



2019 - 2020

STUDENT HANDBOOK

Vannoy Elementary

School

A positive and supporting learning environment, promoting respect, responsibility, and academic excellence.

Castro Valley Unified School District Website:

<https://www.cv.k12.ca.us/>

Vannoy Elementary Website:

<https://vannoy.cv.k12.ca.us/>

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VANNOY ELEMENTARY SCHOOL

August 2019

Dear Families:

The Vannoy Elementary School Handbook is to help you become familiar with school and district policies. Please read the handbook and discuss with your child the various sections and the importance of following rules and safe behavior at school.

The staff at Vannoy looks forward to a year of learning and fun. We are excited about the opportunity of working with you to provide an environment that is encouraging and supportive to help your child grow as a lifelong learner. Our goal is to create a culture that is founded not only in strong academics, but also to guide our children in making good decisions. We hope that you will take the time to be part of the Vannoy community by taking an active role in your child's education. This handbook serves as guidelines and outlines our policies, but in no way does it limit or encompass everything here at Vannoy. We embrace good common sense and hope that through our partnership with you as parents, we can look for constructive solutions to give the children the best learning and growing environment possible.

If you have any questions or comments, please feel free to call, send a note, e-mail, or stop by anytime.

Doris De La Torre
Principal



Vannoy Bell Schedule



Monday - Thursday

Preschool (am) 8:30 - 11:00
Preschool (pm) 11:50 - 2:20
Kindergarten 8:10 - 1:30
1st - 5th Grade 8:10 - 2:35

Friday

Preschool (am) 8:30 - 10:30
Preschool (pm) 11:50 - 1:50
Kindergarten 8:10 - 12:35
1st - 5th Grade 8:10 - 1:40

Fall Conference Schedule (September 24th - 26th)

Preschool (am) 8:30 - 10:30
Preschool (pm) 11:50 - 1:50
Kindergarten 8:10 - 12:30
1st - 5th Grade 8:10 - 1:10

Spring Conference Schedule (March 23-24)

Preschool (am) 8:30 - 10:30
Preschool (pm) 11:50 - 1:50
Kindergarten 8:10 - 12:30
1st - 5th Grade 8:10 - 1:35

Last Day of School Schedule (May 29th)

Preschool (am) 8:30 - 10:30
Preschool (pm) 11:50 - 1:50
Kindergarten 8:10 - 12:00
1st - 5th Grade 8:10 - 12:00

Important dates:

8/13 - First day of school
9/2 - No school, Labor Day
9/27 - No school, Teacher - Family Conferences
11/11 - No school, Veterans Day
11/13 -14 - Early Release Days (See Spring Conference schedule times)
11/25 - 29 - No school, Thanksgiving Break
12/23 - 1/3 - No school, Winter Break
1/16 - Early Release Day (Friday schedule)
1/17 - No school, Staff Development Day
2/17 - No school, Lincoln's Birthday
3/4-5 - Early Release Days (See Spring conference schedule times)
3/30 - No school, Staff Development Day
3/23 - 24 - Early Release Days, Spring Conferences
3/31 - No school, Cesar Chavez Day
4/13 - 17 - No school, Spring Break
5/25 - No school, Memorial Day
5/29 - Last Day of School

STAFF LIST

To contact staff and faculty members, please send an email message. Email addresses are listed below. To report absences, please call 537-1832, push “1”.

<u>Name, Position & Room #</u>	<u>Email Address</u>	<u>Voicemail Extension</u>
Principal, Doris De La Torre	ddelatorre@cv.k12.ca.us	x4641
Secretary, Chris Heuer	cheuer@cv.k12.ca.us	x4600
Attendance, Lynda Nicholson	lnicholson@cv.k12.ca.us	x4640
Kyra Bridgeman, Lead Cafeteria	kbridgeman@cv.k12.ca.us	x4644
Custodian, Stafont Smith	ssmith@cv.k12.ca.us	
Andria Danko, K, Room 1	adanko@cv.k12.ca.us	x4601
Katherine Reneau, K, Room 2	kreneau@cv.k12.ca.us	x4602
Steve Edwards, 3-5 SDC, Room 3	skedwards@cv.k12.ca.us	x4603
Charles Reynes, Science, Room 4	creynes@sbcglobal.net	x4604
Geoff Luce, Knd/1 st , Room 5	gluce@cv.k12.ca.us	x4605
Holly McDonough, 1 st , Room 6	hmcDonough@cv.k12.ca.us	x4606
Kaoru Pang, 1 st , Room 7	kpang@cv.k12.ca.us	x4607
Marya Wesner, 2 nd , Room 8	mwesner@cv.k12.ca.us	x4608
Lisa Patterson, Preschool SDC, Room 9	lpatterson@cv.k12.ca.us	x4609
Dawn Lanphere, 3 rd , Room 10	dlanphere@cv.k12.ca.us	x4610
Shelley Schumann, 2 nd , Room 11	sshumann@cv.k12.ca.us	x4611
Rachel Legan, 2 nd , Job Share, Room 12	rlegan@cv.k12.ca.us	x4612
Tiffany Kao, 2 nd , Job Share, Room 12	tkao@cv.k12.ca.us	x4612
Katie Jordan, 3 rd , Rm. 13	kjordan@cv.k12.ca.us	x4613
Allison Auser, 3 rd , Rm. 14	aauser@cv.k12.ca.us	x4614
Lisa Kurokawa Calderon, 4 th , Room 15	lcalderon@cv.k12.ca.us	x4615
Erika Gutierrez, 4 th , Room 16	egutierrez@cv.k12.ca.us	x4616
Darlene Metcalfe, 5 th , Room 17	dmetcalfe@cv.k12.ca.us	x4617
Amanda Santos, 5 th , Room 18	asantos@cv.k12.ca.us	x4618
Jina Kim, 4 th /5 th , Room 19	jkim@cv.k12.ca.us	x4619
Erika Camacho, Librarian, Room 20	ecamacho@cv.k12.ca.us	x4620
Jane Ashley, Resource, Room 21	jashley@cv.k12.ca.us	x4621
Will Bichsel, Resource, Room 21	wbichsel@cv.k12.ca.us	x4621
Hiroe Lavallis, Speech Therapist, Room 21	hlavallis@cv.k12.ca.us	x4642
Kerry Kukoyi, Psychologist, Room 21	kkukoyi@cv.k12.ca.us	x4643
Wendy Pham, Counselor, Room 21	wpham@cv.k12.ca.us	x4643
Amy Valvo, RTI, Room 21	avalvo@cv.k12.ca.us	x4621

Updates to this list will be made in the Cougar Trails.

GENERAL INFORMATION

Daily Schedule

Kindergarten	M-TH	8:10 AM - 1:30 PM
	F	8:10 AM - 12:30 PM

Grades 1-5	M-TH	8:10 AM – 2:35 PM
	F	8:10 AM – 1:40 PM

Campus Hours

Supervision is provided on campus between 7:55 AM and 3:00 PM daily. Students are expected to go home immediately after school, unless they are under the supervision and care of Adventure Time (before and after school daycare). Kindergarten students should be picked up promptly after dismissal in the kindergarten area. Students are not to remain on campus playing on the playground after school as school is still in session for our 1st - 5th grade students. When dropping off kindergarten students, students should be dropped off at their classroom.

Office Information

Office hours are 7:30 – 4:00 daily. Our school number is 510-537-1832. Messages may also be left in our voice mailbox (please see staff list on page 4 for mailbox extensions). Student phone calls are limited to medical emergencies and school-related business. ***This policy is strictly enforced.*** In addition, we ask that you leave messages for your child only in case of emergency. Please have a back-up plan arranged with your child for times when you are unavoidably detained. If no one has come to pick up your child 15 minutes after the dismissal bell, they should come to the office. After 15 minutes, we or the child will call. Messages for the teacher may be left on their voice mailboxes (please see staff list on page 4 for mailbox extensions) or you can email (emails are on staff list).

Reporting Absences

School attendance is compulsory under state law. Regular attendance is essential to a child's learning. Please call our absence voicemail every day of a child's absence (537-1832, push "1"). You may also leave an absence email at vannoyattendance@cv.k12.ca.us. If you have not already contacted us by phone, you need to give us a note explaining the absence on the day your child returns to school. We are funded by the state on the basis of each child's attendance and only accrue funding on the day they are here. Students are only excused for the following reasons: **illness, medical/dental appointment, court appearance, or death or funeral of an immediate family member**. All other reasons are denoted as unexcused. Unexcused absences cannot be changed after 48 hours unless a medical note has been provided to excuse the absences. Please avoid absences as much as possible. If your child is more than three (3) consecutive days absent, a doctor's note is required for illness. If no note from the doctor is received by the 4th day, all further days will be unexcused.

Attendance Requirements

According to Education Code 48260, any pupil subject to compulsory full-time education or to compulsory continuation education who is absent from school without valid excuse three full days in one school year or tardy or absent for more than any 30-minute period during the school day without a valid excuse on three occasions in one school year, or any combination thereof, is truant and shall be reported to the attendance supervisor. Any student who is absent from school without a valid excuse for ten percent or more of the school days in one school year, from the date of enrollment to the current date, is deemed a chronic truant.

Tardiness

Tardy students must report to the office for a tardy slip before reporting to class. Parents will be contacted in the case of excessive tardies. With our youngest children, we find that tardiness is often an adult issue, not the child's. We urge all parents to strive for promptness so that each child may start off his/her day at school on a positive note.

Truancy Interventions (unexcused absences/tardies)

- **3 absences** – **1st Truancy Letter** – serves as a reminder to the parent/guardian to address the student’s attendance issues and to avoid possible future truancy. (Student/parent conference may be required at middle and high school)
- **6 absences** - **2nd Truancy Letter** – Student Attendance Review Team (SART) Meeting with the Principal, Counselor, Parent, and Student (Attendance Contract)
- **9 absences** – **3rd Truancy Letter** – Student Attendance Review Board (SARB) Meeting at the District Office. This is a truancy mediation program mediated by the county’s district attorney or probation officer, and/or a juvenile court. Also in attendance are the Student Resource Officer (SRO), District Personnel, School Administrator, Parent, and Student.
- **Excessive excused absences** - after 10 excused absences for illness, a doctor’s note is required for every subsequent absence. When there is no doctor’s note, the absence becomes unexcused and truancy letters will be generated.

Independent Study Contracts

In order to maximize student achievement and social/emotional growth in accordance with California Education Code, it is expected that students will attend school every day. However, family situations do arise which necessitate emergency travel. When these rare situations arise, families may arrange a Short Term Independent Study Contract with the school. These **contracts are appropriate for unavoidable emergency absence of no fewer than 5 consecutive school days**. Family vacations or leisure travel are not the purpose of independent study. Please make sure to schedule trips during school breaks. An independent study cannot replicate the classroom instructional experience.

A completed Short Term Independent Study Contract can be requested in the main office and needs to be returned to the office, signed by a parent/guardian **a minimum of 10 school days prior to the absence**. The contract must include the dates of absences, return to school date, and reason for the request. The absence duration should be as brief as possible, as absences of more than a few days will negatively impact student learning. **All requests must be approved by site administration**. If your Independent Study contract is not approved any missed days will be marked as unexcused. If your contract is approved, families will need to pick up all assigned work on the last day of attendance prior to the trip. Once the student returns to school, all completed work must be turned into the Main Office or Attendance Office before the student returns to class. If the student does

not complete all assigned work the Independent Study will not be valid. Days missed will be unexcused if the work is not completed. Independent Study contracts at the end of the school year must be **completed no later than fifteen school days prior to the last day of school**. Independent Study contracts cannot be established during the **first 10 days** of the school year.

Note: If a student on an IEP is requesting a Short Term Independent Study Contract, the Program Specialist must be notified immediately so that appropriate IEP documentation can be determined.

Visitors

Any person coming onto campus **must** report to the Main Office, sign in, and get a Visitor's Pass. People on campus without a Visitor's Pass will be asked to report to the Main Office. Our campus is closed from the last bell in the morning to our last dismissal bell.

School Dress

See [District Policy](#)

School Cafeteria

Cafeteria breakfast (\$1.75) and lunches (\$3.25) are offered to all of our students. In addition, Vannoy is participating in the Second Chance Breakfast at the 10:10 recess. The cost is \$1.75 which includes milk. Reduced-price or free meals area available to children whose families meet federal guidelines. Reduced price meal applications are provided to all families in August and are then available in the office throughout the year. Reduced price meals are \$.40. All of our meals are sold through an online account through our school district. To get started, please visit <https://rocketscan.cv.k12.ca.us> to create a new account. Once you have started an account for your child, Login to MySchoolBucks.com using your child's Student ID number (this was given to you over the summer) and you can add money to your child's account. Lunches paid for in advance may be used anytime. Students may not charge lunches on credit. Please contact the school office if you have any questions.

Welcome to Child Nutrition!

FOOD/NUTRITION POLICIES

Per District Wellness Policy BP/AR 5030 (2/23/17):

Celebrations during the School Day

Celebrations that involve food during the school day should be limited to no more than one party, per class, per month. Celebrations that involve food must occur after the lunch period or after second chance breakfast on shortened days.

No more than one food item at celebrations may be outside the USDA Nutritional Guidelines. All food items must be commercially prepared and packaged, and State Safety Standards must be followed.

Crossing Guards

Students who cross Vannoy Avenue to reach our school must cross where an adult is there to assist them. Alameda County provides a crossing guard at the intersection of Vannoy and Gliddon. When crossing with the guard, the following rules apply:

1. Wait for the whistle before crossing. The guard goes first.
2. Walk bikes.
3. Walk across the street.
4. Listen to the guard.
5. Be polite.

The crossing guard reports offenders to the principal.

Leaving School Grounds

Vannoy School has a **closed campus**. This means that students are not allowed to leave campus without specific permission from the office. Further, students are not free to leave without written permission from parents/guardians. If parents/guardians wish to take students out of school, please comply with the following procedures:

1. Any adult picking up a child must report to the office and present proper identification.
2. The school will only release children to adults listed on the emergency card and listed in Aeries. No students will be allowed to leave with any adult until proper permission has been obtained.

Items Prohibited from School

Firearms, explosives (including firecrackers and caps), knives (including small pocket knives), and other objects deemed dangerous by school personnel may not be brought to school. These are cause for suspension or expulsion by state law. Other items are prohibited as well unless approved specifically by the teacher: gum, sunflower seeds in shells, radios, tablets, trading cards of any type, toys or personal play equipment. The school cannot accept liability for the loss of students' personal property and therefore, discourages them from being brought to school.

Tobacco-Free Schools

The Castro Valley Unified School District adopted a policy on June 30, 1994, that went into effect on January 1, 1995, to provide for tobacco-free schools. The Governing Board prohibits the use of tobacco products on school property, including any school or school-sponsored activity or athletic event.

Cell Phone /Smart watches /portable music players /digital tablets

Students may not use cell phones during school, they should be turned off during school hours and put away. This includes text messaging and the camera functions. **Smart watches are not to be used during the school day** to send text messages, record or take pictures. Please do not text your child during the day if you need to send a message to your child please call the front office. This should only be for emergencies only. If a cell phone is needed for health purposes, a doctor's note must be on file in the school office and have the Principal's approval.

Portable music players (mp3s) and speakers are not allowed at school. These items are not needed for school instructional use.

Tablets or E-readers are not required for school. At the elementary level, technology is provided for students (Chromebooks/iPads). Students that want to bring their own digital devices have to have teacher permission, the school is not responsible for lost, stolen, or damaged items.

Consequences for violation of this policy will result in disciplinary action(s) that may include confiscation of the items. The school is not responsible for lost or stolen items.

To/From School Parking

When you are dropping off your child at school, please do so in a safe and courteous manner. Do not let children out on Vannoy Avenue unless it is at the curb on the school side of the street. Please drive through the front loop and unload passengers on the sidewalk closest to the office. Do not block the driveway, bus loading or unloading zones, and please keep traffic moving. The green parking space is for 10 MINUTES OR LESS ONLY. Parking is very limited at Vannoy and the parking lot is **strictly for the use of school employees**. No drop off or pick up is allowed in the staff parking lot. For student safety, students and families are not to walk through the parking lot – please use the sidewalk. Please do not park in the drop of loop after school.

Please keep the safety of our students in mind when you drive to or from our school.

Drop-off and Pick-up Procedures

Please read the following directions for drop-off and pick-up as this will highly increase the safety in front of our school for all of our children.

- Pick-up in front of the school should be WEST bound on Vannoy. Use James Ave, then come up Helton, then pull into the driveway loop, for pick-up. We will be using only 1 lane inside the driveway loop. Cars coming up Vannoy will not be allowed to turn left into the school driveway. Left turns from Heyer are discouraged; please use James Ave from Center St.

- The white zone in front of the steps is a Drop off zone in the morning. For afterschool the white zone is for our daycare vans and passenger pick-up is a bit further down the hill. Cars should not be left unattended in these zones.
- Please respect the red zones; they are there to ensure line-of-sight for other cars and for the crosswalks. **Students are not to be dropped off in red zones or in crosswalks.** Violators could receive citations from CHP or the Sheriff dept.
- Refrain from cell phone use while dropping off and picking up. The safety of your child requires your full attention.

Your cooperation and patience will help ensure the safety of our children.

Bus Transportation

Our school district has discontinued bus service to our Vannoy area.

Medication at School

If your child requires medication at school, an *Authorization to Administer Prescribed Medication* form must be completed by the physician. All medication must be labeled and kept in the office. Any exceptions must have prior approval. Call for details before sending medication to school.

Label Outer Clothing

We strongly suggest the parents **label students' outer clothing**. Please take the time to put your child's name in coats, sweaters, sweatshirts, backpacks, and lunch boxes and encourage your child to look for lost items immediately. Lost and found is located in our cafeteria and is regularly displayed. We donate unclaimed items to charity, please read our newsletters to find out when we will donate unclaimed items.

Visitors/Outsiders on Campus

Any non-student who comes on our campus must come through the office and get cleared before going to a classroom or playground. Please use our main entrance as our gates are closed while school is in session. Upon approval, you

will be given a visitor lanyard or sticker to wear on campus. We do this to ensure the security of our students. Teachers have been instructed to send parents to the office if they come to class without a lanyard/sticker. Before school, we ask that parents and students wait behind the white line by the front office until the first bell rings. If you are picking up your child at the end of the day, please wait behind the gates until the dismissal bell rings. Adults are not to wait by classroom doors. Please help us abide by these important rules.

(See Visitors/Outsiders – BP 1250, AR 1250)

Home/School Communication – Cougar Trails, Cougar Times

The first week of each month is the official day for our Cougar Trails (monthly newsletter) to go home from school. The newsletter has been moved to an online/email format. Please sign up for email delivery. Additional copies are available in the office. On Fridays you will also receive the Cougar Times to let you know of any upcoming events or reminders. **Parents who read the newsletter and email blasts will have a better understanding about what activities are occurring and how to be able to support their child’s educational program.**

HEALTH & SAFETY

Wellness Policy

The Castro Valley Unified School District recognizes that student health and wellness have a tremendous effect on student learning and achievement. Students who are physically and emotionally healthy are ready to grow, learn, and achieve success.

At Vannoy, we want to create an environment that encourages healthy choices for eating to support physical and emotional development. We are encouraging more positive healthy choices which include fresh fruits and vegetables, popcorn, pretzels, etc... We are also encouraging non-food items for incentives or rewards in the classroom.

We ask that soda and candy bars not be sent to school. Please pack healthy snacks that can be eaten at snack recess. We are asking parent support with our efforts to create a healthy campus environment.

Allergies

If your child has allergies, whether they be to food, airborne, or some other type, please make sure to inform your student's teacher and the school office of said allergies, the steps taken to prevent said allergies or in the case of an allergy attack, how to combat said allergy. Communication is key with regard to your child's health.

Injuries or Illness at School

First aid is administered in case of minor injuries which may occur during the school day. School personnel are not allowed to render medical attention beyond first aid. If an injury requires further attention, the parent or a person listed on the child's emergency information will be notified. In case of severe injury, the child will be taken to an emergency hospital immediately by medical personnel. If injured, students are requested to notify an adult at once.

If a child becomes ill at school and feels that s/he cannot remain for the balance of the day, that child should inform the teacher. Office personnel will call the parent or a person listed on the child's emergency information. We request that you keep your child at home if s/he complains of being ill before school. Much office time is taken trying to track down a responsible person to care for the child and often the child says, "I told my mom that I was sick this morning." If your child has a fever they must stay home, they must be fever free for 24 hours before they can return.

This discussion of injuries and illness reinforces the importance of your child's emergency information. Be sure to update it if you move or change phone numbers, jobs, or babysitters. You can update this information on Aeries.

The office staff tries their best to determine the severity of injuries and illness. We have many students that come into the office with injuries that we treat using a band-aid and/or ice. We ask students to come back if pain or illness still persists after a certain time. Our best effort is made to handle most student situations at school without interrupting the parents at work or at home. Vannoy

School does not have a nurse on site. A district nurse will be called if necessary. **If you have special concerns about your child's health and/or treatment, please let the office know so that we can make special arrangements as needed.**

Medication in Schools

Per California Ed Code 49423 and CVUSD BP/AR 5141.21

All medications, including medications available without a prescription, need to have both physician and parent's written permission in order to be dispensed or taken at school. The medication form is available online at www.cv.k12.ca.us.

The completed form(s) which need to be turned in to the school office at the beginning of every school year, need to clearly state: the name of the student, name of the medication, method of administration (by mouth, eye drops, etc.), administration time, and the amount to be dispensed. The medication must be brought to your child's school office in a labeled prescription or over the counter container (not a zip lock bag).

If your child's medication is not needed during the school day but you would like a 3-day disaster supply in case of emergency, please follow the above protocol and attach the "3 Day Disaster Supply of Routine Medications" form.

If your child needs to carry an inhaler for asthma, be sure to have your physician complete the Asthma Action Plan (available at www.cv.k12.ca.us). If your child needs to carry an epipen for severe allergy, be sure to have your physician complete the Severe Allergy and Anaphylaxis Emergency Care Plan (also available at www.cv.k12.ca.us).

Communicable Diseases

If your child is absent from school due to one of the following diseases, please notify the office at once: Chicken pox, mumps, measles, impetigo, pink eye, or ringworm. Your physician can tell you how long your child must be out of school and what medication is needed. The office has a form that needs to be completed by your physician before your child can return to school. The form includes what medication is needed.

Blood Borne Pathogens, Exposure Control Plan

The schools, in meeting State and Federal standards as well as district board policy for dealing with blood borne pathogens and potentially infectious materials, will dismiss to the office any student with blood or body fluids containing blood on clothing. Parents/guardians will be notified and a change of clothing will be needed in order for your child to stay in school. If your child has nosebleeds somewhat regularly, perhaps putting a clean T-shirt in your child's backpack would be a good idea.

Head Lice

Please contact the Vannoy Office if your child has a case of head lice. It is our policy to notify the class so that those parents can check their children.

CODE OF CONDUCT

Guidelines and Rules for Positive Interaction

During the summer of 1992, representative parents and staff members developed a mission statement for our school district.

The mission of the Castro Valley Unified School District (CVUSD), a public preschool through adult organization, is to provide all students programs of excellence that instill a passion for lifelong learning while preparing them for the challenges of tomorrow.

Our school's Code of Conduct reflects this mission. Our staff is committed to providing an environment conducive to maximum learning and guiding students in the following areas:

- developing self-discipline;
- reaching their intellectual potential;
- becoming responsible members of the Vannoy community;
- developing self-respect and respect for others; and
- working cooperatively.

Students who follow our guidelines for positive interaction receive recognition for a job well done. It is our belief that children deserve positive reinforcement when they are able to achieve their expectations. At the same time, we are aware that children may need reminders along the way. At Vannoy, we use a system which both reminds students and keeps parents informed. Barring severe infractions, the staff would like parents to react to problems as an opportunity for growth and a challenge for the students to become more responsible citizens.

(See Conduct – BP 5131)

Student Behavior and Discipline Policy

Vannoy's discipline policy is based on PBIS (Positive Behavior Interventions and Support – <https://www/pbis.org/>). It emphasizes positive reinforcement as a way to reduce negative behavior. We use Cougar Paws to recognize positive student behavior. An effective discipline program is based upon student education to encourage desired student behavior.

Vannoy currently implements an anti-bullying program called Second Step. This focuses on developing student behavior based on character traits such as respect, responsibility, compassion, do your best, etc... and increasing students' ability to communicate with each other for conflict resolution. Teachers and students participate in monthly training and workshops.

There will be times however, that student behavior is inappropriate for school and that we need to implement consequences to reinforce support for following school rules. Consequences are based on progressive discipline – meaning that we use escalating consequences based on the severity of student

behavior. We appreciate parent support with our discipline actions to help maintain a safe school environment.

RECOGNITION AND POSITIVE REINFORCEMENT

PBIS = Positive Behavioral Interventions and Supports

The Vannoy staff is generous in offering informal recognition and positive reinforcement to students. Young children will frequently come home with stickers, stamps and notes in recognition of their accomplishments. More formal recognition is offered:

Vannoy will be in the third year of PBIS implementation. PBIS stands for **Positive Behavioral Interventions and Supports**. Under this program, staff will utilize an intensive incentive system to reward students for their positive behaviors – effectively encouraging smart choices on campus.

Cougar Paws

Cougar Paws are the main incentive rewards for students. This slip is given to students in recognition of following the rules during the day which are defined by the PBIS Matrix. A Cougar Paw is not given to a child at the child's request; the behavior must be observed by an adult! Students will be able to turn these Cougar Paws for backpack tags to show off their smart choices and positive behavior!

EXPECTATIONS FOR STUDENT BEHAVIOR

General Behavior

At Vannoy School, we have four guiding principles that we use everyday:

P- Have Positive Behavior

A - Act with Respect

W - Make Wise Choices

S - Be Safe

Student Behavior is further defined by our PBIS Matrix which defines expected behaviors for all areas on campus.

	Learning Areas	Cafeteria/ Eating Areas	Restrooms	Hallways/ Walkways and Courtyard	Assembly/ Cougar Call/Special Events	Before and After School Areas
Paws-itive Behavior	-Do your best -Use inside voices -Participate in classroom discussions	-Say "Please" and "Thank you" -Use inside voices	-Go -Flush -Wash -Leave	-Go directly to your destination	-Participate	-Say "Please" and "Thank you" -Engage in polite conversation
Act with Respect (People)	-Be ready to learn -Allow others to learn -Follow teacher directions -Treat others the way you want to be treated	-Only take as much food as you'll eat -Use table manners	-Use restroom during recess time -Throw away trash -Close stall door -Use quiet voices	-Use quiet voices -Follow staff directions	-Use quiet voices -Eyes and ears focused on speaker -Raise your hand to speak -Respectful applause	-Follow staff directions

Wise Choices (Belongings)	<ul style="list-style-type: none"> -Respect others property -Keep materials organized 	<ul style="list-style-type: none"> -Clean up after yourself -Separate waste into the correct bins -Wait to be dismissed 	<ul style="list-style-type: none"> -Keep sink, walls, and stalls clean -Use only as much paper as you need 	<ul style="list-style-type: none"> -Take care of your belongings -Use tables appropriately -Benches are for sitting only 	<ul style="list-style-type: none"> -Sit criss-cross in designated area 	<ul style="list-style-type: none"> -Step to the side to create a walkway -Put belongings where they belong
Safety	<ul style="list-style-type: none"> -Walk hands, feet and objects to yourself -Follow drill procedures -Keep chair legs on floor 	<ul style="list-style-type: none"> -Walk hands, feet and objects to yourself -Eat your own food -Follow staff directions 	<ul style="list-style-type: none"> -Walk hands, feet and eyes to yourself -Report problems in the bathroom to an adult 	<ul style="list-style-type: none"> -Walk -Keep hands, feet and objects to yourself -Look where you are going 	<ul style="list-style-type: none"> -Walk in a line with eyes forward -Keep hands, feet and objects to yourself -Follow staff directions 	<ul style="list-style-type: none"> -Walk off safety procedures -Keep hands, feet, and objects to yourself

Classroom Behavior

****Each student will have the opportunity to learn.****

****Each teacher will have the opportunity to teach.****

Students who interfere with these rights will be subject to the consequences outlined by each teacher and by this code. Class rules and expectations will be provided to students and parents in writing and discussed with them. A teacher may suspend a student from class for up to two days. The student may not return to class prior to a parent conference.

(See Positive School Climate – BP 5137)

Student *Minors* - “Fix-Its”

If a child breaks an important rule, depending upon the seriousness, he/she will be given a “Fix-It” slip. Most of the time, these will be considered *minor infractions* per our PBIS Matrix. Teachers and staff will assign appropriate consequences.

Student Majors

For serious offenses, students will receive a “white slip”. Parents will be notified about white slips by telephone or email. Students receiving a white slip will be assigned an appropriate consequence. Infractions listed on the white slip can be grounds for suspension under Education Code 48900. Parental assistance in correcting the child’s behavior is strongly requested. Please make sure to return the slip signed by both the parent and student.

The Vannoy staff is confident that with the parental support and consistency here at school, each of our students can develop self-discipline and become a respectful, responsible, and caring member of our community.

Weekly After-School Study Hall

A student may be assigned after-school study hall as a consequence for missing assignments per the teacher. Study Hall will occur for 30 minutes to one hour on Friday afternoons beginning at 1:45 p.m. and ending at 2:45 p.m. Study hall will take place in the classroom of the assigned teacher for that week. Parents will be notified that their child has study hall and should make arrangements for transportation home. If students do not follow the rules during study hall, they will be reassigned to study hall the following week.

SUSPENSION AND EXPULSION

Offenses that are cause for suspension or expulsion when they occur on school grounds or off school grounds during an activity related to school attendance in accordance with Ed. Code Section 48900 or 48915. Students may be removed from school for one to five days for violation of Ed. Code.

SPECIFIC RULES AND REGULATIONS

Common sense, safety, and respect for others are the basis for our rules. Violations of these rules will result in possible disciplinary action.

Use of Bicycles, Skateboards, Skates & Motorized Vehicles

1. Bicycles must be walked on ramps and in hallways.

2. Bicycle riders **must** wear helmets.
3. Bicycles must be **locked** at the bicycle rack behind the MPR.
4. Skateboards and rollerblades are prohibited at Vannoy.
5. Skating or riding of wheeled vehicles is prohibited in the halls and ramps on school days and during any school-sponsored activity.
6. Motorized vehicles are not allowed on school grounds.

HOMEWORK GUIDELINES

Homework serves an important purpose in your child's school life. It is a means of reviewing and reinforcing the lessons taught in the classroom. Homework is also a way to help your child to develop work and study habits which will assist him or her throughout life.

You can help your child develop some routines that will be of assistance in successfully completing homework assignments. The following suggestions are offered for this purpose:

- Be aware that homework is assigned on a regular basis. Ask your child if he/she has homework that day. Check with the teacher for specific homework schedules. By asking your child about homework, you are helping him/her remember that there is an assignment to be completed.
- Be interested in your child's homework. Sharing your child's work with him/her reinforces the importance of homework and helps the child to understand that you are interested in his/her progress. Looking at homework also keeps you informed about your child's progress.
- Please keep in mind that homework is your child's work – not yours. You should not do the work for him/her. Rather, you should be concerned with whether or not your child did the work. If your child has trouble with a homework assignment and cannot complete it, write a note telling the teacher about the problem. It is the teacher's responsibility to make the homework assignment clearly understood by each student.
- Help your child set a regular homework time each day and be consistent with that commitment. Provide your child with a quiet, well-lit place to work and study where he/she is free from distractions.

(See Homework – BP 6154)

SPECIAL PROGRAMS

Instrumental and Vocal Music

Instrumental music is available for students in grade 5. Scheduled lessons are provided for both band and orchestra instruments. Vocal music is part of the academic program for all 4th and 5th grade students.

English Language Development

When registration cards are filled out by parents indicating a home language other than English, the child will be tested for English language proficiency. If the child is identified as needing English language support, he/she will work with their teacher who has been trained specifically to teach English Language (EL) learners. In addition, the student will also be given additional academic support through site and district programs to aid in English language acquisition. Parents are encouraged to participate in the English Language Advisory Committee (ELAC).

Physical Education

Physical Education specialists provide instruction for all 1st through 5th grade students two days a week. Emphasis is on motor coordination and skill building following the Physical Education State Standards. All fifth graders participate in the 5th Grade Fitness Test.

SCHOOL SUPPORT PROGRAMS

School Site Council

The School Site Council (SSC) is the main school advisory council consisting of parents, teachers, and other school staff. The SSC reviews school data, the Single Plan for Student Achievement, discuss student needs, identify and prioritize budget items, and then make recommendations for action. The SSC works collaboratively with various other groups at Vannoy such as the English Language Advisory Committee (ELAC), the Parent Club, and any other groups that benefits student achievement, to ensure a collaborative voice towards identifying goals and actions. Parent positions are elected by the school community at the beginning of each year through a ballot. Anyone is welcome to

attend SSC meetings. Check with the office or the school website for scheduled meeting times.

Vannoy Parent Club

The Vannoy School Parent Club serves the Vannoy community. As stated in its bylaws, the main purposes are: to enrich and enhance the educational program and opportunities for Vannoy School students; to foster communication among students, parents, teachers, and staff of Vannoy School and the community; and to promote activities and raise funds for the benefit of Vannoy School, students, and staff. Specific projects include coordinating room parents for each classroom as well as parent volunteers to serve in classrooms, library and support activities. Parent Club also allocates money from a variety of fundraising activities to purchase items such as computers, to promote assemblies and field trips, and to improve school grounds. Meetings are held once a month on Thursdays, please make sure to visit the school website for dates and times.

English Language Advisory Committee (ELAC)

The English Language Advisory Committee is comprised of parents and school personnel that meet to discuss needs, programs, and resources for English Learners. Topics that are discussed range from learning resources designed for EL students, workshops and discussions to help parents at home, and brainstorming sessions to identify specific needs for English Learners and their families. All English Learner parents are welcome to attend as well as other parents interested in the committee. Meetings are held at least five or more times a year. Please check the school calendar for dates and times of the meetings.

GATE – Gifted and Talented Education (GATE)

The Gifted and Talented Education (GATE) program was for students that have been identified as gifted primarily in the Academic ability through our District assessment. Castro Valley uses the OLSAT assessment to identify students as gifted. As of 2016-2017, CVUSD does not have a GATE program.

DISTRICT POLICIES

BP 5145.3 Students

Nondiscrimination/Harassment

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

(cf. [0410](#) - Nondiscrimination in District Programs and Activities)

(cf. [5131](#) - Conduct)

(cf. [5131.2](#) - Bullying)

(cf. [5137](#) - Positive School Climate)

(cf. [5145.7](#) - Sexual Harassment)

(cf. [5145.9](#) - Hate-Motivated Behavior)

(cf. [5146](#) - Married/Pregnant/Parenting Students)

(cf. [6164.6](#) - Identification and Education Under Section 504)

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

Unlawful discrimination, including discriminatory harassment, intimidation, or bullying, may result from physical, verbal, nonverbal, or written conduct based on any of the categories listed above. Unlawful discrimination also includes the creation of a hostile environment through prohibited conduct that is so severe, persistent, or pervasive that it affects a student's ability to participate in or benefit from an educational program or activity; creates an intimidating, threatening, hostile, or offensive educational environment; has the effect of substantially or unreasonably interfering with a student's academic performance; or otherwise adversely affects a student's educational opportunities.

Unlawful discrimination also includes disparate treatment of students based on one of the categories above with respect to the provision of opportunities to participate in school programs or activities or the provision or receipt of educational benefits or services.

The Board also prohibits any form of retaliation against any individual who reports or participates in the reporting of unlawful discrimination, files or participates in the filing of a complaint, or investigates or participates in the investigation of a complaint or report alleging unlawful discrimination. Retaliation complaints shall be investigated and resolved in the same manner as a discrimination complaint.

The Superintendent or designee shall facilitate students' access to the educational program by publicizing the district's nondiscrimination policy and related complaint procedures to students, parents/guardians, and employees. They shall provide training and information on the scope and use of the policy and complaint procedures and take other measures designed to increase the school community's understanding of the requirements of law related to discrimination. The Superintendent or designee shall regularly review the implementation of the district's nondiscrimination policies and practices and, as necessary, shall take action to remove any identified barrier to student access to or participation in the district's

educational program. They shall report their findings and recommendations to the Board after each review.

(cf. [1312.3](#) - Uniform Complaint Procedures)

(cf. [1330](#) - Use of Facilities)

(cf. [4131](#) - Staff Development)

(cf. [4231](#) - Staff Development)

(cf. [4331](#) - Staff Development)

(cf. [6145](#) - Extracurricular and Cocurricular Activities)

(cf. [6145.2](#) - Athletic Competition)

(cf. [6164.2](#) - Guidance/Counseling Services)

Regardless of whether a complainant complies with the writing, timeline, and/or other formal filing requirements, all complaints alleging unlawful discrimination, including discriminatory harassment, intimidation, or bullying, shall be investigated and prompt action taken to stop the discrimination, prevent recurrence, and address any continuing effect on students.

Students who engage in unlawful discrimination, including discriminatory harassment, intimidation, retaliation, or bullying, in violation of law, Board policy, or administrative regulation shall be subject to appropriate consequence or discipline, which may include suspension or expulsion when the behavior is severe or pervasive as defined in Education Code [48900.4](#). Any employee who permits or engages in prohibited discrimination, including discriminatory harassment, intimidation, retaliation, or bullying, shall be subject to disciplinary action, up to and including dismissal.

(cf. [4118](#) - Dismissal/Suspension/Disciplinary Action)

(cf. [4119.21/4219.21/4319.21](#) - Professional Standards)

(cf. [4218](#) - Dismissal/Suspension/Disciplinary Action)

(cf. [5144](#) - Discipline)

(cf. [5144.1](#) - Suspension and Expulsion/Due Process)

(cf. [5144.2](#) - Suspension and Expulsion/Due Process (Students with Disabilities))

(cf. [5145.2](#) - Freedom of Speech/Expression)

Record-Keeping

The Superintendent or designee shall maintain a record of all reported cases of unlawful discrimination, including discriminatory harassment, intimidation, or bullying, to enable the district to monitor, address, and prevent repetitive prohibited behavior in district schools.

(cf. [3580](#) - District Records)

Legal Reference:

EDUCATION CODE

200-262.4 Prohibition of discrimination

48900.3 Suspension or expulsion for act of hate violence

48900.4 Suspension or expulsion for threats or harassment

48904 Liability of parent/guardian for willful student misconduct

48907 Student exercise of free expression

48950 Freedom of speech

48985 Translation of notices

49020-49023 Athletic programs

51500 Prohibited instruction or activity

51501 Prohibited means of instruction

60044 Prohibited instructional materials

CIVIL CODE

1714.1 Liability of parents/guardians for willful misconduct of minor

GOVERNMENT CODE

11135 Nondiscrimination in programs or activities funded by state

PENAL CODE

422.55 Definition of hate crime

422.6 Crimes, harassment

CODE OF REGULATIONS, TITLE 5

432 Student record

4600-4670 Uniform complaint procedures

4900-4965 Nondiscrimination in elementary and secondary education programs

UNITED STATES CODE, TITLE 20

1681-1688 Title IX of the Education Amendments of 1972

12101-12213 Title II equal opportunity for individuals with disabilities

UNITED STATES CODE, TITLE 29

794 Section 504 of Rehabilitation Act of 1973

UNITED STATES CODE, TITLE 42

2000d-2000e-17 Title VI and Title VII Civil Rights Act of 1964, as amended

2000h-2-2000h-6 Title IX of the Civil Rights Act of 1964

6101-6107 Age Discrimination Act of 1975

CODE OF FEDERAL REGULATIONS, TITLE 28

35.107 Nondiscrimination on basis of disability; complaints

CODE OF FEDERAL REGULATIONS, TITLE 34

99.31 Disclosure of personally identifiable information

100.3 Prohibition of discrimination on basis of race, color or national origin

104.7 Designation of responsible employee for Section 504

106.8 Designation of responsible employee for Title IX

106.9 Notification of nondiscrimination on basis of sex

110.25 Prohibition of discrimination based on age

COURT DECISIONS

Donovan v. Poway Unified School District, (2008) 167 Cal.App.4th 567

Flores v. Morgan Hill Unified School District, (2003) 324 F.3d 1130

Management Resources:

CSBA PUBLICATIONS

Updated Legal Guidance: Protecting Transgender and GenderNonconforming Students Against Sex Discrimination, July 2016

CALIFORNIA OFFICE OF THE ATTORNEY GENERAL PUBLICATIONS

Promoting a Safe and Secure Learning Environment for All: Guidance and Model Policies to Assist California's K-12 Schools in Responding to Immigration Issues, April 2018

FIRST AMENDMENT CENTER PUBLICATIONS

Public Schools and Sexual Orientation: A First Amendment Framework for Finding Common Ground, 2006

U.S. DEPARTMENT OF EDUCATION, OFFICE FOR CIVIL RIGHTS PUBLICATIONS

Examples of Policies and Emerging Practices for Supporting Transgender Students, May 2016

Dear Colleague Letter: Title IX Coordinators, April 2015

Dear Colleague Letter: Harassment and Bullying, October 2010

Notice of Non-Discrimination, Fact Sheet, August 2010

WEB SITES

CSBA: <http://www.csba.org>

California Department of Education: <http://www.cde.ca.gov>

California Safe Schools Coalition: <http://www.casafeschools.org>

California Office of the Attorney General: <http://oag.ca.gov>
First Amendment Center: <http://www.firstamendmentcenter.org>
National School Boards Association: <http://www.nsba.org>
U.S. Department of Education, Office for Civil Rights: <http://www.ed.gov/about/offices/list/ocr>
Policy CASTRO VALLEY UNIFIED SCHOOL DISTRICT
adopted: June 28, 2018 Castro Valley, California

AR 5145.3 Students

Nondiscrimination/Harassment

The district designates the individual(s) identified below as the employee(s) responsible for coordinating the district's efforts to comply with applicable state and federal civil rights laws, including Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act, and the Age Discrimination Act of 1975, and to answer inquiries regarding the district's nondiscrimination policies. The individual(s) shall also serve as the compliance officer(s) specified in AR 1312.3 - Uniform Complaint Procedures as the responsible employee to handle complaints alleging unlawful discrimination targeting a student, including discriminatory harassment, intimidation, or bullying, based on the student's actual or perceived race, color, ancestry, nationality, national origin, immigration status, ethnic group identification, ethnicity, age, religion, marital status, pregnancy, parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, genetic information, or any other legally protected status or association with a person or group with one or more of these actual or perceived characteristics. The coordinator/compliance officer(s) may be contacted at: (Education Code [234.1](#); 5 CCR [4621](#))

Director of Student Services

4400 Alma Avenue

Castro Valley, CA 94546

(510) 537-3000

(cf. [1312.1](#) - Complaints Concerning District Employees)

(cf. [1312.3](#) - Uniform Complaint Procedures)

Measures to Prevent Discrimination

To prevent unlawful discrimination, including discriminatory harassment, intimidation, retaliation, and bullying, of students at district schools or in school activities and to ensure equal access of all students to the educational program, the Superintendent or designee shall implement the following measures:

1. Publicize the district's nondiscrimination policy and related complaint procedures, including the coordinator/compliance officer's contact information, to students, parents/guardians, employees, volunteers, and the general public by posting them on the district's web site and other prominent locations and providing easy access to them through district-supported social media, when available.
2. Post in a prominent and conspicuous location on the district and school web sites information regarding Title IX prohibitions against discrimination based on a student's sex, gender, gender identity, pregnancy, and parental status, including the following: (Education Code [221.61](#))
 - a. The name and contact information of the district's Title IX coordinator, including the phone number and email address
 - b. The rights of students and the public and the responsibilities of the district under Title IX, including a list of rights as specified in Education Code [221.8](#) and web links to information about those

rights and responsibilities located on the web sites of the Office for Equal Opportunity and the U.S. Department of Education's Office for Civil Rights (OCR)

c. A description of how to file a complaint of noncompliance with Title IX in accordance with AR 1312.3 - Uniform Complaint Procedures, which shall include:

(1) An explanation of the statute of limitations within which a complaint must be filed after an alleged incident of discrimination has occurred and how a complaint may be filed beyond the statute of limitations

(2) An explanation of how the complaint will be investigated and how the complainant may further pursue the complaint, including web links to this information on the OCR's web site

(3) A web link to the OCR complaints form and the contact information for the office, including the phone number and email address for the office

(cf. [1113](#) - District and School Web Sites)

(cf. [1114](#) - District-Sponsored Social Media)

3. Provide to students a handbook that contains age-appropriate information that clearly describes the district's nondiscrimination policy, procedures for filing a complaint, and resources available to students who feel that they have been the victim of any such behavior. (Education Code [234.1](#))

4. Annually notify all students and parents/guardians of the district's nondiscrimination policy, including its responsibility to provide a safe, nondiscriminatory school environment for all students, including transgender and gender-nonconforming students. The notice shall inform students and parents/guardians that they may request to meet with the compliance officer to determine how best to accommodate or resolve concerns that may arise from the district's implementation of its nondiscrimination policies. The notice shall also inform all students and parents/guardians that, to the extent possible, the district will address any individual student's interests and concerns in private.

(cf. [5145.6](#) - Parental Notifications)

5. The Superintendent or designee shall ensure that students and parents/guardians, including those with limited English proficiency, are notified of how to access the relevant information provided in the district's nondiscrimination policy and related complaint procedures, notices, and forms in a language they can understand.

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

6. Provide to students, employees, volunteers, and parents/guardians age-appropriate training and information regarding the district's nondiscrimination policy; what constitutes prohibited discrimination, including discriminatory harassment, intimidation, retaliation, or bullying; how and to whom a report of an incident should be made; and how to guard against segregating or stereotyping students when providing instruction, guidance, supervision, or other services to them. Such training and information shall include details of guidelines the district may use to provide a discrimination-free environment for all district students, including transgender and gender-nonconforming students.

(cf. [1240](#) - Volunteer Assistance)

(cf. [4131](#) - Staff Development)

(cf. [4231](#) - Staff Development)

(cf. [4331](#) - Staff Development)

7. At the beginning of each school year, inform school employees that any employee who witnesses any act of unlawful discrimination, including discriminatory harassment, intimidation, or bullying, against a student is required to intervene if it is safe to do so. (Education Code [234.1](#))

8. At the beginning of each school year, inform each principal or designee of the district's responsibility to provide appropriate assistance or resources to protect students from threatened or potentially discriminatory behavior and ensure their privacy rights.

Enforcement of District Policy

The Superintendent or designee shall take appropriate actions to reinforce BP 5145.3 - Nondiscrimination/Harassment. As needed, these actions may include any of the following:

1. Removing vulgar or offending graffiti

(cf. [5131.5](#) - Vandalism and Graffiti)

2. Providing training to students, staff, and parents/guardians about how to recognize unlawful discrimination, how to report it or file a complaint, and how to respond

3. Disseminating and/or summarizing the district's policy and regulation regarding unlawful discrimination

4. Consistent with laws regarding the confidentiality of student and personnel records, communicating to students, parents/guardians, and the community the school's response plan to unlawful discrimination or harassment

(cf. [4112.6/4212.6/4312.6](#) - Personnel Files)

(cf. [4119.23/4219.23/4319.23](#) - Unauthorized Release of Confidential/Privileged Information)

(cf. [5125](#) - Student Records)

5. Taking appropriate disciplinary action against students, employees, and anyone determined to have engaged in wrongdoing in violation of district policy, including any student who is found to have filed a complaint of discrimination that they knew was not true

(cf. [4118](#) - Dismissal/Suspension/Disciplinary Action)

(cf. [4218](#) - Dismissal/Suspension/Disciplinary Action)

(cf. [5144](#) - Discipline)

(cf. [5144.1](#) - Suspension and Expulsion/Due Process)

(cf. [5144.2](#) - Suspension and Expulsion/Due Process (Students with Disabilities))

(cf. [6159.4](#) - Behavioral Interventions for Special Education Students)

Process for Initiating and Responding to Complaints

Any student who feels that they have been subjected to unlawful discrimination described above or in district policy is strongly encouraged to immediately contact the compliance officer, principal, or any other staff member. In addition, any student who observes any such incident is strongly encouraged to report the incident to the compliance officer or principal, whether or not the alleged victim files a complaint.

Any school employee who observes an incident of unlawful discrimination, including discriminatory harassment, intimidation, retaliation, or bullying, or to whom such an incident is reported shall report the incident to the compliance officer or principal within a school day, whether or not the alleged victim files a complaint.

Any school employee who witnesses an incident of unlawful discrimination, including discriminatory harassment, intimidation, retaliation, or bullying, shall immediately intervene to stop the incident when it is safe to do so. (Education Code [234.1](#))

When a verbal report of unlawful discrimination, including discriminatory harassment, intimidation, retaliation, or bullying, is made to or received by the principal or compliance officer, they shall make a note of the report and encourage the student or parent/guardian to file the complaint in writing, pursuant to the provisions in AR 1312.3 - Uniform Complaint Procedures. Once notified verbally or in writing, the principal or compliance officer shall begin the investigation and shall implement immediate measures necessary to stop the discrimination and ensure that all students have access to the educational program and a safe school environment. Any interim measures adopted to address unlawful discrimination shall, to

the extent possible, not disadvantage the complainant or a student who is the victim of the alleged unlawful discrimination.

Any report or complaint alleging unlawful discrimination by the principal, compliance officer, or any other person to whom a report would ordinarily be made or complaint filed shall instead be made to or filed with the Superintendent or designee who shall determine how the complaint will be investigated. (cf. [5141.4](#) - Child Abuse Prevention and Reporting)

Transgender and Gender-Nonconforming Students

Gender identity of a student means the student's gender-related identity, appearance, or behavior as determined from the student's internal sense of their gender, whether or not that gender-related identity, appearance, or behavior is different from that traditionally associated with the student's physiology or assigned sex at birth.

Gender expression means a student's gender-related appearance and behavior, whether stereotypically associated with the student's assigned sex at birth. (Education Code [210.7](#))

Gender transition refers to the process in which a student changes from living and identifying as the sex assigned to the student at birth to living and identifying as the sex that corresponds to the student's gender identity.

Gender-nonconforming student means a student whose gender expression differs from stereotypical expectations.

Transgender student means a student whose gender identity is different from the gender they were assigned at birth.

Regardless of whether they are sexual in nature, acts of verbal, nonverbal, or physical aggression, intimidation, or hostility that are based on sex, gender identity, or gender expression, or that have the purpose or effect of producing a negative impact on the student's academic performance or of creating an intimidating, hostile, or offensive educational environment are prohibited. Examples of the types of conduct which are prohibited in the district and which may constitute gender-based harassment include, but are not limited to:

1. Refusing to address a student by a name and the pronouns consistent with their gender identity
2. Disciplining or disparaging a student or excluding him/her from participating in activities for behavior or appearance that is consistent with their gender identity or that does not conform to stereotypical notions of masculinity or femininity, as applicable
3. Blocking a student's entry to the restroom that corresponds to their gender identity
4. Taunting a student because they participate in an athletic activity more typically favored by a student of the other sex
5. Revealing a student's transgender status to individuals who do not have a legitimate need for the information, without the student's consent
6. Use of gender-specific slurs
7. Physical assault of a student motivated by hostility toward him/her because of their gender, gender identity, or gender expression

The district's uniform complaint procedures (AR 1312.3) shall be used to report and resolve complaints alleging discrimination against transgender and gender-nonconforming students.

Examples of bases for complaints include, but are not limited to, the above list, as well as improper rejection by the district of a student's asserted gender identity, denial of access to facilities that correspond with a student's gender identity, improper disclosure of a student's transgender status, discriminatory enforcement of a dress code, and other instances of gender-based harassment.

To ensure that transgender and gender-nonconforming students are afforded the same rights, benefits, and protections provided to all students by law and Board policy, the district shall address each situation on a case-by-case basis, in accordance with the following guidelines:

1. Right to privacy: A student's transgender or gender-nonconforming status is their private information and the district shall only disclose the information to others with the student's prior written consent, except when the disclosure is otherwise required by law or when the district has compelling evidence that disclosure is necessary to preserve the student's physical or mental well-being. In any case, the district shall only allow disclosure of a student's personally identifiable information to employees with a legitimate educational interest as determined by the district pursuant to 34 CFR [99.31](#). Any district employee to whom a student's transgender or gender-nonconforming status is disclosed shall keep the student's information confidential. When disclosure of a student's gender identity is made to a district employee by a student, the employee shall seek the student's permission to notify the compliance officer. If the student refuses to give permission, the employee shall keep the student's information confidential, unless they are required to disclose or report the student's information pursuant to this administrative regulation, and shall inform the student that honoring the student's request may limit the district's ability to meet the student's needs related to their status as a transgender or gender-nonconforming student. If the student permits the employee to notify the compliance officer, the employee shall do so within three school days.

As appropriate given the student's need for support, the compliance officer may discuss with the student any need to disclose the student's transgender or gender-nonconformity status or gender identity or gender expression to their parents/guardians and/or others, including other students, teacher(s), or other adults on campus. The district shall offer support services, such as counseling, to students who wish to inform their parents/guardians of their status and desire assistance in doing so.

(cf. [1340](#) - Access to District Records)

(cf. [3580](#) - District Records)

2. Determining a Student's Gender Identity: The compliance officer shall accept the student's assertion of their gender identity and begin to treat the student consistent with their gender identity unless district personnel present a credible and supportable basis for believing that the student's assertion is for an improper purpose.

3. Addressing a Student's Transition Needs: The compliance officer shall arrange a meeting with the student and, if appropriate, their parents/guardians to identify and develop strategies for ensuring that the student's access to education programs and activities is maintained. The meeting shall discuss the transgender or gender-nonconforming student's rights and how those rights may affect and be affected by the rights of other students and shall address specific subjects related to the student's access to facilities and to academic or educational support programs, services, or activities, including, but not limited to, sports and other competitive endeavors. In addition, the compliance officer shall identify specific school site employee(s) to whom the student may report any problem related to their status as a transgender or gender-nonconforming individual, so that prompt action can be taken to address it. Alternatively, if appropriate and desired by the student, the school may form a support team for the student that will meet periodically to assess whether the arrangements for the student are meeting their educational needs and providing equal access to programs and activities, educate appropriate staff about the student's transition, and serve as a resource to the student to better protect the student from gender-based discrimination.

4. Accessibility to Sex-Segregated Facilities, Programs, and Activities: When The district maintains sex-segregated facilities, such as restrooms and locker rooms, or offers sex-segregated programs and activities, such as physical education classes, intermural sports, and interscholastic athletic programs, students shall be permitted to access facilities and participate in programs and activities consistent with their gender identity. to address any student's privacy concerns in using sex-segregated facilities, the district shall offer available options such as a gender-neutral or single-use restroom or changing area, a bathroom stall with a door, an area in the locker room separated by a curtain or screen, access to a staff member's office, or use of the locker room before or after the other students. However, the district shall not require a student to utilize these options because they are transgender or gender-nonconforming. In

addition, a student shall be permitted to participate in accordance with their gender identity in other circumstances where students are separated by gender, such as for class discussions, yearbook pictures, and field trips. A student's right to participate in a sex-segregated activity in accordance with their gender identity shall not render invalid or inapplicable any other eligibility rule established for participation in the activity.

(cf. [6145](#) - Extracurricular and Cocurricular Activities)

(cf. [6145.2](#) - Athletic Competition)

(cf. [6153](#) - School-Sponsored Trips)

(cf. [7110](#) - Facilities Master Plan)

5. Student Records: A student's legal name or gender as entered on the mandatory student record required pursuant to 5 CCR [432](#) shall only be changed with proper documentation. However, at the written request of a student or, if appropriate, their parents/guardians, the district shall use the student's preferred name and pronouns consistent with their gender identity on all other district-related documents. Such preferred name may be added to the student's record and official documents as permitted by law.

(cf. [5125](#) - Student Records)

(cf. [5125.1](#) - Release of Directory Information)

6. Names and Pronouns: If a student so chooses, district personnel shall be required to address the student by a name and the pronouns consistent with their gender identity, without the necessity of a court order or a change to their official district record. However, inadvertent slips or honest mistakes by district personnel in the use of the student's name and/or consistent pronouns will, in general, not constitute a violation of this administrative regulation or the accompanying district policy.

7. Uniforms/Dress Code: A student has the right to dress in a manner consistent with their gender identity, subject to any dress code adopted on a school site.

(cf. [5132](#) - Dress Code)

Regulation CASTRO VALLEY UNIFIED SCHOOL DISTRICT

approved: June 28, 2018 Castro Valley, California

BP 5132 Students

Dress And Grooming

The Board of Education believes that appropriate dress and grooming contribute to a productive learning environment. Castro Valley Unified School District's student dress code supports equitable educational access and is written in a manner that does not reinforce stereotypes. To ensure effective and equitable enforcement of this dress code, school staff shall enforce the dress code consistently and in a manner that does not reinforce or increase marginalization or oppression of any group based on race, sex, gender identity, gender expression, sexual orientation, ethnicity, religion, cultural observance, household income or body type/size.

Our values are:

* All students should be able to dress comfortably for school and engage in the educational environment without fear of or actual unnecessary discipline or body shaming.

* All students and staff should understand that they are responsible for managing their own personal "distractions" without regulating individual students' clothing/self-expression.

* Student dress code enforcement should not result in unnecessary barriers to school attendance.

Our student dress code is designed to accomplish several goals:

* Maintain a safe learning environment.

- * Allow students to wear clothing of their choice.
- * Allow students to wear clothing that expresses their self-identified gender.
- * Allow students to wear religious attire without fear of discipline or discrimination.
- * Prevent students from wearing clothing or accessories with images or language that include profanity, hate speech, and pornography.
- * Prevent students from wearing clothing or accessories that denote, suggest, display or reference alcohol, drugs or related paraphernalia or other illegal conduct or activities.
- * Prevent students from wearing clothing or accessories that reasonably can be construed as being or including content that is racist, lewd, vulgar or obscene, or that reasonably can be construed as containing fighting words, speech that incites others to imminent lawless action, defamatory speech, or threats to others.
- * Students in Castro Valley School District are "showing up to learn". The dress code is meant to inspire pride and confidence for success as students grow toward entry into the 21st-century professional work environment.

(cf. [4119.22](#) - Dress and Grooming)

(cf. [5145.2](#) - Freedom of Speech/Expression)

Students and parents/guardians shall be informed about dress and grooming standards at the beginning of the school year and whenever these standards are revised. A student who violates these standards shall be subject to appropriate disciplinary action.

(cf. [5144](#) - Discipline)

Gang-Related Apparel

The principal, staff and parents/guardians at a school may establish a reasonable dress code that prohibits students from wearing gang-related apparel when there is evidence of a gang presence that disrupts or threatens to disrupt the school's activities. Such a dress code may be included as part of the school safety plan and must be presented to the Board for approval. The Board shall approve the plan upon determining that it is necessary to protect the health and safety of the school's students.

(cf. [0450](#) - Comprehensive Safety Plan)

(cf. [5136](#) - Gangs)

Legal Reference:

EDUCATION CODE

32281 School safety plans

35183 School dress codes; uniforms

35183.5 Sun-protective clothing

48907 Student exercise of free expression

49066 Grades; effect of physical education class apparel

CODE OF REGULATIONS, TITLE 5

302 Pupils to be neat and clean on entering school

COURT DECISIONS

Marvin H. Jeglin et al v. San Jacinto Unified School District et al, (C.D. Cal. 1993)

827 F.Supp. 1459

Arcadia Unified School District v. California Department of Education, (1992) 2 Cal. 4th 251

Hartzell v. Connell, (1984) 35 Cal. 3d 899

Policy CASTRO VALLEY UNIFIED SCHOOL DISTRICT

adopted: March 14, 2019 Castro Valley, California

Dress And Grooming

Castro Valley School District expects that all students will dress in a way that is appropriate for the school day or for any school-sponsored event. Student dress choices should respect the District's intent to sustain a community that is inclusive of a diverse range of identities. The primary responsibility for a student's attire resides with the student and their parent(s) or guardian(s). The school district is responsible for seeing that student attire does not interfere with the health or safety of any student, that student attire does not contribute to a hostile or intimidating atmosphere for any student, and that dress code enforcement does not reinforce or increase marginalization or oppression of any group based on race, sex, gender identity, gender expression, sexual orientation, ethnicity, religion, cultural observance, household income, or body type/size. Any restrictions to the way a student dresses must be necessary to support the overall educational goals of the school and should be explained within this dress code.

(cf. [0420](#) - School Plans/Site Councils)

Each school shall allow students to wear sun-protective clothing, including but not limited to hats, for outdoor use during the school day. (Education Code [35183.5](#))

Basic Principle: Certain body parts must be covered for all students at all times.

Clothes must be worn in a way such that genitals, buttocks, breasts and nipples are fully covered with non-see-through fabric. All items listed in the "must wear" and "may wear" categories below must meet this basic principle.

Students Must Wear, while following the basic principle above:

- * A shirt/dress.
- * Pants/jeans or the equivalent (a skirt, sweatpants, leggings, dress, or shorts), and
- * Shoes; Specific shoes may be required as a safety precaution for certain classes, for example: PE, science labs, auto shop, wood shop, and nutrition classes. Refer to classroom rules for clarification.

Students May Wear:

- * Hats: Hats must allow the face to be visible to staff, and not interfere with the line of sight of any student or staff.
- * Religious headwear.
- * Fitted pants, including non-see-through fabric leggings, yoga pants and "skinny jeans".
- * Ripped jeans, as long as underwear and buttocks are not exposed.
- * Tank tops, including spaghetti straps; halter tops.
- * Athletic attire.
- * Visible waistbands or visible straps on undergarments worn under other clothing.
- * Hooded jacket as long as the hood is not worn during class.

Students Cannot Wear:

- * Violent language or images, including gang-related attire.
- * Images or language depicting drugs or alcohol (or any illegal item or activity).
- * Hate speech, profanity, pornography.
- * Language or images that create a hostile or intimidating environment or have been used historically to oppress any protected class or consistently marginalized group.
- * Swimsuits (except as required in class or athletic practice/field trips).
- * Accessories that could be considered dangerous or could be used as a weapon.

*There may be different expectations for certain special school-sponsored events, such as dances or promotions. These will be communicated by each school site.

Dress Code Enforcement

To ensure effective and equitable enforcement of this dress code, school staff shall enforce the dress code consistently.

* Students will be asked to put on their own alternative clothing, if already available at school, to be dressed more to code for the remainder of the day.

* If necessary, student's parents/guardians may be called during the school day to bring alternative clothing for the student to wear for the remainder of the day.

* If the student or parent/guardian cannot provide alternative clothing, the school will provide clean clothing items for the student to wear for the remainder of the day. If the student prefers not to wear such clothing items offered, they may wear the clothing item inside out or in a manner that conceals what is inappropriate.

(cf. [3260](#) - Fees and Charges)

No grade of a student participating in a physical education class shall be adversely affected if the student does not wear standardized physical education apparel because of circumstances beyond the student's control. (Education Code [49066](#))

(cf. [5121](#) - Grades/Evaluation of Student Achievement)

The principal, staff, students and parent/guardians at each school may establish reasonable dress and grooming regulations for times when students are engaged in extracurricular or other special school activities.

Gang-Related Apparel

At individual schools that have a dress code prohibiting gang-related apparel at school or school activities, the principal, staff and parents/guardians participating in the development of the school safety plan shall define "gang-related apparel" and shall limit this definition to apparel that reasonably could be determined to threaten the health and safety of the school environment if it were worn or displayed on a school campus. (Education Code [32282](#))

Because gang-related symbols are constantly changing, definitions of gang-related apparel shall be reviewed at least once each semester and updated whenever related information is received.

Regulation CASTRO VALLEY UNIFIED SCHOOL DISTRICT

approved: March 14, 2019 Castro Valley, California