

2018-2019

Student

Information

Handbook

The following information is included in this handbook:

- *Application for Free And Reduced Price Meals (Appendix)*
- *Request for Notification of Pesticide Application (page 60)*

GLENDORA UNIFIED SCHOOL DISTRICT

If you need assistance in reading this document or in reading school documents throughout the school year, contact the district office or your child's school for a translator.

Cuando necesite asistencia en interpretar documentos o necesite ayuda de cualquier razón, favor de comunicarse con la oficina del distrito escolar o la oficina de la escuela que atiende su hijo.

Kung kayo nangangailangan ng tulong sa pagsasalin o pagiintindi ng pagbasa nitong dokumento tumawag kayo sa distrito o sa paaralan na pinapasukan ng inyong mga anak.

如果您閱讀這份文件時，或在學期中需要中文翻譯員的輔助，請通知學區辦事處或您子女就讀的學校。

إذا كنتم بحاجة لترجمان لقراءة هذه الوثيقة أو في أي وقت أضرخلال السنة الدراسية، الرجاء الاتصال بالمركز أو بمدرسة ولدكم

The Glendora Unified School District is committed to equal opportunity for all individuals in education. District programs and activities shall be free from discrimination based on gender, sex, race, color, religion, ancestry, national origin, ethnic group identification, marital or parental status, physical or mental disability, sexual orientation, or the perception of one or more of such characteristics. The District assures that lack of English language skills will not be a barrier to admission or participation in District programs.

Please use the following telephone numbers when reporting information important to the safety and security of Glendora Schools:

Glendora Police: (626) 914-8250
We Tip: (909) 987-5005

Megan's Law –

Information regarding this Law and registered sex offenders can be found at www.meganslaw.ca.gov

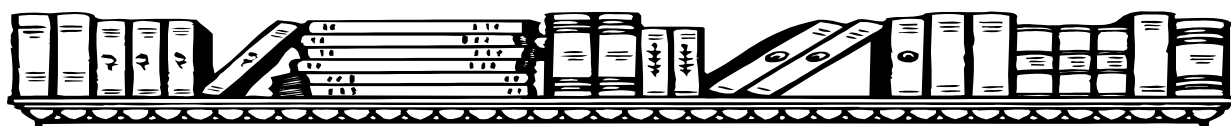
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GLENDORA UNIFIED SCHOOL DISTRICT

500 North Loraine Avenue, Glendora, CA 91741
(626) 963-1611 • Fax (626) 335-2196 • Web Site www.glendora.k12.ca.us

BOARD OF EDUCATION

Cory Ellenson., President
Mike Gautreau, Vice President
Maura E. Murabito, Clerk
Robin G. Merkley, Member
Charles J. Gomer Ph.D., Member
Robert J. Voors, Ed.D.
Superintendent

August 2018

Dear Parents:

Welcome to our new students and parents, and welcome back to all of our returning Glendora Unified School District families! We are excited to welcome you to our schools and know that you are ready to embrace the challenges of the new school year!

We are providing you with this information to help make sure that your student will receive the maximum benefit from his/her education this year – and also make your life a little simpler.

Please take a few minutes to review the contents of this booklet, and keep it handy for reference throughout the school year.

In addition to informational items:

- You will find Free/Reduced Lunch application that we encourage you to complete if you qualify. *School districts with a higher count of free and reduced lunch eligible students receive 20-50% more state funding and qualify for more grant opportunities.*
- You will also receive various forms from the school office at the beginning of the school year. It is important that the medication authorization form be signed and returned by the first day of school.
- Also, please include your email information on the emergency card. Many parents report that this is a very convenient and effective method of communication for them.

We hope that as questions come up during the year, you will be able to find your answers here. If not, please contact your student's school or the District Office. You will find the phone numbers you need on page three.

Welcome Back!

Sincerely,

Robert Voors, Ed.D.
Superintendent

MISSION STATEMENT

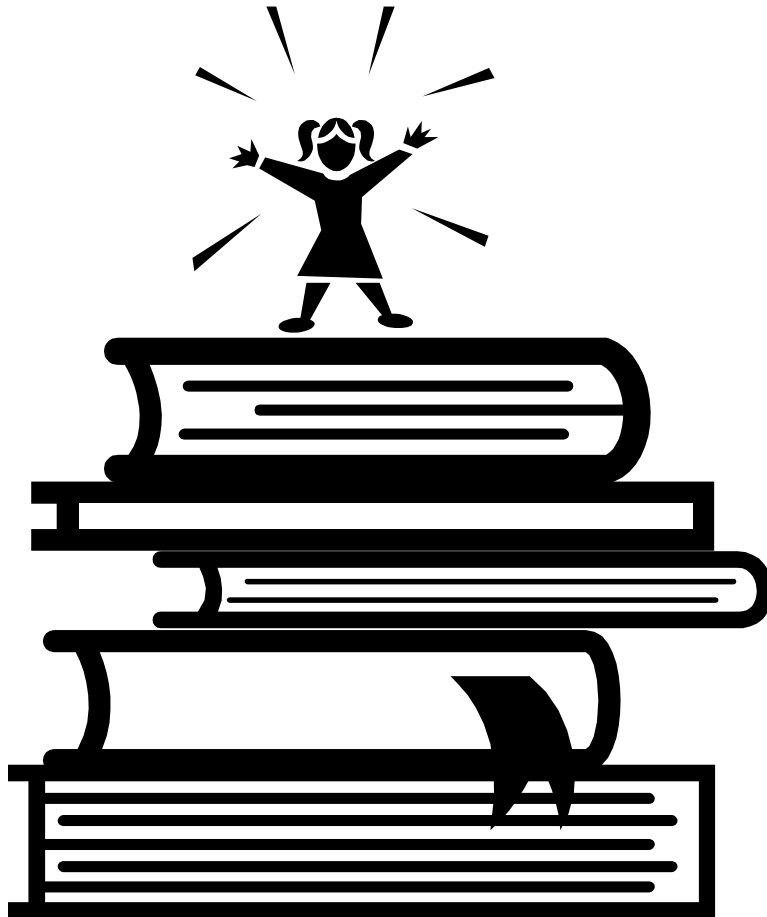
The Glendora Unified School District equips our students with knowledge, skills, and character to succeed in college, career, and life in an ever-changing global society.

VISION STATEMENT

Our vision for the Glendora Unified School District is to provide an exemplary and balanced and educational program for all students to successfully prepare them to become responsible citizens and continuous learners.

BELIEF STATEMENT

1. Students are our greatest priority.
2. All people have the right to a safe, nurturing, and secure environment.
3. All people deserve a quality education.
4. Successful education is the shared responsibility of the parents, students, educators, and the community.
5. Challenges that lead to successful experiences build feelings of confidence and self-worth.
6. Education is a foundation for individual freedom, responsibility, justice, and democracy.
7. Education empowers students to meet the challenges of our ever-changing world.



SCHOOL CALENDAR 2018-2019

August	15	First Day of School
September	3	Labor Day Holiday
October	8	Staff Development Day
October	12	End of 1 st Quarter (grades 6-12)
November	2	End of 1 st Trimester (grades K-5)
November	12	Veteran's Day Observance
November	9, 13-16	Parent-Teacher Conferences (minimum days K-5)
November	19-21	Teacher/Student Free Days
November	22-23	Thanksgiving Day Holiday
December	21	End of 2 nd Quarter & 1 st Semester (grades 6-12)
December	24 -January 4	Winter Recess
January	21	Martin Luther King, Jr. Holiday
February	11	Staff Development Day
February	18	Presidents' Day Holiday
February	22	End of 2 nd Trimester (grades K-5)
March	4-8	Parent-Teacher Conferences (minimum days K-5)
March	15	End of 3 rd Quarter (grades 6-12)
March	25-29	Spring Break
May	31	End of 4 th Quarter & 2 nd Semester (grades 6-12)
		End of 3 rd Trimester (grades K-5)
		Last Day of School

BOARD MEETING CALENDAR 2018-2019

All regular meetings of the Board of Education will be on the second and fourth Mondays at 7:00 p.m. in the Community/ Board Room, Glendora Unified School District Educational Center, 500 N. Loraine Avenue.

July	23	November	13 (Tuesday)	March	11
August	13	December	10	April	8
August	27	January	14	April	22
September	10	January	28	May	13
September	24	February	11	June	10
October	8	February	25	June	24
October	22				

BOARD OF EDUCATION

Ms. Zondra Borg
Mr. Cory Ellenson
Dr. Rukshan Fernando
Ms. Robin G. Merkley
To be determined

DISTRICT OFFICE

500 N. Loraine Avenue
Glendora, CA 91741
Phone: (626) 963-1611
www.glendora.k12.ca.us
Superintendent: Dr. Robert Voors, Ed.D.

DISTRICT CAMPUSES

Glendora High School

1600 E. Foothill Blvd.
Glendora, CA 91741
Phone: (626) 963-5731
Principal: Mr. Paul Lopez

Goddard Middle School

859 E. Sierra Madre
Glendora, CA 91741
Phone: (626) 852-4500
Principal: Ms. Jennifer Prince

Sandburg Middle School

819 W. Bennett
Glendora, CA 91741
Phone: (626) 852-4530
Principal: Mr. Eric Osborne

Cullen Elementary School

440 N. Live Oak
Glendora, CA 91741
Phone: (626) 852-4570
Principal: Dr. Cheryl Bonner

La Fetra Elementary School

547 W. Bennett
Glendora, CA 91741
Phone: (626) 852-4650
Principal: Mrs. Marie Porcell

Sellers Elementary School

500 N. Loraine Avenue
Glendora, CA 91741
Phone: (626) 852-4574
Principal: Mr. Steven Bishop

Stanton Elementary School

725 S. Vecino
Glendora, CA 91740
Phone: (626) 852-4573
Principal: Dr. Sara Najarro

Sutherland Elementary School

1330 N. Amelia
Glendora, CA 91740
Phone: (626) 852-4614
Principal: Carren Acevedo

Whitcomb Continuation High School

350 W. Mauna Loa
Glendora, CA 91740
Phone: (626) 852-4519
Principal: Mr. Ron Letourneau

Williams Education Center

301 S. Loraine Avenue
Glendora, CA 91741

Independent Study

Phone: (626) 852-4511
Teacher: Leroy Cook

Tiny Tartan Preschool/

Extended Day Care Program

Phone: (626) 852-4586
Director: Mrs. Michelle Gallo

DAILY SCHEDULE FOR SCHOOLS 2018-2019

ELEMENTARY SCHOOLS

SCHOOL:	KINDERGARTEN	GRADES 1 – 3	GRADES 4 - 5
Cullen	8:15 – 1:30	8:15 – 2:04	8:15 – 2:27
La Fetra	8:15 – 1:30	8:15 – 2:04	8:15 – 2:23
Sellers	8:15 – 1:30	8:15 – 2:00	8:15 – 2:23
Stanton	8:15 – 1:30	8:15 – 2:05	8:15 – 2:28
Sutherland	8:15 – 1:30	8:15 – 2:00	8:15 – 2:23

*Students ARE NOT to arrive on the playground earlier than **15 minutes** before school begins, unless arriving for breakfast, as no yard supervision is provided before that time. Please pick up students promptly as no supervision is provided after dismissal time.*

2018-2019 EARLY OUT CALENDAR KINDERGARTEN THROUGH EIGHTH GRADE

August 21	ELEMENTARY ONLY: Week of Nov. 12	ELEMENTARY ONLY: February 26
September 4	December 4	ELEMENTARY ONLY: Week of March 4
October 2	MIDDLE & HIGH SCHOOLS: Dec.21	April 2
ELEMENTARY ONLY: Oct. 31	January 8	May 7
November 6	February 5	

DISMISSAL TIMES FOR EARLY OUT:

Kindergarten:	11:35 a.m.
Grades 1 – 5:	12:31 p.m.
Goddard Middle School:	12:25 p.m.
Sandburg Middle School:	12:30 p.m.

SECONDARY SCHOOLS

SCHOOL:	OPEN	CLOSE
Goddard Middle	8:30 a.m.	2:25 p.m.
Sandburg Middle	8:30 a.m.	2:30 p.m.
Glendora High	<i>See Odd/Even Schedule and Bell Schedule on the following pages.</i>	
Whitcomb High- Regular Schedule	Periods 1 – 5	8:00 a.m. 12:47 p.m.
	Periods 1 – 6	8:00 a.m. 1:40 p.m.
	Periods 1 – 7	8:00 a.m. 2:30 p.m.

2018-2019 Minimum Days – Whitcomb High School Dismissal Time – 11:54 a.m.

September 5	December 5	February 6
October 3	December 21	March 6
November 7	January 9	April 3
		May 1

2018-2019 ODD/EVEN CALENDAR

AUGUST				
M	T	W	Th	F
		1	2	3
6	7	8	9	10
	REGISTRATION			
13	14	15	16	17
SD	SD	T	O	E
20	21	22	23	24
O	E	O	E	O
27	28	29	30	31
E	O	E	O	E

SEPTEMBER				
M	T	W	Th	F
3	4	5	6	7
H	O	E	O	E
10	11	12	13	14
O	E	O	E	O
17	18	19	20	21
E	O	E	O	E
24	25	26	27	28
O	E	O	E	O

OCTOBER				
M	T	W	Th	F
1	2	3	4	5
E	O	E	O	E
8	9	10	11	12
SD	O	E	O	E
15	16	17	18	19
O	E	O	E	O
22	23	24	25	26
E	O	E	O	E
29	30	31		
O	E	O		

NOVEMBER				
M	T	W	Th	F
			1	2
			E	O
5	6	7	8	9
E	O	E	O	E
12	13	14	15	16
H	O	E	O	E
19	20	21	22	23
STUDENT FREE DAYS - THANKSGIVING				
26	27	28	29	30
O	E	O	E	O

DECEMBER				
M	T	W	Th	F
3	4	5	6	7
E	O	E	O	E
10	11	12	13	14
O	E	O	E	O
17	18	19	20	21
E	F/T	F	F	F
24	25	26	27	28
STUDENT FREE DAYS - WINTER BREAK				
31				

JANUARY				
M	T	W	Th	F
	1	2	3	4
STUDENT FREE DAYS - WINTER BREAK				
7	8	9	10	11
T	O	E	O	E
14	15	16	17	18
O	E	O	E	O
21	22	23	24	25
H	E	O	E	O
28	29	30	31	
E	O	E	O	

FEBRUARY				
M	T	W	Th	F
				1
				E
4	5	6	7	8
O	E	O	E	O
11	12	13	14	15
SD	E	O	E	O
18	19	20	21	22
H	E	O	E	O
25	26	27	28	
E	O	E	O	

MARCH				
M	T	W	Th	F
				1
				E
4	5	6	7	8
O	E	O	E	O
11	12	13	14	15
E	O	E	O	E
18	19	20	21	22
O	E	O	E	O
25	26	27	28	29
STUDENT FREE DAYS - SPRING BREAK				

APRIL				
M	T	W	Th	F
1	2	3	4	5
E	O	E	O	E
8	9	10	11	12
O	E	O	E	O
15	16	17	18	19
E	O	E	O	E
22	23	24	25	26
H	O	E	O	E
29	30			
O	E			

MAY				
M	T	W	Th	F
		1	2	3
		O	E	O
6	7	8	9	10
E	O	E	O	E
13	14	15	16	17
O	E	O	E	O
20	21	22	23	24
E	O	E	AS	AS
27	28	29	30	31
H	F/T	F	F	F

JUNE				
M	T	W	Th	F
3	4	5	6	7
SUMMER SCHOOL				
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
JULY				
1	2	3	4	5
			H	

E = Even Classes O = Odd Classes	
AS = Assembly Schedule	SD = Staff Development
T = Traditional Schedule	Registration
Late Starts	Student Free
F = Finals	Summer School
H = Holiday	

6/18/2018

Glendora High School Bell Schedules 2018-2019

<u>First Day of the Semester</u>		
Period	Time	Minutes
0	7:40-8:15	35
1	8:25-9:00	35
2	9:10-9:45	35
Nutrition	9:45-9:55	10
3	10:05-10:40	35
Assembly	10:40-11:30	55
Lunch	11:30-12:00	30
4	12:10-12:45	35
5	12:55-1:30	35
6	1:40-2:15	35

<u>Regular Day</u>		
Period	Time	Minutes
0	7:00-7:58	58
Tutorial	8:05-8:30	
1 / 2	8:35-10:15	100
Nutrition	10:15-10:25	
3 / 4	10:35-12:20	105
Lunch	12:20-12:50	
5 / 6	1:00-2:40	100

<u>Assembly Day</u>		
Period	Time	Minutes
0	7:00-7:58	58
Tutorial	8:05-8:30	
1 / 2	8:35-9:50	75
Assembly	9:55-10:55	60
Nutrition	10:55-11:10	
3 / 4	11:20-12:35	75
Lunch	12:35-1:15	
5 / 6	1:25-2:40	75

<u>Late Start Day</u>		
Period	Time	Minutes
1 / 2	9:45-11:00	75
Nutrition	11:00-11:15	
3 / 4	11:25-12:40	75
Lunch	12:40-1:15	
5 / 6	1:25-2:40	75



<u>Finals Day 1 - 0 Period / 1-6</u>		
Period	Time	Minutes
0	6:55-8:55	120
1	9:00-9:40	40
2	9:50-10:30	40
Nutrition	10:30-10:45	
3	10:55-11:35	40
4	11:45-12:25	40
Lunch	12:25-1:00	
5	1:10-1:50	40
6	2:00-2:40	40

<u>Finals Day 2 - Periods 1 & 3</u>		
Period	Time	Minutes
1	8:00-10:00	120
Nutrition	10:00-10:15	
3	10:25-12:25	120

<u>Finals Day 3 - Periods 2 & 5</u>		
Period	Time	Minutes
2	8:00-10:00	120
Nutrition	10:00-10:15	
5	10:25-12:25	120

<u>Finals Day 4 - Periods 4 & 6</u>		
Period	Time	Minutes
4	8:00-10:00	120
Nutrition	10:00-10:15	
6	10:25-12:25	120

6/18/2017

MEAL PROGRAM 2018-2019

“Feeding the Future”

Breakfast and Lunch Offered Daily at all Glendora USD Schools

Breakfast:

Breakfast at school provides students with a great start to being smart. A school breakfast provides one-fourth of the Recommended Daily Allowance (RDA) for nutrients and calories. Studies show that students who eat breakfast perform better on tests and have plenty of energy for learning. Students are offered a daily breakfast buffet, which includes a choice of hot entree or cold entree, milk, and assorted fruit. Students may purchase breakfast by using a PIN, or with cash or check.

	Regular Price		Reduced Price*	Serving Times
Elementary Schools	\$1.50	Or	\$0.30	7:45 to 8:15 a.m.
Middle Schools	\$1.50	Or	\$0.30	Goddard-8:00-8:20 a.m. Sandburg-8:00-8:25 a.m.
Glendora High	\$2.25	Or	\$0.30	8:05 to 8:25 a.m.
Whitcomb Continuation High	\$2.25	Or	\$0.30	7:30 to 8:00 a.m.

*reduced price requires an approved meal application which can be found in the Appendix of this handbook.

Lunch:

Lunch at school provides parents a convenient option and plenty of choices for students. Each lunch provides one-third of the RDA for calories and nutrients. Students can select from three or more entree choices in grades K-12, three to four choices of fruits and vegetables, and milk. The menu options allow students to select foods that meet the dietary guidelines.

	Regular Price		Reduced Price*
Elementary Schools	\$3.25	or	\$0.40
Middle Schools	\$3.50	or	\$0.40
Glendora High	\$3.75	or	\$0.40
Whitcomb Continuation High	\$3.75	or	\$0.40

*reduced price requires an approved meal application which can be found in the Appendix of this handbook. Students who meet income eligibility guidelines may qualify for free meals.

Prepayments (Placing Money on Student’s Account):

All Elementary, Middle Schools, and High Schools are now on computerized Point of Sale (POS) systems; no tickets are needed.

Money may be placed on student’s account:

- Payments should be made M-F at breakfast – see school breakfast cashier in cafeteria.
- Payments are not taken during lunch.
- Payment drop box at all school offices and Food Service office (except for Whitcomb) for cash/checks.
- Accepted forms of payment are checks and cash.

- Please make check payable to GUSD Cafeteria Account and note the student's full name and school on check. A returned check will be subject to a \$20 processing fee.
- **In addition, students at sites using the POS system will have the option to prepay online at www.myschoolbucks.com. If you would like to open an account, please contact Samantha Thatcher at (626) 963-1611, Ext. 383, to obtain your student's school ID number for online registration.
- Cash payments of more than \$20.00 must be made at the Central Kitchen Food Service Office.

You may also place money on account (cash or check only) at the Food Service Office located at 500 North Loraine Avenue, Glendora, M-F, from 7:30 a.m. to 3:00 p.m., beginning Monday, August 6, 2018. Payments by check are also accepted by mail to the above address.

Free and Reduced Priced Meal Program:

The school offers healthy meals every school day because children need healthy meals to learn. An Application and Letter to Households is included in this Student Handbook. A student may qualify for Free or Reduced Priced Meals based on family size and income. Pupils participating in the program will not be identified, and the information on the application will be kept confidential. Applications may be submitted at any time during school hours. A new lunch application may be completed and processed prior to the start of school to qualify for free or reduced price meals. Completed applications will be accepted as of Tuesday, August 1, 2017, and throughout the entire year. Applications may be mailed to the Food Service Office at 500 N. Loraine Ave., Glendora, CA 91741. Applications will also be available at the Food Service Office, all School Offices and may be filled out, left in the drop box, or returned to your child's school office.

The application cannot be processed without the following:

- The name of the child or children for whom you are applying for Free and Reduced Price Benefits.
- The names and income of all other household members.
- The signature of the child's or children's parent or guardian.
- The last four digits of the Social Security number of the adult who signed the application. If the adult signing the application does not have a Social Security number, write "no social security #" in the space provided.

Please complete one *signed* application per family.

A new application must be completed each school year and must be dated 2018-2019.

An application with missing information cannot be processed and will be returned for families to complete. Please follow the directions in the *Letter to Households*.

- **We cannot accept faxed applications; we must have an original on file.**
- Applications will be processed within 5-10 working days.
- Once processed, a letter will be mailed to you with your student's eligibility and PIN number. **Please retain this letter for fee waiver applications that may occur during the year.**

Grace Period:

Any student who was eligible for free or reduced price meals as of June 30, 2018, will carry that same eligibility for the first 30 operating days of school (August 15th through September 26th). If we do not have a 2018-2019 application on file as of September 27, 2018, the student will have to pay full price.

Pupil Meals- Child Hunger Prevention and Fair Treatment Act of 2017 – (EC 495575) – The Glendora Unified School District has a Meal Charge Policy about how students who pay the full or reduced cost of a school meal are impacted by not having enough cash on hand or in their account to purchase a meal. The meal charge may be viewed at www.glendora.k12.ca.us or in the student handbook) or for a copy of the policy, please contact the Food Service Office at (626) 963-1611 Ext. 383.

Unpaid Meal Charges:

Any student without money will be allowed to eat a breakfast or lunch on any school day. **Ala carte items cannot be charged.** Parents are encouraged to keep track of unpaid meal balances through the www.myschoolbucks.com website. Parents will also get weekly emailed notifications of negative meal balances by the Glendora USD Department of Nutrition Services. Students may **request** their meal account balance from their school Nutrition Services Associate. The Nutrition Services Department strongly suggests that parents check meal account balances often to avoid high **negative** balances.

Nutrition Services Statement of Non-Discrimination

In accordance with Federal civil right law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity cocted or funded by the USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.) should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at 800-877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at the [Filing a Program Discrimination Complaint as a USDA customer page](http://www.ascr.usda.gov/complaint_filing_cust.html) [http://www.ascr.usda.gov/complaint_filing_cust.html], and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaintF form, call 866-631-9992. Submit your completed form or letter to USDA by:

1. Mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410
2. Fax: 202-690-7442
3. Email: program.intake@usda.gov

This institution is an equal opportunity provider.

**GLENDORA UNIFIED SCHOOL DISTRICT
ACCEPTABLE USE POLICY
AERIES Parent Portal Acceptable Use Policy**

- I understand that access to Aeries Parent Portal is a revocable privilege granted only to parents/guardians and students. It is not my right.
- I understand that if I am identified as a security or harassment risk, GUSD may terminate my access/privilege without notice.
- I understand that GUSD does not provide technical support to users for Aeries Parent Portal.
- I understand that Aeries Parent Portal is of a client-server application model. GUSD provides and maintains the server and its connection to the Internet; not the client, the client's connection to the Internet or the Internet itself.
- It is my responsibility to:
 - Secure my Verification Passcode (VPC)
 - Secure my Password
 - Secure my email account/credentials
 - Secure my Aeries Parent Portal Sessions
 - Report security breaches, mishaps or vulnerabilities to the school immediately
- I understand that sharing (or failure to effectively secure) privileged information such as my VPC or password may constitute or support that I should be identified as a security risk. Parents/guardians may, at their option, share the VPC with the student associated with that VPC to enable the student to create a student account.
- I will not attempt to destroy, delete, harm or corrupt any data.
- I will not use Aeries Parent Portal for or in support of any illegal activity including data privacy law.
- Parents/guardians will only access the student information of students they are the parent/guardian of record for. Students will only access their own student information.
- I understand that GUSD may terminate my access without notice if my account is associated with students I am not the parent/guardian of record for. Similarly, student accounts may be deleted if they are associated with other students
- I understand that GUSD may, for any reason at its sole discretion require administrative approval before a request to associate my account with a particular student is granted.
- I understand that GUSD may for any reason at its sole discretion restrict my access to selected information about my child in Aeries Parent Portal.
- GUSD and its personnel are not primarily charged with data entry and correspondence. I understand that repeated expressions of unreasonable expectations for data entry/correspondence may constitute or support that I should be identified as a harassment risk.
- I release the district to deliver my child's data secured with SSL encryption over the public Internet. (Note that SSL encryption adheres to norms for safe delivery of sensitive information on the public Internet, for example on-line banking, on-line shopping carts, etc.)

GENERAL INFORMATION

ATTENDANCE

General Absences

Children cannot learn if they are not in school. Children learn about being on time and missing school. A minor between the ages of 6 and 18 years is subject to compulsory education and, unless exempted, must enroll in school in the school district in which the residence of either the parent or legal guardian is located.

It is also important to know the state only awards funding to school districts for actual attendance. Funding is no longer received for the excused absences listed below. Please review your school calendar and plan activities and vacations during days off.

Other attendance reports, such as truancy, still rely on excused and unexcused absences. There are legal consequences if your child misses too much school. For your student's safety, please call the school office before 9:30 am when your student will not be attending. IF no call is received, your student MUST bring a note upon returning, signed by parent or guardian, stating the reason and date for the absence or tardy. Unexcused absences result in a recorded truancy.

School districts no longer receive funding from the state of California for pupils who are absent from school. This includes all absences, even those related to illness, medical or doctor appointments, or for the purpose of attending funeral services of a member of the immediate family. However, the schools will continue to require notes and/ or phone calls identifying the reason for the absence.

In other words, schools will receive state funding only for students who actually attend school. If you find it necessary to keep your child out of school for reasons other than an illness, we encourage you to send your child to school for at least part of the day so that your child will not be counted absent and more importantly, will not miss out on important school assignments. It is crucial that local schools continue to receive the financial resources necessary to provide quality educational services and reduce program cuts. We want to avoid the unnecessary absences that reduce district resources and limit your child's opportunity to be a successful student.

Studies show that there is a direct correlation between good school attendance and student achievement; therefore, we encourage you, as parents, to reinforce the importance of good school attendance and to make every effort to send your child to school on a regular basis. Again, we encourage your continued support to promote good school attendance and student achievement.

Chronic Absenteeism – (EC 60901) – A student is considered a chronic absentee when he/she is absent on 10% or more of the school days in one school year, from the date of enrollment to the current date. Chronic absenteeism includes all absences – excused and unexcused – and is an important measure because excessive absences negatively impact academic achievement and student engagement.

Excused Absences (EC 46014 & 48205)

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

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

- (1) Notwithstanding Section 48200, a pupil shall be excused from school when the absence is:
 - a. Due to his or her illness.
 - b. Due to quarantine under the direction of a county or city health officer.
 - c. For the purpose of having medical, dental, optometric, or chiropractic services rendered.
 - d. For the purpose of attending the funeral services of a member of his or her immediate family, so long as the absence is not more than one day if the service is conducted in California and not more than three days if the service is conducted outside of California.
 - e. For the purpose of jury duty in the manner provided for by law.

- f. Due to the illness or medical appointment during school hours of a child of whom the pupil is the custodial parent.
 - g. For justifiable personal reasons, including, but not limited to, an appearance in court, attendance at a funeral service, observance of a holiday, instruction or ceremony of his or her religion, attendance at religious retreats, or attendance at an employment conference or attendance at an educational conference on the legislative or judicial process offered by a nonprofit organization, when the pupil's absence has been requested in writing by the parent or guardian and approved by the principal or a designated representative pursuant to uniform standards established by the governing board.
 - h. For the purpose of serving as a member of a precinct board for an election pursuant to Section 12302 of the Elections Code.
 - i. For the purpose of spending time with a member of the pupil's immediate family, who is an active duty member of the uniformed services, as defined in EC 49701, and has been called to duty for, is on leave from, or has immediately returned from, deployment to a combat zone or combat support position. Absences granted pursuant to this paragraph shall be granted for a period of time to be determined at the discretion of the superintendent of the school district.
 - j. For the purpose of attending the pupil's naturalization ceremony to become a United States citizen.
- (2) A pupil absent from school under this section shall be allowed to complete all assignments and tests missed during the absence that can be reasonably provided and, upon satisfactory completion within a reasonable period of time, shall be given full credit therefore. The teacher of any class from which a pupil is absent shall determine the tests and assignments reasonably equivalent to, but not necessarily identical to, the tests and assignments that the pupil missed during the absence (*EC 48205*)
- (3) For purposes of this section, attendance at religious retreats shall not exceed four hours per semester.
- (4) Absences pursuant to this section are deemed to be absences in computing average daily attendance and shall not generate state apportionment payments.
- (5) "Immediate family," as used in this section, has the same meaning as that set forth in Section 45194, except that references therein to "employee" shall be deemed to be references to "pupil."(*EC 46014, 48205*)

Tardiness

Children should be encouraged to be prompt as part of developing good habits. They are expected to be at school on time. If a child is late, the child should bring an excuse from home to the school office. Repeated tardies in excess of 30 minutes lead to the student being designated as truant.

Truancy - (*EC 48260, 48262 and 48263.6*)

A student is considered truant after three absences or three tardies of more than 30 minutes each time or any combination thereof and the absences or tardies are unexcused. After a student has reported as a truant three or more times in a school year and the District has made a conscientious effort to meet with the family, the student is considered an habitual truant. A student who is absent from school without a valid excuse for 10% or more of the schooldays in one school year, from the date of enrollment to the current date, is considered a chronic truant. When a student is identified as a truant, the site administrator will convene a meeting to work with the student and his/her parents/guardians to determine the reason(s) for the excessive absences, ensure the student and parents/guardians are aware of the adverse consequences of poor attendance, and jointly develop a plan for improving the student's school attendance.

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

The school attendance supervisor, administrator or designee, a peace officer, or probation officer may arrest or assume temporary custody during school hours, of any minor who is found away from his/her home and who is absent from school without valid excuse within the county, city or school district. A student who is an habitual truant may be referred to the School Attendance and Review Board (SARB).

Attendance Options--(*EC 35160.5, 46600, 48206.3, 48301, 48306, 48980*)

The governing board annually reviews attendance options including how students may attend a district school outside their attendance area (intradistrict). This District has non-arbitrary rules explaining how students may apply, be accepted or denied transfer to district schools. Many districts also allow the transfer of students from or to other districts (interdistrict).

Interdistrict Attendance – The Governing Board recognizes that students who reside in one district may choose to attend school in another district and that such choices are made for a variety of reasons. Upon request, the superintendent or designee may accept students from other districts and also allow students who live within the district to transfer out to other school districts. A parent or legal guardian may appeal a denial for an interdistrict transfer. The appeal is to be made within 30 days to the County Office of Education.

A pupil who has been determined by personnel of either the school district of residence or the district of proposed enrollment to have been the victim of an act of bullying, as defined in EC 48900(4), shall, at the request of the parent or legal guardian, be given priority for interdistrict attendance under any existing agreement or, in the absence of an agreement, be given additional consideration for the creation of an interdistrict attendance agreement.

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

Intradistrict Open Enrollment -- (EC 35160.5(b); 46600; 46601; 48980(I); Board Policy 5116.1 and 5117) – The Governing Board desires to provide options that meet the diverse needs, potential and interests of district students. Residents of the school district may apply to other schools that serve the same grade levels within the district, except that the district retains the authority to monitor appropriate racial and ethnic balance among the schools at its discretion. The superintendent or designee shall determine the capacity of each district school and establish a random, unbiased selection process for the admission of students residing within the District from outside a school's attendance area. Selection shall not be based on the student's academic or athletic performance. The District will uniformly apply existing criteria for admission to specialized schools or programs. No pupil who currently resides in the attendance area of a school can be displaced by pupils transferring from outside the attendance area.

District of Choice – (EC 48300 et seq.) -- Some school districts may choose to become a district of choice. A school board that elects to operate the school district as a district of choice must determine the number of transfers it is willing to accept and shall accept all pupils who apply to transfer until the school district is at maximum capacity. The school district of choice shall make sure that students are selected through an unbiased and random process that does not take into consideration his or her academic or athletic performance, physical condition, proficiency in English, family income, ethnicity, primary language, literacy, special needs, or any of the individual characteristics listed in Section 200. The parent of a pupil requesting to transfer must submit an application to the school district of choice no later than January 1 of the school year preceding the school year for which the student wishes to transfer. The parent shall be notified in writing by February 15 if the student was provisionally accepted, rejected, or placed on a waiting list. A modified application process is available for children of relocated military personnel.

Residence – (EC 48200; 48204 and 48204.3) -- A minor between the ages of 6 and 18 years is subject to compulsory education and, unless exempted, must enroll in school in the school district in which the residence of either the parent or legal guardian is located.

A pupil may alternatively comply with the residency requirements for school attendance in a school district, if he or she is any of the following: placed in a foster home or licensed children's institution within the boundaries of the school district pursuant to a commitment of placement under the Welfare and Institutions Code; a pupil who is a foster child who remains in his or her school of origin; an emancipated pupil who resides within the boundaries of the school district; a pupil who lives in the home of a caregiving adult that is located within the boundaries of the school district; a pupil residing in a state hospital located within the boundaries of the school district; or a pupil whose parent is transferred or is pending transfer to a military installation within the state while on active military duty pursuant to an official military order.

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

Residency is established when a pupil's parent or legal guardian resides outside of the boundaries of that school district but is employed AND lives with the pupil at the place of his or her employment within the boundaries of the school district for a minimum of three days during the school week.

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

determine that the pupil actually meets residency requirements. The Glendora Unified School District has adopted a board policy regarding the process it follows for conducting investigations to determine whether a pupil meets the residency requirements. A copy of the board policy can be obtained by visiting the Board Policies page of the district website at <https://www.glendora.k12.ca.us/board-members>. (See BP 5111.1)

Temporarily Disabled: Instruction—(EC 48206.3) – A pupil with a temporary disability which makes attendance in the regular day classes or the alternative educational program in which the pupil is enrolled impossible or inadvisable may receive individualized instruction provided in the pupil's home for one hour a day. Please contact Education Services for further information.

Temporarily Disabled: Residency – (EC 48207 and 48208) – A pupil with a temporary disability who is in a hospital or other residential health facility which is located outside of the pupil's district of residence shall be served by the district in which the hospital is located. It is the responsibility of the parent or guardian to notify the school district in which the hospital or other residential health facility is located of the presence of a pupil with a temporary disability. Upon receipt of the notification, the District will within five working days determine whether the pupil will be able to receive individualized instruction pursuant to EC 48206.3 and, if so, provide the instruction within five working days or less.

Victim of a Violent Crime—(20 USC 7912) -- A pupil who becomes a victim of a violent crime while in or on the school grounds must be offered the opportunity to transfer to a safe public school within the school district, including a public charter school, within ten calendar days. If there is not another school within the area served by the district, the district is encouraged, but not required, to explore other appropriate options such as an agreement with a neighboring school district to accept pupils through an interdistrict transfer. Primary examples of violent criminal offenses in the Penal Code include attempted murder, battery with serious bodily injury, assault with a deadly weapon, rape, sexual battery, robbery, extortion, and hate crimes. For more information, please contact the Assistance Superintendent of Educational Services.

Leaving School Grounds – (EC 44808.5; BP 5112.5)) – The Governing Board of the Glendora Unified School District establishes a closed campus at all district schools, however, juniors and seniors who meet eligibility requirements may use lunch passes to leave campus during the lunch hour. Eligibility requirements are based upon academic performance and attendance standards. The open campus privilege may be revoked for juniors and seniors who do not meet the eligibility standards. Neither the School District nor any officer or employee of the District, thereof, shall be liable for the conduct or safety of any pupil during such time as the pupil has left the school grounds pursuant to this section. Students may be disciplined for violation.

Minimum Days and Pupil-Staff Free Days (EC 48980(c)) – This notification also shall advise the parents and guardians of all pupils attending a school within the school district of the schedule of minimum days and pupil-free staff development days, and if minimum or pupil-free staff development days are scheduled thereafter, the governing board of the district shall notify parents and guardians of the affected pupils as early as possible, but not later than one month before the scheduled minimum or pupil-free day.

Notice of Alternative Schools – (EC 58501) – California State Law authorizes all school districts to provide for alternative schools. Section 58500 of the 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 students to develop the positive values of self-reliance, initiative, kindness, spontaneity, resourcefulness, courage, creativity, responsibility, and joy.
- (b) Recognize that the best learning takes place when the student learns because of his or her desire to learn.
- (c) Maintain a learning situation maximizing student self-motivation and encouraging the student to use his/her own time to follow his/her interests. These interests may be conceived by the student totally and independently or may result in whole or in part from a presentation of learning projects made by his/her teacher.
- (d) Maximize the opportunity for teachers, parents, and students to cooperatively develop the learning process and its subject matter. This opportunity shall be a continuous, permanent process.
- (e) Maximize the opportunity for the student, teachers, and parents to continuously react to the changing world, including, but not limited to, the community in which the school is located.

In the event any parent, pupil, or teacher is interested in further information concerning alternative schools, the County Superintendent of Schools, the Administrative Office of this district, and the principal's office in each attendance unit, have copies of the law available for your information. This law particularly authorizes interested persons to request the governing board of the District to establish alternative school programs in each district.

DISCIPLINE

Duties of Pupils—(C.C.R. Title 5, Section 300) – Every pupil shall attend school punctually and regularly; conform to the regulations of the school; obey promptly all the directions of his teacher and others in authority; observe good order and propriety of deportment; be diligent in study; respectful to his teacher and others in authority; kind and courteous to schoolmates; and refrain entirely from the use of profane and vulgar language.

Jurisdiction – (EC 44807)

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

School Rules--(EC 35291, EC 48980)

You have a right to review school and district rules regarding student discipline. If you wish to do so, please contact your school site's office.

Release of Student to Peace Officer-- (EC 48906; Penal Code 11165.6)

If a school official releases your child from school to a peace officer for the purpose of removing him/her from the school premises, the school official shall take immediate steps to notify you or a responsible relative of your child, except when a student has been taken into custody as a victim of suspected child abuse. In those cases, the peace officer will notify the parent or guardian.

ANNUAL NOTICE OF THE GLENDORA UNIFIED SCHOOL DISTRICT'S STUDENT DISCIPLINE CODE

Student Discipline Regulations

In accordance with Article 8.4 of the Glendora Teachers Association contract and Sections 35291, 48980, and 48981 of the California Education Code, you are hereby notified of the provisions prescribed in Glendora Unified School District Administrative Regulations 5144, Methods of Discipline. These regulations are available to parents and students in each principal's office, at the superintendent's office, and at the city library. Each parent will receive a copy of the Glendora Unified School District's "Discipline Code" each year as part of the summer letter from the school district. Also, a copy of each school's rules and regulations are available at the individual school. A summarized statement of the rights and duties of all administrators and employees, with respect to student discipline, is as follows:

Discipline Code

The Board of Education's Message... The Glendora Unified School District Board of Education is committed to the concept of a fair and equitable discipline policy for Glendora students. This type of discipline code permits students, parents, and staff the opportunity to fully understand their mutual obligations to each other. The net result of such a policy is to provide an excellent educational program in an environment that is most conducive to learning.

The following material explains rules and procedures used at the various schools in the District. We appreciate your continued support of the Glendora school system.

Expected Student Behavior... Rules and regulations are established to maintain an atmosphere conducive to learning. Students who fail to comply with these rules and regulations will be counseled, reprimanded, suspended or expelled and/or arrested as the laws are applied.

The Governing Board of any school district shall prescribe rules not inconsistent with law or with the rules prescribed by the State Board of Education, for the government and discipline of the schools under its jurisdiction. (EC 35291)

All pupils shall comply with the regulations, pursue the required course of study, and submit to the authority of the teachers of the schools. (EC 48921)

Participation/ attendance at extracurricular activities is considered a part of the educational program. Participants/ spectators carry responsibilities as representatives of their schools and communities. All rules of student conduct also apply to extracurricular activities.

The Governing Board may enforce the provisions of Section 35291 by suspending, or, if necessary, expelling a pupil in any elementary or secondary school who refuses or neglects to obey any rules prescribed pursuant to that Section.

This publication has been prepared and distributed to assist the school and the principal to inform all concerned persons of these policies. Each school has a Discipline Code that explains those areas of behavior that more directly fit the individual school.

Rights and Responsibilities

Of Administrators...

RIGHTS

- To hold pupils to strict accountability for any disorderly conduct in school or on the way to and from school.
- To take appropriate action in dealing with students guilty of misconduct.
- To recommend suspension, exemption, exclusion and/or expulsion as the situation demands.

RESPONSIBILITIES

- To establish, publicize and enforce school rules that facilitate effective learning and promote attitudes and habits of good citizenship among the students.
- To request assistance in matters concerning serious instructional, behavioral, emotional, health or attendance problems.
- To grant access to pupil records by parent/guardian or others with proper authorization.

Of Pupils...

RIGHTS

- To remain enrolled in school until removed under due process conditions as specified in the Education Code.
- To have access to records upon reaching the age of sixteen.
- To be informed of school rules and procedures.

RESPONSIBILITIES

- To attend classes regularly and on time.
- To obey school rules and procedures.
- To respect the rights of school personnel and other students.
- To be prepared for class with appropriate materials and work.

Of Teachers...

RIGHTS

- To expect students to behave in a manner which will not interfere with the learning of other students.
- To have parental support related to academic and social progress of students.
- To expect students to put forth effort and participate in class in order to achieve up to their capabilities.

RESPONSIBILITIES

- To inform parents through report cards and conferences about the academic progress, school citizenship and general behavior of their children.
- To conduct a well-planned and effective classroom program.
- To initiate and enforce a set of classroom regulations consistent with school and district policies, rules and procedures.

Of Parents...

RIGHTS

- To be informed of district policies and school rules and procedures related to their children.
- To be informed of all facts and school action related to their children.
- To inspect their child's records with the assistance of a certificated staff member for proper explanation.

RESPONSIBILITIES

- To visit school periodically and to participate in conferences with teachers or counselors on the academic and behavioral status of their children.
- To provide supportive action by making sure that children have enough sleep, adequate nutrition and appropriate clothing before coming to school.
- To maintain consistent and adequate control over their children.
- To be familiar with district policies and school rules and procedures.

PROCEDURES FOR DISCIPLINARY ACTION

ADMINISTRATIVE SUSPENSION PROCEDURES REQUIRE THAT...

1. An informal conference will be held with the student. The student will be allowed the opportunity to present his or her version and evidence in his or her defense. The students will be advised of the reason for disciplinary action.
2. An attempt will be made to make a telephone contact with the parent/guardian regarding a suspension.
3. A parent/guardian shall be mailed or given a written notice of suspension.
4. A parent/guardian shall respond to the school's request for a conference, without delay, according to the law.
5. A parent/guardian shall be informed that the Superintendent or designee may review suspensions.
6. A student may not be suspended for more than five (5) consecutive days, unless expulsion is pending.
7. No student shall be suspended for more than twenty (20) days from one school during the year, except continuation students.
8. A suspended student may be required to complete and receive credit for assignments and tests missed during the suspension, as provided by the teacher.
9. A suspended student must remain under parent supervision and is not to be on any school campus or attend any school activity for the duration of the suspension.

Student Expectations

Glendora Unified School District students are expected to **respect themselves, others and their property**. Therefore, students should be aware of possible consequences of their behavior. Disciplinary action taken by school officials is a direct consequence of unacceptable behavior by a student. Any action taken will be according to state law, administrative policy, board policy, and/or school rules.

Disclaimer

Students who become involved in areas of problem behavior will be subject to certain disciplinary actions. Depending upon the behavior problem of the student, one or more of the following actions may be taken by school officials. Any action taken will be according to administrative policy, board policy, and state law, including disciplinary actions between minimum and maximum penalties.

DEFINITIONS OF POSSIBLE DISCIPLINARY ACTIONS

Informal Talk —A school official (teacher, administrator, or counselor) may talk to the student and try to reach an agreement regarding how the student should behave. Recorded in administrative record.

Conference – A formal conference may be held between the student and one or more school official(s). During this conference the student must agree to correct his/her behavior. Recorded in administrative record.

Detention – Students may be detained in school for disciplinary or other reasons for a maximum of one hour after the close of the school day with parent notification, in accordance with Board Policy, or 15 minutes without notification.

Opportunity Program – (EC 48637) –Students in grades 6-9 may be involuntarily assigned to the opportunity program due to inappropriate behavior and/or irregular attendance including tardies. Parents will be given an opportunity to request a meeting prior to the transfer.

Parent Involvement – Parent(s) are notified by telephone, personal contact, letter or certified letter. A conference may be conducted between the student, his/her parent(s), appropriate school personnel and any other individuals concerned. Recorded in administrative record. A student performance contract may be used.

Removal from Class(es) – The student may be removed from one or more classes, but remain at school under the supervision of a school official, or receive appropriate disciplinary action, such as: 1) serves one or more detention/work details; 2) assigned Saturday School; 3) has privileges suspended; 4) may be removed from class for semester. Recorded in student file; parent notified in writing.

Saturday Detention – At the discretion of the administrator or designee, students may be assigned to detention on Saturday in place of suspension or as an optional disciplinary action.

SARB – School Attendance Review Board may be established to help students with school attendance or behavior problems.

In-School Suspension – A student may be assigned to an in-school suspension program at the discretion of the principal or designee for offenses when suspension is permitted.

Suspension – The student will be informed that he/she is subject to a suspension (five days or less). The student will also be informed regarding the due process procedures. An attempt is made to notify the student's parent(s) or legal guardian, by telephone, that the student is subject to a suspension. Notification to the parent(s) or legal guardian includes instructions regarding the due process procedure. A suspension is recorded in the student record.

Involuntary Transfer to Continuation School/ Opportunity Class/ Community School – (EC 48432.5)

Prior to an involuntary transfer, the student and parent/guardian shall be given written notice that they may request a meeting with the Superintendent or designee. At the meeting, the student or parent/guardian shall be informed of the specific facts and reasons for the proposed transfer. The student or parent/guardian shall have the opportunity to inspect all documents relied upon, question any evidence and witnesses presented, and present evidence on the student's behalf. The student may designate one or more representatives and witnesses to be present with him/her at the meeting. A written decision to transfer, stating the facts and reasons for the decision, shall be sent to the student and parent/guardian. It shall indicate whether the decision is subject to periodic review and the procedure for such review. The persons making the final decision for involuntary transfer shall not be members of the staff of the school in which the student is enrolled at the time. No involuntary transfer to a continuation school shall extend beyond the end of the semester following the semester when the acts leading to the involuntary transfer occurred.

Semester Suspension -- A continuation student may receive a semester suspension for a violation of the District discipline policy.

Guidelines for Student Behavior

<u>Problem Area</u>	<u>Possible Consequences</u>
Tardiness	Informal talk, detention, parent involvement, drop from class*, SARB, Opportunity Class
Unexcused Absence	Parent involvement, detention, SARB, Continuation School, Opportunity Class, Community Day School*
Truancy	Parent involvement, detention, SARB, Continuation School, Opportunity Class, Community Day School, drop from class*
Defiance of Authority	Conference, suspension, parent involvement, Continuation School, Opportunity Class, Community Day School*
Disorderly Conduct	Informal talk, detention, suspension, parent involvement, Continuation School, Opportunity Class, Community Day School*
Dress Code	Informal talk, sent home to correct violation, conference, detention, suspension
Verbal Abuse	Informal talk, detention, conference, suspension
Forgery	Parent involvement, detention, suspension
Theft	Parent involvement, suspension, referral to law enforcement, expulsion
Smoking or Possession of Tobacco or Products	Parent involvement, suspension, Continuation School, Opportunity Class, Community Day School*
Destruction of Property, Including Graffiti	Parent involvement, suspension, expulsion, restitution
Fighting	Parent involvement, suspension, expulsion
Alcohol	Suspension, Continuation School, Opportunity Class, Community Day School*, expulsion

Physical Assault or Battery	Suspension, Continuation School, Opportunity Class, Community Day School*, expulsion, referral to law enforcement
Sexual Harassment	Parent involvement, suspension, expulsion
Arson	Suspension, expulsion, referral to law enforcement
Drugs	Suspension, expulsion, referral to law enforcement
Any Weapons or Dangerous Object, Including Any Knife or Look-a-Like Weapon*	Suspension, expulsion, referral to law enforcement *Imitation Firearm- A BB device can be considered an imitation firearm. The Penal Code makes it a criminal offense to openly display or expose any imitation firearm in A public place, including a public school . (PC 16700(a) and 20170(a)
Extortion/Robbery	Suspension, expulsion, referral to law enforcement
Explosive Devices, Including Firecrackers	Suspension, expulsion, referral to law enforcement
Definitions:	
Fighting ...	mutual combat not resulting in serious physical injury
Assault...	unlawful attempt or ability to commit a violent injury on another person
Battery...	use of force or violence causing serious physical injury to another person
Hazing...	No student shall conspire to engage in hazing, participate in hazing, or commit any act that causes or is likely to cause bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm to any fellow student or other person. Persons violating this policy shall be subject to district discipline and penalties specified in law. (EC 32051, 32052; BP 5131)

* Applies to secondary schools only.

Electronic Signaling Devices

The Glendora Unified School District acknowledges the importance of electronic communication between students and parents, particularly in school-wide emergency situations. Further, the District recognizes that instructional time is precious and must be protected from unnecessary disruption.

Therefore, students shall be permitted to have in their possession an electronic signaling device on campus during the school day, while attending school-sponsored activities, or while under the supervision and control of a school district employee. Such devices shall be deactivated and their use strictly prohibited on campus during the regular school days except:

- during the designated lunch period on a high school campus,
- during an emergency affecting the school or community,
- upon direction from a licensed physician and surgeon if carrying such a device is essential to, and the use is limited specifically to, the health of the students.

Electronic signaling devices include any device that operates through the transmission or receipt of radio waves, including, but not limited to pagers, cellular telephones, and two-way radios. In permitting student possession of such devices, the District assumes no liability for the loss of the device or its misuse by another person. (EC 48901.5; BP 5131)

Laser Pointer

It is a crime for any student to possess a laser pointer on any elementary or secondary school premise, unless possession is for valid instruction. (Penal Code 417.27)

Suspension and Expulsion

“Suspension” means removal of a pupil from ongoing instruction for adjustment purposes. Days of suspension from school for any pupil shall be limited to 20 days in one school year with certain provisions. This restriction on the number of days of suspension does not apply when the suspension is extended pending an expulsion. “Suspension” does not mean:

- (1) Reassignment to another education program or class at the same school where the pupil will receive continuing instruction for the length of day prescribed by the governing board for pupils of the same grade level.
- (2) Referral to a certificated employee designated by the principal to advise pupils.
- (3) Removal from the class but without reassignment to another class or program for the remainder of the class period, provided that such removal from a particular class occurs no more than every five days.

“Expulsion” means removal of a student from the immediate supervision and control of this school district.

Grounds for Suspension or Expulsion—(EC 48900 et seq)

A pupil may not be suspended from school nor recommended for expulsion unless the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has committed an act as defined pursuant to one or more subdivisions (a) to (u), inclusive:

- (a)
 - (1) Caused, attempted to cause, or threatened to cause physical injury to another person.
 - (2) Willfully used force or violence upon the person of another, except in self-defense.
- (b) Possessed, sold, or otherwise furnished a firearm, knife, explosive, or other dangerous object, unless, in the case of possession of an object of this type, the student had obtained written permission to possess the item from a certificated school employee, which is concurred in by the principal or designee of the principal.
- (c) Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of, a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety code, an alcoholic beverage, or an intoxicant of any kind.
- (d) Unlawfully offered, arranged, or negotiated to sell a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or intoxicant of any kind, and then either sold, delivered, or otherwise furnished to a person another liquid, substance, or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant.
- (e) Committed or attempted to commit robbery or extortion.
- (f) Caused or attempted to cause damage to school property or private property.
- (g) Stole or attempted to steal school property or private property.
- (h) Possessed or used tobacco, or any products containing tobacco or nicotine products, including, but not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew, packets, and betel. However, this section does not prohibit use or possession by a student of his or her own prescription products.
- (i) Committed an obscene act or engaged in habitual profanity or vulgarity.
- (j) Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Section 11014.5 of the Health and Safety Code.
- (k)
 - (1) Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties.
 - (2) Except as provided in Section 48910, a pupil enrolled in kindergarten or any of grade 1 to 3, inclusive, shall not be suspended for any of the acts enumerated in this subdivision, and this subdivision shall not constitute grounds for a pupil enrolled in kindergarten or any of grades 1 to 12, inclusive, to be recommended for expulsion. This paragraph shall become imperative July 1, 2018, unless a later enacted statute that becomes operative before July 1, 2018, deletes or extends that date.
- (l) Knowingly received stolen school property or private property.

- (m) Possessed an imitation firearm. As used in this section, "imitation firearm" means a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.
- (n) Committed or attempted to commit a sexual assault as defined in Section 261, 266c, 286, 288, 288a, 289 of the Penal Code or committed a sexual battery as defined in section 243.3 of the Penal code.
- (o) Harassed, threatened or intimidated a pupil who is a complaining witness or witness in a school disciplinary proceeding for the purpose of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both.
- (p) Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
- (q) Engaged in, or attempted to engage in, hazing as defined in subdivision (b) of Section 245.6 of the Penal Code. For purposes of this subdivision, "hazing" means a method of initiation or pre-initiation into a pupil organization or body, whether or not the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to a former, current, or prospective pupil. For purposes of this subdivision, "hazing" does not include athletic events or school-sanctioned events.
- (r) Engaged in an act of bullying. For purposes of this subdivision, the following terms have the following meanings:
 - (1) "Bullying" means any severe or pervasive physical or verbal act of conduct, including communications made in writing or by means of an electronic act, and including one or more acts committed by a pupil or group of pupils as defined in *EC 48900.2, 48900.3, or 48900.4*, directed toward one or more pupils that has or can be reasonably predicted to have the effect of one or more of the following.
 - A. Placing a reasonable pupil or pupils in fear of harm to that pupil's or those pupils' person or property.
 - B. Causing a reasonable pupil to experience a substantially detrimental effect on his or her physical or mental health.
 - C. Causing a reasonable pupil to experience substantial interference with his or her academic performance.
 - D. Causing a reasonable pupil to experience substantial interference with his or her ability to participate in or benefit from the services, activities, or privileges provided by a school.
 - (2) (A) "Electronic act" means the transmission, by means of an electronic device, including, but not limited to, a telephone, wireless telephone or other wireless communication device, computer, or pager, of a communication, including, but not limited to, any of the following:
 - (i) A message, text, sound, or image.
 - (ii) A post on a social network Internet site, including, but not limited to:
 - (I) Posting to or creating a burn page. "Burn page" means an Internet Web site created for the purpose of having one or more effects listed in paragraph (1).
 - (II) Creating a credible impersonation of another actual pupil for the purpose of having one or more of the effects listed in paragraph (1). "Credible impersonation" means to knowingly and without consent impersonate a pupil for the purpose of bullying the pupil and such that another pupil would reasonably believe, or has reasonably believed, that the pupil was or is the pupil who was impersonated.
 - (III) Creating a false profile for the purpose of having one or more of the effects listed in paragraph (1). "False profile" means a profile of a fictitious pupil or a profile using the likeness or attributes of an actual pupil other than the pupil who created the false profile.

- (iii) An act of cyber sexual bullying
 - (I) For purposes of this clause, “cyber sexual bullying” means the dissemination of, or the solicitation or incitement to disseminate, a photograph or other visual recording by a pupil to another pupil or to school personnel by means of an electronic act that has or can be reasonably predicted to have one or more of the effects described in subparagraphs (A) to (D), inclusive, of paragraph (1). A photograph or other visual recording, as described above, shall include the depiction of a nude, semi-nude, or sexually explicit photograph or other visual recording of a minor where the minor is identifiable from the photograph, visual recording, or other electronic act.
 - (II) For purposes of this clause, “cyber sexual bullying” does not include a depiction, portrayal, or image that has any serious literary, artistic, educational, political, or scientific value or that involves athletic events or school-sanctioned activities.(B) Notwithstanding paragraph (1) and subparagraph (A), an electronic act shall not constitute pervasive conduct solely on the basis it has been transmitted on the Internet or is currently posted on the Internet.
- (3) “Reasonable pupil” means a pupil, including, but not limited to, an exceptional needs pupil, who exercises average care, skill, and judgment in conduct for a person of his or her age, or for a person of his or her age with his or her exceptional needs.
- (s) A pupil shall not be suspended or expelled for any of the acts enumerated unless that act is related to school activity or school attendance occurring within a school under the jurisdiction of the superintendent or principal or occurring within any other school district. A pupil may be suspended or expelled for acts that are enumerated in this section and related to school activity or attendance that occur at any time, including, but not limited to, any of the following:
 - (1) While on school grounds.
 - (2) While going to or coming from school.
 - (3) During the lunch period whether on or off the campus.
 - (4) During, or while going to or coming from, a school sponsored activity.
- (t) A pupil who aides or abets, as defined in Section 31 of the Penal code, the infliction or attempted infliction of physical injury to another person may be subject to suspension, but not expulsion, pursuant to the provisions of this section, except that a pupil who has been adjudged by a juvenile court to have committed, as an aider and abettor, a crime of physical violence in which the victim suffered great bodily injury or serious bodily injury shall be subject to discipline pursuant to subdivision (a).
- (u) As used in this section, “school property” includes, but is not limited to, electronic files and databases.
- (v) For a pupil subject to discipline under this section, a superintendent of the school district or principal may use his or her discretion to provide alternatives to suspension or expulsion that are age appropriate and designed to address and correct the pupil’s misbehavior as specified in Section 48900.5.
- (w) It is the intent of the Legislature that alternatives to suspension or expulsion be imposed against any pupil who is truant, tardy, or otherwise absent from school activities.

A pupil may be suspended for any of the reasons enumerated in Section 48900 upon a first offense if the principal, principal’s designee, or superintendent determines that the pupil’s presence causes a danger to persons or property or threatens to disrupt the instructional process. *EC48900.5* – Suspension shall be imposed only when other means of correction fail to bring about proper conduct. However, a pupil may be suspended for any of the reasons enumerated in Section 48900 upon a first offense, if the principal or superintendent of schools determines that the pupil violated subdivision (a), (b), (c), (d), or (e) of Section 48900 or that the pupil’s presence causes a danger to persons or property or threatens to disrupt the instructional process. At the time of suspension, a school employee shall make a reasonable effort to contact the pupil’s parent or guardian in person or by telephone.

In addition to the reasons specified in *EC 48900*, a pupil may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has committed sexual harassment as defined in Section 212.5. Additionally, sexual harassment, hate violence, harassment, intimidation (only grades 4-12) and threats and terroristic threats against school officials or school property or both (all students). (*EC 212.5, 233(e), 48900.2, 48900.3, 48900.4, 48900.7*)

A suspension may be extended. Any extension of the original period of suspension shall be preceded by notice of such extension with an offer to hold a conference concerning the extension, giving the student an opportunity to be heard. This conference may be held in conjunction with a meeting requested by the student or parent/guardian to challenge the original suspension. Extension of the suspension may be made only if following a meeting where the student and the student's parent/guardian were invited to participate, that the student's presence at the school or at an alternative school would endanger persons or property or threaten to disrupt the instructional process. (EC 48911)

The Board may suspend a student for any of the acts listed above and within the limits as previously identified. (EC 48912). The Board may suspend a student enrolled in a continuation school or class for a period not longer than the remainder of the semester if any of the previously listed acts occurred. The suspension shall meet the requirements of EC 48915. When the Board is considering a suspension, disciplinary action, or any other action (except expulsion) against any student, it shall hold a closed session if a public hearing would lead to disclosure of information violating a student's right to privacy under EC 49073-49079. (EC 35146, 48912)

Mandatory Suspension/Expulsion—(EC48915)

Except as provided in subdivisions (c) and (e), the principal or the superintendent of schools shall recommend the expulsion of a pupil for any of the following acts committed at school, or at a school activity off school grounds, unless the principal or superintendent determines that expulsion should not be recommended under the circumstances or that an alternative means of correction would address the conduct:

- 1) Causing serious physical injury to another person, except in self-defense.
- 2) Possession of any knife or other dangerous object of no reasonable use to the pupil.
- 3) Unlawful possession of any controlled substance listed in Chapter 2 (commencing with section 11053) of Division 10 of the Health and Safety Code, except either of the following:
 - (i) The first offense for the possession of not more than one avoirdupois ounce of marijuana, other than concentrated cannabis.
 - (ii) The possession of over-the counter medication for use by the pupil for medical purposes or medication prescribed for the pupil by a physician.
- 4) Robbery or extortion.
- 5) Assault or battery, as defined in Section 240 and 242 of the Penal Code, upon any school employee.

Education Code 48915(c) - The principal or superintendent of schools shall immediately suspend, pursuant to Section 48911, and **shall** recommend expulsion of a pupil that he or she determines has committed any of the following acts at school or at a school activity off school grounds:

- 1) Possessing, selling, or otherwise furnishing, a firearm. This subdivision does not apply to an act of possessing a firearm if the pupil had obtained prior written permission to possess the firearm from a certificated school employee, which is concurred in by the principal or the designee of the principal. This subdivision applies to an act of possessing a firearm only if the possession is verified by an employee of a school district. The act of possessing an imitation firearm, as defined in subdivision (m) of Section 48900, is not an offense for which suspension or expulsion is mandatory pursuant to this subdivision and subdivision (d), but it is an offense for which suspension, or expulsion pursuant to subdivision (e), may be imposed.
- 2) Brandishing a knife at another person.
- 3) Unlawfully selling a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety code.
- 4) Committing or attempting to commit a sexual assault as defined in subdivision (n) of Section 48900 or committing a sexual battery as defined in subdivision (n) of Section 48900.
- 5) Possession of an explosive.

The governing board shall order a pupil expelled upon finding that the pupil committed an act listed in subdivision (c), and shall refer that pupil to a program of study that meets all of the following conditions:

- (1) Is appropriately prepared to accommodate pupils who exhibit discipline problems.
- (2) Is not provided at a comprehensive middle, junior, or senior high school, or at any elementary school.
- (3) Is not housed at the school site attended by the pupil at the time of suspension.

Upon recommendation by the principal, superintendent of schools, or by a hearing officer or administrative panel appointed pursuant to subdivision (d) of Section 48918, the governing board may order a pupil expelled upon finding that the pupil, at school or at a school activity off of school grounds violated subdivision (f), (g), (h), (i), (j), (k), (l), or (m) of Section 48900, or Section 48900.2, 48900.3 or 48900.4, and either of the following:

- (4) That other means of correction are not feasible or have repeatedly failed to bring about proper conduct.
- (5) That due to the nature of the violation, the presence of the pupil causes a continuing danger to the physical safety of the pupil or others.

The Governing Board shall refer a pupil who has been expelled pursuant to subdivision (b) or (e) to a program of study which meets all of the conditions specified in subdivision (d). Notwithstanding this subdivision, with respect to a pupil expelled pursuant to subdivision (e), if the county superintendent of schools certifies that an alternative program of study is not available at a site away from a comprehensive middle, junior, or senior high school, or an elementary school, and that the only option for placement is at another comprehensive middle, junior, or senior high school, or another elementary school, the pupil may be referred to a program of study that is provided at a comprehensive middle, junior, or senior high school or at an elementary school.

As used in this section, “knife” means any dirk, dagger, or other weapon with a fixed, sharpened blade fitted primarily for stabbing, a weapon with a blade fitted primarily for stabbing, a weapon with a blade longer than 3 ½ inches, a folding knife with a blade that locks into place, or a razor with an unguarded blade.

As used in this section, the term “explosive” means “destructive device” as described in Section 921 or Title 18 of the United States Code.

The School Board **shall** order a pupil expelled upon finding that the pupil committed an act listed in section (c) above.

Removal from Class/ Requirement of Parent/Guardian School Attendance- (EC 48900.1)

A teacher may suspend any pupil from his or her class for any of the acts enumerated in Section 48900 for the day of the suspension and the day following. The teacher shall immediately report the suspension to the principal of the school and send the pupil to the principal, or his designee, for appropriate action. As soon as possible, the teacher shall ask the parent or guardian to attend a parent-teacher conference regarding the suspension.

A teacher who has suspended a pupil for committing an obscene act, engaging in habitual profanity or vulgarity, disrupting school activities, or willfully defying the authority of supervisors, teachers, administrators, school officials, or other school personnel engaging in the performance of their duties, may require that the parent or guardian of the pupil shall attend a portion of a school day in the pupil’s classroom. The attendance of the parent or guardian shall be limited to the class from which the pupil was suspended. The attendance requirements shall apply only to a parent or guardian who is actually living with the pupil. A written notice will be sent to the parent or guardian regarding implementation of this requirement. Employers are not allowed to apply sanctions against the parent or guardian for this requirement if the parent or guardian has given reasonable notice to his/her employer. (EC 48900.1)

Whenever practical, a school counselor or a school psychologist shall attend the conference. A school administrator shall attend the conference if the teacher or the parent or guardian so requests. The pupil shall not be returned to the class for which he or she was suspended during the period of suspension without the concurrence of the teacher of the class and the principal. A pupil suspended from a class shall not be placed in another regular class during the period of suspension.

A suspended pupil may be requested to complete all assignments and tests missed during the suspension which can be reasonably provided and, upon satisfactory completion, shall be given full credit thereafter (EC 48913). The teacher of any class from which a pupil is suspended shall determine, pursuant to the provisions of this article and the regulations of the Governing Board of the school district, what assignments the pupil must make up and in what period of time the pupil

must complete such assignments. The tests and assignments shall be reasonably equivalent to, but not necessarily identical to, the tests and assignments which the pupil missed during the suspension.

Due Process

In all cases of suspension, the student's rights of due process must be provided. Consideration for suspension shall be made only after the teacher or principal has presented specific allegations to the student and has provided the student with an opportunity to present his or her statement. The teacher, principal, his designee, or the superintendent may suspend without affording the pupil an opportunity for a conference only if it is determined that an emergency situation exists. In this usage, the term "emergency situation" means a situation that constitutes a clear and present danger to the lives, safety, or health of pupils or school personnel.

Exemption, Exclusion and Expulsion

Only the Board of Education can exempt, exclude, or expel a student and can do so only after satisfactory evidence has been presented. If the Board is considering any of the above, it must provide the pupil and his/her parent with the opportunity for a hearing. Prior to Board of Education action and a hearing with the Board, the Superintendent will appoint an alternative attendance review committee to review and make recommendations to the Board of Education. Written notification must be provided at least ten (10) days prior to the date of the hearing. The hearing shall be closed unless the parent requests a public meeting. The pupil or parent may appeal any decision made by the Governing Board to the County Board of Education. An expulsion order shall remain in effect until such time as the governing board may, in the manner prescribed in this article, order the readmission of a pupil.

At the time an expulsion of a pupil is ordered, the governing board shall set a date, not later than the last day of the semester following the semester in which the expulsion occurred, when the pupil may apply for readmission to a school maintained by the district.

The governing board may recommend a plan for rehabilitation for the pupil which may include, but is not limited to, periodic review as well as assessment at the time of application for readmission. The plan may also include recommendations for counseling, employment, community service, or other rehabilitative programs (*EC 48916*).

STUDENT SERVICES

Services to Pupils with Disabilities: Child Find --(*EC 56020 et seq., 56040, 56301; 20 USC 1412, (10)(A)(ii); 34 CFR 300.121*)

If you have reason to believe your child (ages 0 through 21 years) has a disability requiring special services or accommodations, tell or write the school. Your child will be evaluated to determine whether he/she is eligible for free special instruction or services.

Glendora Unified School District wants to locate, identify and assess all children with disabilities whether homeless, wards of the state, enrolled in public or private schools in order to provide a free and appropriate education. The District will provide a free, appropriate education to each student who has a disability within the meaning of Section 504 of the Rehabilitation Act of 1973. This may include regular or special education and related aids and services.

Section 504 – (*29 USC 794, 34 CFR 104.32*)

Section 504 of the Rehabilitation Act of 1973 is a federal law which prohibits discrimination against persons with a disability. The Glendora Unified School District provides a free and appropriate public education to all pupils regardless of the nature or severity of their disability. The District has a responsibility to identify, evaluate, and if eligible, provide pupils with disabilities the same opportunity to benefit from education programs, services, or activities as provided to their non-disabled peers. To qualify for Section 504 protections, the pupil must have a mental or physical impairment which substantially limits one or more major life activity. For additional information about the rights of parents of eligible pupils, or questions regarding the identification, evaluation, and eligibility of Section 504 protections, please contact the Section 504 Coordinator at 626-963-1611 Ext. 329.

Career Counseling- *EC 221.5(d)*

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

School Accountability Report Card (SARC)—(EC 33126, 32286, 35256, 35258, 52056)

The School Accountability Report Card is available on request and is available on the Internet at www.glendora.k12.ca.us. It contains information about the District and school regarding the quality of programs and its progress towards achieving stated goals. A copy will be provided upon request.

**Glendora Unified School District
Acceptable Use Policy of Technology Resources
for Student**

Exhibit 6163.4

Student Use of Technology

Glendora Unified School District (GUSD or District) is pleased to offer students access to district computers, communications systems (email, websites, smartphones, blogging, podcasting and/or other emerging technologies), the Internet and an array of technology resources to promote educational excellence and innovation. While using District and personal technology resources on or near school property, in school vehicles and buses, at school-sponsored activities, as well as using district technology resources via off-campus remote access, each student must act in an appropriate manner consistent with school, district, and legal guidelines. It is the joint responsibility of school personnel and the parent or guardian of each student to educate the student about his/her responsibilities and to establish expectations when using technology.

Access to GUSD technology resources is provided to students who agree to act in a considerate and responsible manner. Prior to being allowed access to the Internet at school or through technology resources provided through GUSD, students and their parents must sign the GUSD Acceptable Use Consent Form acknowledging their responsibilities. Students must comply with GUSD standards and honor this agreement to be permitted the use of GUSD technology.

GUSD technology resources are provided to students to conduct research, access curriculum resources, enhance parent involvement, complete assignments, and communicate with others in furtherance of their education. Access is a privilege, not a right; as such, general rules of school behavior apply. Just as students are responsible for good behavior in a classroom or on school grounds, they must also be responsible when using school computer networks or personal technologies.

If a student violates any of these rules, his/her use shall be terminated and future access may be denied. Disciplinary action may also result. If possible criminal activity is discovered; the proper law enforcement authorities will be notified. Disciplinary action for students shall be in accordance with existing discipline policies and may include suspension or expulsion in accordance with the laws of the State of California and GUSD policy.

1. GUSD technology resources shall only be used to access educational information and to promote learning activities both at school and home, including the facilitation of communication between the home and school.
2. Students shall not load personal software or programs on District computers nor shall they download programs from the Internet without the approval of their instructor.
3. Virtual and physical vandalism shall not be tolerated. Any intentional act by a student that damages or interferes with performance of District technology hardware, software, operating systems, communication systems, will be considered vandalism and will be subject to school discipline and/or appropriate criminal or civil action.
4. Not all access to the Internet can be supervised. Students agree not to send, access, submit, publish, display or print over the Internet or GUSD network, or using GUSD technology

resources, any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, offensive or illegal material. Cyber bullying is specifically prohibited. It shall be the student's responsibility to report the inappropriate use, web site, or communication to the student's teacher or other staff member.

5. Although the District uses a software filter to block known inappropriate web sites and prohibit access to harmful materials accessed from a District network, there is no guarantee that all content will be successfully blocked. The District does not filter or block access to harmful materials accessed from a District-provided resource that is being used outside of the District network.

6. The use of GUSD technology resources is not private; students should not expect that files stored on or transmitted via the District's resources will be confidential. All digital transmissions are subject to inspection and/or monitoring by District employees and other officials. Digital storage is GUSD property, and as such, network administrators will review files and communications to maintain system integrity and ensure that students are using technology responsibly.

7. GUSD denies any responsibility for the accuracy of information obtained from the Internet or on-line resources.

8. GUSD makes no warranties of any kind, expressed or implied, for the technology resources it provides to students.

9. Copyright ©, Trademark ™ and/or Registered ® laws must be adhered to at all times. All materials from the Internet and other digital resources, including graphics, which are used in student projects or reports, must be properly cited. Copyrighted, Trademarked or Registered materials may not be placed on the Internet without the permission of the author.

10. Students shall not post or transmit their own or other's personal information such as home addresses, telephone numbers, last names, photos or other personal identifying information.

11. The use of District technology resources may involve the use of a password, network access code or other identifying or validating code. Such passwords and codes are to be protected as private information provided to the individual user for their sole purpose. Such passwords and codes shall not be disclosed by the student to others.

12. Students shall not use District technology resources to conduct for-profit business activities or to engage in religious activities. Students shall not use District technology resources for advertising, promotion commercial purposes or similar objectives, including the purchase of any items or services.

13. Students may bring personal technology, including computers, smart phones, network access devices, or other electronic signaling devices to school provided that such technology is used for instructional purposes. Students shall abide by the instructions provided by teachers and other school staff in the use of such personal technologies. Access to the Internet or other District communication systems from personal technology is limited to wireless access points on the school campuses or other access devices away from school. Access to the Internet or other District communication systems from personal technology is not available via hardwire connections.

Consequences of Misuse and/or Violation of the Provisions of this Agreement

Misuse of personal or District and personal technology resources on or near school property, in school vehicles and buses, at school-sponsored activities, as well as using district technology resources via off-campus remote access, may result in disciplinary action up to and including expulsion from the schools of the District. This Agreement shall be used in conjunction with GUSD Board of Education policies, California Education Code, and other local, state and federal laws and regulations governing the applicable matter.

Students, parents and guardians should recognize that the nature of the use of District technology resources extends outside of the school itself and into off-campus remote locations such as homes. The District's jurisdiction to enforce student behavior and discipline policies and rules shall apply whether the misuse or violation is at school or away from school as long as the District's technology resources are being used in the inappropriate behavior.

Limitation of Liability

Glendora Unified School District shall not be responsible for any damages suffered by the student, including those arising from non-deliveries, misdeliveries, service interruptions, unauthorized use, loss of data, and exposure to potentially harmful or inappropriate material or people. Use of any information obtained via the Internet or communications technologies is at the student's own risk. Glendora Unified School District specifically denies any responsibility for the accuracy or quality of information obtained through the Internet. The District assumes no liability for personal technology, including computers, smart phones, network access devices, or other electronic signaling devices, if such devices are damaged, lost or stolen. The student and his/her parent/guardian shall indemnify and hold Glendora Unified School District harmless from any losses sustained as the result of use or misuse of the district's technology resources by the student, and/or the loss or damage of personal technology.

Student Acknowledgement

I have received, read, understand, and agree to abide by this Acceptable Use Agreement and other applicable laws and district policies and regulations governing the use of district technology. I understand that there is no expectation of privacy when using district technology. I further understand that any violation may result in loss of user privileges, disciplinary action, and/or appropriate legal action.

Name: _____ Grade: _____
(Please print)

School: _____

Signature: _____ Date: _____

Parent or Legal Guardian Acknowledgment

If the student is under 18 years of age, a parent/guardian must also read and sign the agreement.

As the parent/guardian of the above-named student, I have read, understand, and agree that my child shall comply with the terms of the Acceptable Use Agreement. By signing this Agreement, I give permission for my child to use district technology and/or to access the school's computer network and the Internet. I understand that, despite the district's best efforts, it is impossible for the school to restrict access to all offensive and controversial materials. I agree to release from liability, indemnify, and hold harmless the school, district, and district personnel against all claims, damages, and costs that may result from my child's use of district technology or the failure of any technology protection measures used by the district. Further, I accept full responsibility for supervision of my child's use of his/her access account if and when such access is not in the school setting.

Name: _____ Date: _____
(Please print)

Signature: _____

HEALTH SERVICES

Kindergarten and First Grade Physical Exam - (EC 49450 Health and Safety Codes 124085, 124100, 124105, 120475)

State law requires that the parent or legal guardian of each pupil provide the school within 90 days after entrance to first grade documentary proof that the pupil has received a health screening examination by a doctor with the prior 18 months. Pupils may be excluded up to 5 days from school for failing to comply or not providing a waiver. Free health screen is available for eligible students through the Child Health Disabilities Prevention Program. Complete information is available in the school offices or from the District Nurse's office at 301 S. Loraine Avenue. For further questions regarding screenings or school health programs, contact the District Nurse at (626) 852-4589. If your child has a specialized health care problem which requires assistance during school hours, please contact the District Nurse.

These services may be available to you at no cost through the Child Health and Disability Prevention Program (CHDPoP). For information, you may contact:

Monrovia Health Center
300 W. Maple Avenue
Monrovia, CA 91016
(626) 256-1600

Kindergarten/First Grade Oral Health Assessment – (EC 49452.8) – Record of a dental assessment done by a dental professional is required for all kindergarteners and first graders attending public school for the first time. Dental assessments must be completed in the 12 months prior to entry or by May 31st of the pupil's first school year.

Immunizations (EC 49403 and 48216, HSC 120325, 120335, 120338, 120365, 120370 and 120375; BP 5141.3) –

State law requires the following immunizations before a child may attend school:

- (a) All new students, in transitional kindergarten through grade 12, to the Glendora Unified School District must provide proof of polio, diphtheria, pertussis, tetanus, measles, mumps, rubella, and varicella immunizations.
- (b) All transitional kindergarten and kindergarten students must also provide proof of vaccination against hepatitis B.
- (c) All seventh grade students must also provide proof of a second measles-containing vaccine, and a pertussis booster vaccine.

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

Beginning January 1, 2016, parents of students in any school will no longer be allowed to submit a personal beliefs exemption to a currently required vaccine. A personal beliefs exemption on file at school prior to January 1, 2016 will continue to be valid until the student enters the next grade span at kindergarten (including transitional kindergarten) or 7th grade. Before an already admitted student is excluded from school attendance because of lack of immunization, the parent/guardian shall be notified that he/she has 10 school days to supply evidence of proper immunization or an appropriate exemption. (EC 48216)

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

A student not fully immunized may be temporarily excluded from a school or other institution when the child has been exposed to a specified disease and whose documentary proof of immunization status does not show proof of immunization against one of the communicable disease described above. (EC 48213)

Free- or low-cost immunizations for children are available at **Monrovia Health Center**, 330 W. Maple Avenue, Monrovia, CA 91016. (626) 256-1600

Students must comply with the state laws. Complete state requirements are available in school offices. School district policy is strictly adhered to: **No Shots, No School!**

Medication Regimen—(EC 49480)

The parent or legal guardian of any pupil taking medication on a regular basis must inform the school nurse of the medication being taken, the current dosage, and the name of the supervising physician. With the consent of the parent or legal guardian, the school nurse may communicate with the physician and may counsel with the school personnel regarding the possible effects.

Administration of Prescribed Medication for Pupils- (EC 49423 and 49423.1)

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

Guidance from California Department of Education for parents and guardians when children need medication at school:

1. Talk to your child's doctor about making a medicine schedule so that your child does not have to take medication while at school.
2. If your child is regularly taking medicine for an ongoing health problem, even if he or she only takes the medicine at home, give a written note to the school nurse or other designated school employee at the beginning of each school year. You must list the medicine being taken, the current amount taken, and the name of the doctor who prescribed it (EC 49480).
3. If your child must take medicine while at school, give the school a written note from you and a written note from your child's doctor or other health care provider, who is licensed to practice in California. Provide new, updated notes at the beginning of each school year and whenever there is any change in the medicine, instructions, or doctor (EC 49423).
4. As parent or guardian, you must supply the school with all medicine your child must take during the school day. You or another adult must deliver the medicine to school, except medicine your child is authorized to carry and take by him or herself.
5. All controlled medicine, like Ritalin, must be counted and recorded on a medicine log when delivered to the school. You or another adult who delivered the medicine should verify the count by signing the log.
6. Each medicine your child must be given at school must be in a separate container labeled by a pharmacist licensed in the United States. The container must list your child's name, doctor's name, name of the medicine, and instructions for when to take the medicine and how much to take.
7. Pick up all discontinued, outdated, and/or unused medicine before the end of the school year.
8. Know and follow the medicine policy of your child's school.

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

Physical Examination – (EC 49451) –A parent or guardian may file a written statement annually with the school principal stating that they will not consent to routine physical examination of their child and the child will then be exempt from such examinations. However, whenever there is good reason to believe that the pupil is suffering from a recognized contagious or infectious disease, the pupil shall be sent home and shall not be permitted to return until school authorities are satisfied that the contagious or infectious disease no longer exists.

Health Programs / Screenings - As required by law, the District will conduct vision, and hearing screenings for specific students. Hearing and vision screenings will be conducted in grades K, 2, 5, 7, 10 and Special Education classes. A test for color deficiency will be administered to boys in first grade. Between grades 6 and 8, your child may be screened for scoliosis (curvature of the spine) unless you submit a written denial of consent. (EC 49452.5) In addition to state required programs, the District participates in a dental screening procedure in association with the San Gabriel Valley Dental Association. Local dentists check students at each elementary school in grades 1, 3 and special day classes. If a problem is identified, parents receive a written notification for follow-up (EC 49456).

All screenings will be conducted for students in the grades described above unless the parent/ guardian requests annually, in writing, that his or her child be excluded. This written statement is placed in the student's health record.

Dress, Grooming, Sun Protection – (EC 35183.5) – The Governing Board of the Glendora Unified School District requires individual schools to adopt reasonable dress code regulations, including regulations prohibiting gang-related apparel. Students are allowed the use of sun-protective clothing and sunscreen, without physician's note or prescription, in accordance with school site policy regarding use of sunscreen.

Confidential Medical Services – (EC 46010.1) - School authorities may excuse pupils in grades 7 through 12 from school for the purpose of obtaining confidential medical services without the consent of the pupil's parent or guardian.

Medical Services—(EC 49472) – The Board of Education has authorized the School District to provide parents or guardians with the opportunity to purchase, from a state authorized agency, student insurance during transportation to and from school, or during other authorized school activities.

Medical and Hospital Insurance for Athletes – (EC 32221.5, 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.

Some pupils may qualify to enroll in no-cost or low-cost local, state or federally sponsored health insurance programs. A letter is provided in the registration packet explaining the voluntary student medical insurance programs available through Pacific Educators, Inc. Hard copy brochures and applications are available in each school site office, and online at www.peinsurance.com (click on *Products*, then *Student Insurance*). One type of policy will cover accidents which occur at all school activities except tackle football. A 24-hour policy is also available. Applications for tackle football coverage through Pacific Educators, Inc., is required of all participants, and is distributed to the players prior to the beginning of football practice in the summer.

Health Care Coverage – (EC 49452.9) – Your child and family may be eligible for free or low-cost health coverage. For information about health care coverage options and enrollment assistance, go to www.CoveredCA.com. Additionally, California law allows all low-income children under 19 years old, regardless of immigration status, to enroll in Medi-Cal at any time in the year. Families can apply in person at their local county human services office, over the phone, online, with a mail-in application, or at a local health center. For more information about Medi-Cal enrollment, visit www.health4allkids.org.

Concussion and Head Injuries— (EC 49475) – A concussion is a brain injury that can be caused by a bump, blow, or jolt to the head, or by a blow to another part of the body with the force transmitted to the head. Even though most concussions are mild, all concussions are potentially serious and may result in complications including prolonged brain damage and death if not recognized and managed properly. A school district that elects to offer athletic programs must immediately remove from a school-sponsored athletic activity for the remainder of the day an athlete who is suspected of sustaining a concussion or head injury during that activity. The athlete may not return to that activity until he or she is evaluated by, and receives written clearance from, a licensed health care provider. If the licensed health care provider determines the athlete has a concussion or head injury, the athlete shall also complete a graduated return-to-play protocol of no less than 7 days in duration under the supervision of a licensed health care provider. On a yearly basis, a concussion and head injury information sheet must be signed and returned by the athlete and athlete's parent or guardian before the athlete's initiating practice or competition. This requirement does not apply to an athlete engaging in an athletic activity during the regular school day or as part of a physical education course.

Sudden Cardiac Arrest – (EC 33479 et seq.) – Sudden cardiac arrest (SCA) is when the heart stops beating, suddenly and unexpectedly. When this happens, blood stops flowing to the brain and other vital organs. SCA is not a heart attack; it is a malfunction in the heart's electrical system, causing the victim to collapse. The malfunction is caused by a congenital or genetic defect in the heart's structure. SCA is more likely to occur during exercise or sports activity, so athletes are at greater risk. These symptoms can be unclear and confusing in athletes. Often people confuse these

warning signs with physical exhaustion. If not properly treated within minutes, SCA is fatal in 92 percent of cases. In a school district, charter school, or private school that elects to conduct athletic activities, the athletic director, coach, athletic trainer, or authorized person must remove from participation a pupil who passes out or faints, or who is known to have passed out or fainted while participating in or immediately following an athletic activity. A pupil who exhibits any of the other symptoms of SCA during an athletic activity may be removed from participation if the athletic trainer or authorized person reasonably believes that the symptoms are cardiac related. A pupil who is removed from play may not return to that activity until he or she is evaluated by, and receives written clearance from, a physician or surgeon. On a yearly basis, an acknowledgement of receipt and review of information regarding SCA must be signed and returned by the pupil and the pupil's parent or legal guardian before a pupil participates in specific types of athletic activities which generally does not apply to those conducted during the regular schoolday or as part of a physical education course.

Lactating Pupils – (EC 222)

Lactating pupils are allowed reasonable time to accommodate the need to express breast-milk in a private and secure room without academic penalty, and access to a power source and a place to safely store expressed milk. A student may make a complaint to the California Department of Education, via the following website, if still not accommodated, according to the law, after filing a complaint: <http://www.cde.ca.gov/re/cp/uc/>

CURRICULUM AND PERSONAL BELIEFS

Educational Equity: Immigration and Citizenship Status - (EC 200, 220, and 234.1 adding Article 5.7 to EC 234.7)

All persons in public schools, regardless of their Immigration status, disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or any other specified characteristic, are to be afforded equal rights and opportunities in the schools, and are not to be discriminated against on the basis of these specific characteristics in any program or activity conducted by the school that receives or benefits from state financial assistance or enrolls students who receive state financial aid. School officials are prohibited from collecting information or documents regarding citizenship or immigration status of students or their family members. Schools are to adopt a policy that prohibits and adopt a process for receiving and investigating complaints of discrimination, harassment, intimidation, and bullying based on those actual or perceived specified characteristics. The superintendent of a school district or county office of education and principal of a charter school are to report to the governing board of local educational agency in a timely manner any requests for information or access to the school site by an officer or employee or a law enforcement agency for the purpose of enforcing the immigration laws in a manner that ensures the confidentiality and privacy of any potentially identifying information. Schools are encouraged, when an employee is aware that a student's parent or guardian is not available to care for the student, to work with parents or guardians to update the emergency contact information and not to contact Child Protective Services to arrange for the student's care unless the school is able to arrange for care through the use of emergency contact information or instructions provided by the student's parent or guardian. Governing boards or schools are to provide information to parents and guardians as appropriate, regarding their children's right to a free public education, regardless of immigration status or religious beliefs. Schools and school districts will adopt by July 1, 2018 model policies created by the California Attorney General, limiting immigration enforcement at public schools ensuring that public schools remains safe and accessible regardless of immigration status.

Sexual Health and HIV/AIDS Prevention Education, Parent/Guardian Notification-- (EC 231.5, 51938)

The purpose of the California Comprehensive Sexual Health and HIV/AIDS Prevention Education Act (EC 51930 through 51939) is to provide every pupil with the knowledge and skills necessary to protect their sexual and reproductive health from unintended pregnancy and sexually transmitted diseases.

The California Healthy Youth Act requires school districts to provide pupils with integrated, comprehensive, accurate, and unbiased sexual health and HIV prevention education at least once in middle school and once in high school. It is intended to ensure that pupils in grades 7 -12 are provided with the knowledge and skills necessary to: 1) protect their sexual and reproductive health from HIV, other sexually transmitted infections, and unintended pregnancy; 2) develop healthy attitudes concerning adolescent growth and development, body image, gender, sexual orientation, relationships, marriage, and family; and 3) have healthy, positive, and safe relationships and behaviors. It also promotes understanding of sexuality as a normal part of human development.

Parents or legal guardians have the right to:

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

The District may administer to pupils in grades 7 through 12 anonymous, voluntary, and confidential research and evaluation tools to measure pupils' health behavior and risks, including tests, questionnaires, and surveys, containing age-appropriate questions about their attitudes or practices relating to sex. Parents or legal guardians will be notified in writing about the administration of, the right to review, and the right to excuse their child from any test, questionnaire or survey.

English Learners Identification Notice – (EC 313.2)

Parents are to be notified by schools that in addition to the child's English proficiency status, for which they are notified using the English Language Proficiency for Assessment for California (ELPAC), and they are to be notified that their child is a "Long-term English Learner" or is an "English learner at-risk of becoming a Long-term English Learner."

English Immersion Program – (EC 310; 5 CCR 11309)

Students who are English learners shall be educated through "sheltered English immersion" or "structured English immersion," as defined in law and administrative regulation, during a temporary transition period not normally intended to exceed one year. Nearly all of the classroom instruction in the district's structured English immersion program shall be in English, but with the curriculum and presentation designed for students who are learning the language. At the beginning of the school year, parents/guardians shall be informed of the placement of their child in a structured English immersion program and shall be notified of an opportunity to apply for a parental exception waiver.

Harmful or Destructive Use of Animals—(EC 32255-32255.6; BP 5245.8) - Any student with a moral objection to dissecting or otherwise harming or destroying an animal, or any part thereof, must inform his or her teacher of the objection. Objections must be substantiated by a note from the pupil's parent or guardian.

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

Surveys – (EC 51513 and 51514) - Anonymous, voluntary, and confidential research and evaluation tools to measure students' health behaviors and risks, including tests, questionnaires, and surveys containing age appropriate questions about the student's attitudes and practice relating to sex, family life, morality, and religion may be administered to any student if the parent or guardian is notified in writing that 1) this test, questionnaire, or survey is to be administered, 2) the student's parent is given the opportunity to review the test, questionnaire, or survey and 3) the parent consents in writing. Questions pertaining to the sexual orientation and gender identity of a student shall not be removed from a survey that already includes them.

California Healthy Kids Survey (CHKS) – The California Healthy Kids Survey, a comprehensive risk and resilience student survey, offers schools an important tool to help improve the school environment and student achievement. It provides data to assess and monitor the health-risk and problem behaviors of the student population as a whole in Glendora. Typically, the survey is administered biennially in October to fifth, seventh, ninth and eleventh grade students; however due to limited funding, only students from the alternative site will participate. Parents of fifth graders must

complete an active consent form located at each elementary school site, whereas parents of seventh, ninth and eleventh grade students must complete the NO CONSENT form located at each secondary school site if they DO NOT WANT THEIR CHILD TO PARTICIPATE IN THE SURVEY. Both consent forms may also be printed from the district website: www.glendora.k12.ca.us.

SCHOOL RECORDS AND STUDENT ACHIEVEMENT

Curriculum Prospectus—(EC 49063, 49091.14) - Each school will compile annually a prospectus of the curriculum including titles, descriptions and instructional aims of every course offered by the school. Prospectus will be reproduced and made available, upon request by parent or guardian, for inspection.

Homeless Youth Education -- (42 USC 11432)

The McKinney-Vento Homeless Assistance Act for Homeless Children and Youth entitles all homeless school-aged children to the same free and appropriate public education that is provided to non-homeless students.

A homeless student is defined as a person between the ages of birth (Early head Start and Head Start Programs) and twenty-two (special education students) who lacks a *fixed, regular, and adequate* nighttime residence and may temporarily::

- Live in an emergency or transitional shelter; abandoned building, parked car, or other facility not designed as a regular sleeping accommodation for human beings;
- Live “doubled-up” with another family, due to loss of housing stemming from financial problems (e.g., loss of job, eviction or natural disaster);
- Live in a hotel or motel;
- Live in a trailer park or campsite with their family;
- Have been abandoned at a hospital;
- Be awaiting foster placement in limited circumstances;
- Reside in a home for school-aged, unwed mothers or migrant youth that qualifies as homeless because he/she is living in circumstances described above.

A homeless student has the right to attend either the school of origin (the school that the student was last enrolled or attended when housed) or the current school of residence. If a dispute arises over school selection or enrollment, the parent/guardian has the right to dispute the school's decision by contacting the homeless liaison, the Director of Student Services at (626) 963-1611 Ext. 329.

The law requires the immediate enrollment of homeless students, which is defined as “attending class and participating fully in school activities”. Schools cannot delay or prevent the enrollment of a student due to the lack of school or immunization records. It is the responsibility of the District homeless liaison to refer parents to all programs and services for which the student is eligible. Referrals may include, but is not limited to: free nutrition, special education services, tutoring, English Language Learners program, Gifted and Talented Education program, preschool, before and after school services or any other program offered by the school or District. The District shall ensure that transportation is provided, at the request of the parent/guardian/unaccompanied homeless youth, to and from the school of origin, if feasible.

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

Promotion and Retention of Students – (EC 48070.5)

The Governing Board of Glendora Unified School District expects students to progress through each grade within one school year. To accomplish this goal, instruction should accommodate the varying growth patterns of individual students and include strategies for addressing academic deficiencies when needed. Students shall progress through the grade levels by demonstrating growth in learning and by meeting grade-level standards of expected student achievement. Progress toward high school graduation shall be based on the student's ability to pass the subjects and electives necessary to earn the required number of credits. The students must also meet the minimum proficiency requirements set by the Board of Education. When high academic achievement is evident, the Superintendent or designee may recommend a student for acceleration into a higher-grade level. The student's social and emotional growth shall be taken into consideration in making a determination to accelerate a student.

Both research and experience demonstrate that neither social promotion nor retention is often effective. Therefore, policies and practices regarding instruction will emphasize prevention of retention, with a focus on early intervention with those students who are deemed to be at risk of retention. As early as practicable in the school year and in the student's school career, the teacher shall identify students who are at risk of being retained, or who should be retained, in accordance with law, Board policy, and administrative regulation as follows: Students shall be identified on the basis of grades, assessment results on the state's Standardized Testing and Reporting program, and other assessments and contributing factors as deemed appropriate.

When a student is identified as being at risk of retention, the teacher, with the assistance of an Intervention Support Team, shall develop a remedial instructional plan to assist the student in overcoming his/her academic deficiencies. Should a student be retained, the teacher, with the help of an Intervention Support Team, shall develop an individual intensive intervention plan of instruction. Intervention plans may include, but not be limited to, differentiated classroom instruction, and such supplemental instruction as tutorial programs, after-school programs, and summer school programs. *(BP and AR 5123) Adopted 11/12/13*

Advanced Placement Examination Fee--(EC 48980, 52240, 52244)

Eligible high school students may receive financial assistance to cover the costs of the advanced placement examination fees. Please contact Glendora High School for information.

California High School Proficiency Exam—(5CCR 11523) – The California High School Proficiency Exam (CHSPE) is a voluntary test that assesses proficiency in basic reading, writing, and mathematics skills taught in public schools. Eligible pupils who pass the CHSPE and are awarded a Certificate of Proficiency may, with verified approval from the parent or legal guardian, leave high school early. The Certificate of Proficiency is equivalent to a high school diploma; however, it is not equivalent to completing all course work required for regular graduation from high school. Pupils planning to continue his or her studies in a college or university should contact the admissions office of the institution to find out if the Certificate of Proficiency will meet admissions requirements.

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

The Elementary and Secondary Education Act (ESEA, formerly NCLB)

This law states that parents of children in Title 1 schools may request information on the professional qualifications of their children's teachers and any paraprofessionals working with their children. The law also requires that parents must be notified if their children have been taught for four or more consecutive weeks by a teacher who is not highly qualified.

Coursework and Graduation Requirements: Children of Military Families—(EC 51225.1 and 51225.2) – If you are a military family, your child may qualify to be exempted from local graduation coursework requirements that are beyond the California state requirements. Please make an appointment with the school counselor to review your child's options for graduation. All coursework that was completed at another school outside of the Glendora Unified School District will be issued full or partial credit. You may reach the Glendora High School counselor office at (626) 963-5731.

Foster Youth, Homeless, and Former Juvenile Court Student Exemption from Local Graduation Requirements—(EC 48853, 49069, and 51225.2) – Foster and homeless youth are allowed educational rights, such as : immediate enrollment, remain in school of origin, enrollment in local comprehensive school, partial credits, graduation with state minimum requirements with possible fifth year/exemption from local graduation requirements, and access to academic resources, services and extracurricular activities. A local educational agency must provide a remedy to the affected pupil following the Uniform Complaint Procedures, including information regarding exemption from local graduation requirements, if educational rights are not allowed at the public high school.

Safe Place to Learn Act— (EC 234 and 234.1; BP 0410) – The Glendora Unified School District is committed to maintaining a learning environment that is free from discrimination, harassment, violence, intimidation, and bullying based on actual or perceived characteristics set forth in Section 422.55 of the Penal Code and EC 220, and disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or association with a person or group with one or more of these actual or perceived characteristics. All school personnel who witness an act of

discrimination, harassment, intimidation, or bullying must take immediate steps to intervene when safe to do so. Any student who engages in acts of discrimination, harassment, violence, intimidation, or bullying related to school activity or school attendance occurring with a School of the School District may be subject to disciplinary action up to and including expulsion. To report an incidence and/or to receive a copy of the district's antidiscrimination, antiharassment, anti-intimidation, and antibullying policies, please contact the Assistant Superintendent of Education Services, 626-963-1611 Ext. 322..

Pupil Records - (EC 49063 49069; 34 CFR 99.7, 20 USC 1232g) – A cumulative record, whether recorded by handwriting, print, tapes, film, microfilm or other means, must be maintained on the history of a pupil's development and educational progress. The District will protect the privacy of such records. Parents/guardians have the right to 1) inspect and review the student's educational record maintained by the school, 2) request that a school correct records which they believe to be inaccurate or misleading, and 3) have some control over the disclosure of information from educational records. School officials with legitimate educational interests may access student records without parental consent as long as the official needs to review the records in order to fulfill his/her professional responsibility. Upon request from officials of another school district in which a student seeks or intends to enroll, the District shall disclose educational records without parental consent. Parents' request to access their student's educational records must be submitted in a written form.

Parents' request to access their student's educational records must be submitted in a written form to Glendora Unified's Educational Services and the school will have five (5) business days from the day of receipt of the request to provide access to the records.

Any challenge to school records must be submitted in writing to the Director of Student Services. A parent challenging school records must show that the records are 1) inaccurate, 2) an unsubstantial personal conclusion or inference, 3) a conclusion or inference outside the observer's area of competence, 4) not based on the personal observation of a named person with the time and place of the observation noted, 5) misleading, or 6) in violation of the privacy or other rights of the student. Parents have the right to file a complaint with the United States Department of Education concerning an alleged failure by the District to comply with the provisions of the United States Family Educational Rights and Privacy Act (FERPA) by writing to: Family Policy compliance Office, U.S. Department of Education, 400 Maryland Ave., SW, Washington, D.C. 20202-4605.

Grounds for Withholding Grades, Diplomas, and Transcripts

The Board of Education may withhold the grades, diplomas, and/or transcripts of any pupil responsible for willfully cutting, defacing, or otherwise injuring the District's real or personal property or who has willfully not returned upon demand school property loaned to the pupil, until the pupil or the pupil's parent/ guardian has paid for the damages thereto. Withholding may occur after the pupil is afforded the due process rights provided herein for damages to property, including amounts paid as a reward by the District for identifying or apprehending the offender. (EC 48904; BP 5125.3)

On-Campus Visitors and Teacher Conferences--(EC 51101(a)(12))

To request a teacher conference or classroom visitation, please make an appointment by calling either the school office (elementary and middle schools) or the administration office (high school) at least 24 hours in advance. All parents and visitors are required to check into the school office before going to a classroom. We feel teaching time is important and undue interruptions interfere with both teachers and students.

UNIVERSITY ADMISSIONS

Cal Grant Program—(EC 69432.9) – A Cal Grant is money for college that does not have to be paid back. To qualify, a student must meet the eligibility and financial requirements as well as any minimum grade point average (GPA) requirements. Cal Grants can be used at any University of California, California State University or California Community College. Some independent and career colleges or technical schools in California also take Cal Grants.

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

automatically deemed a Cal Grant applicant will be provided to all students and their parents or guardians by January 1 of the students' 11th grade year.

A student may submit a Free Application for Federal Student Aid (FAFSA) as October 1, of their grade 12 year. Students may use earlier income information – commencing with the 2017- 2018 FAFSA, students will report income information from an earlier tax year. (For the 2017-18 FAFSA, students and parents as appropriate, will report their 2015 tax income information, rather than their 2016 income information.)

College and Career Technical Education – (EC 51229)

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

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

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

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

www.csumentor.edu – This extensive online site offers assistance to students and their families on the CSU system, including the ability to apply online, and links to all CSU campuses.

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

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

Talking with a Counselor – (EC 48980, 51229)

You may meet with a school counselor to choose courses at your school that will meet college admission requirements or enroll in career technical education courses, or both. High School Counselors are trained to help students prepare for college or career training. They take students through all the steps so nothing is missed including information about financial aid, requirements, and careers. Most counselors are available by appointment and will meet with students and their families.

NOTIFICATION TO PARENTS/GUARDIANS AND STUDENTS OF THEIR RIGHTS RELATING TO SCHOOL RECORDS

The California Education Code Sections 48980 and 48982 require that an annual notice be given to parents with regard to discipline procedures and parents' rights and responsibilities. Parents are encouraged to read the information below for the benefit of their student(s).

In compliance with the Family Educational Rights and Privacy Act of 1974, a parent/guardian may request to review individual school records concerning his or her student(s). A student who has attained the age of sixteen or completed 10th grade has limited rights regarding school records. The principal of the school is responsible for the maintenance of school records. Requests to review student records must be directed to the principal or to his or her designee. If the parent/guardian or adult student believes that the records contain information that is inaccurate, misleading, or inappropriate, a request to remove such information can be obtained through the principal of each school (Section 49063 and sections that follow).

Directory Information:

"Directory Information" includes one or more of the following items: student's name, address, telephone number, e-mail address, date of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent public or private school attended by the student. The District has determined that the following individuals, officials or organizations may receive directory information:

- ◆ Public/Private Schools
- ◆ Elected Officials
- ◆ News Media
- ◆ Military Recruiters
- ◆ Private Non-Profit Organizations
- ◆ PTA and Booster Clubs
- ◆ Personnel in the Course of Their Official Duties:
 - Potential Employers
 - Local and State Law Enforcement Agencies
- ◆ Local, State, and Federal Educational Agencies
 - Probation/Adoption Agencies

Directory information may be disclosed without prior consent from the parent or legal guardian unless, the parent or legal guardian submits a written notice to the school to deny access to his/her pupil's directory information. Directory information regarding a pupil identified as a homeless child or youth shall not be released unless a parent, or eligible pupil, has provided written consent that directory information may be released.

Social Security Numbers – (EC 49076.7)

Pupils and their parents or guardians should not be asked to provide their social security numbers or the last four digits of the social security numbers unless required by state or federal law. If a form is requesting that you provide a social security or the last four digits of the social security number for you and/or your child and it does not specify the state or federal law that requires this information, ask the school administrator for more information before providing it.

Release of Juvenile Information – (WIC 831)

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

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

Destruction of Records

Per Title V Regulations 616020-616030, student records of enrollment and scholarship are classified as permanent records and shall be retained indefinitely. Students' cumulative records are classified as continuing records and, if not transferred, will be maintained by the District until the student ceases to be enrolled. Cumulative records are retained for three years and are then destroyed.

Optional

**STUDENT OPT OUT FORM
RELEASE OF DIRECTORY INFORMATION**

Directory Information:

Access to pupil records is in accordance with *E.C. Section 49069 and 49073-49077*. The kind of information to which access is limited is that which is known as "directory information." The legal description of directory information is:

Student's name, address, telephone number, e-mail address, date of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, and date of attendance, degrees and awards received, the most recent previous school attended by the student and other similar information.

Before directory information is made available, the parent/guardian must be given an annual opportunity to specify that said information should not be made available (*Section 49073*). Therefore, **if you do not wish to permit the release of directory information to one or more of the persons or agencies specified on page 46, you should write a letter to the principal indicating those to whom said information is not to be made available.** The principal should have received the letter prior to the student's first day of attendance for the applicable school year or immediately following his or her entrance if enrollment is following the opening day of school.

This form should only be completed for those parents who do not wish to have their child's directory information released. This form must be completed each year if you choose not to have your child's directory information released.

(Optional—please return to the your child's school office or registrar)

NOTE: The opt out form must be completed each year.

School: _____ **Date:** _____

Student Name: _____ **Date of Birth:** _____

_____ (Parent initial) I request that this student's name, addresses, and telephone numbers not be released to one or more of the agencies listed in the above description. Please list the agencies you do not want the District to release your student's directory information (Be specific):

Signature of Student: _____

Signature of Parent or Guardian: _____

DUE PROCESS PROTECTIONS AND COMPLAINTS

The District is primarily responsible for compliance with state and federal laws and regulations and has procedures to address allegations of unlawful discrimination and complaints alleging violation of laws governing educational programs. Employees, students, parents or guardians, advisory committees, and other interested parties are advised how to file a complaint if they so desire.

Nondiscrimination on the Basis of Sex, Handicap, Race, Color, National Origin

The Glendora Unified School District is committed to providing a safe school environment where all individuals in education are afforded equal access and opportunities. The District's academic and other educational support programs, services and activities shall be free from discrimination, harassment, intimidation, and bullying of any individual based on the person's actual race, color, ancestry, national origin, ethnic group identification, age religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, or gender expression; the perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics. Specifically, state law prohibits discrimination on the basis of gender in enrollment, counseling, and the availability of physical education, athletic activities, and sports. Transgender students shall be permitted to participate in gender-segregated school programs and activities (e.g., athletic teams, sports competitions, and field trips) and to use facilities consistent with their gender identity. The District assures that lack of English language skills will not be a barrier to admission or participation in District programs. Complaints of unlawful discrimination, harassment, intimidation, or bullying are investigated through the Uniform Complaint Process. Such complaints must be filed no later than six months after knowledge of the alleged discrimination was first obtained.

Secure a complaint form at:

<http://glendorausd-ca.schoolloop.com/file/1288857890423/1346926602082/5139184646188727809.pdf>

Or for additional information, contact: Assistant Superintendent, Educational Services, 500 N. Loraine Ave., Glendora, CA 91741.

Complaints Concerning School Personnel

The Governing Board places trust in its employees and desires to support their actions in such a manner that employees are freed from unnecessary, spiteful or negative criticism and complaints.

The Board desires that complaints be resolved expeditiously without disrupting the educational process. Procedures to be followed in registering complaints against members of the certificated and classified bargaining units have been negotiated and are to be found in the negotiated agreements between the district and the Glendora Teachers Association (GTA) and the district and the California School Employees Association.

The Board prohibits retaliation against complainants. The Superintendent or designee at his/her discretion may keep a complainant's identity confidential except to the extent necessary to investigate the complaint. The district will not investigate anonymous complaints unless it so desires.

The Superintendent will develop regulations, which will permit the public to lodge criticism against all other staff members, which will assure a complete hearing, and which will protect the rights of the staff members, the district, and the public.

Any parent/guardian, or other person who unbraids, insults, or abuses any teacher or any other employee on school property or in the presence of students may be prosecuted by the district under provisions of law. School employees who are sued as a consequence of performing their assigned duties shall be provided full legal service unless they have violated district policies, regulations, or instructions.

*Board Policy 1312.1
Approved 11/12/13*

UNIFORM COMPLAINT PROCEDURES

The Governing Board recognizes that the District is responsible for complying with applicable state and federal laws and regulations governing educational programs.

The Uniform Complaint Procedures apply to the filing, investigation, and resolution of complaints regarding alleged: 1) failure to comply with federal or state law or regulations governing adult education, consolidated categorical aid programs,

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

A complaint must be filed no later than six months from the date the complainant first obtains knowledge of the concern. These uniform procedures require the complainant to submit a written complaint to the Assistant Superintendent of Educational Services, who will coordinate an investigation and response within 60 days of receipt of the written complaint, unless the complainant agrees in writing to extend the time line. If the district finds merit in a complaint, the district shall provide a remedy to all affected pupils, parents/guardians.

A complainant may appeal the District's decision to the California Department of Education (CDE) by filing a written appeal within 15 calendar days after receiving the District's decision. The CDE may directly intervene in the complaint without waiting for action by the district when one of the conditions listed in Section 4650 of Title 5 of the California Code of Regulations exists; including cases in which the district has not taken action within 60 calendar days of the date the complaint was filed with the district. If a District is found to have violated a state or federal law and/or regulation, and the District does not take corrective action to comply, then various civil remedies may be available. Contact the Assistant Superintendent of Educational Services at 626-963-1611 Ext. 322 for additional information or assistance.

The Board encourages the early, informal resolution of complaints at the site level whenever possible.

The Board acknowledges and respects every individual's right to privacy. Discrimination complaints shall be investigated in a manner that protects the confidentiality of the parties and the facts. This includes keeping the identity of the complainant confidential except to the extent necessary to carry out the investigation or proceedings, as determined by the Superintendent or designee on a case-by-case basis.

The Board prohibits retaliation in any form for participating in complaint procedures, including but not limited to, the filling of a complaint or the reporting of instances of discrimination. Such participation shall not in any way affect the status, grades, or work assignments of the complainant.

The Board recognizes that a neutral mediator can often suggest a compromise that is agreeable to all parties in a dispute. In accordance with uniform complaint procedures, whenever all parties to a complaint agree to try resolving their problem through mediation, the Superintendent or designee shall initiate mediation. The Superintendent or designee shall ensure that mediation results are consistent with state and federal laws and regulations.

You may find the California Department of Education website at: <http://222.cde.ca.gov/re/cp/uc>

Williams Complaint Policy & Procedure—(EC 35186)

Every school must provide sufficient textbooks and instructional materials. Every student, including English Learners, must have textbooks or instructional materials, or both, to use at home or after school. School facilities must be clean, safe, and maintained in good repair. There should be no teacher vacancies or misassignments. If a school is found to have deficiencies in these areas, and the school does not take corrective action, then a complaint form may be obtained

on the District website at www.glendora.k12.ca.us or at Educational Services, Glendora Unified School District, 500 N. Loraine Avenue, Glendora, CA 91741. Parents, students, teachers or any member of the public may submit a complaint regarding these issues. However, it is highly encouraged that individuals express their concerns to the school principal before completing the complaint forms to allow the school to respond to these concerns.

Reports

The Superintendent or designee shall report summarized data on the nature and resolution of all complaints on a quarterly basis to the Board and the County Superintendent of Schools. The report shall include the number of complaints by general subject area with the number of resolved and unresolved complaints. These summaries shall be publicly reported on a quarterly basis at a regularly scheduled Board meeting.

Forms and Notices

The Superintendent or designee shall ensure that the District's complaint form contains a space to indicate whether the complainant desires a response to his/her complaint and specifies the location for filing a complaint. A complainant may add as much text to explain the complaint as he/she wishes.

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

Notice of Non-Discrimination

The Glendora Unified School District does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. This notice is provided as required by Title IX of the Education Amendments of 1972 and other state or federal regulations. The following personnel have been designated to handle inquiries regarding the non-discrimination policies and the application of Title IX: Assistant Superintendent Educational Services (lead), Assistant Superintendent, Personnel, or Director of Student Services at (626) 963-1611, 500 N. Loraine Avenue, Glendora, CA 91741. For further information on Title IX or the notice of non-discrimination, visit the website of the U.S. Department of Education, Office for Civil Rights at <http://wdcrobcolp01.ed.gov/CFAPPS/OCR/contactus.cfm> for the address and phone number of the office that serves your area, or call 1-800-421-3481.

Sex Equity: Title IX Notifications – (EC 221.61)

Title IX of the Education Amendments of 1972 is one of several federal and state anti-discrimination laws that ensure equality in educational programs and activities that receive federal funding. Specifically, Title IX protects male and female pupils and employees, as well as transgender pupils and pupils who do not conform to sex stereotypes, against discrimination based on sex, including sexual harassment. California law also prohibits discrimination based on gender, gender expression, gender identity, and sexual orientation. Under Title IX, pupils may not be discriminated against based on their parental, family, or marital status, and pregnant and parenting pupils may not be excluded from participating in any education program, including extracurricular activities, for which they qualify. For more information about Title IX, or how to file a complaint of noncompliance with Title IX, contact the Title IX coordinator for Glendora Unified School District at 626 963-1611 Ext. 329 and/or visit https://docs.wixstatic.com/ugd/2e05a3_3edb9f1fff6c40bf880c2f63f2fd8db5.pdf.

SEXUAL HARASSMENT

Written Policy of Sexual Harassment—(EC 231.5; 48980(g)) – The Glendora Unified School District is committed to maintaining a learning and working environment that is free from sexual harassment. Any student who engages in sexual harassment of anyone in or from the district may be subject to disciplinary action up to and including expulsion. Any employee who permits, engages in, or fails to report sexual harassment shall be subject to disciplinary action up to and including dismissal. The Board expects students or staff to immediately report incidents of sexual harassment to the principal or designee or to another district administrator. The District prohibits retaliatory behavior against any complainant or any participant in the complaint process. Each complaint of sexual harassment shall be promptly investigated in a way that respects the privacy of all parties concerned. For a copy of the District's sexual harassment policy or to report incidences of sexual harassment, please contact the Assistant Superintendent of Ed. Services at 626-963-1611 Ext. 322.

Any student who feels that he or she is the subject of student sexual harassment should immediately contact the principal at his/her school. Likewise, any staff member or parent of a student who believes that a student has been subjected to student sexual harassment should immediately report the harassment to the principal. If a situation involving peer sexual harassment is not promptly remedied by the principal, a complaint of sexual harassment can be filed in accordance with AR 5145.7, Peer Sexual Harassment Complaint Procedure section.

The District prohibits retaliatory behavior against any student who complains of sexual harassment or anyone who participates in the investigation of a sexual harassment complaint. The District shall promptly and equitably investigate and resolve each complaint of sexual harassment in a way which respects the privacy of all parties concerned.

A copy of the district's sexual harassment policy 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 near each school principal's office.
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 or District's comprehensive rules, regulations, procedures and standards of conduct.

Sexual Harassment

(Prohibited by Law and by Glendora Unified School District's Board Policy 5145.7)

Prohibited sexual harassment includes but is not limited to, unwelcome sexual advances, requests for sexual favors, and other verbal, visual or physical conduct of a sexual nature when: (EC 231.5)

1. Submission to the conduct is explicitly or implicitly made a term or condition of an individual's employment, academic status or progress.
2. Submission to or rejection of the conduct by an individual is used as the basis for academic or employment decisions affecting the individual.
3. The conduct has the purpose or effect of having a negative impact on the individual's academic or work performance, or of creating an intimidating, hostile or offensive educational or work environment.
4. Submission to or rejection of the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through the school.

Other types of conduct which are prohibited in the district and which may constitute sexual harassment include:

- a) Unwelcome leering, sexual flirtations or propositions.
- b) Unwelcome sexual slurs, epithets, threats, verbal abuse, derogatory comments or sexually degrading descriptions.
- c) Graphic verbal comments about an individual's body, or overly personal conversation.
- d) Sexual jokes, stories, drawings, pictures, or gestures.
- e) Spreading sexual rumors.
- f) Teasing or sexual remarks about students enrolled in a predominantly single-sex class.
- g) Touching an individual's body or clothes in a sexual way.
- h) Purposefully limiting a student's access to educational tools.
- i) Cornering or blocking of normal movements.
- j) Displaying sexually suggestive objects in the educational environment.
- k) Any act of retaliation against an individual who reports a violation of the district's sexual harassment policy or who participates in the investigation of a sexual harassment complaint.

Sexual Harassment Complaint Procedure

1. If a staff member, student or parent of a student believes that an incident of peer sexual harassment has occurred, the harassment should be reported to the school principal. The report of harassment should be made no later than six months from the date when the alleged sexual harassment occurred, or when the student allegedly harassed first obtained knowledge of the facts of the harassment.
2. An informal investigation shall be conducted by the principal. (Note: It is not appropriate for the student complaining of the sexual harassment to be required to work out the problem directly with the student alleging to be harassing him/her and certainly not without appropriate involvement by the school.) The principal shall keep a record of the informal complaint and its resolution, if applicable.
3. If the complaint is not resolved informally, formal investigation shall be conducted by the principal. A student or parent of a student must file a written complaint of alleged sexual harassment for the formal investigation.
4. All persons involved in allegations of sexual harassment shall be notified when a complaint (informal or formal) is filed and when the complaint is resolved. All procedures must be resolved within sixty (60) calendar days of receiving a formal complaint.
5. The principal shall hold an investigative meeting within fifteen (15) calendar days of receiving the formal complaint. This meeting shall provide a chance for the student alleging the harassment and/or his parent/guardian or representative and the school's representative(s) to present information relevant to the complaint. To ensure that all pertinent facts are made available, the principal may ask other individuals to attend this meeting and provide additional information.
6. The student or parent of a student who alleges an incident of sexual harassment has the right to file a complaint with the U.S. Department of Education, Office of Civil Rights ((415) 556-7000) at any time during the school's investigation or up to 180 days after the occurrence of alleged sexual harassment.
7. Within 30 calendar days of receiving the formal written complaint, the principal shall prepare and send to the student alleging harassment (through his/her parent/guardian or representative) a written report of the school's investigation and decision, including:
 - a. The findings and disposition of the complaint, including steps to prevent the recurrence of any harassment and to correct its effects on the complainant and others;
 - b. The rationale for the above disposition;
 - c. Notice of the complainant's right to appeal the decision to the District Superintendent;
 - d. Notice of the right to file a complaint with the U.S. Department of Education, Office for Civil Rights.
8. If the student who alleged the harassment is not satisfied with the principal's decision, he/she (through his/her parent/guardian or representative) may appeal in writing to the Title IX Coordinator within fifteen (15) calendar days of receiving the principal's decision.
9. When appealing to the Title IX Coordinator, the complainant must specify the reason(s) for appealing, and must include a copy of their original written complaint. The Title IX Coordinator's decision shall be sent to the complainant within sixty (60) calendar days of the District initially receiving the written formal complaint or within an extended time period that has been specified in a written agreement with complainant's parent/guardian or representative.
10. The Director of Student Services is the Title IX Co-coordinator for student-to-student sexual harassment and is designated by the District to receive and process complaints under this process. The Assistant Superintendent of Human Resources is the Title IX Co-coordinator for any student sexual harassment complaints involving employees of the District.

EQUAL OPPORTUNITIES IN EDUCATION AND EMPLOYMENT

Background

Today more and more people are reexamining the policies and practices of society and schools in terms of whether they provide equal opportunities for the sexes.

Deep-seated traditions in culture have sometimes led to subtle, and often unconscious, sex discrimination practices that limit opportunities for the development of an individual's potential. Equality of opportunity for both sexes in all programs and practices is a fundamental goal of the Glendora Unified School District.

Federal regulations implementing Title IX of the Education Amendments of 1972 require equality of opportunity in educational programs and employment practices in schools throughout the United States.

For students, this means the educational programs and activities must be free from policies and practices which discriminate on the basis of gender. All of our schools have been asked to examine their current practices on class assignment, instruction, athletic programs, and other areas. They have been asked to eliminate practices that would discriminate on the basis of gender. Parents who have concerns about possible school practices that would discriminate or tend to discriminate against a student because of his or her sex are asked to call the Assistant Superintendent of Personnel at (626) 963-1611 Ext. 300.

For present and future employees, this means that all employment practices must be free from sex discrimination. The personnel practices in all district departments have been carefully reviewed to ensure equal treatment for all employees. Plans for eliminating discriminatory practices, if any are found to exist, will be reviewed by the district.

A policy and a procedure have been approved by the Board of Education that give students, parents, and employees, a method of filing complaints in cases of alleged sex discrimination.

Impact on School Programs

Listed are a few examples of how Title IX affects local schools:

1. All courses and activities (with the exception of sex education and specific contact sports) must be open to either sex.
2. Classes, including physical education, are to be conducted on a coeducational basis whenever possible.
3. Students are to be encouraged to pursue courses or vocations that interests them regardless of previous "male" or "female" association.
4. Sex stereotyping is to be avoided when communicating with students, e.g. firefighter rather than fireman, or mail carrier, rather than mailman.
5. Courses and activities, traditionally associated with students of one sex are to be modified to accommodate interests of both sexes.
6. Grouping of students (classroom, eating area, cafeteria, and bus) is not to be based on gender.
7. Equal opportunities for participation in interscholastic athletics are to be provided for the application of sexes.
8. Required courses are to apply equally to both sexes.
9. Honors, awards, and other forms of recognition are to be available to all students on an equitable basis.

10. Information or Complaints

Students, parents, employees, applicants, or concerned groups are encouraged to assist the schools in efforts to eliminate sex discrimination from all educational programs and personnel practices.

Those who desire more information or wish to file a complaint regarding the implementation of Title IX should use the following procedures:

In the area of education programs, communicate informally with the school personnel immediately involved. If necessary, file a written complaint with the administrator in charge who must reply within five (5) working days of receipt. He or she may be contacted at Glendora Unified School District, telephone: (626) 963-1611. A decision will be made and communicated to the party with the complaint within ten (10) working days. All complaints may be appealed to the superintendent whose decision is final for the district.

You are encouraged to resolve all complaints of discrimination through the district's complaint procedures. However, you should be aware that you may file a complaint of discrimination on the basis of age, sex, color, race, national origin, or

handicap with the Office for Civil Rights, U.S. Education Department, 1275 Market Street, 14th Floor, San Francisco, California, 94103. This right is independent of any of the district's internal procedures for resolving complaints. For further information contact: Assistant Superintendent of Educational Services at 626-963-1611 Ext. 322. The complaint may be addressed by the Assistant Superintendent of Educational Services, Assistant Superintendent of Personnel, or the Title IX Coordinator, Director of Student Services, dependent upon the complaint. The Glendora Unified School District is an affirmative action and equal opportunity employer. The district does not discriminate on the basis of race, color, national origin, sex or handicap.

INFORMATION FOR ELEMENTARY & MIDDLE SCHOOLS

Physical Education – (EC 51210(g)) – Physical education, with emphasis upon the physical activities for the pupils that may be conducive to health and vigor of body and mind, for a total period of time of not less than 200 minutes each 10 schooldays, exclusive of recesses and the lunch period. Parents or guardians that have questions regarding physical education should first contact their child's teacher or principal. If parents' questions or concerns are not addressed they may contact the Assistant Superintendent, Educational Services, 500 N. Loraine Avenue, Glendora, CA 91741. Parents may utilize the uniform complaint form regarding a complaint related to the number of physical education minutes provided to their child. You may secure a complaint form at: <http://glendorausd-ca.schoolloop.com/file/1288857890423/1346926602082/5139184646188727809.pdf>

Class Assignments

Your student's teacher assignment will be made available through the parent portal on August 15th, after 5:00pm, ONLY after you have completed the Data Confirmation Process. Information regarding the assignments will not be available before that time.

Class schedules for Sandburg and Goddard Middle Schools will be available on Thursday, August 10, 2017.

Get Acquainted Coffee

The PTAs will host their annual "Get Acquainted Coffee" during the first week of school. The date and time will be posted at the school. All parents are encouraged to become active participants.

Personal Items

All sweaters, jackets, and personal items should be labeled with the student's name. Items brought to school are the responsibility of the student. Students must have the teacher's permission before bringing any items to school, other than those of a personal nature. Children should wear clothing appropriate for active play. Slick soles, thongs, and dress shoes are dangerous for playground wear. Electronic items such as iPods and/or CD players are prohibited and will be confiscated.

Bicycles, Skateboards, Roller Blades, Scooters

Students in grades K-5 are not permitted to bring skateboards or roller blades to school. Students in grades 3 through 5 may ride bicycles or scooters to school as long as they obey the school's rules of safety. Students in grades 3 through 8 **MAY NOT** ride bicycles or scooters on the school grounds, on sidewalks in front of the school, or in the corridors. All bicycles and scooters **MUST** be walked from the driveways to the bike racks and **LOCKED** to the rack. Bicycles and scooters brought to school are the responsibility of the student. If these rules are broken, the privilege of riding a bicycle and/or scooter to and from school will be revoked. The secondary schools have specific regulations for their site. All students must abide by those rules.

Schoolbus Safety – (EC 39831.5)

Prior to departure on a school activity trip, all pupils riding on a school bus or school activity bus shall receive safety instruction that includes, but is not limited to, location of emergency exits, and location and use of emergency equipment. Instruction also may include responsibilities of passengers seated next to an emergency exit.

Fingerprinting Program—(EC 48980(f)) -- Each school district that elects to provide a fingerprinting program pursuant to Article 10 (commencing with Section 32390) of Chapter 3 of Part 19 of Division 1 of Title 1 shall inform parents or guardians of the program as specified in Section 32390.

EXTENDED SERVICES

Preschool

The Glendora Unified School District operates a preschool program for children ages 2 through 5 who are completely toilet-trained. It focuses on activities that are developmentally appropriate and prepares children for academic success. The program is supported by the parents of the children who participate.

School Age Care

The District operates before- and after-school extended learning centers at all five elementary schools. The centers are open on school days from 7:00 a.m. until 6:00 p.m. during the hours that the school is not in session. Fees are \$16 per day for the first child and \$15 per day for each additional child in the same family. Part-time care will be available; it is a minimum of three days per week, \$18 per day. Homework assistance is provided.

Youth Activity Centers

The District operates before- and after-school youth activity centers at Goddard Middle School, and at La Fetra Elementary School for Sandburg Middle School students. Homework assistance is provided. The centers are open on school days at 7:00 a.m. until 6:00 p.m. during the hours that school is not in session. Fees are \$6 per morning, \$13 per afternoon (applicable at the middle schools only) or \$16 per day for before- and after-school. Part-time care is available with a minimum of 3 days per week. The cost for part-time care is \$18 per day or \$7 for mornings only and \$15 for afternoons only.

Before and After School Programs – (EC 8482.6, 8483(e), 8483.1(e), and 8483.95) Students who are identified as homeless or foster children have a right to receive priority enrollment. To request priority enrollment, please contact the Director of Student Services (District Homeless and Foster Youth Liaison) at 626-963-1611 Ext. 329. No current participant in a before or after school program shall be disenrolled in order to allow enrollment of a student with priority enrollment.

Full Day Camps

Fall, Winter, Spring, and Summer Day Camp fees are \$150 per week. Registration is required.

Applications are available at Williams School, Child Development Office, located at 301 South Loraine Avenue. For additional information, call the Director or Technician, Karen Perez, at (626) 852-4586.

IMPORTANT INFORMATION

Civility on School Grounds—(CC 1708.9; EC 32210)

Any person who willfully disturbs any public school or any public school meeting is guilty of a misdemeanor, and shall be punished by a fine of not more than five hundred dollars (\$500).

It is unlawful for any person, except a parent/guardian acting toward his/her minor child, to intentionally or to attempt to injure, intimidate, interfere by force, threat of force, physical obstruction, or nonviolent physical obstruction with any person attempting to enter or exit any public or private school grounds.

Canine Detection

Canines capable of detecting illegal substances and/or weapons shall be used randomly in the Glendora Unified School District.

Child Abuse and Neglect Reporting – (PC 11164 et seq.)

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

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

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

Child abuse does not include an injury caused by any force that is reasonable and necessary for a person employed by or engaged in a school:

1. To stop a disturbance threatening physical injury to people or damage to property;
2. For purposes of self-defense;
3. To obtain possession of weapons or other dangerous objects within control of a student;
4. To exercise the degree of control reasonably necessary to maintain order, protect property, protect the health and safety of pupils, and maintain proper and appropriate conditions conducive to learning.

Custody Issues

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

Electronic Listening or Recording Device –(EC 51512)

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

Electronic Nicotine Delivery Systems (e-cigarettes) – (BPC 22950.5)

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

Students using, in possession of, or offering, arranging or negotiating to sell ENDS can be subject to disciplinary action, particularly because ENDS are considered drug paraphernalia, as defined by 11014.5 of the Health and Safety Code. Section 308 of the Penal Code also states that every person under 18 years of age who purchases, receives or possesses any tobacco, cigarette, or cigarette papers, or any other preparation of tobacco, or any other instrument or paraphernalia that is designed for the smoking of tobacco, tobacco products, or any controlled substance shall, upon conviction, be punished by a fine of seventy-five dollars (\$75) or 30 hours of community service work.

Gun-Free School Zone Act – (PC 626.9, 30310)

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

Emergency Card Information

In the event of an emergency, it is extremely important that the schools have up-to-date information. Therefore, a new card must be completed each school year for every student.

Field Trip Authorization

All students going on field trips must have a Field Trip Authorization Form filled out and on file in the school office. When this form is received from the student's school, it must be completed and returned to the school secretary as soon as possible. A form must be completed for each school-age child in the family.

Foster Youth Educational Placement – (EC 48850 et. seq.)

Glendora Unified School District ensures pupils in foster care receive stable school placements which are in the best interests of the child, placement in the least restrictive educational programs, access to academic resources, services, and extracurricular and enrichment activities that are available to all pupils. In addition, pupils in foster care will receive full and partial credits coursework taken and will be provided meaningful opportunities to meet state pupil academic achievement standards.

Leaving School Grounds

Pupils who have an occasional need to leave the campus during the day should present a request signed by the parent or guardian indicating the time and date the student is to leave class. Such requests are good only for the specific date requested and at the elementary schools, parents/ guardians MUST come into the school office and sign the student out.

Megan's Law – (PC 290 et seq.)

Information about registered sex offenders in California can be found on the California Department of Justice's website, <http://meganslaw.ca.gov/>. The website also provides information on how to protect yourself and your family, facts about sex offenders, frequently asked questions, and sex offender registration requirements in California.

MTA Bus Pass Information

The Glendora Transportation Center sells MTA, Foothill Transit, and MTA/Foothill Transit joint monthly bus passes, Monday through Friday, 8:00 am to 5:00 pm. They are located at 410 East Dalton Avenue. Verification of Glendora residency is required for the purchase of some passes. For further information, please call (626) 914-8233. Inappropriate behavior while riding to and from school on public transportation will be cause for suspension/expulsion and revocation of bus pass.

Reporting to Parents

Student achievement in scholarship and citizenship shall be assessed and reported to parents and students at regular intervals. Teachers are encouraged to keep open lines of communication with parents and students between reporting periods. Parents and students shall be informed at a conference or by written report whenever a student is in danger of failing a course. The refusal of a parent to attend a conference or to respond to written notice shall not preclude failing the pupil at the end of the grading period.

School Safety Plan – (EC 32280 et seq.)

Natural and human-caused disasters affect everyone which is why it is important to be prepared at home, at school, at work, and in the community. Parents and guardians are encouraged to review the safety educational materials provided on the California Department of Education Webpage at <http://www.cde.ca.gov/ls/ss/cp/pupilsafetyeducmat.asp>. The materials are available in multiple languages and can be used to help families prepare for different types of emergencies and crisis.

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

School Smog Alerts

The District cooperates with the South Coast Air Quality Management District in calling school smog alerts when the ozone in the atmosphere reaches a pollutant standard index of 138. During the alerts in our area (Zone 9), students are restricted from excessive/ vigorous physical activity. Traffic abatement is a prime goal during smog alerts. We strongly encourage parents and students to avoid driving to and from school during smog alerts. Students should seek to share rides, ride the RTD, bicycle or walk.

Search of School Lockers

School lockers remain the property of the Glendora Unified School District even when assigned to students. The lockers are subject to search whenever the District finds a need to do so. The use of the school locker for other than school-related purposes is prohibited.

Suicide Prevention Policies – (EC 215)

Protecting the health and well-being of all students is of the utmost importance to Glendora Unified School District. The District has adopted a suicide prevention policy to assist in meeting our students' emotional and social needs. This policy addresses suicide indicators as well as steps to prevention through educating staff in the creation of an environment that promotes healthy mental, emotional, and social development in students. Suicide prevention instruction, under the direction of the District mental health team, has been incorporated into the health education curriculum in the secondary grades. Suicide prevention training for staff has been designed to help staff identify and respond to students at risk of suicide; and intervention procedures have been established, to ensure student safety.

Tobacco Free Facilities Policy –(HSC 104420, 104495)

The use of tobacco and nicotine products is prohibited on school or district grounds, buildings, and vehicles, and within 250 feet of a youth sports event. Tobacco product includes, but is not limited to, cigarettes, cigars, little cigars, chewing tobacco, pipe tobacco, snuff, or an electronic device, (e.g., electronic cigarette, cigar, pipe, or hookah) that delivers nicotine or other vaporized liquids. There shall be no exempt group such as community organizations using school facilities during non-school hours. (Board Policy 3513.3)

Video-Taping/Photographs

Throughout the school year some student events and classes may be videotaped and/ or photographed for later broadcast on the local cable channel or to be published in District publications and/or local newspapers. If you choose **not** to have your child videotaped for this purpose, please notify the school office in writing as soon as possible.

Asbestos Management Plan—(Code of Federal Regulations, Title 40 Section 763.93) – Under the Federal Asbestos Hazard Emergency Response Act, the Glendora Unified School District maintains and annually updates its management plan for asbestos-containing material in school buildings. For a copy of the asbestos management plan, please contact the Assistant Superintendent, Business Services.

ANNUAL NOTIFICATION OF PESTICIDE USE

Dear Parents/Guardians/Staff:

The application of pesticides can be an effective method of eliminating pests in our homes, schools, and businesses. The Glendora Unified School District employs the use of pesticides and herbicides on our campuses for pest control and vegetation management.

In accordance with the Healthy Schools Act of 2000, the Glendora Unified School District is committed to providing parents and guardians of students and our staff information regarding the application of pesticides and /or herbicides in our district.

Below is the list of pesticide/herbicide products we anticipate to be applied at the various Glendora Unified School District sites throughout the year.

<u>Name of Product</u>	<u>Active Ingredient</u>	<u>Application</u>
Talstar GC Granular	Bifenthrin	Ants/Fire Ants
CB-80 Extra	Pyrethrins	Ants/Roaches
ORTHO HOME DEFENSE	Bifenthrin	Ants/Spiders
Cynoff EC	Cypermethrin	Fire Ants/Roaches
SIEGE	Hydramethylnon	Fire Ants/Roaches
Maxforce Roach Control System	Hydramethylnon	Roaches/Fire Ants
Fumitoxin	Aluminum phosphide	Burrowing Rodents
Ground Squirrel Bait	Diphacinone	Ground Squirrels
Rodent Bait	Diphacinone	Ground Squirrels
Tim-bor Professional	Disodium Octaborate Tetrahydrate	Termites
Suspend SC	Deltamethrin	Ants/Roaches
Generation Mini-Blocks	Difethialone	Rodents
Roundup PRO	Glyphosate	Vegetation Management
Pendulum AquaCap	Pendimethalin	Vegetation Management
Pendulum WDG (powder form)	Pendimethalin, AC 92,553	Vegetation Management
Pendulum 3.3 EC (liquid form)	Pendimethalin, AC 92,553	Vegetation Management
Weed-Hoe	Monosodium Acid Methanearsonate	Vegetation Management
Barricade 65WG	Prodiamine	Vegetation Management

Spike 80W	Tebuthiuron	Vegetation Management
Riverdale MCPA-4 Amine	DMA Salt of MCPA	Vegetation Management
TRIMEC ENCORE (TRIMEC 959 Broadleaf Herbicide)	Dimethylamine Salt of 2-Methyl-4 Chlorophenoxyacetic Acid; Dimethylamine Salt of 2-(2-methyl-4-chlorophenoxy) propionic acid; Dimethylamine salt of dicamba: 3,5-dichloro-o-anisic acid	Vegetation Management
Spectracide	2, 4-D, dimethylamine Salt; Quinclorac; Dicamba, dimethylamine Salt; Sulfentrazone	Vegetation Management
Hot Shot Natural Ant & Roach Killer	Lemongrass oil; Carbon Dioxide	Ants/Roaches
TURFLON* Ester (Triclopyr)	Triclopyr [3, 5, 6-trichloro-2-pyridinyl-oxy-acetic acid, butoxy ethyl ester]; Kerosene	Vegetation Management
Weedone LV4 EC Broadleaf Herbicide	2,4-Dichlorophenoxyacetic Acid, isooctyl (2-ethylhexyl) ester; Petroleum distillates	Vegetation Management
Scotts TURF BUILDER WITH PLUS 2 WEED CONTROL 28-1-4	Urea; 2,4-D	Vegetation Management

We do not anticipate using any pesticide product that does not appear on the above list. If any product that does not appear on the above list is used, we will contact you 72 hours prior to application to inform you of its use. There may be emergency conditions that require application of pesticides. We will make every effort to notify you of such applications in the event of emergency conditions.

Parents/guardians/staff may register with the District if you wish to receive notification of individual pesticide applications. Registered persons will be able to obtain a copy of all pesticide products and expected use at the school facility during the year, and to receive notification of individual pesticide applications at the school at least 72 hours before the application, please contact the Director of Maintenance and Operations at 626-963-1611 ext. 321. The notice will identify the active ingredient(s) in each pesticide product, the intended date of application.

The Glendora Unified School District plans on using only those pesticide products approved by the United States Environmental Protection Agency. If you wish to obtain any further information regarding pesticides you may contact the California Department of Pesticide Regulation at www.cdpr.ca.gov.

-----Cut Along This Line-----

If you have any questions regarding this information please contact the Director of Maintenance and Operations, District Designee, Healthy Schools Act of 2000 at 626-963-1611 ext. 621 (*EC 17612, 18980.3*)

GLENDORA UNIFIED SCHOOL DISTRICT

Healthy Schools Act of 2000

REQUEST FOR NOTIFICATION

I'm requesting to be notified each time a pest management material is applied at the school/site where my child attends or I work.

Child's

Name/Employee: _____ School/Site: _____

Name of Parent/Guardian: _____ Contact Phone Number: _____

E-mail Address: _____

Signature: _____ Date: _____

Parent/Guardian/Employee (Please circle one)

PARKING ENFORCEMENT ON SCHOOL DISTRICT PROPERTY

Traffic and Parking Regulations

1. No person shall fail to obey any sign or signal erected or maintained to carry out these regulations pursuant to the California Vehicle Code.
2. The driver of a vehicle shall yield the right of way to a pedestrian crossing any roadway.
3. No driver approaching from the rear of a vehicle which is yielding the right of way to a pedestrian shall overtake or pass that vehicle.
4. No person shall drive any vehicle in willful, wanton, or reckless disregard for the safety of persons or property.
5. No person shall drive or ride a motor driven scooter, motorcycle, skateboard, inline skates, skates, or bicycle on any school sidewalk.
6. No person shall walk on a school road which is paralleled by a sidewalk.
7. No person shall drive or park a motor vehicle on any sidewalk, unpaved pathway, or on any lawn or landscaped area except emergency or maintenance vehicles.
8. No person shall drive his vehicle into school parking areas except by using roadways and drive lanes, and all vehicles must travel in the direction of directional arrows in the parking lot drive lanes.

Speed Regulations

No person shall drive a vehicle at a speed greater than is reasonable or prudent, but in no case greater than 15 mph on school property.

Parking Regulations

1. All vehicles shall be parked clearly within a designated parking stall and failure to do so will constitute illegal parking.
2. All vehicles shall be parked facing into diagonal parking stalls. Vehicles backed into or facing out of diagonal parking stalls are illegally parked.
3. No person shall stop, park, or leave standing any vehicle, whether attended or unattended, except when necessary to avoid conflict with other traffic or in compliance with the directive of an officer or official traffic control device, in any of the following places:
 - a. On a crosswalk.
 - b. In a designated fire lane.
 - c. On a sidewalk, lawn or landscaped area.
 - d. So as to obstruct the passageway, walkway, or doorway of any building.
 - e. Within 15 feet of a fire hydrant.
4. Painted curbs are an indication of restricted parking and the color denotes the type of parking allowed. The following color code is adopted:
 - a. RED ZONE – Indicates no stopping, standing or parking, whether the vehicle is attended or not.
 - b. YELLOW ZONE – Indicates an area for loading and unloading of vehicles and the parking of service vehicles.
 - c. GREEN ZONE – Parking is allowed.
 - d. BLUE ZONE – Indicates vehicle parking for handicapped persons in wheelchairs only. These vehicles must display a valid sticker on the lower right side corner of windshield.
5. No student, faculty, or staff member shall park in an area designated as visitor parking only.
6. No student or visitor shall park in any area designated as FACULTY or STAFF ONLY.
7. Bicycles shall be parked in designated bicycle parking areas.
8. Visitors shall park in designated visitor parking areas.
9. No overnight parking is allowed at all District sites, except at Glendora High School.

ABANDONED VEHICLES

No person shall abandon, or leave standing any vehicle on school district property for 72 or more consecutive hours. All such vehicles will be stored under authority of Section 22669 of the California Vehicle Code, or any successor thereto. (*Vehicle Code 21113*)

RELEASE OF MILITARY INFORMATION

Federal public law (20 United States Code, Section 7908 of the "No Child Left Behind" Act) requires that school districts receiving funds under the Elementary and Secondary Education Act provide military recruiters with access to student names, addresses, and telephone numbers, except when the parent or guardian requests that the information not be released. The "Opt Out" Form below should be completed and returned to your child's principal, if you do not wish this information to be made available to military recruiters.

STUDENT OPT OUT FORM

Regarding the RELEASE OF NAME, ADDRESS, and TELEPHONE NUMBER

(may be completed for students in their junior or senior year of high school)

Complete the form below and return to your school registrar.

NOTE: The opt out form applies from the date of completion to high school graduation.

School: _____ Date: _____

Student's Full Name: _____ Date of Birth: _____

_____ (Parent initial) I request that this student's name, addresses, and telephone numbers not be released to Armed Forces and Military Recruiters, or Military Schools.

Signature of Student: _____

Signature of Parent or Guardian: _____

For Office Use Only	
Date	
_____ Registrar	
_____ Entered in Aeries	
_____ Request filed in cumulative record	

Sign and Return to School Office

REQUIRED SIGNATURE PAGE 2018-2019 Student Information Handbook

I have reviewed the **2018-2019 Student Information Handbook** online at www.glendora.k12.ca.us or have received a hard copy from my child's school site. My signature and my child's signature below acknowledge receipt of this parent annual notification information.

STUDENT'S NAME (PLEASE PRINT): _____

STUDENT'S SCHOOL SITE: _____

Parent/Guardian Signature

Student Signature

Date

Date

APPENDIX

INFORMATION/ APPLICATION FOR FREE AND REDUCED PRICE MEALS

Section 49510

Lunch Program will not be overtly identified by the use of special tokens, special tickets, special serving lines, separate entrances, separate dining areas, or by any other means.

STEP 1 – STUDENT INFORMATION

Children in Foster Care and children who meet the definition of Homeless, Migrant, or Runaway are eligible for free meals.

Print the name of EACH STUDENT (First, Middle Initial, Last)	Enter school name and grade level	1st	12-15-2010	Check the applicable box if the student is foster, homeless, migrant, or runaway.			
EXAMPLE: Joseph P Adams	Lincoln Elementary	1st	12-15-2010	Foster	Homeless	Migrant	Runaway
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

STEP 2 – ASSISTANCE PROGRAMS: CalFresh, CalWORKs, or FDIPIR

Do ANY household members (child or adult) currently participate in CalFresh, CalWORKs or FDIPI? If NO, skip STEP 2 and continue to STEP 3.

<p>If YES, check the applicable program box, enter one case number, skip STEP 3, and continue to STEP 4.</p>	<p>Select Program Type:</p> <p><input type="checkbox"/> CalFresh <input type="checkbox"/> CalWORKs <input type="checkbox"/> EOPIC</p>	<p>Enter Case Number</p>
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STEP 3 – REPORT INCOME FOR ALL HOUSEHOLD MEMBERS (Skip this step if you answered ‘YES’ in STEP 2).

A. STUDENT INCOME: Sometimes students in the household earn income. Enter the TOTAL GROSS income (before deductions) in whole dollars earned by all students listed in STEP 1. Enter the appropriate pay period in the "How Often" box: W = Weekly, 2W = Biweekly, 2M = Twice a Month, M = Monthly, Y = Yearly

household member, report the **TOTAL GROSS income** (before deductions) in whole dollars for each source. If the household member does not receive income from any sources, write "0." If you enter "0" or leave any fields blank, you are certifying (promising) that there is no income to report.

Enter the appropriate period in the "How Often" box: W = Weekly, 2W = Biweekly, 2M = Twice a Month, M = Monthly, Y = Yearly											
Print the name of ALL OTHER Household Members											
(First and Last)	Earnings from Work				How Often	Public Assistance/SSI/Child Support/Alimony	How Often	Pensions/Retirement/All Other Income	How Often		
	\$					\$					
	\$					\$					
	\$					\$					
	\$					\$					
	\$					\$					
	\$					\$					
C. Total Household Members (Children and Adults) <input type="text"/> <input type="text"/>										Check the box if the Primary Wage Earner or Other Adult Household Member has NO SSN <input type="checkbox"/>	
D. Enter the last four digits of Social Security number (SSN) from <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>											

DO NOT COMPLETE. SCHOOL USE ONLY

How Often? <input type="checkbox"/> Weekly <input type="checkbox"/> Bi-Weekly <input type="checkbox"/> Twice a Month <input type="checkbox"/> Monthly <input type="checkbox"/> Yearly	Total Household Income
Annual Income Conversion: Weekly x52, Biweekly x26, Twice a Month x24, Monthly x12	\$ <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Total Household Size	<input type="checkbox"/> Categorical
Eligibility Status: <input type="checkbox"/> Free <input type="checkbox"/> Reduced-price <input type="checkbox"/> Paid (Donated)	<input type="checkbox"/> Error Prone
Verified as: <input type="checkbox"/> Homeless <input type="checkbox"/> Migrant <input type="checkbox"/> Runaway	Date: <input type="text"/>
Determining Official's Signature:	Date: <input type="text"/>
Confirming Official's Signature:	Date: <input type="text"/>
Verifying Official's Signature:	Date: <input type="text"/>

OPTIONAL – CHILDREN'S ETHNIC AND RACIAL IDENTITIES

We are required to ask for information about your children's race and ethnicity. This information is important and helps to make sure we are fully serving our community. Responding to this section is optional and does not affect your children's eligibility for free or reduced-price meals.

Ethnicity (check one):

☐ Not Hispanic or Latino

Race (check one or more):

☐ American Indian or Alaskan Native ☐ Asian

☐ Native Hawaiian or other Pacific Islander ☐ Black or African American

☐ White

School Year 2018-19

Dear Parent or Guardian:

The Glendora USD participates in the National School Lunch Program and School Breakfast Program by offering nutritious meals every school day. Students may buy lunch for Elementary \$3.25, Middle \$3.50, High School \$3.75 and breakfast for Elementary \$1.25, Middle \$1.50, and High School \$2.25. Eligible students may receive meals free of charge or at the reduced-price rate of \$0.40 for lunch and \$0.30 for breakfast. You or your children do not have to be U.S. citizens to qualify for free or reduced-price meals. If there are more household members than the number of lines on the application, attach a second application.

California Department of Education
Pricing Letter to Household & Instructions, Revised February 2017

LETTER TO HOUSEHOLD FOR FREE AND REDUCED-PRICE MEALS

QUALIFICATION: Your children may qualify for free or reduced-price meals if your household income falls at or below the federal Income Eligibility Guidelines below.

automatically certified for free meals. If you did not receive a letter, please complete an application.

VERIFICATION: School officials may check the information on the application at any time during the school year. You may be asked to submit information to validate your income or current eligibility for CalFresh, CalWORKs, or FDIPIR benefits.

WIC PARTICIPANTS: Households that receive Special Supplemental Nutrition Program for Women, Infants, and Children (WIC) benefits, may be eligible for free or reduced-price meals by completing an application.

HOMELESS, MIGRANT, RUNAWAY & HEAD START: Children who meet the definition of homeless, migrant, or runaway, and children participating in their school's Head Start program are eligible for free meals. Please contact Ann Keyes for assistance at 626-963-1611, Ext. 329.

FOSTER CHILD: The legal responsibility must be through a foster care agency or court to qualify for free meals. A foster child may be included as a household member if the foster family chooses to apply for their non-foster children on the same application and must report any personal income earned by the foster child. If the non-foster children are not eligible, this does not prevent a foster child from receiving free meals.

FAIR HEARING: If you do not agree with the school's decision regarding your application's determination or the result of verification, you may discuss it with the hearing official. You also have the right to a fair hearing, which may be requested by calling or writing the following: Marc Chadda, 500 N. Lodi Avenue, Glendora, CA 91741, 626-963-1611, Ext. 360.

ELIGIBILITY CARRYOVER: Your child's eligibility status from the previous school year will continue into the new school year for up to 30 operating days or until a new determination is made. When the carryover period ends, your child will be charged the full price for meals, unless the household receives a notification letter for free or reduced-price meals.

STEP 4: CONTACT INFORMATION & ADULT SIGNATURE – The application must be signed by an adult household member. Print the name of the adult signing the application, contact information, and today's date.

OPTIONAL: CHILDREN'S ETHNIC AND RACIAL IDENTITIES – This field is optional to complete and does not affect your children's eligibility for free or reduced-price meals. Please check the appropriate boxes.

INFORMATION STATEMENT: The Richard B. Russell National School Lunch Act requires the information on this application. You do not have to give the information, but if you do not, we cannot approve your child for free or reduced-price meals. You must include the last four digits of the social security number of the adult household member who signs the application. The last four digits of the social security number are not required when you list a CalFresh, CalWORKs, or FDIPIR case number or other FDIPIR identifier for your child or when you indicate that the adult household member signing the application does not have a social security number. We will use your information to determine if your child is eligible for free or reduced-price meals, and for administration and enforcement of the lunch and breakfast programs.

QUESTIONS/NEED ASSISTANCE: Please contact Samantha Thatcher at 626-963-1611, Ext. 383, SUBMIT: Please submit a complete application to your child's school or the nutrition office at 500 N. Lodi Avenue, Glendora, CA 91741. You will be notified within 5-10 working days if your application is approved or denied for free or reduced-price meals.

Sincerely,
Stacy Johnson, Director, GUSD Food Services

Effective July 1, 2018–June 30, 2019

Household Size	Year	Month	Twice Per Month	Every Two Weeks	Week
1	\$22,459	\$1,872	\$396	\$894	\$432
2	\$30,451	\$2,538	\$1,289	\$1,172	\$568
3	\$38,443	\$3,204	\$1,692	\$1,479	\$740
4	\$46,435	\$3,870	\$1,935	\$1,786	\$893
5	\$54,427	\$4,536	\$2,268	\$2,094	\$1,047
6	\$62,419	\$5,202	\$2,601	\$2,401	\$1,201
7	\$70,411	\$5,868	\$2,934	\$2,709	\$1,355
8	\$78,403	\$6,534	\$3,267	\$3,016	\$1,508
For each additional family member, add:					
	\$7,992	\$666	\$333	\$308	\$154

APPLYING FOR BENEFITS: An application for free or reduced-price meals cannot be reviewed unless all required fields are completed. A household may apply at any time during the school year, if you are not eligible now, but your household income decreases, household size increases, or a household member becomes eligible for CalFresh, California Work Opportunity and Responsibility to Kids (CalWORKs), or Food Distribution Program on Indian Reservations (FDPIR) benefits, you may submit an application at that time.

DIRECT CERTIFICATION: An application is not required if the household receives a notification letter indicating all children are automatically certified for free meals.

HOW TO APPLY FOR FREE OR REDUCED-PRICE MEALS – Complete one application per household. Please print clearly with a pen. Incomplete, illegible, or incorrect information will delay processing.

STEP 1: STUDENT INFORMATION – Include ALL STUDENTS who attend Glendora USD. Print their name (first, middle initial, last), school, grade level, and birthdate. If any student listed is a foster child, check the "Foster" box. If you are only applying for a foster child, complete STEP 1, and then continue to STEP 4. If any student listed may be homeless, migrant, or runaway, check the applicable "Homeless, Migrant, or Runaway" box and complete all STEPS of the application.

STEP 2: ASSISTANCE PROGRAMS – If ANY household member (child or adult) participates in CalFresh, CalWORKs, or FDIPIR, then all children are eligible for free meals. Must check the applicable assistance program box, enter one case number, and then continue to STEP 4. If no one participates, skip STEP 2 and continue to STEP 3.

STEP 3: REPORT INCOME FOR ALL HOUSEHOLD MEMBERS – Must report GROSS income (before deductions) from ALL household members (children and adults) in whole dollars. Enter "0" for any household member that does not receive income.

A) Report the combined GROSS income for all students listed in STEP 1 and enter the appropriate pay period. Include a foster child's income if you are applying for foster and non-foster children on the same application.
B) Print the names (first and last) of ALL OTHER household members not listed in STEP 1, including yourself. Report the total GROSS income from each source and enter the appropriate pay period.
C) Enter the total household size (children and adults). This number MUST equal the listed household members from STEP 1 and STEP 3. D) Enter the last four digits of your Social Security number (SSN). If no adult household member has a SSN, check the "NO SSN" box.

PASO 4 – INFORMACIÓN DE CONTACTO Y FIRMA DE UN ADULTO

Certificación: Certifico (prometo) que toda la información en esta solicitud es verdadera y que se declararon todos los ingresos. Entiendo que proporciono esta información en relación con la recepción de fondos federales y que los funcionarios de la escuela podrían verificar (revisar) la información. Soy consciente de que si proporciono deliberadamente información falsa, mis hijos podrían perder la asistencia para las comidas y se me podría procesar conforme a las leyes estatales y federales aplicables.

Firma del adulto que llenó esta solicitud:

Nombre en letra de molde:

Fecha:

Dirección:

Correo electrónico:

Teléfono:

OPCIONAL – IDENTIDAD ÉTNICA Y RACIAL DE LOS NIÑOS

Estamos obligados a pedir información acerca de la raza y origen étnico de sus hijos. Esta información es importante y nos ayuda a servir plenamente a nuestra comunidad. Responder a esta sección es opcional y no afecta la elegibilidad de sus hijos para recibir comidas gratis o a precio reducido.

Origen étnico (marque uno): ☐ Hispano o latino ☐ No hispano o latino

Raza (marque una o más): ☐ Indígena americano o nativo de Alaska ☐ Asiático ☐ Negro o afroestadounidense ☐ Nativo de Hawái u otro isla del Pacífico ☐ Blanco

DO NOT COMPLETE. SCHOOL USE ONLY (PARA USO DE LA ESCUELA SOLAMENTE)

How Often? <input type="checkbox"/> Weekly <input type="checkbox"/> Bi-Weekly <input type="checkbox"/> Twice a Month <input type="checkbox"/> Monthly <input type="checkbox"/> Yearly		Total Household Income	
Annual Income Conversion: Weekly x52, Biweekly x26, Twice a Month x24, Monthly x12		\$ <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	
Total Household Size	Eligibility Status: <input type="checkbox"/> Free <input type="checkbox"/> Reduced-price <input type="checkbox"/> Paid [Denied]	<input type="checkbox"/> Categorical	
<input type="checkbox"/> <input type="checkbox"/>	Verified as: <input type="checkbox"/> Homeless <input type="checkbox"/> Migrant <input type="checkbox"/> Runaway	<input type="checkbox"/> Error Prone	
Determining Official's Signature:		Date:	
Confirming Official's Signature:		Date:	
Verifying Official's Signature:		Date:	

Año escolar 2018-19

Estimado padre, madre o tutor:

Glendora USD participa en el Programa Nacional de Almuerzos Escolares (National School Lunch Program) y/o Programa de Desayunos Escolares (School Breakfast Program) ofreciendo comidas nutritivas todos los días de clases. Los estudiantes pueden comprar los almuerzos por Elementary \$3.25/Middle \$3.50/High School \$3.75 y los desayunos por Elementary/Middle \$1.50/High School \$2.25. Los estudiantes que reúnen los requisitos pueden recibir comidas gratis o al precio reducido de \$0.40 por el almuerzo y \$0.30 por el desayuno. Ni usted ni sus hijos tienen que ser ciudadanos de los Estados Unidos para recibir comidas gratis o precio reducido. Si hay más miembros del hogar que número de raciones en la solicitud, adjunte una segunda solicitud.

California Department of Education
Priority Letter to Households & Institutions, revisado en febrero de 2017

CARTA PARA LOS HOGARES SOBRE LAS COMIDAS GRATIS Y A PRECIO REDUCIDO

REQUISITOS: Sus hijos podrían reunir los requisitos para recibir comidas gratis o a precio reducido si los ingresos de su hogar son iguales o menores a las directrices federales de elegibilidad que se indican continuación.

Guía de Ingresos Elegibles Julio 1, 2018 - Junio 30, 2019					
Personas En Hogar	Anual	Mensual	Quincenal	Cada Dos Semanas	Semanal
1	\$22,459	\$1,872	\$936	\$864	\$432
2	\$30,451	\$2,538	\$1,269	\$1,172	\$586
3	\$38,443	\$3,204	\$1,602	\$1,479	\$740
4	\$46,435	\$3,870	\$1,935	\$1,786	\$893
5	\$54,427	\$4,536	\$2,268	\$2,094	\$1,047
6	\$62,419	\$5,202	\$2,601	\$2,401	\$1,201
7	\$70,411	\$5,868	\$2,934	\$2,709	\$1,355
8	\$78,403	\$6,534	\$3,267	\$3,016	\$1,508
Para cada miembro adicional del hogar anade:					
	\$7,992	\$666	\$333	\$308	\$154

SOLICITUD DE LA ASISTENCIA: No podemos revisar su solicitud para comidas gratis o a precio reducido a menos que llene todos los campos requeridos. Los hogares pueden presentar una solicitud en cualquier momento del año escolar. Si no reúne los requisitos en este momento, pero los ingresos de su hogar disminuyen, el tamaño de su familia aumenta o algún miembro de su hogar reúne los requisitos para recibir beneficios de CalFresh, Opportunity and Responsibility, FDIPIR) puede presentar una solicitud en ese momento.

CERTIFICACIÓN DIRECTA: No se requiere llenar una solicitud si el hogar recibe una carta de notificación informándole que todos los niños fueron automáticamente certificados para recibir comidas gratis. Si no recibió una carta,

llene una solicitud.

VERIFICACIÓN: Los funcionarios escolares podrán verificar la información en la solicitud en cualquier momento durante el año escolar. Se le podría pedir que presente información para validar sus ingresos o verificar que reúne los requisitos para recibir beneficios de CalFresh, CalWORKS o FDIPIR.

PARTICIPANTES DE WIC: Los hogares que reciben beneficios del Programa Especial de Nutrición Suplementaria para Mujeres, Infantes y Niños (Special Supplemental Nutrition Program for Women, Infants, and Children, WIC) podrán reunir los requisitos para obtener comidas gratis o a precio reducido llenando esta solicitud.

NIÑOS SIN HOGAR, MIGRANTES, FUGADOS DEL HOGAR O EN HEAD START: Los niños que cumplen con la definición de sin hogar, migrantes o fugados del hogar y los niños que participan en el programa de Head Start de su escuela reúnen los requisitos para recibir comidas gratis. Póngase en contacto con los funcionarios escolares al Ann Reyes, 626-963-1611, Ext. 329 para obtener ayuda.

NIÑOS BAJO CUIDADO ADOPTIVO TEMPORAL: La responsabilidad legal debe ser a través de una agencia de cuidado adoptivo temporal o un tribunal para poder recibir comidas gratis. Un niño bajo cuidado adoptivo temporal podría ser incluido como miembro de la familia si la familia adoptiva temporal también elige solicitar asistencia para los niños que no están bajo cuidado adoptivo temporal usando la misma solicitud. Si los niños que no están bajo

cuidado adoptivo temporal no cumplen con los requisitos, esto no impide que los niños que sí lo están reciban comidas gratis.

AUDIENCIA IMPARCIAL: Si no está de acuerdo con la decisión de su escuela en cuanto a la determinación de su solicitud o los resultados de la verificación, puede hablar con el funcionario de audiencia. También tiene derecho a una audiencia imparcial, la que puede solicitar llamando o escribiendo a Marc Chaud, 500 N. Loraine Avenue, Glendora, CA 91741, 626-963-1611, Ext. 360.

PRORROGA DE LA CONDICIÓN DE ELEGIBLE: La condición de elegible de su hijo del año escolar anterior continuará durante el nuevo año escolar por un máximo de 30 días operativos, o hasta que se haga una nueva determinación. Cuando finalice el periodo de prórroga, su hijo pagará el precio completo por las comidas, a menos que el hogar reciba una carta de notificación de comidas gratis o a precio reducido. Los funcionarios escolares no están obligados a enviar recordatorios o avisos de expiración de la condición de elegible.

DECLARACIÓN DE NO DISCRIMINACIÓN: De conformidad con la ley federal de derechos civiles y los reglamentos y las políticas de derechos civiles del Departamento de Agricultura de EE. UU. (U.S. Department of Agriculture, USDA), se prohíbe al USDA, sus agencias, oficinas y empleados y a las instituciones que participan o administran programas del USDA a discriminar por motivos de raza, color, origen nacional, sexo, discapacidad, edad, o represalias o venganzas por actividades previas relacionadas con los derechos civiles, en cualquier programa o actividad realizado o financiado por el USDA.

Las personas con discapacidades que necesitan medios de comunicación alternativos para obtener información de los programas (por ejemplo, Braille, letra grande, cinta de audio o lenguaje de signos americano) deben ponerse en contacto con la agencia (local o estatal) donde solicitaron los beneficios. Las personas sordas, con dificultades auditivas o con discapacidades del habla pueden contactar al USDA por medio del servicio federal de retransmisión (Federal Relay Service) al 800-877-8339. Además, podrá estar disponible información de los programas en otros idiomas aparte del inglés.

Para presentar una queja por discriminación, llene el formulario de quejas por discriminación en los programas del USDA (USDA Program Discrimination Complaint Form, AD-3027) que se encuentra en línea en:

https://www.aphis.usda.gov/complaint_filing_caselist.html o en cualquier oficina del USDA, o escriba una carta dirigida a USDA y adjunte toda la información solicitada en el formulario. Para pedir una copia del formulario de queja, llame al 866-632-9992. Envíe su formulario de queja completo o carta a USDA por (1) Correo postal: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Ave SW, Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; o (3) correo electrónico: Program.intake@usda.gov.

Esta institución es un proveedor que ofrece igualdad de oportunidades.

CÓMO SOLICITAR COMIDAS GRATIS Y A PRECIO REDUCIDO

Llene una solicitud por hogar. Escriba claramente con tinta. La información incompleta, ilegible o incorrecta retrasará el procesamiento de la solicitud.

PASO 1: INFORMACIÓN DE LOS ESTUDIANTES – Incluya a TODOS LOS ESTUDIANTES que asistan a Glendora USD. Escriba sus nombres (primer nombre, inicial del segundo nombre, apellido), escuela, grado y fecha de nacimiento. Si alguno de los estudiantes está bajo cuidado adoptivo temporal, marque la casilla "bajo cuidado adoptivo temporal". Si sólo está solicitando asistencia para un niño bajo cuidado adoptivo temporal, llene el PASO 1 y luego vaya al PASO 4. Si cualquiera de los estudiantes enumerados está sin hogar, es migrante o fugado del hogar, marque la casilla "Sin hogar", "Migrante" o "Fugado del hogar" correspondiente y llene todos los PASOS de la solicitud.

PASO 2: PROGRAMAS DE ASISTENCIA – Si ALGUN miembro del hogar (niño o adulto) participa en CalFresh, CALWORKS o FDIPIR, todos los niños cumplan con los requisitos para recibir comidas gratis. Debe marcar la casilla del programa de asistencia pertinente, anotar un número de caso e ir al PASO 4. Si nadie participa, sáltese el PASO 2 y vaya al PASO 3.

PASO 3: DECLARE LOS INGRESOS DE TODOS LOS MIEMBROS DEL HOGAR – Debe declarar los ingresos BRUTOS (antes de deducciones) de TODOS los miembros del hogar (niños y adultos) en números enteros. Anote "0" para cualquier miembro del hogar que no recibe ingresos.

A) Declare los ingresos BRUTOS combinados de todos los estudiantes enumerados en el PASO 1 y anote la frecuencia correspondiente. Incluya los ingresos de los niños bajo cuidado adoptivo temporal si está solicitando asistencia para niños bajo cuidado adoptivo temporal y niños que no están bajo cuidado adoptivo temporal en la misma solicitud.

B) Escriba los nombres (nombre y apellido) de TODOS LOS DEMÁS miembros del hogar que no enumeró en el PASO 1, incluyendo a sí mismo. Declare los ingresos BRUTOS totales de cada fuente y anote la frecuencia correspondiente.

C) Anote el total de miembros del hogar (niños y adultos). Este número debe ser igual a la cantidad de miembros del hogar enumerados en el PASO 1 y PASO 3.

D) Anote los últimos cuatro dígitos de su número de Seguro Social (SSN). Si ningún miembro adulto del hogar tiene un SSN, marque la casilla "NO tiene SSN".

PASO 4: INFORMACIÓN DE CONTACTO Y FIRMA DE UN ADULTO – La solicitud debe ser firmada por un miembro adulto del hogar. Escriba el nombre del adulto que firma la solicitud, su información de contacto y la fecha de hoy.

OPCIONAL: IDENTIDAD ÉTNICA Y RACIAL DE LOS NIÑOS – Responder a esta sección es opcional y no afecta la elegibilidad de sus hijos para recibir comidas gratis o a precio reducido. Marque las casillas apropiadas.

DECLARACIÓN DE INFORMACIÓN: La Ley Nacional de Almuerzos Escolares Richard B. Russell (Richard B. Russell National School Lunch Act) requiere la información que se proporciona en esta solicitud. Usted no tiene que dar esta información, pero si no lo hace no podemos aprobar a su hijo para que reciba comidas gratis o a precio reducido. Debe incluir los últimos cuatro dígitos del número de Seguro Social del miembro adulto del hogar que firma esta solicitud. Los últimos cuatro dígitos del número de Seguro Social no son necesarios cuando anota un número de caso de CalFresh, CALWORKS o FDIPIR, u otro identificador de FDIPIR para su hijo, o cuando indica que el miembro adulto del hogar que firma la solicitud no tiene un número de Seguro Social. Usaremos su información para determinar si su hijo reúne los requisitos para obtener comidas gratis o a precio reducido y para la administración y ejecución de los programas de almuerzos y desayuno.

SI TIENE PREGUNTAS/NECESITA AYUDA: Póngase en contacto con Samantha Thatcher al 626-963-1611, Ext. 383.

PRESENTACIÓN DE LA SOLICITUD: Presente una solicitud completa en la escuela de su hijo o en la oficina de nutrición en 500 N. Lorraine Avenue, Glendora, CA 91741. Usted será notificado dentro de 5-10 días hábiles por correo si su solicitud es aprobada o denegada para comidas gratuitas o a precios reducidos.

Atentamente,
Stacy Johnson, Director, GUSD Food Services