awards, and previous school attended will be available to specified agencies. The agencies who can receive the information are as follows: (a) federal, state, and local governmental agencies; (b) nonprofit youth organizations, including Parent-Teacher Association; (c) news media in conjunction with activities, honors, awards, etc. and (d) Military recruiters (grades 7 and 8). The District will withhold directory information about your child if you submit a written request within 30 days of receipt of this notification.

If you believe the District is not in compliance with federal regulations regarding privacy, you may file a complaint with the Family Policy Compliance Office in the U.S. Department of Education.

Discipline Rules—EC 35291, 48900, 48980

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

- 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 any firearm, knife, explosive, or other dangerous object unless, in the case of possession of any such object, the pupil had obtained written permission from a certificated school employee with concurrence of the principal or the principal's designee.
- c) Unlawfully possessed, used, sold, or otherwise furnished or been under the influence of any controlled substance, alcoholic beverage, or intoxicant.
- d) Unlawfully offered or arranged or negotiated to sell any controlled substance, alcoholic beverage or intoxicant of any kind, and then either sold, delivered, or otherwise furnished to any person another liquid, substance or material in place of the 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, including but not limited to electronic files and databases, or private property.
- g) Stole or attempted to steal, school property or private property.

- h) Possessed or used tobacco, or any products containing tobacco or nicotine.
- i) Committed an obscene act or engaged in habitual profanity or vulgarity.
- j) Had unlawful possession of or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia.
- k) Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, other school officials, or other school personnel engaged in the performance of their duties.
- l) Knowingly received stolen school property or private property.
- m) Possessed an imitation firearm.
- n) Committed or attempted to commit a sexual assault or battery.
- o) Harassed, threatened, or intimidated school personnel or a pupil who is a witness in a school disciplinary proceeding for the purpose of preventing that pupil from being a witness and/or retaliating against him for being a witness.
- p) Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
- q) Engaged in, or attempted to engage in, hazing
- r) Engaged in an act of bullying, including but not limited to, bullying committed by electronic act directed specifically toward a pupil or school personnel.
 - .2) Committed sexual harassment. This shall apply only to pupils enrolled in any one of grades 4 to 8, inclusive.
 - .3) Committed an act of hate violence. This shall apply only to pupils enrolled in any one of grades 4 to 8, inclusive.
 - .4) Committed other forms of harassment, threats, or intimidation. This shall apply only to pupils in grades 4 to 8, inclusive.
 - .7) Made terrorist threats against school officials or school property, or both.

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

- i. While on school grounds;
- ii. While going to or coming from school;
- iii. During lunch period whether on or off the campus;
- iv. During, or while going to or coming from, a school sponsored activity.

Rules pertaining to pupil discipline are available from the school principal.

Dress Code/Gang-Related Apparel/Sun-Protective Clothing—EC 35183, 35183.5

Pupils are expected to give proper attention to personal cleanliness and to wear clothing suitable and safe for school activities. Clothing must not present a hazard to the health or safety of pupils and staff or cause a distraction which interferes with the educational process. Pupils shall not wear clothing that displays obscene material, libelous or slanderous statements, or advertises or promotes an unlawful act such as the consumption or use of alcohol, tobacco, or controlled substances. The Board of Education acknowledges gangs and gang-related activities create a clear and present danger and disrupt the orderly process necessary for education. During outdoor activity time, pupils are allowed to wear articles of sun-protective clothing within guidelines set by school rules. Each school is authorized to investigate, adopt, and enforce local school rules related to the wearing of gang or gang-related clothing and articles of sun-protective clothing.

Electronic Signaling Devices: Prohibitions On Use—EC 48901.5

K–8 pupils may not use cell phones or pagers during instructional time.

Imitation Weapons: Prohibitions On Sale, Possession, and Use—Penal Code 12550, 12556

No weapons of any kind are allowed on school campuses. This includes “imitation firearms” described as “any BB device, toy gun, replica of a firearm, or other device that is so substantially similar in coloration and overall appearance to an existing firearm as to lead a reasonable person to perceive that the device is a firearm.” The Penal Code further states that “no person may openly display or expose any imitation firearm in a public place.” This includes on the way to and home from school. Many of these illegal imitation weapons are sold at local swap meets. Please remind your child(ren) they are never to bring such things to school.

Laser Pointers: Prohibitions On Sale, Possession, and Use—Penal Code 417.27

Pupils may not possess, sell, or use laser pointers while on school premises. Pupils are also prohibited from directing the beam of a laser pointer into the eyes of another person, guide dog, or into a moving vehicle.

“Megan’s Law” Sex Offender Notification

The goal of the Megan’s Law website is to make the community aware so that parents can take appropriate measures to protect their children. It is not for schools

to gather and disseminate information to parents/guardians. Although a school district must act reasonably and responsibly if and when information is received from law enforcement, the notification obligations contained in Megan’s Law apply to law enforcement agencies, not school districts. The La Mesa-Spring Valley School District will not disseminate any information listed on the website unless specifically notified by law enforcement to do so. If you wish to look up information regarding any possible registered sex offenders in your neighborhood, you may access this information at www.meganslaw.ca.gov.

Nondiscrimination—Title VI, Title IX, Section 504, PL 94-142 EC 221.5, 34 CFR 104.8 & 106.9

The District does not discriminate against pupils with respect to gender, gender identity, gender expression, sex, race, color, religion, natural origin, ethnic group identification, mental or physical disability, sexual orientation, or the perception of one or more of such characteristics, equal rights and opportunities in accessing educational programs, activities and facilities. The District will take steps to assure the lack of English will not be a barrier to admission and participation in District programs.

No discrimination between the sexes shall be permitted in opportunities for admission, course selection, participation in curricular and co-curricular activities including intramural sports, privileges, and other advantages. In certain special cases as provided by law and Board policies and regulations, separate provisions may be made for pupils according to sex with respect to such matters as protection of modesty, family life and sex education, and grading standards in physical education.

The faculty must be especially sensitive in guarding against unconscious sex discrimination and stereotyping in all school operations. In accordance with federal law, complaints alleging noncompliance with this policy may be filed with the school principal and will be resolved using the District’s Uniform Complaint Procedures.

Pupil Records—Notification of Privacy Rights of Parents and Pupils—EC 49063, 49069, 34 CFR 99.37, 20 USC 1232g,h

Federal and state laws grant certain rights of privacy and rights of access to pupils and their parents. Full access to all personally identifiable written records maintained by the District must be granted to:

- a) Parents of pupils age 17 and younger.
- b) Parents of pupils age 18 and older if the pupil is a dependent for tax purposes.

- c) Pupils age 18 and older, or pupils who are enrolled in an institution of post-secondary instruction (called: “eligible pupils”).

Parents must submit a written request to inspect and review any and all records, files, and data related to their child. The written request must be submitted to their school principal or the Student Support Department. Within five (5) business days, the records will be available for your inspection with explanations and interpretation, as requested, provided by a certificated employee of the District. A copy of any information may be obtained for a nominal fee. If information in the file is inaccurate, misleading, or inappropriate, you may request removal of the information in writing, or include a written statement disputing the information.

In the event you move to another attendance area, school records will be forwarded upon the request of your child’s new school within 10 days. Upon promotion to ninth grade, school records will be automatically forwarded to the new school of attendance.

Overdue, Damaged, or Lost Instructional Materials—EC 48904

When property of the District is lent to students, the District expects it shall be returned in a timely manner, with no more than usual wear and tear. If the property is lost or damaged, the student and parent/guardian are responsible to pay for all damage. Grades and transcripts may be withheld until all damages have been paid.

Possession of Marijuana in School—Health and Safety Code Sections 11357, 11361.5

Every person who possesses marijuana on the grounds of a public school during the hours in which school is open and offering instruction or school-related programs is guilty of a misdemeanor. Minors may be punished on first offense by a fine of up to \$250. Second offenses may be punished by a fine of up to \$500 and/or imprisonment of up to ten days.

Private School Placement of Special Education Pupils—20 USC 1412 (a); EC 56174, 56175, 56176; 34 CFR 300.453

Children who are enrolled by their parents in private, non-profit schools may participate in publicly-funded special education programs. While school districts have the clear responsibility to offer a free and appropriate public education to pupils with disabilities, federal law significantly limits the school districts’ responsibility to provide services to pupils whose parents have chosen for them to attend private schools. Federal law limits the amount that school districts may spend for

these services to a proportionate share of federal IDEA funds. Parents are entitled to reimbursement for costs associated with the private school placement only if a court or hearing officer determines the public agency had not made a free and appropriate public education available to the child.

Reimbursement may be reduced or denied if a parent does not make a child available for an assessment upon notice from the District before the child is removed from public school. Reimbursement may also be denied if the District was not properly informed of the rejection of the proposed special education placement.

Notice to the District must be given either:

- At the most recent IEP meeting attended before removing the child from the public school; or
- In writing to the District at least ten business days (excluding holidays) before removing the child from the public school.

Pupil Fees – EC 49010

The District recognizes its responsibility to ensure that books, materials, equipment, supplies and other resources necessary for students' participation in the educational program are made available to them. No student shall be required to pay any fees, deposits, or other charges for his/her participation in an educational activity unless specifically authorized by law. Complaints regarding pupil fees may be filed with the school principal and will be resolved using the District's Uniform Complaint Procedures.

Pupil Sexual Harassment/Discrimination (Safe Place to Learn Act)—EC 231.5, 234.1 48980 (h), 5 CCR 4917, Board Policy/AR 5145.7

The Governing Board is committed to maintaining a safe school environment that is free from harassment and discrimination. The Board prohibits sexual harassment of students at school or at school-sponsored or school-related activities. The Board also prohibits retaliatory behavior or action against any person who files a complaint, testifies, or otherwise participates in the District complaint processes.

Instruction/Information

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

1. What acts and behavior constitute sexual harassment; including the fact that sexual harassment could occur between people of the same sex and could involve sexual violence
2. A clear message that students do not have to endure sexual harassment
3. Encouragement to report observed instances of sexual harassment, even where the victim of the

harassment has not complained

4. Information about the District's procedure for investigating complaints and the person(s) to whom a report of sexual harassment should be made
5. Information about the rights of students and parents/guardians to file a criminal complaint, as applicable

Complaint Process

Any student who feels that he/she is being or has been sexually harassed on school grounds or at a school-sponsored or school-related activity (e.g., by a visiting athlete or coach) shall immediately contact his/her teacher or any other employee. An employee who receives such a complaint shall report it in accordance with administrative regulation.

The Superintendent or designee shall ensure that any complaints regarding sexual harassment are immediately investigated in accordance with administrative regulation. When the Superintendent or designee has determined that harassment has occurred, he/she shall take prompt, appropriate action to end the harassment and to address its effects on the victim.

Disciplinary Actions

Any student who engages in sexual harassment or sexual violence at school or at a school-sponsored or school-related activity is in violation of this policy and shall be subject to disciplinary action. For students in grades 4-12, disciplinary action may include suspension and/or expulsion, provided that, in imposing such discipline, the entire circumstances of the incident(s) shall be taken into account.

Confidentiality and Record-Keeping

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

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

Prohibited sexual harassment includes, but is not limited to, unwelcome sexual advances, unwanted requests for sexual favors, or other unwanted verbal, visual, or physical conduct of a sexual nature made against another person of the same or opposite sex in the educational setting, when made on the basis of sex, and under any of the following conditions:

1. Submission to the conduct is explicitly or implicitly made a term or condition of a student's academic status or progress.
2. Submission to or rejection of the conduct by a student is used as the basis for academic decisions

affecting the student.

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

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

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

School-Level Complaint Process/Grievance Procedure

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

1. Notice and Receipt of Complaint: Any student who believes he/she has been subjected to sexual harassment or who has witnessed sexual harassment may file a complaint with any school employee. Within 24 hours of receiving a complaint, the school employee shall report it to the District Coordinator for Nondiscrimination/Principal. In addition, any school employee who observes any incident of sexual harassment involving a student shall, within 24 hours, report this observation to the Coordinator/Principal, whether or not the victim files a complaint.

In any case of sexual harassment involving the Coordinator/Principal to whom the complaint would ordinarily be made, the employee who receives the student's report or who observes the

incident shall instead report to the Superintendent or designee.

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

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

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

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

When necessary to carry out his/her investigation or to protect student safety, the Coordinator/Principal also may discuss the complaint with the Superintendent or designee, the parent/guardian of the student who complained,

the parent/guardian of the alleged harasser if the alleged harasser is a student, a teacher or staff member whose knowledge of the students involved may help in determining who is telling the truth, law enforcement and/or child protective services, and District legal counsel or the District's risk manager.

5. **Interim Measures:** The Coordinator/Principal shall determine whether interim measures are necessary during and pending the results of the investigation, such as placing students in separate classes or transferring a student to a class taught by a different teacher.
6. **Optional Mediation:** In cases of student-on-student harassment, when the student who complained and the alleged harasser so agree, the Coordinator/Principal may arrange for them to resolve the complaint informally with the help of a counselor, teacher, administrator, or trained mediator. The student who complained shall never be asked to work out the problem directly with the accused person unless such help is provided and both parties agree, and he/she shall be advised of the right to end the informal process at any time.
7. **Factors in Reaching a Determination:** In reaching a decision about the complaint, the Coordinator/Principal may take into account:
 - a. Statements made by the persons identified above
 - b. The details and consistency of each person's account
 - c. Evidence of how the complaining student reacted to the incident
 - d. Evidence of any past instances of harassment by the alleged harasser
 - e. Evidence of any past harassment complaints that were found to be untrue

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

 - a. How the misconduct affected one or more students' education
 - b. The type, frequency, and duration of the misconduct
 - c. The identity, age, and sex of the harasser and the student who complained, and the relationship between them
 - d. The number of persons engaged in the harassing conduct and at whom the harassment was directed
 - e. The size of the school, location of the incidents, and context in which they occurred
 - f. Other incidents at the school involving different students
8. **Written Report on Findings and Follow-Up:** No more than 30 days after receiving the complaint, the Coordinator/Principal shall conclude the investigation and prepare a written report of his/her findings. This timeline may be extended

for good cause. If an extension is needed, the Coordinator/Principal shall notify the student who complained and explain the reasons for the extension.

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

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

Enforcement of District Policy

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

1. Removing vulgar or offending graffiti
2. Providing training to students, staff, and parents/guardians about how to recognize harassment and how to respond
3. Disseminating and/or summarizing the District's policy and regulation regarding sexual harassment
4. Consistent with the laws regarding the confidentiality of student and personnel records, communicating the school's response to parents/guardians and the community
5. Taking appropriate disciplinary action

In addition, disciplinary measures may be taken against any person who is found to have made a complaint of sexual harassment which he/she knew was not true.

Notifications

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

1. Be included in the notifications that are sent to parents/guardians at the beginning of each school year
2. Be displayed in a prominent location in the main administrative building or other area where notices of District rules, regulations, procedures, and standards of conduct are posted, including school web sites
3. Be provided as part of any orientation program conducted for new students at the beginning of

each quarter, semester, or summer session

4. Appear in any school or District publication that sets forth the school's or District's comprehensive rules, regulations, procedures, and standards of conduct
5. Be included in the student handbook
6. Be provided to employees and employee organizations

Education Code 48900.2 specifies a pupil may be suspended from school or recommended for expulsion if the superintendent or principal of the school in which the pupil is enrolled determines the pupil has committed sexual harassment as described in Education Code 212.5. The conduct must be considered by a reasonable person of the same gender as the victim to be sufficiently severe or pervasive to have a negative impact upon the individual's academic performance or to create an intimidating, hostile, or offensive educational environment. This policy shall not apply to pupils enrolled in kindergarten and grades 1 to 3, inclusive.

Any pupil who feels he or she has been the victim of sexual harassment shall immediately report the incident to the principal of the school or other staff member.

Rights of Parents and Guardians to Information— EC 51101

Parents and guardians have the right to be informed by the school, and to participate in the education of their children, as to the following:

- 1) To observe the classroom(s) in which your child is enrolled for the purpose of selecting the school your child will enroll in pursuant to the intradistrict and interdistrict attendance policies
- 2) To meet with your child's teacher(s) and principal of the school in which your child is enrolled;
- 3) To volunteer your time and resources for the improvement of school facilities and school programs
- 4) To be timely notified if your child is absent from school without permission
- 5) To receive the results of your child's performance on standardized and statewide tests
- 6) To request a particular school for your child and receive a response from the school district
- 7) To have a school environment for your child that is safe and supportive of learning
- 8) To examine the curriculum or materials of the class(es) in which your child is enrolled
- 9) To be informed of your child's progress in school and who to contact if a problem arises
- 10) To have access to your child's school records
- 11) To receive information regarding the academic performance standards and skills your child is expected to accomplish

- 12) To be informed in advance about school rules, discipline, attendance, dress code and procedures for visiting the school
- 13) To receive information about any psychological testing the school performs on your child and to deny permission to giving the test
- 14) To participate as a member of a parent advisory committee, school site council or site-based management leadership team
- 15) To question anything in your child's record that you feel is inaccurate or misleading and to receive a response from the school
- 16) To be notified as early in the year as practicable if your child is identified as being at risk of retention

School Accountability Report Card—EC 35256

The District annually issues a School Accountability Report Card (SARC) for each school. The purpose of the report card is to provide parents and the community with important information about each public school. A SARC can be an effective way for a school to report on its progress in achieving goals. The public may also use a SARC to evaluate and compare schools on a variety of indicators. Copies of the report card are available upon request at each school office. SARCs are available via Internet at www.lmsvschools.org.

Sex Equity in Career Planning—EC 221.5 (d)

Parents will be notified in advance of career counseling and course selection commencing in grade 7, to promote sex equity and allow parents to participate in counseling sessions and decisions. Course selection and career counseling should be based on interest and ability of the pupil, not on the pupil's gender.

Special Education Due Process—EC 55501, EC 56505 (j), EC 56043 (p) and 20 USC 1415 (a,b)

You have the right to request an impartial due process hearing regarding the identification, assessment, educational placement of your child and the provision of a free and appropriate public education. (20 USC 1415 [a] [b])

The request for due process must be filed within two years from the date you knew or had reason to know of the facts that were the basis for the hearing request. (EC 56505 [I])

The time period described above does not apply if (1) the District made specific representations that it had solved the problem forming the basis of the due process complaint or (2) the District withheld information from the parents, which it was required to disclose. (EC 56505 [I])

Requests for mediation and due process hearing should go to:

Office of Administrative Hearings
Special Education Unit
1102 Q Street, 4th Floor
Sacramento, CA 95814

Suspension/Expulsion—EC 48903

Education Code specifically states that the total number of days for which a pupil may be suspended from school shall not exceed 20 school days in any school year unless, for purposes of adjustment, the student is transferred to another regular school, in which case the total number of suspension days may not exceed 30 days in any school year. IF a student reaches the 20 days of suspension level, an Administrative Review Panel hearing will be scheduled to review the student's discipline and to determine to which other LMSV school, if any, the pupil shall be transferred. The La Mesa-Spring Valley School District encourages parents to monitor their child's behavior and work with the school as necessary to ensure their child's educational needs are being met.

Suspension/Expulsion: Alternative and Other Means of Correction – EC48900, 48900.5

In response to a violation of school rules, a school district may impose other means of correction short of suspension and expulsion and place the documentation of those in the pupil's record. Other means of correction may include: a conference between school personnel, the pupil's parent or guardian and the pupil; referrals to the school counselor or psychologist; study teams, guidance teams or other intervention-related teams that assess behavior and develop and implement behavior plans; referral for psycho-educational assessment; and after-school programs that address specific behavioral issues.

Teacher Qualifications

Parents/Guardians may request specified professional qualifications of their child's classroom teacher(s) and assigned paraprofessional(s).

Tobacco-Free Campus—Board Regulation 1331

The Board of Education has declared the La Mesa-Spring Valley School District to be tobacco free. Pupils, employees, and community members using tobacco products on District property shall be informed of the District's policy and asked to refrain from tobacco use. Persistent violation of this policy shall result in appropriate disciplinary measures for pupils and/or employees and the possible revocation of an organization's Use of Facilities permit if a community member refuses to refrain from tobacco use while on

District property. Health and Safety Code 10495 also prohibits smoking within 25 feet of any school.

Uniform Complaint Procedure—Title 5, California Code of Regulations, Section 4622, EC 49013

The La Mesa-Spring Valley School District is primarily responsible for ensuring compliance with state and federal laws and regulations. The District shall investigate and seek to resolve complaints using policies and procedures known as Uniform Complaint Procedures (UCP) for complaints alleging unlawful discrimination, harassment, intimidation, or bullying on the basis of actual or perceived sex, sexual orientation, gender, ethnic group identification, race, ancestry, national origin, religion, color, mental or physical disability, age, or on a person's association with a person or group with one or more of these actual or perceived characteristics, in any program or activity that receives or benefits from state financial assistance.

The UCP shall also be used to address complaints alleging failure to comply with state and/or federal laws in consolidated categorical aid programs, migrant education, child care and developmental programs, child nutrition programs, Local Control Funding Formula programs and the Local Control Accountability Plan implementation process, and special education programs. Additionally, a pupil enrolled in a public school shall not be required to pay a pupil fee for participation in an education activity and UCP shall be used to resolve complaints of noncompliance with laws related to pupil fees.

Complaints of alleged noncompliance shall be filed in writing with the compliance officer, Director, Student Support, who shall investigate complaints and ensure district compliance with law.

Complaints alleging unlawful discrimination must be filed within six months from the date the alleged discrimination occurred, or the date the complainant first obtained knowledge of the facts of the alleged discrimination, unless the time for filing is extended by the Superintendent or his/her designee. Complaints will be investigated and a written decision or report will be sent to the complainant within sixty days from the receipt of the complaint. The sixty-day time period may be extended by written agreement of the complainant. The complainant has a right to appeal the District's decision to the California Department of Education within 15 days of receiving the decision. Complainants may also pursue civil law remedies such as mediation centers, legal agencies, civil court, and the San Diego County Department of Education.

Copies of the District's Uniform Complaint Procedures and form and the District's Williams Settlement Uniform Complaint Procedures and form (see below)

shall be available free of charge at any school site, at the District office, or on the website at www.lmsvschools.org.

Williams Uniform Complaint Procedure – EC 35186

Additionally, under Williams Settlement guidelines, complaints based on the following three statements should be filed directly with the school principal:

1. There should be sufficient textbooks and instructional materials. Each student, including English Learners, must have a textbook or instructional materials, or both, to use in class and to take home to complete required homework assignments.
2. School facilities must be clean, safe, and maintained in good repair.
3. There should be a credentialed teacher assigned to each class at the beginning of the school year for the entire year. The teacher should have the proper credential and subject matter training to teach the class, including training to teach English learners if present.

Complaints may be filed anonymously. The principal shall investigate the complaint and provide a written report to the complainant within 45 days (if requested). If a complainant is not satisfied with the resolution, the complaint may be presented to the Governing Board at a regularly scheduled meeting.

Unsafe School Choice Option—5 CCR 11993(k)

None of the school sites within the La Mesa-Spring Valley Schools have been classified as persistently dangerous. In the event that a school becomes classified as such, the District will notify parents and provide transfer options for their children.

Visitors to School Campuses – EC 44810, AR 1250

All campus visitors must have the consent and approval of the principal/designee. Permission to visit must be given at the time requested if at all possible or within a reasonable period of time following the request. Children who are not enrolled at the school are not to be on the campus during school hours unless prior approval of the principal has been obtained. Visitors may not interfere with, disrupt or cause substantial disorder in any classroom or school activity. District Policy states that smoking and the use of all tobacco products, including e-cigarettes and peripherals, is prohibited on all District property, including District-owned or leased buildings, and in District vehicles at all times, by all persons, including employees, students, and visitors at any school or District site, or attending any school-sponsored events. Visitors are expected to:

- Follow the established school policy in requesting a classroom visitation

- Complete a visitor’s permit upon arrival at the site
- Enter and leave the classroom as quietly as possible
- Not converse with the students, teacher and/or instructional aides during the visitation
- Not interfere with any school activity
- Keep the length and frequency of classroom visits reasonable
- Follow the school’s established procedures for meeting with the teacher and/or principal after the visit, if needed
- Learn and follow the school-wide behavioral expectations
- Return the visitor’s permit to the point of origin before leaving the campus.

Any individual who disrupts a school site or fails to follow school rules and/or procedures is subject to removal from the school site and may be further restricted from visiting the school.

Calendar

Each year a calendar, including starting and ending dates, staff development days, holidays, and conference dates, is approved by the Board of Education.

First Day of Pupil Attendance-Tuesday, August 10

Parent Conferences—Elementary Schools

Minimum Days: Nov. 13, Nov. 14, Nov. 15, Nov. 16, Nov. 17

Parent Conferences—Middle Schools

Minimum Days: Jan. 16, Jan. 17, Jan. 18, Jan. 19

Modified Days – Early dismissal each Tuesday

Holidays—No School

Labor Day..... Monday, Sept. 4
Fall VacationOct. 9-Oct. 20
Veterans Day Friday, Nov. 10
Thanksgiving Week..... Mon.-Fri., Nov. 20-24
Staff Development Day (no students).....Friday, Dec. 22
Winter VacationDec. 25 – Jan.5
M.L. King Day Monday, Jan. 15
Lincoln Day Monday, Feb.12
Presidents Day (Washington Day) Monday, Feb. 19
Spring VacationMarch 26 – April 6
Memorial Day..... Monday, May 28

Last Day of Pupil AttendanceFriday, June 15

