

# Alhambra Unified School District

## Handbook for Parents and Students

2013 - 2014

### Board of Education

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Translations of this handbook are available in Chinese and Spanish, upon request, in your local school office.

Se pueden conseguir traducciones en la oficina de su escuela.

如果您有需要，可在当地学校的辦公室取得中文，西語及越南文的譯本。



Please update your child(s) emergency information online at <http://family.ausd.us>.

# Student Calendar 2013 - 2014



**ALHAMBRA**  
UNIFIED SCHOOL DISTRICT

1515 W. Mission Road  
Alhambra, CA 91803

ALHAMBRA UNIFIED SCHOOL DISTRICT

## 2013/2014 STUDENT CALENDAR

Beginning August 15, 20

JULY							JANUARY							
SUN	MON	TUES	WED	THUR	FRI	SAT	SUN	MON	TUES	WED	THUR	FRI	SAT	
	1	2	3	4	5	6				<del>1</del>	<del>2</del>	<del>3</del>	4	
7	8	9	10	11	12	13	5	6	7	8	9	10	11	
14	15	16	17	18	19	20	12	13	14	15	16	17	18	
21	22	23	24	25	26	27	19	<del>20</del>	21	22	23	24	25	
28	29	30	31				26	27	28	29	30	31		
July 4th - Independence Day (HOLIDAY)							Jan. 1-3 - WINTER BREAK Jan. 6th - Students Return to school Jan. 20th - Martin Luther King Jr. (HOLIDAY)							
AUGUST							FEBRUARY							
SUN	MON	TUES	WED	THUR	FRI	SAT	SUN	MON	TUES	WED	THUR	FRI	SAT	
				1	2	3							1	
4	5	6	7	8	9	10	2	3	4	5	6	7	8	
11	12	13	14	15	16	17	9	<del>10</del>	11	12	13	14	15	
18	19	20	21	22	23	24	16	<del>17</del>	18	19	20	21	22	
25	26	27	28	29	30	31	23	24	25	26	27	28		
Aug. 14th - Teachers' 1st Day @ School Aug. 15th - Students Begin School							Feb. 10th - Lincoln Day (HOLIDAY) Feb. 17th - Washington Day (HOLIDAY) Feb. 28th - End of 2nd Trimester							
SEPTEMBER							MARCH							
SUN	MON	TUES	WED	THUR	FRI	SAT	SUN	MON	TUES	WED	THUR	FRI	SAT	
													1	
1	<del>2</del>	3	4	5	6	7	2	3	4	5	6	7	8	
8	9	10	11	12	13	14	9	10	11	12	13	14	15	
15	16	17	18	19	20	21	16	<del>17</del>	<del>18</del>	<del>19</del>	<del>20</del>	<del>21</del>	22	
22	23	24	25	26	27	28	23	24	25	26	27	28	29	
29	30						30	31						
September 2nd- Labor Day (HOLIDAY)							March 14th - End of 3rd Quarter March 17th-21st - SPRING BREAK							
OCTOBER							APRIL							
SUN	MON	TUES	WED	THUR	FRI	SAT	SUN	MON	TUES	WED	THUR	FRI	SAT	
		1	2	3	4	5			1	2	3	4	5	
6	7	8	9	10	11	12	6	7	8	9	10	11	12	
13	14	15	16	17	18	19	13	14	15	16	17	18	19	
20	21	22	23	24	25	26	20	21	22	23	24	25	26	
27	28	29	30	31			27	28	29	30				
Oct. 11th - End of 1st Quarter October 31st - Halloween							April 20th - Easter Sunday							
NOVEMBER							MAY							
SUN	MON	TUES	WED	THUR	FRI	SAT	SUN	MON	TUES	WED	THUR	FRI	SAT	
					1	2						1	2	3
3	4	5	6	7	<del>8</del>	9	4	5	6	7	8	9	10	
10	<del>11</del>	12	13	14	15	16	11	12	13	14	15	16	17	
17	18	19	20	21	22	23	18	19	20	21	22	23	24	
24	<del>25</del>	<del>26</del>	<del>27</del>	<del>28</del>	<del>29</del>	30	25	<del>26</del>	27	28	29	30	31	
Nov. 7th - End of 1st Trimester Nov. 8th - PUPIL FREE DAY Elementary Nov. 11th - Veterans Day (HOLIDAY) Nov. 25th-29th -Thanksgiving (HOLIDAY)							May 26th - Memorial Day (HOLIDAY) May 30th - LAST DAY OF SCHOOL/4th Quarter							
DECEMBER							JUNE							
SUN	MON	TUES	WED	THUR	FRI	SAT	SUN	MON	TUES	WED	THUR	FRI	SAT	
							1	2	3	4	5	6	7	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	
8	9	10	11	12	13	14	15	16	17	18	19	20	21	
15	16	17	18	19	20	21	22	23	24	25	26	27	28	
22	<del>23</del>	<del>24</del>	<del>25</del>	<del>26</del>	<del>27</del>	28	29	30						
29	<del>30</del>	<del>31</del>												
Dec. 19th - End of 2nd Quarter Dec. 20th - HS Pupil Free Day Dec. 23rd-31 - WINTER BREAK														

Board Approval 03/13/12

# School Directory

## Elementary (K-8 Schools)

Baldwin .....	900 S. Almansor St., Alhambra 91801 .....	308.2400
Brightwood.....	1701 Brightwood St., Monterey Park 91754 .....	308.2404
Emery Park.....	2821 W. Commonwealth Ave., Alhambra 91803.....	943.3340
Fremont .....	2001 S. Elm St., Alhambra 91803 .....	308.2411
Garfield.....	110 W. McLean St., Alhambra 91801 .....	308.2415
Granada .....	100 S. Granada Ave., Alhambra 91801 .....	308.2419
Marguerita .....	1603 S. Marguerita Ave., Alhambra 91803 .....	308.2423
Moor Field Early Education Center ...	1001 S. Sixth St., Alhambra 91801.....	943.3562
Monterey Highlands.....	400 Casuda Canyon Dr., Monterey Park 91754 .....	308.2427
William Northrup .....	409 S. Atlantic Blvd., Alhambra 91801 .....	943.6620
Park.....	301 N. Marengo Ave., Alhambra 91801.....	308.2435
Ramona.....	509 W. Norwood Pl., Alhambra 91803 .....	943.3660
Repetto .....	650 S. Grandridge Ave., Monterey Park 91754.....	572.2231
Ynez .....	120 S. Ynez Ave., Monterey Park 91754 .....	570.6260

## High Schools (9-12)

Alhambra High .....	101 S. Second St., Alhambra 91801 .....	308.2342
Century High.....	20 S. Marengo Ave., Alhambra 91801 .....	943.6680
Independence High School.....	20 S. Marengo Ave., Alhambra 91801 .....	943.6680
Mark Keppel High.....	501 E. Hellman Ave., Alhambra 91801 .....	943.6700
San Gabriel High.....	801 Ramona St., San Gabriel 91776.....	308.2352

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1515 W. Mission Road  
Alhambra, CA 91803

(phone) 626.943.3330  
(fax) 626.943.8050

Laura Tellez-Gagliano, Ed.D, Superintendent

Dear Parents/Guardians:

The Board of Education, teachers, administrators and support staff welcomes you and your family to the new school year. The Alhambra Unified School District continues our proud commitment to quality education for all students.

This *Handbook for Parents and Students* contains important information and has been updated to include recent changes in the laws governing education and changes in Board Policy. I encourage you to review and become familiar with all of the information in this *Handbook*. The handbook summarizes notices that the District is required to issue to parents and students at the beginning of each school year and also contains helpful and useful information regarding District operations and procedures.

The *Handbook* is available exclusively for your review and as resource on the District website at [www.ausd.us](http://www.ausd.us). We will not be sending a hard copy of the *Handbook* home with you child. You may however, request a hard copy by contacting your child's school. When you update your child's emergency card information at <http://family.ausd.us> please make sure to check the box acknowledging that you have reviewed and are familiar with the contents of the *Handbook*.

Have a magnificent school year!

Sincerely,

Laura Tellez-Gagliano, Ed.D, Superintendent

Board of Education  
Jane C. Anderson, President  
Robert L. Gin, Vice-President  
Chester I. Chau, Clerk  
Adele Andrade-Stadler, Member  
Pat Rodriguez-Mackintosh, Member

“EQUAL OPPORTUNITY EMPLOYER”

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## Annual Notifications to Parents or Guardians

*California Education Code Sections §§ 48980 et seq.* mandate that school districts notify parents or guardians of their rights and responsibilities at the beginning of the academic year. CEC § 48982 requires parents or guardians sign the notice and return it to the school. **Updating your Emergency Card online at <http://family.ausd.us> acknowledges that you have reviewed this document.** As indicated by *CEC §§ 51100 et seq.*, this annual notification promote parents or guardians understanding and involvement in the education of their children for all families in the school community. The Alhambra Unified School District is required annually by law to notify parents or guardians of certain rights and responsibilities contained in the *California Education Code, California Code of Regulations, Penal Code, Health & Welfare Code* and various federal regulations. Summaries of code sections explaining these rights and responsibilities are outlined below.

## Key to Code and Regulation Section Abbreviations

<i>Abbreviation</i>	<i>Complete Title</i>
CEC.....	California Education Code
5 CCR .....	Title 5, California Code of Regulations
HSC.....	California Health and Safety Code
PC.....	California Penal Code
VC.....	California Vehicle Code
WIC.....	California Welfare and Institutions Code
34 CFR .....	Title 34, Code of Federal Regulations
40 CFR .....	Title 40, Code of Federal Regulations
USC.....	United States Code

## Asbestos Management Plan

### *40 CFR 763.93 – Asbestos Management Plan*

The Alhambra 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 check with Facilities 626.943.6500

## Attendance

### *CEC § 46010.1 – Excuse from School for Confidential Medical Services*

School authorities may excuse any pupil in grades 7 - 12 from the school for the purpose of obtaining confidential medical services without the consent of the pupil's parent or guardian.

EC 48980(a): At the beginning of the first semester or quarter of the regular school term, the governing board of each school district shall notify the parent or guardian of a minor pupil regarding the right or responsibility of the parent or guardian under Sections 46014 and 48205.

EC 48980(j): Requires the annual notification to advise the parent or guardian that no pupil may have his or her grade reduced or lose academic credit for any absence or absences excused under EC 48205, if missed assignments and tests that can reasonably be provided are satisfactorily completed within a reasonable period of time.

*CEC § 46014 – Excuse for Religious Exercises*

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.

- (a) Notwithstanding Section 48200, a pupil shall be excused from school when the absence is:
- (1) Due to his or her illness.
  - (2) Due to quarantine under the direction of a county or city health officer.
  - (3) For the purpose of having medical, dental, optometric, or chiropractic services rendered.
  - (4) For the purpose of attending the funeral services of a member of his or her immediate family, so long as the absence is not more than one day if the service is conducted in California and not more than three days if the service is conducted outside California.
  - (5) For the purpose of jury duty in the manner provided for by law.
  - (6) Due to the illness or medical appointment during school hours of a child of whom the pupil is the custodial parent.
  - (7) For justifiable personal reasons, including, but not limited to: an appearance in court; attendance at a funeral service; observance of a holiday or ceremony of his or her religion; attendance at religious retreats; or attendance at an employment conference; attendance at an educational conference on the legislative or judicial process offered by a non-profit 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.
  - (8) For the purpose of serving as a member of a precinct board for an election pursuant to Section 12302 of the Elections Code.
  - (9) 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.
- (b) 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 the class from which a pupil is absent shall determine which tests and assignments shall be reasonably equivalent to, but not necessarily identical to, the tests and assignments that the pupil missed during the absence.
- (c) For purposes of this section, attendance at religious retreats shall not exceed four hours per semester.
- (d) Absences pursuant to this section are deemed to be absences in computing average daily attendance and shall not generate state apportionment payments.
- (e) "Immediate family," as used in this section, has the same meaning as that set forth in Section 45194, except that references therein to "employee" shall be deemed to be references to "pupil."

*Alhambra Unified School District urges parents to make sure their children attend school regularly and to schedule medical and other appointments so that a student misses none, or only a small portion of the school day. The District also asks that travel or other absences be avoided during the time school is in session. The higher the District's daily attendance rate, the more a student will learn and the greater the amount of funding that the District will receive from the state for classroom instruction and academic programs. The school calendar is designed to minimize problems for families which plan vacations around traditional holiday periods, and thereby minimize student absences. Following an absence, a student is required to bring a written excuse from home when returning to school. Illnesses, and doctor and dental appointments are considered excused absences. Absences without a written excuse are recorded as unexcused.*

***Tardiness***

Children should be encouraged to be prompt as part of their training. 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. Frequent tardiness without a valid excuse is considered truancy under state law.

### **Truancy- EC 48260, 48262 and 48263.6**

A student is considered truant if he or she is tardy three times for more than 30 minutes each time, or if the student misses a day of school and it is considered an unexcused absence. 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. After three unexcused absences, the student may be referred to the School Attendance Review Board (SARB). Unexcused absences are all absences that do not fall within *CEC § 48205*.

## **Attendance – Frequently Asked Questions**

The following is a brief summary of laws pertaining to compulsory education in California.

<b>What is the law about school attendance?</b>	Each person aged 6-18 who is not exempt from the law shall attend school each day on time. (CEC §48200)
<b>How do I report my child's absence?</b>	It is the parent's responsibility to inform the school when the child is absent. Please call the school office to report the absence. When the parent does not call the school to report the absence, the parent must send a note with the student giving the date(s) and reason for the absence. It must be dated and signed by the parent. It must include the students first and last name. Absences not reported by the parent and verified by school officials within 10 calendar days of the absence are considered "unexcused."
<b>What are excused absences?</b>	<p>Students shall be excused from compulsory education for the following reasons:</p> <ul style="list-style-type: none"><li>• illness;</li><li>• quarantine order by government health officer;</li><li>• health-related appointments (medical, dental, vision; when possible appointments should be scheduled after school or during school holidays); and,</li><li>• funeral of immediate family members.</li></ul> <p>A student may be excused from school by the parent, provided that a request is made in writing in advance, and approved by the principal, for the following justifiable personal reasons, and with verification:</p> <ul style="list-style-type: none"><li>• court appearance;</li><li>• employment interview for the student;</li><li>• attendance at a funeral;</li><li>• observance of a religious ceremony, observance or retreat; and,</li><li>• precinct worker for an election.</li></ul> <p>Parents may request the principal to excuse an absence due to a verified family emergency or absence of a personal nature. Students shall be allowed to make up any assignments and tests missed due to an excused absence within a reasonable time upon returning to school.</p>
<b>When is my child too sick to come to school?</b>	A student should stay home from school when the student has a fever of 100°F or above. A student may return to school after 24 hours without a fever. The use of medication to reduce fever is not considered fever free.
<b>When do I need a doctor's note?</b>	Parents need to provide a doctor's note stating a student is okay to return to school and list any restrictions on activities when the student:

	<ul style="list-style-type: none"> <li>• has been absent for five (5) days or more due to an illness/injury;</li> <li>• has been hospitalized or treated by a doctor;</li> <li>• has a cast, splint or crutches; or,</li> <li>• has been absent for more than ten (10) days in the school year.</li> </ul>
<b>What are excessive excused absences?</b>	Students absent for more than ten (10) days for illness/injury must have all absences verified by a health professional beginning with the 11 <sup>th</sup> absence. Parents of children with chronic illness are requested to complete the “Verification of Chronic Illness” form available in the health office at the school. Absences not verified by a health professional, will be considered unexcused. Parents will have ten (10) calendar days to verify absences. Unverified absences are considered “unexcused.”

<b>What are unexcused absences?</b>	An absence from school for any reason not listed above shall be deemed an unexcused absence, even if the parent approves or has knowledge of the absence. Examples of unexcused absences include, but are not limited to: family vacation, outing, or holidays; appointments with the DMV; and sporting events or political rallies. Students may not be allowed to make up any assignments and tests missed due to an unexcused absence.
<b>What is truancy?</b>	A student with three (3) or more unexcused absences or tardiness in excess of thirty (30) minutes, or a combination of the two, in one school year is deemed truant.
<b>What happens when a student is truant?</b>	California Education Code 48260.5 requires that the school notifies parents of truancy and the consequences resulting from possible non-compliance with California laws regarding compulsory education: <ol style="list-style-type: none"> <li>1. The parent is notified by mail of truancy and, if attendance does not improve, then;</li> <li>2. Meeting with the School Attendance Review Team (SART) and, if attendance does not improve, then;</li> <li>3. Referral to the School Attendance Review Board (SARB) and, if attendance does not improve, then;</li> <li>4. Meeting with the District Attorney at the Alhambra Court for mediation prior to a criminal complaint is filed, and if attendance does not improve, then;</li> <li>5. Court appearance in Superior Court in Pasadena for criminal prosecution of parent and/or the child for violation of California’s compulsory education laws.</li> </ol> Students are not allowed to make up any assignments and tests missed due to an unexcused absence. When students miss school they miss out. It is the parent’s responsibility to make sure that students are at school each day on time.
<b>Where can a parent go for help when a student doesn’t go to school?</b>	Parents should speak with a staff person from the school. The school has a staff person in the attendance office. Parents can also speak with the school principal, assistant principal, counselor, nurse, psychologist, teacher or the home-school coordinator for resources and support.

## Availability of Prospectus

*EC 49063 and 49091.14*

Each school must annually compile a prospectus of the curriculum to include titles, descriptions and instructional goals for every course offered by the school.

## Child Find System

*EC 56301*

The West San Gabriel Valley SELPA has established written policy and procedures for continuous child find system including children with disabilities who are migrant or homeless or wards of the state and children with disabilities attending private schools. These policies and procedures are found in the Local Plan and Administrative Procedures Manual. The policies and procedures include written notification to all parents of their rights regarding identification, referral, assessment, instructional planning, implementation, review, and procedures for initiating referral for assessments.

## Civility

*CEC § 32210*

Any person who willfully disturbs a public school or a public school meeting is guilty of a misdemeanor, and may be punished by a fine of not more than \$500. The AUSD does not tolerate violent, intimidating and/or disruptive conduct on its campuses involving its students, parents, employees or visitors.

The *California Penal Code § 415* states that fighting, noise or offensive words shall be punished by imprisonment in the county jail for a period of not more than 90 days, a fine of not more than four hundred dollars, or both such imprisonment and fine. Additionally, *§ 415.5* provides various penalties for any person who unlawfully disturbs the peace of a school and is not a registered student or lawful employee.

*Custody Concerns*

Custody disputes must be handled by the courts. The school has no legal jurisdiction to refuse a biological parent access to their child and/or school records. The only exception is when signed restraining orders or proper divorce papers, specifically stating visitation limitations, are on file in the school office. Any student release situation which leaves the student's welfare in question will be handled at the discretion of the site administrator or designee. Should any such situation become a disruption to the school, law enforcement will be contacted and an officer requested to intervene. 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.

## Child Abuse and Neglect

### *California Penal Code § 11164 – 11174.3*

All school employees are mandated by law to report to a local child protective agency, known or suspected child abuse. Staff may not investigate to confirm the suspicion. Both the staff name and the report itself are confidential and cannot be disclosed except to authorized agencies.

Parents or guardians who wish 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 may contact the School District Office or the County Office of Education. The parent or guardian may also file a formal report with a local child protective agency. In Los Angeles County a parent or guardian may call (800) 540-4000, or the local police or sheriff department.

## College Admission Requirements & Higher Education Information

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. 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. 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](http://www.cde.ca.gov/ds/si/rp). You may meet with a school counselor to choose courses at your school that will meet college admission requirements or enroll in career technical education courses, or both. For more information on meeting with a school counselor, contact the high school Guidance Office. Phone numbers for each school appear on page 4 of this handbook.

## Complaints

For complaints concerning District employees, every effort should be made to resolve the complaint at the earliest possible stage. Whenever possible, complaints concerning school personnel should be made directly by the complainant to the person against whom the complaint is made. Parents/guardians are encouraged to attempt to orally resolve concerns with the staff member personally. (Alhambra USD Administrative Regulations, AR 1312.1). For further information you can view the entire policy by going to the Alhambra Unified School District website at <http://www.ausd.us> and follow the links to Board of Education policies (<http://www.gamutonline.net/>). Click on gamut online and use: **Username: alhambra** and **Password: public**. **Search for the word “complaint.”**

## Uniform Complaint Procedures

### General Procedures

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 integrity of the process. This may include keeping the identity of the complainant confidential, as appropriate and 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 any form of retaliation against any complainant in the complaint process, including but not limited to a complainant's filing 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 that process. The Superintendent or designee shall ensure that the results are consistent with state and federal laws and regulations.

The Governing Board recognizes that the district has the primary responsibility for complying with applicable state and federal laws and regulations governing educational programs. The district shall investigate complaints alleging failure to comply with such laws and /or alleging discrimination shall seek to resolve those complaints in accordance with the district's uniform complaint procedures.

***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, 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 safety 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; and 5) unlawful imposition of pupil fees for participation in educational activities in public schools.***

Safe Place to Learn Act – EC 234 and 234.1

The Alhambra 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 within a school of the school district may be subject to disciplinary action up to and including expulsion.

### **Unlawful Discrimination Complaints**

For students, employees, parents or guardians of its students, school and district advisory committees, appropriate private school officials or representatives, and other interested parties

Alhambra Unified School District has the primary responsibility to insure compliance with applicable state and federal laws and regulations and has established procedures to address allegations of unlawful discrimination, harassment, intimidation, and complaints alleging violation of state or federal laws governing educational programs. BP5131.2, 5145.3, and 5145.7 identify what constitutes bullying and harassment and AR 5145.7 addresses the procedure for how to respond to complaints bullying and harassment by students.

Alhambra Unified School District shall investigate and seek to resolve complaints using policies and procedures known as the Uniform Complaint Procedures (UCP) adopted by our local board. Unlawful discrimination, harassment, intimidation may be based on actual or perceived age, ancestry, color, ethnic group identification, gender expression, gender identity, gender, mental or physical disability, nationality, national origin, race or ethnicity, religion, sex, sexual orientation, or on a person's association with a person or group with one or more of these actual or perceived characteristics, in any program or activity that receives or benefits from state financial assistance. The UCP shall also be used when addressing complaints alleging failure to comply with state and/or federal laws in:

Consolidated Categorical Aid Programs  
Migrant Education  
Career Technical and Technical Education and Training Programs  
Child Care and Developmental Programs  
Child Nutrition Programs  
Special Education Programs  
Safety Planning Requirements

Complaints must be filed in writing with the following compliance officer:  
Marsha Gilbert, Assistant Superintendent Student Services  
1515 Mission Road  
Alhambra, CA  
626.943.3400

Complaints alleging discrimination, harassment, or intimidation, must be filed within six (6) months from the date the alleged discrimination, harassment, or intimidation occurred or the date the complainant first obtained knowledge of the facts of the alleged discrimination, harassment, or intimidation, unless the time for filing is extended by the superintendent or his or her designee.

Complaints will be investigated and a written decision or report will be sent to the complainant within sixty (60) days from the receipt of the complaint. This sixty (60) day time period may be extended by written agreement of the complainant. The LEA person responsible for investigating the complaint shall conduct and complete the investigation in accordance with sections 4680-4687 and in accordance with local procedures adopted under section 4621.

The complainant has a right to appeal the LEA's decision to the California Department of Education (CDE) by filing a written appeal within 15 days of receiving the LEA's decision. The appeal must include a copy of the complaint filed with the LEA and a copy of the LEA's decision.



Civil law remedies may be available under state or federal discrimination, harassment, or intimidation if applicable. In appropriate cases, an appeal may be filed pursuant to Education Code Section 262.3. A complainant may pursue available civil law remedies outside of the LEA's complaint procedures. Complainants may seek assistance from mediation centers or public/private interest attorneys. Civil law remedies that may be imposed by a court include, but are not limited to, injunctions and restraining orders.

A copy of the Alhambra Unified School District's UCP policy and complaint procedures shall be available free of charge.

### **Instructional Material, Facility Conditions, Teacher Vacancy/Misassignment Complaints**

Complaints related to sufficiency of textbooks or instructional materials, emergency or urgent facilities conditions that pose a threat to the health or safety of students or staff, and teacher vacancies and misassignments shall be investigated pursuant to the district's Williams Uniform Complaint Procedures, as described below.

### **WILLIAMS UNIFORM COMPLAINT PROCEDURES**

Education Code 35186(f) requires that the following notice be posted in all classrooms.

1. There should be sufficient textbooks and instructional materials. For there to be sufficient textbooks and instructional materials, each pupil, including English learners, must have textbooks or instructional materials, or both, to use in class and to take home.
2. School facilities must be clean, safe, and maintained in good repair. Good repair means that the facility is maintained in a manner that assures that it is clean, safe, and functional as determined by the Office of Public School Construction.
3. There should be no teacher vacancies or misassignments. Each class should be assigned a teacher and not a series of substitutes or other temporary teachers. The teacher should have the proper credential and subject matter training to teach the class, including the certification to teach English learners, if present.
4. Pupils, including English Learners, who have not passed one or both parts of the California High School Exit Examination by the end of the 12th grade are to be provided the opportunities to receive intensive instruction and services for up to two consecutive academic years after the completion of grade 12. (Secondary Only)
5. Complaint forms can be obtained at the Principal's Office, from the Office of the Assistant Superintendent of Student Services at the Alhambra Unified School District Administration Building, 1515 West Mission Road, Alhambra, California or online at <http://www.ausd.us> under School Board/ Policies and Regulations/ Community Relations/Williams.

### **Title IX, Employment, Sexual Harassment Complaints**

All complaints regarding Discriminations (Title IX), Employment or Sexual Harassment should be directed to the: Assistant Superintendent, Human Resources, 1515 W. Mission Road, Alhambra, CA 91803. Phone (626) 943-3060

Pursuant to California Education Code, Section 262.3, persons who have filed a discrimination complaint with an educational institution are advised that civil law remedies, including, but not limited to, injunctions, restraining orders or other orders, may also be available to them. The complainant shall seek civil law remedies no sooner than 60 days after filing an appeal with the California Department of Education.

## Concussions

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. On a yearly basis, a concussion and head injury information sheet must be signed and returned by the athlete and the 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 schoolday or as part of a physical education course.

## Counseling

### *CEC § 221.5(d) – Career Counseling and Course Selection Notification*

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.

#### *CEC 51229*

Requires school districts to provide annual notification to parents or guardians of students in grades 9 to 12 that explains college admission requirements, describes career technical education, and provides information about how students may meet with school counselors.

The University of California and the California State University System require a certain set of courses for admission. They are referred to as Required "A-G" Courses and are offered in AUSD as part of a student's course of study over four years of high school.

#### a | History/Social Science – 2 years required

Two years of history/social science, including one year of world history, cultures and geography; and one year of U.S. history or one-half year of U.S. history and one-half year of civics or American government.

#### b | English – 4 years required

Four years of college-preparatory English that include frequent and regular writing, and reading of classic and modern literature. No more than one year of ESL-type courses can be used to meet this requirement.

#### c | Mathematics – 3 years required, 4 years recommended

Three years of college-preparatory mathematics that include the topics covered in elementary and advanced algebra and two- and three-dimensional geometry. Approved integrated math courses may be used to fulfill part or all of this requirement, as may math courses taken in the seventh and eighth grades that your high school accepts as equivalent to its own math courses.

#### d | Laboratory Science – 2 years required, 3 years recommended

Two years of laboratory science providing fundamental knowledge in at least two of these three foundational subjects: biology, chemistry and physics. Advanced laboratory science classes that have biology, chemistry or physics as prerequisites and offer substantial additional material may be used to fulfill this requirement, as may approved engineering courses or the final two years of an approved three-year integrated science program that provides rigorous coverage of at least two of the three foundational subjects.

#### e | Language Other than English – 2 years required, 3 years recommended

Two years of the same language other than English. Courses should emphasize speaking and understanding, and include instruction in grammar, vocabulary, reading, composition and culture. Courses in languages other than English taken in the seventh and eighth grades may be used to fulfill part of this requirement if your high school accepts them as equivalent to its own courses.

#### f | Visual and Performing Arts (VPA) – 1 year required

A single yearlong approved arts course from a single VPA discipline: dance, drama/theater, music or visual art.

#### g | College-Preparatory Electives – 1 year required

One year (two semesters), in addition to those required in "a-f" above, chosen from the following areas: engineering, technology, visual and performing arts (non-introductory level courses), history, social science, English, advanced mathematics, laboratory science and language other than English (a third year in the language used for the "e" requirement or two years of another language).

The SAT or ACT tests are also part of the admission process.

Detailed information can be found at

[http://www.csumentor.edu/planning/high\\_school/subjects.asp](http://www.csumentor.edu/planning/high_school/subjects.asp)

<http://www.universityofcalifornia.edu/students/welcome.html>

Additional information and assistance are available from the Guidance Office at each high school. Appointments can be made with your child’s counselor to discuss college admissions and other issues by calling that office. High schools also offer meetings and information sessions for parents each year. In addition, a Career Center on each campus provides services and information for students on college and career planning.

## Discipline

*Also see sections titled: Discipline – Elementary (K-8) Standards of Behavior; Discipline – High School (9-12) Standards of Behavior; and Discipline – Suspensions and Expulsions.*

### *5 CCR § 300 – Student Conduct*

Pupils shall conform to school regulations, obey all directions, be diligent in study and respectful to teachers and others in authority, and refrain from the use of profane and vulgar language.

### *CEC § 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.

### *PC § 417.27 – Dangerous Objects on Campus*

It is a crime for any student to possess a laser pointer on any elementary or secondary school.

### *PC §§ 12550, 12556 – Imitation Firearms*

A BB device can (including but not limited to a pellet gun, air gun or paintball gun) 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.**

### *CEC § 48904 – Property Damage*

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

### *Search of School Lockers*

School lockers remain the property of the Alhambra 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. Improper use of school lockers will result in disciplinary action.

### ***Alhambra Unified School District Discipline Guidelines***

*BP=Board Policy; CCR= California Code of Regulations; CEC= California Education Code; PC= Penal Code*

<i>Codes and Violations</i>	<i>Minimum Action</i>	<i>Maximum Action</i>
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<p><b>Alcohol/Drugs</b> It is unlawful for any pupil to possess, use, sell or otherwise furnish or be under the influence of any drug, alcoholic beverage, or an intoxicant of any kind or arranged to sell a “look-alike” controlled substance [CEC 48900, CEC 48900(d), EC 48915J].</p>	<p>Counseling and/or Suspension Expulsion and/or arrest Expulsion</p>	<p>Expulsion and/or arrest</p>
<p><b>Appearance/Dress Standards</b></p> <ul style="list-style-type: none"> <li>• Students are to be neat and clean on entering school</li> <li>• District-wide (in grades Kindergarten through eighth) mandatory uniforms are to be worn daily (except for site designated school spirit days). Students with an authorized exemption must comply with the District dress standards, including hemmed pants, tucked in shirts, and uniform regulations on size/fit of clothing.</li> </ul>	<p>Discussion/ Warning  Change clothes  Confiscation</p>	<p>Suspension</p>

- Gang related clothing is specifically prohibited. Baggy pants are not permitted on campus.
  - In cooperation with teachers, students and parents/guardians, the principal or designee shall establish school rules governing student dress and grooming which are consistent with law, Governing Board policy and administrative regulations. (AUSD AR 5132(A))
  - Appropriate footwear is required at all times. Shoes should be comfortable and safe and appropriate for physical activities.
  - Clothing shall be appropriate size, not too large or small or revealing.
  - Hats, caps and other head coverings shall not be worn indoors. Exceptions for medical or religious reason are available, consult with principal or designee
  - Clothing shall be sufficient to conceal undergarments at all times.
  - No bare midriff tops.
  - Jewelry must be safe for school activities and not distracting (no sharp, pointed or studded items).
  - No wallet chains.
  - Light (not too dark or excessive) make-up is permitted for students in grades 7-8.
  - Hairstyles that are distracting are not permitted; hair may not be sprayed with any coloring that drips when wet.
  - No clothing revealing bare shoulders.
  - No fishnet or see-thru fabric.
  - No spaghetti straps (less than 2 inches in width).
  - No low cut, revealing hip hugger pants.
  - No exposed under garments.
  - Any clothing which disrupts the educational process is prohibited.
- Students shall not be allowed to wear buttons, badges, clothing or other insignia which (CEC § 35183):
- Are obscene.
  - Are libelous or slanderous.
  - Incite students, express or advocate racial, ethnic, sexual or religious prejudice so as to contribute to conflict or the imminent commission of unlawful acts on school premises or the violation of school regulations or the disruption of the orderly operation of the school.
  - Depict violence and/or cruelty.
  - Advertise alcohol, tobacco or drugs.

<p><b>Bicycles/Skateboards/Roller or Blade Skates/Scooters</b> Operation of bicycles, skateboards, scooters, roller or blade skates are not allowed on the school campus at any time.</p>	<p>Warning</p>	<p>Suspension Citation by Police</p>
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<p><b>Bullying</b> Students shall not bully, intimidate or harass other students. AUSD will not tolerate behavior that infringes on the safety of any student. A student shall not intimidate or harass another student through words or actions. Such behavior includes: direct physical contact, such as hitting or shoving; verbal assaults, such as teasing or name-calling; written intimidation or threats; cyber-bullying and social isolation or manipulation. (BP 5131.11)</p>	<p>Warning  Counseling Suspension</p>	<p>Expulsion</p>
<p><b>Cheating</b> No student shall obtain or attempt to obtain credit by other than regularly accepted means (BP 5129.3).</p>	<p>F grade on work; lower citizenship grade; letter to parent</p>	<p>Suspension</p>
<p><b>Defiance of Authority</b> All pupils shall comply with the regulations, pursue the required course of study and submit to the authority of school personnel (CEC 48908).</p>	<p>Counseling</p>	<p>Suspension</p>
<p><b>Destruction of School Property</b> Students must pay for lost, damaged, or stolen textbooks, materials, or property (BP 3515.4, BP 5131.5, CEC 48904).</p>	<p>Counseling Restitution</p>	<p>Suspension and/or Expulsion/Arrest/ Restitution</p>
<p><b>Distractions</b> Distractions to be left at home: problems, dangerous or illegal objects/substances (including laser pointers, graffiti or etching tools), toys, playing or trading cards, gum, candy, seeds (i.e. sunflower), electronic devices (listening/recording/signaling devices), sports equipment, other valuables, etc.</p>	<p>Counseling</p>	<p>Suspension</p>
<p><b>Drug Paraphernalia</b> It is unlawful to possess, offer, arrange or negotiate to sell any drug paraphernalia [CEC 48900(j)].</p>	<p>Counseling Suspension</p>	<p>Expulsion/ Arrest</p>
<p><b>Electronic Devices</b> Alhambra Unified School District Board Policy (BP 5131.10) permits student possession of cell phones and other electronic signaling devices with the permission of the school principal, in accordance with school rules. See the Sign and Return: Electronic Information Resource User Contract in the sign and return section at the end of this handbook. Contact the school principal for more information. This policy does not permit possession of radios, tape players, CD players, or other electronic devices without permission of the principal.</p>	<p>Confiscation</p>	<p>Suspension</p>
<p><b>Extortion</b> Any person who obtains property from another by a wrongful use of force or fear is guilty of extortion (PC 518).</p>	<p>Suspension</p>	<p>Expulsion/ Arrest</p>
<p><b>Fighting/Threatening</b> No student shall cause, attempt to cause or threaten to cause physical injury to another person [CEC 48900(a)].</p>	<p>Counseling</p>	<p>Expulsion/ Arrest</p>
<p><b>Forgery</b> No student shall falsify signatures or data on official school records including electronic data files [CEC 48900(t)].</p>	<p>Counseling</p>	<p>Suspension</p>
<p><b>Gambling/Card Playing</b> Card playing, wagering or accepting wagers on any game of chance or contest of any type is prohibited.</p>	<p>Confiscation/ Warning</p>	<p>Suspension</p>
<p><b>Harassment</b> No student shall harass, intimidate or threaten another student who is a complaining witness or a witness in a school disciplinary action [(CEC 48900(o))] or intentionally harass, threaten or intimidate student(s) to</p>	<p>Counseling Suspension</p>	<p>Expulsion</p>

the extent of disrupting class work, creating a disorder or creating a hostile environment (CEC 48900.4).		
<b>Hate Violence/Hate Motivated Behavior</b> No pupil shall cause, attempt to cause, or threaten to cause, or participate in an act of hate violence against another person(s) because of race, ethnic background, national origin, religious belief, disability, economic disadvantage, sex or sexual orientation (CEC 48900.3).	Counseling Suspension	Expulsion/ Arrest
<b>Hazing</b> Any students engaging in hazing are subject to suspension, expulsion, and prosecution for a misdemeanor punishable by a fine between \$100 and \$500, or imprisonment in county jail up to one year, or both (CEC 32050, 32051) [CEC 48900 (q)].	Counseling Suspension	Expulsion/ Arrest/Fine
<b>Imitation Firearms</b> PC §§ 12550, 12556: Imitation Firearms: Penal Code § 12550 includes BB device within definition of imitation firearm. Penal Code § 12556 makes it a criminal offense to openly display or expose any imitation firearm in a public place, including a public school.	Suspension Expulsion Suspension	Expulsion Arrest
<b>Injurious Object</b> Any employee of a school district may take from the personal possession of any pupil under the authority of school personnel any injurious object in the possession of a pupil (CEC 49331).	Counseling Confiscation	Suspension Expulsion

<b>Laser Pointers</b> Possession of a laser pointer by any student on any school premise is prohibited unless possession is for valid instruction. It is prohibited to direct the beam of a laser pointer into the eyes of another or into a moving vehicle or into the eyes of a guide dog (PC 417.27).	Warning/ Confiscation Suspension	Expulsion/ Arrest
<b>Off Campus</b> A pupil may not leave the school premises at any time before the regular hour for closing school, except in the case of emergency, or with the approval of the principal of the school (CCR Title 5 303, BP 5112.5).	Progressive Discipline	Alternative Placement
<b>Profanity</b> Use of vulgar, profane or obscene language is prohibited [CEC 48900 (l)].	Counseling	Suspension
<b>Public Display of Affection</b> Overt public displays of affection, including, but not limited to: making out, French kissing, prolonged hugging, groping of body parts, sitting between legs, laying on bodies is prohibited.	Counseling	Expulsion/ Arrest
<b>Reckless Driving</b> Driving a motor vehicle on or about the school property in such a manner as to endanger persons or property is prohibited.	Warning	Suspension
<b>School Identification Card (grades 9 – 12)</b> A student is obligated to carry school identification with him/her at all times and to present identification upon request by a school staff member.	Progressive Discipline	Suspension
<b>Sexual Assault and/or Battery</b> A pupil may not sexually assault or commit sexual battery against another person [CEC 48901(n)].	Suspension Expulsion	Expulsion/ Arrest
<b>Sexual Harassment</b>  The Governing Board is committed to maintaining a learning environment that is free of harassment. The Board prohibits the unlawful sexual harassment of any student by any employee, student, or other person at school or at any school-related activity. 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: 1) Submission to the conduct is explicitly or implicitly made a term or condition of a student’s academic status or progress;	Counseling	Expulsion / Suspension



- 2) Submission to or rejection of the conduct by a student is used as the basis for academic decisions affecting the student;
- 3) The conduct has the purpose or effect of having a negative impact on the student's academic or work performance or of creating an intimidating, hostile, or offensive educational work environment for students or district employees;
- 4) Submission to or rejection of the conduct by the student is used as a basis for any decision affecting the student regarding benefits and services, honors programs, or activities available at or through the school. The superintendent or designee shall ensure that students receive age-appropriate information related to sexual harassment. Students shall be assured that they need not endure any form of sexual behavior or communication, including harassment because of sexual orientation. They shall further be assured that they need not endure, for any reason, any harassment that impairs the educational environment or a student's emotional well being at school.

Any student who engages in the sexual harassment of anyone at school or a school-related activity shall be subject to disciplinary action. For students in grades K-3, this disciplinary action shall depend on the maturity of the students and the circumstances involved. For students in grades 4-12, the disciplinary action may include suspension and/or expulsion. Any employee who engages, permits or fails to report sexual harassment shall be subject to disciplinary action up to and including dismissal. In addition, criminal or civil charges may be brought against the alleged harasser; sexual harassment also may be considered a violation of laws relating to child abuse. Students shall be informed that they should immediately contact a staff member if they feel they are being harassed. Within 24 hours, staff shall report complaints of sexual harassment to the principal or designee or to another District administrator. Staff shall similarly report any such incidents they may observe, even if the harassed student has not complained.

The principal or designee shall immediately investigate any report of the sexual harassment of a student. Upon verifying that sexual harassment occurred, he/she shall ensure that appropriate action is promptly taken to end the harassment, address its effects on the person subjected to the harassment, and prevent any further instances of the harassment. In addition, the student may file a formal complaint with the Superintendent or designee in accordance with the District's Uniform Complaint Procedures.

The District prohibits retaliatory behavior against any complainant or any participant in the complaint process. Information related to a complaint of sexual harassment shall be confidential to the extent possible, and individuals involved in the investigation of such a complaint shall not discuss related information outside the investigation process (CEC 48900.2, BP 5145.7).

<b>Theft/Receipt of Stolen Property</b> It is unlawful for a pupil to steal or attempt to steal school or private property or to knowingly receive stolen school or private property [CEC 48900(g)(l)].	Counseling/ Restitution Suspension	Expulsion/ Arrest
<b>Threats to Other Pupils</b> A pupil may not harass, threaten or intimidate another pupil or group of pupils (CEC 48900.4).	Suspension	Expulsion/ Arrest
<b>Threats to School Personnel</b> A pupil may not make terrorist threats against school officials or school property or both (PC 71) (CEC. 48900.7).	Suspension	Expulsion/ Arrest
<b>Tobacco</b> No student shall possess, smoke or use tobacco or any product containing tobacco or nicotine products while on campus, or while attending school sponsored activities or while under the supervision and control of school district employees (CEC 48900 (h) and CEC 48901).	Counseling Confiscation	Suspension
<b>Unauthorized Advertising</b> No fliers or advertisements may be distributed on the school premises without prior approval of the school administration.	Warning/ Confiscation	Suspension
<b>Vandalism/Graffiti/Malicious Mischief</b> Any person who maliciously defaces, damages, or destroys with paint or any other liquid, any real or personal property not his/her own, is guilty of vandalism (PC 594) [CEC 48900 (f)].	Detention/ Restitution Suspension	Expulsion/ Arrest
<b>Violation of Suspension Conditions</b> Violation of suspension conditions includes being physically on school grounds, in the vicinity of the campus or at a school-sponsored activity without permission of school administration.	Suspension	Expulsion/ Arrest

<b>Vulgarity</b> Every pupil shall refrain from committing an obscene act or engaging in habitual profanity or vulgarity [CEC 48900(i)].	Counseling	Suspension
<b>Weapons/Imitation Firearms</b> A pupil may not possess, sell or otherwise furnish any firearm, knife, explosive or other dangerous object unless, in the case of possession, written permission to possess the item is received from a certificated school employee which is concurred in by the principal [CEC 48900(b)]. A pupil may not possess an imitation firearm including any BB device. Effective September 20, 2004, it is a criminal offense to openly display or expose any imitation firearm in a public place, including a public school. [CEC 48900(m), PC 12550, 12556](SB1858, Ch. 607, Statutes of 2004)	Expulsion (firearm, explosives, brandishing knife)  Suspension	Expulsion/ Arrest  Expulsion/ Arrest
<b>Witness Harassment</b> A pupil may not harass, threaten or intimidate another pupil who is a witness in a school disciplinary procedure [CEC 48900(o)].	Suspension	Expulsion

## Discipline – Elementary (K-8) Standards of Behavior

Discipline standards are to be followed by all students in order to make school a pleasant and safe learning environment. Students who are cooperative and responsible receive a variety of positive consequences. If students choose to misbehave, the school will take logical, progressive actions to help them change their behavior. Consequences are fairly and consistently applied and depend upon the situation, circumstances, and previous behavior of the student. Parents are contacted to keep them informed and to assist in the discipline process; they may be asked to attend class with their child.

### **Classroom:**

- Promptly and respectfully obey adults in the room
- Come prepared with necessary books (covered), paper, pencils and homework
- No eating in class
- Enter the classroom quietly and quickly; be ready to learn
- Raise your hand to be recognized; listen when others speak
- Use the restroom and/or get a drink of water before school, during recess and lunch, and after school

### **Cafeteria/lunch benches:**

- Promptly and respectfully obey adults and school safety monitors
- Eat food; don't throw it
- Line up; take turns
- Clean up after yourself
- Use proper etiquette

### **Restrooms:**

- Use assigned restrooms
- Do not play or loiter
- Clean up after yourself
- Use proper hygiene
- Hall passes required/except at lunch, recess, before and after school
- No vandalism

### **Playground:**

- Promptly and respectfully obey adults and school safety monitors
- Use equipment properly



- Play in designated areas
- No tag or rough play

***Hallways:***

- Do not loiter
- Walk in designated areas

***Bicycles:***

- Park and lock bike in designated area
- Walk bicycles on campus
- Helmets must be worn

***To and from school and school sponsored events:***

- Safe and appropriate behavior is expected
- No skateboards, scooters or roller or blade skates on campus
- Walk on sidewalks, cross streets only in crosswalks or at intersections with crossing guards

***Eighth Grade Promotion Standards***

- No F grade (including P.E.) third trimester (for participation in the promotion ceremony)
- Acceptable behavior is a requirement for participation in promotion activities (i.e. field trip, party, dance)
- Each school will notify parents and students of specific requirements at the beginning of the school year or at the time of enrollment

***Eligibility for Co-Curricular Sports/Activities-Including First Semester 9<sup>th</sup> Grade***

- In order to participate in school co-curricular activities in grades 7-12, a student must have a grade point average of “C” (2.00) for the last official grading period, plus no more than one “unsatisfactory” citizenship mark (U). If a student is ineligible at the last official grading period, the student is placed on probation until the next official grading period. While on probation, a student may participate in co-curricular activities.
- If an eighth grade student does not achieve a “C” (2.00) average or has more than one “U” on the second trimester report card, he/she is on probation for the third trimester. **If this probationary student does not again have a “C” average and/or has more than one “U” on the third trimester report card, he/she is subject to being ineligible to participate in ninth grade co-curricular activities.**

## Discipline – High School (9-12) Standards of Behavior

Students are expected to present themselves daily on time at each class ready with the appropriate materials and behavior to receive instruction. Students shall not loiter or create disturbances on campus before, during or after classes are in session. While on campus, students are expected to respect each other, respect and obey school personnel and to work cooperatively to achieve a safe, clean and friendly atmosphere for learning. Students are to carry a school picture identification with them and to remain in designated areas at all times.

***High School Standards for Participation in Graduation Ceremonies***

1. Completion of Alhambra Unified School District graduation requirements.
2. Passing score on the California High School Exit Exam (CAHSEE)
3. Demonstration of high standards of student conduct and behavior.

***Definitions of Appropriate Corrective Actions for Violations of District Rules***

***Discussion/Warning***

A staff member verbally informs a student that he/she has violated or is about to violate a school rule or regulation. Also, the staff member may warn the student through a written referral that his/her behavior is unacceptable.

### **Counseling**

The Administrator/Counselor provides a helping relationship by which reasons for misbehavior are analyzed and positive steps for attitude adjustment will be recommended to the student, along with communication with parents and teachers. A student may be referred to an appropriate in-school program or outside agency.

### **Detention Program**

The Alhambra Unified School District has a disciplinary program based on detention either during non-school hours or on Saturday (grades 4-12). Detention may take the form of a study hall or campus beautification. In some cases, students assigned to detention may avoid a suspension from school. Failure to attend detention or Saturday School after being assigned will result in further disciplinary action. Students may be kept in detention up to one hour after school, with prior parent notification.

**Search & Seizure** Alhambra Unified School district shall conduct student searches when the administration has determined that reasonable suspicion exists.

The district may utilize contraband detection canine dogs for the purpose of discouraging possession of illicit drugs and/or dangerous items as part of the District's comprehensive drug use prevention and intervention practices.

### **Suspension**

*Class Suspension* – is suspension of a student by a teacher from a specific class for that class period and, possibly, the same period the following day.

*In School Suspension* – Schools may offer in-school suspension. Students will be placed on an in-school suspension for the full duration of the school day. Students are required to complete all assignments from their grade level. Schools may employ an in-school suspension as an alternative to off-campus suspension.

*School Suspension* – is the temporary removal by the principal or principal's designee of a student from school and all school-sponsored activities on and off campus for the purpose of home correction. Suspension is a disciplinary action for unacceptable behavior on campus and/or school activities. The parent/guardian is responsible to use the suspension time to discuss with his/her son or daughter appropriate conduct and responsibilities as a student in the Alhambra Unified School District.

### **Behavior Contract (In Lieu of Expulsion)**

Students recommended for expulsion for committing non-mandatory expulsion offences (Education Code 48915) or non-violent behavior may be placed on a Behavior Contract in lieu of expulsion, on the recommendation of the principal or designee and with the approval of the superintendent or designee. Under the terms of the Behavioral Contract, the District would permit students to remain enrolled into a District program. The Behavioral Contract shall specify conditions, which that student and parent/guardian (s) must agree to and follow for the duration of the contract. Conditions may include one or more of the following: change of school placement; counseling; parent education classes; payment of restitution; and satisfactory maintenance of satisfactory grades, attendance and behavior at school during the term of the Behavioral Contract.

### **Expulsion**

Expulsion is a Board of Education action to remove a student from all instructional programs and school-sponsored activities offered by the Alhambra Unified School District, up to a full calendar year. Students expelled from the Alhambra Unified School District may be placed into an alternative education program.

## Discipline – Suspension and Expulsion Laws

### *CEC § 48900—Grounds for Suspension and Expulsion*

A pupil shall not be suspended from school or recommended for expulsion unless the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has committed one of the following violations:

- (a) (1) Caused, attempted to cause, or threatened to cause physical injury to another person, or  
(2) Willfully used force or violence upon the person of another, except in self-defense.
- (b) Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object, unless, in the case of possession of an object of this type, the pupil had obtained written permission to possess the item from a certificated school employee, which is concurred in by the principal or the 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 any 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, 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) Stolen 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 pupil 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) 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.
- (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, or 289 of the Penal Code or committed a sexual battery as defined in Section 243.4 of the Penal Code.
- (o) Harassed, threatened, or intimidated a pupil who is a complaining witness or a 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, including, but not limited to, bullying committed by means of an electronic act, as defined in subdivisions (f) and (g) of Section 32261, directed specifically toward a pupil or school personnel.
  - (1) "Bullying" means any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, and including one or more acts committed by a pupil or group of pupils as defined in Section 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 Web 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 of the 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.
- (B) Notwithstanding paragraph (1) and subparagraph (A), an electronic act shall not constitute pervasive conduct solely on the basis that it has been transmitted on the Internet or is currently posted on the Internet.
- (3) "Reasonable pupil" means a pupil, including, (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 may not be suspended or expelled for any of the acts enumerated in this section, unless that act is related to school activity or school attendance occurring within a school under the jurisdiction of the superintendent 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 aids or abets, as defined in Section 31 of the Penal Code, the infliction or attempted infliction of physical injury to another person may be subject to suspension, but not expulsion, pursuant to this section, except that a 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.

*CEC § 48900.2—Sexual Harassment*

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*.

The conduct described in *Section 212.5* must be considered by a reasonable person of the same gender as the victim to be sufficiently severe or pervasive to have a negative impact upon the individual's academic performance or to create an intimidating, hostile, or offensive educational environment. This section shall not apply to pupils enrolled in kindergarten and grades 1 to 3, inclusive.

*CEC § 48900.3—Hate Violence*

A pupil in any of grades 4 to 12 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 caused, attempted to cause, threatened to cause, or participated in an act of, hate violence, as defined in subdivision (e) of Section 233.

*CEC § 48900.4—Harassment, Threats or Intimidation*

A pupil enrolled in any of grades 4 to 12 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 intentionally engaged in harassment, threats, or intimidation, directed against school district personnel or pupils, that is sufficiently severe or pervasive to have the actual and reasonably expected effect of materially disrupting class work, creating substantial disorder, and invading the rights of either school personnel or pupils by creating an intimidating or hostile educational environment.

*CEC § 48900.5—Limitations on Imposing Suspension*

Suspension, including supervised suspension as described in Section 48911.1, shall be imposed only when other means of correction fail to bring about proper conduct. A school district may document the other means of correction used and place that documentation in the pupil's record, which may be accessed pursuant to Section 49069. However, a pupil, including an individual with exceptional needs, as defined in Section 56026, may be suspended, subject to Section 1415 of Title 20 of the United States Code, 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 threatens to disrupt the instructional process.

*CEC § 48900.7—Terroristic Threats*

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 made terroristic threats against school officials or school property, or both.

Terroristic threats shall include any statement, whether written or oral, by a person who willfully threatens to commit a crime which will result in death, great bodily injury to another person, or property damage in excess of one thousand dollars (\$1,000), with the specific intent that the statement is to be taken as a threat, even if there is no intent of actually carrying it out, which, on its face and under the circumstances in which it is made, is so unequivocal, unconditional, immediate, and specific as to convey to the person threatened, a gravity of purpose and an immediate prospect of execution of the threat, and thereby causes that person reasonably to be in sustained fear for his or her own safety or for his or her immediate family's safety, or for the protection of school district property, or the personal property of the person threatened or his or her immediate family.

*CEC § 48915—Circumstances for Recommending Expulsion*

(a) (1) 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:

(A) Causing serious physical injury to another person, except in self-defense.

(B) Possession of any knife or other dangerous object of no reasonable use to the pupil.

(C) Unlawful possession of any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, except for either of the following: (i) The first offense for the possession of not more than one avoirdupois ounce of marijuana, other than concentrated cannabis.

(ii) The possession of over-the-counter medication for use by the pupil for medical purposes or medication prescribed for the pupil by a physician.

(D) Robbery or extortion.

(E) Assault or battery, as defined in Sections 240 and 242 of the Penal Code, upon any school employee.

(2) If the principal or the superintendent of schools makes a determination as described in paragraph (1), he or she is encouraged to do so as quickly as possible to ensure that the pupil does not lose instructional time.

(b) 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 committed an act listed in paragraph (1) of subdivision (a) or in subdivision (a), (b), (c), (d), or (e) of Section 48900. A decision to expel shall be based on a finding of one or both of the following:

(1) Other means of correction are not feasible or have repeatedly failed to bring about proper conduct.

(2) Due to the nature of the act, the presence of the pupil causes a continuing danger to the physical safety of the pupil or others.

(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 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.

(d) 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.

(e) 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:

(1) That other means of correction are not feasible or have repeatedly failed to bring about proper conduct.

(2) That due to the nature of the violation, the presence of the pupil causes a continuing danger to the physical safety of the pupil or others.

(f) 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.

(g) As used in this section, "knife" means any dirk, dagger, or other weapon with a fixed, sharpened blade fitted primarily for stabbing, a weapon with a blade fitted primarily for stabbing, a weapon with a blade longer than 3½ inches, a folding knife with a blade that locks into place, or a razor with an unguarded blade.

(h) As used in this section, the term "explosive" means "destructive device" as described in Section 921 of Title 18 of the United States Code.

### **Property Damage – EC 48904**

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



## Disruption in a Public School or Public School Meeting

### *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).

## Enrollment

### *CEC § 48200 – Compulsory Education*

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.

### *CEC § 48204(b) – Residency Requirements for School Attendance*

A pupil may also comply with the residency requirements for school attendance in a school district, if he or she resides in 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 or placement under the Welfare and Institutions Code; a pupil who is a foster child who remains in his or her school of origin; is an emancipated pupil who resides within the boundaries of the school district; is a pupil who lives in the home of a caregiving adult that is located within the boundaries of the school district; or is a pupil residing in a state hospital located within the boundaries of the school district.

A school district may also deem a pupil as having complied with the 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.

### *CEC § 48206.3, § 48207, and § 48208 – Home/Hospital Instruction Program*

A pupil with a temporary disability, which makes school attendance impossible or inadvisable, shall receive individual instruction provided by the district of residence. A pupil, who is in a hospital or other residential health facility, excluding a state hospital, may be deemed to have complied with the residency requirements for school attendance in the school district in which the hospital is located. “Temporary disability” means a physical, mental, or emotional disability incurred while a pupil is enrolled in school and after which the pupil can reasonably be expected to return to school without special intervention. It does not include a disability for which a pupil is identified as an individual with exceptional needs. Upon receipt of the notification, the district will within five working days determine whether the pupil will be able to receive individualized instruction and, if so, provide the instruction within five working days or less. Contact the school nurse for more information.

### *CEC § 48208(h) – Annual Notifications of Attendance Options*

Annual notification to advise parents or guardians of all existing statutory attendance options and local attendance options available in the school district.

### *CEC § 48980(i) – Informing Parents of Options*

Requires all school boards to inform each student’s parent/guardian at the beginning of the school year of the various ways in which they may choose schools for their children to attend other than the ones assigned by school districts. Students that attend schools other than those assigned by the districts are referred to as “transfer students” throughout this notification. There is one process for choosing a school within the district which the parent/guardian live (intradistrict transfer), and three separate processes for selecting schools in other districts (interdistrict transfer). The general requirements and limitations of each process are described below.

### **Choosing a School Within the District in Which Parent/Guardian Lives (Intradistrict Permit)**

#### **Choice Permit**

Choice permit applications are available at your child’s school and must be filed no later than January 1 to be considered for the following school year.

**Enrollment Under No Child Left Behind (AUSD AR 5116.1 (a))**

Parents may request a transfer to another district school if a student is the victim of violent criminal act, or if a school is identified a persistently dangerous school. Parents are notified (as required by law) if a school is identified as a persistently dangerous school.

**Enrollment for other reasons (AUSD AR 5116.1 (b and c))**

A parent/guardian may request a transfer for reasons included in this AR, including:

- Special mental or physical health needs,
- To provide a change in environments for personal or social adjustment as certified by qualified staff
- Completion of a school year when parents/guardian have moved
- As recommended by SARB or Child Welfare
- Childcare needs
- Other relevant reasons will be considered on a case-by-case basis

**Choosing a School Outside the District in Which Parent/Guardian Lives (Interdistrict Permit)**

The law (*CEC §§ 46600 through 46607*) allows two or more school boards to enter into an agreement, for a term of up to five years, for the transfer of one or more students between districts. The agreement must specify the terms and conditions for granting or denying transfers. The district in which the parent/guardian lives shall issue an individual permit under the terms of the agreement, or district policy, for transfer and for the applicable period of time. A permit is valid upon endorsement by the district of proposed attendance.

A pupil who has been determined by personnel of either the home or receiving district to have been the victim of an act of bullying, as defined in EC 48900(r), 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.

The law on interdistrict transfers also provides for the following:

- Both the district of proposed attendance and the district of residence are encouraged to give consideration to the childcare needs of the student.
- If either district denies a transfer request, a parent/guardian may appeal that decision to the county board of education. There are specified timelines in the law for filing an appeal and for the county board of education to make a decision.
- No district is required to provide transportation to a student who transfers into the district.
- Once a permit is obtained from another district to attend AUSD, the student no longer has to get a release from the district of residence as long as the student attends the same school in which he/she enrolled originally; however the renewal is subject to review. The Permit form is available on the district website <http://www.ausd.us>

Open Enrollment – EC 48350 et seq. Alhambra Unified School District has no schools on the Open Enrollment list. Whenever a student is attending a school on the Open Enrollment List as identified by the Superintendent of Public Instruction, the student may seek to transfer to another school within or outside of the district, as long as the school to which he/she is transferring has a higher Academic Performance Index. Parents of high school athletes should check on CIF sports eligibility rules before pursuing a transfer under this option. Transportation to any other school is the responsibility of the parent. School districts are allowed to adopt specific, written standards for acceptance and rejection of applications as long as students are selected through a “random and unbiased” process. Unless the school board waives the deadline, requests for transfers are to be submitted by January 1 of the prior school year. To apply, parents must directly contact the school district to which they seek to transfer their student. The Open Enrollment List can be found on the California Department of Education website at <http://www.cde.ca.gov/sp/eo/op/>.

## Facilities

*CEC § 35186 – Modified Uniform Complaint Process*

Requires the school district to use a modified uniform complaint process to help identify and resolve any deficiencies related to instructional materials, emergency or urgent facilities conditions that pose a threat to the



health and safety of students or staff, and teacher vacancy or misassignment. Allows for the filing of anonymous complaints. A complainant who identifies himself or herself is entitled to a response upon request.

Requires a notice to be posted in each classroom in each school of the district notifying parents, guardians, pupils and teachers of the following:

1. There should be sufficient textbooks and instructional materials. For there to be sufficient textbooks and instructional materials each pupil, including English learners, must have a textbook or instructional materials, or both, to use in class and to take home.
2. School facilities must be clean, safe, and maintained in good repair.
3. There should be no teacher vacancies or misassignments as defined in paragraphs (2) and (3) of subdivision (h).
4. The location at which to obtain a form to file a complaint in case of a shortage. Posting a notice downloadable from the Internet Web site of the department shall satisfy this requirement.

## Foster/Homeless Youth

### *CEC §§ 48850 et seq. – School Placements*

Requires the school district's educational liaison to ensure pupils in foster care receive stable school placements which are in the best interests of the child, placement in least restrictive educational programs, access to academic resources, services, and extracurricular and enrichment activities available to all pupils, full and partial credits for coursework taken, and meaningful opportunity to meet state pupil academic achievement standards.

### *42 USC § 11432 – Participation in the Education of Children and Notification of Rights*

Requires the school district's homeless liaison to ensure parents of educational and related opportunities available and provide meaningful opportunities to participate in the education of their children. Notification may address circumstances for eligibility (e.g., living in a shelter, in a motel, hotel, or weekly rate housing, in a house or apartment with more than one family because of economic hardship or loss, in an abandoned building, in a car, at a campground, or on the street, in temporary foster care or with an adult who is not your parent or guardian, in substandard housing, or with friends or family because you are a runaway or unaccompanied youth); right to immediate enrollment in school of origin or school where currently residing without proof of residency, immunization records or tuberculosis skin-test results, school records, or legal guardianship papers; right to education and other services (e.g., to participate fully in all school activities and programs for which child is eligible, to qualify automatically for nutrition programs, to receive transportation services, and to contact liaison to resolve disputes that arise during enrollment). Notice of educational rights of homeless children to be disseminated at places where children receive services, such as schools, shelters, and soup kitchens.

## Health

### *CEC § 35183.5 – Protection from the Sun*

Provides that pupils may use sunscreen during the school day without a physician's note or prescription. Each school site allows articles of sun protective clothing including, but not limited to hats, for outdoor use during the school day.



### *CEC § 48216, HSC §§ 120365 and 120370 - Immunizations*

Unless a pupil's parent or legal guardian provides the school with an acceptable signed waiver, a pupil must be immunized against certain communicable diseases. Students are prohibited from attending school until the immunization requirements are met. 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, 2014, the signed waiver to exempt a pupil from meeting immunization requirements shall include a form prescribed by the State Department of Public Health signed by 1) the health care practitioner who

provided information to the parent or legal guardian regarding the benefits and risks of the immunization and the health risks of the communicable diseases; and 2) the parent or legal guardian, indicating that he or she received the information provided by the health care practitioner.

Check your child’s immunization record with the chart below or call your family physician to determine if your child has met the requirement.

VACCINE NAME	Diseases	Meets 7 <sup>th</sup> -12 <sup>th</sup> grade entry requirement
<b>Tdap</b> on or after the 7 <sup>th</sup> Birthday	Tetanus, Diphtheria, <b>Pertussis</b>	<b>YES</b>
<b>Dtap</b> on or after the 7 <sup>th</sup> Birthday	Diphtheria, tetanus, <b>Pertussis</b>	<b>YES</b>
Td	Tetanus, Diphtheria	<b>NO</b>
DT	Diphtheria, Tetanus	<b>NO</b>

**If your child has already received this vaccine:** Bring your child’s immunization record to their current school office as soon as possible. Your child will **NOT** receive a schedule or be placed in a classroom without this documentation!

*CEC § 49403 – Prevention and Control of Communicable Diseases*

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.

*CEC § 49414 - Notice of Emergency Treatment for Anaphylaxis*

Anaphylaxis is a rapid, severe allergic response triggered by insect stings, foods, medications, latex materials, exercise, or in rare cases by unknown causes. This is a life-threatening allergic condition, requiring immediate treatment. Administering epinephrine to students during a medical emergency may help to insure the student’s health and safety at school. The district has adopted a policy for giving life-saving epinephrine to students in need of such treatment. The policy allows credentialed, licensed school nurses or trained, unlicensed school staff to administer epinephrine in the form of an epinephrine auto-injector during a severe, life-threatening allergic reaction. The epinephrine auto-injector rapidly delivers a pre-measured, sterile, single dose of epinephrine by direct injection through the skin. If parents/guardians do not wish their child to receive this treatment, they must so indicate in writing within two weeks of the beginning of school.

*CEC § 49423 and 49423.1 – Medications*

Administration of Prescribed Medication for Pupils – EC 49423 and 49423.1

Any pupil who is required to take, during the regular school day, 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 medication if the school district receives the appropriate documentation. With the consent of the parent or legal guardian, the school nurse may communicate with the physician and may counsel with school personnel regarding the possible effects of the medication on the pupil.

Administration of Epilepsy Medication – EC 49414.7

If a pupil with epilepsy has been prescribed an emergency antiseizure medication by his or her health care provider, the pupil’s parent or guardian may request the pupil’s school to have one or more of its employees receive training in the administration of an emergency antiseizure medication in the event that the pupil suffers a seizure when a nurse is not available.

Checklist for children that need medication at school:

1. Talk to your child's doctor about making a medication schedule so that your child does not have to take medicine while at school.
2. If your child is regularly taking medication for an ongoing health problem, even if he or she only takes the medication at home, give a written note to the school nurse or other designated school personnel at the beginning of each school year. You must list the medication being taken, the current dosage, and the name of the doctor who prescribed it (*CEC Section § 49480*).
3. If your child must take prescribed medication while at school, complete the "Physician's Recommendation for Medication" form, signed by both you and the doctor or other health care provider. Provide new, updated notes at the beginning of each school year and whenever there is any change in the medication, instructions, or doctor (*CEC Section § 49423*).
4. As parent or guardian, you must supply the school with all medication(s) your child must take during the school day. You or another adult must deliver the medication to school, except medication your child is authorized to carry and take by him or herself.
5. All controlled medication, like Ritalin, must be counted and recorded on a medication log when delivered to the school. You or another adult who delivered the medication should verify the count by signing the log.
6. Your child may be allowed to carry and self-administer his or her own medication if your child's medical condition requires immediate use of prescribed medication and your child's well being is in jeopardy unless the medication is carried on his/her person. This includes epinephrine auto-injectors and inhaled asthma medications. The "Self-Administration of Prescribed Medication" form must be completed by the doctor and parent, and approved by the school nurse (*CEC § 49423, 94423.1*). This form is available in the Health Office at your child's school.
7. Each medication 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 medication, and instructions for when to take the medication and how much to take.
8. Pick up all discontinued, outdated, and/or unused medication before the end of the school year. Medications not picked up will be disposed of according to State regulations.

*HSC 124085, 124100, 124105– Health Screening Exam*

State law requires that the parent or legal guardian of each pupil provide the school documentary proof that the pupil has received a health screening examination by a doctor within 90 days after entrance to first grade. Pupils may be excluded up to 5 days from school for failing to comply or not providing a waiver. Free health screening is available through the local health department.

*CEC § 49451 – Physical Examinations*

A parent or guardian may file annually with the principal of the school in which their child is enrolled a written statement, signed by the parent or guardian, withholding consent to a physical examination of the child. School authorities may exclude a child when there is good reason to believe that the child is suffering from a recognized contagious or infectious disease. The child may return when school authorities are satisfied that the contagious or infectious disease no longer exists.

*CEC § 49452, 49452.5 and 49452.6 – Screening for Sight, Hearing, and Scoliosis*

Physical examinations of students that schools are required to conduct include sight and hearing testing and scoliosis screening.

*CEC § 49452.8 – Grade K and 1 Oral Health Assessment*

Requires a pupil to have a dental check-up by May 31 in either kindergarten or first grade, whichever is the first year in public school. The assessment must be no earlier than 12 months prior to the date of enrollment. A parent/guardian may excuse the student from the requirement by completing a wavier.

*CEC § 49471 – Notification Regarding Athletic Activities*

Requires school districts maintaining middle or high school to notify, in writing, the parent or guardian of each pupil participating in an athletic activity, when the district does not provide medical and hospital services for pupils of the district injured while participating in athletic activities. The School District does not provide or make available

medical and hospital services for pupils who are injured in accidents related to school activity or attendance. Student Insurance information is provided in this handbook.

*CEC § 49472- Injuries to Students*

The school district may provide, or make available, medical or hospital service, or both, for injuries to pupils of the district arising out of accidents related to school activity or attendance. Pupils are not required to accept such service without the consent of his or her parent or guardian.

*CEC § 49475- Concussion and Head Injuries*

Requires, on a yearly basis, a concussion and head injury information sheet to be signed and returned by the athlete and the athlete's parent or guardian before the athlete's initiating practice or competition. These provisions would not apply to an athlete engaged in an athletic activity during the regular school day or as part of a physical education course.

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. On a yearly basis, a concussion and head injury information sheet must be signed and returned by the athlete and the 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.

*California Medicaid Program for Local Education Agencies*

The District, in cooperation with the California Departments of Health Services and Education, participates in a program that allows the District to be reimbursed with federal Medicaid funds for selected health services provided to eligible students at school. In accordance with the Local Education Agency rules and guidelines, this is a notification that eligible student health data may be forwarded to the District's billing agency, in accordance with confidentiality laws and HIPAA compliance. This program will not change school health services currently provided to all students. Students will not be denied services they require to attend school, and parents will never be billed for services by the school district.

*Notice of Emergency Treatment – Automated External Defibrillator*

The District recognizes that from time to time medical emergencies may arise that justifies the use of an Automated External Defibrillator (AED). These units have been acquired for use by personnel at District sites. An AED is a lifesaving device used to treat persons who succumb to sudden cardiac arrest. It is the District's hope that by equipping District sites with AEDs, trained District personnel will be better prepared to assist and revive persons who exhibit signs of cardiac arrest.

## HIV/AIDS

The purpose of the California Comprehensive Sexual Health and HIV/AIDS Prevention Education Act (*CEC §§ 51930 through 51939*) is to provide every student with the knowledge and skills necessary to protect their sexual and reproductive health from unintended pregnancy and sexually transmitted diseases. AUSD will provide instruction in comprehensive sexual health education, HIV/AIDS prevention education, and/or will conduct assessments on pupil health behaviors and risks in the coming school year. Parents or guardians may:

1. Inspect the written and audiovisual educational materials used in the comprehensive sexual health and HIV/AIDS prevention education
2. Request in writing that their child not receive comprehensive sexual health or HIV/AIDS prevention education
3. Request a copy of *CEC §§ 51930 through 51939*

4. Be informed whether the comprehensive sexual health or HIV/AIDS prevention education will be taught by District personnel or outside consultants
5. When the District chooses to use outside consultants or to hold an assembly with guest speakers to teach comprehensive sexual health or HIV/AIDS prevention education, to 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 students in grades 7 through 12 anonymous, voluntary, and confidential research and evaluation instruments, including tests and surveys, containing age-appropriate questions about their attitudes or practices relating to sex. Prior to administering such a research and evaluation instrument, parents/guardian shall be provided written notice of the administration. Parents/guardians shall be given an opportunity to review the research instrument and to request in writing that their child not participate.

## Instructional Programs

### *CEC § 32255 et seq. – Moral Objections to Dissections*

Any pupil 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. A note from the pupil's parent or guardian must substantiate objections. 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.

### *CEC § 52244 – Financial Assistance for Advanced Placement Examination Fees*

Eligible high school students may receive financial assistance to cover the costs of the advanced placement examination fees. Please contact your high school Guidance Office for additional information.

### *CEC § 48206.3 – Home and Hospital Instruction*

A pupil with a temporary disability which makes attendance impossible or inadvisable may receive individualized instruction provided in the pupil's home for one hour a day. Please contact your high school guidance office or elementary principal's office for information regarding home/hospital instruction.

### *CEC § 58501 – Notice of Alternative Schools*

The following notice shall be sent along with the notification of parents and guardians required by *CEC § 48980*. In addition, a copy shall be posted in at least two places, normally visible to pupils, teachers, and visiting parents in each attendance unit, for the entire month of March in each year.

#### Notice of Alternative Schools

California state law authorizes all school districts to provide for alternative schools. Section 58500 of the Education Code defines alternative school as a school or separate class group within a school which is operated in a manner 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/her desire to learn.
- (c) Maintain a learning situation maximizing student self-motivation and encouraging the student in his/her own time to follow his/her own interests. These interests may be conceived by him/her totally and independently or may result in whole or in part from a presentation by his/her teachers of choices of learning projects.

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

In the event any parent, pupil, or teacher is interested in further information concerning alternative schools, the county superintendent of schools, the administrative office of this district, and the high school guidance office or elementary principal's office 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.

*CEC § 310, 5 CCR § 11309 – Structured English Immersions Programs*

In order to facilitate parental choice of program, all parents and guardians must be informed of the placement of their children in a structured English immersion program and must be notified of an opportunity to apply for a parental exception waiver. Notice to include a description of the locally adopted procedures for requesting a parental exception waiver, and any locally-adopted guidelines for evaluating a parental waiver request. This information is provided to parents in the Initial/Annual Parent Notification Letter which is mailed home to appropriate students. Contact your school for more information.

*CEC § 52164.3 – Reassessment of Pupil's Primary Language*

A parent, teacher or school administrator may require the school district to reassess a pupil whose primary language is other than English when there is reasonable doubt about the accuracy of the pupil's designation. Parent to be notified of the reassessment result. Notice to be given orally when school staff has reason to believe a written notice will not be understood.

*CEC § 52173, 5 CCR § 11303 – Consultation Prior to Placement in a Bilingual Education Program*

Requires the school district to provide parents an opportunity for consultation prior to placement of a child in a bilingual education program. The notification, by mail or in person, is to include a simple, non-technical description of purposes, method, and content of the program. Parents are encouraged to visit such classes and to come to school for a conference to explain the nature and objectives of such an education. Parents have the right not to have their child enrolled in such a program. The written notices are to be in English and in the primary language of the pupil.

*CEC § 54444.2 – Involvement in Migrant Education Programs*

Requires a school district receiving migrant education funds or services to actively solicit parental involvement in planning, operation, and evaluation of its programs through establishment of parent advisory council. Requires notice to parents, in language they understand, that parents have sole authority to decide composition of council.

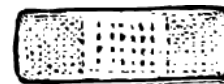
*5 CCR § 3831 – Written Plan for GATE Program*

Requires the school district to develop a written plan for the GATE program which shall be available for public inspection. Plan to include: 1) the rationale for the purposes of the program, including the general goals and specific objectives which pupils are expected to achieve; 2) the district's method of identification of gifted and talented pupils; 3) procedure for the consideration of the identification and placement of a pupil who was identified as gifted or talented in the district from which the pupil transferred; 4) the services to be rendered and the activities to be included; 5) plan for evaluating the various components of the program; 6) procedures for modifying the district gifted and talented program on the basis of the annual review; 7) staff development plan based upon a needs assessment which includes specification of requisite competencies of teachers and supervisory personnel; 8) procedures for ensuring continuous parent participation in recommending policy for planning, evaluating, and implementing the district program; 9) procedure to inform parents of a pupil's participation or nonparticipation in the gifted and talented program; and 10) budget information, if any.



## Insurance and Student Injuries

2013/14



The safety of our students is one of our most important concerns. Even so, accidents do happen and resulting medical treatment (office visits, surgery, hospitalization, etc.) can be very expensive. Please know that the District **does not** assume responsibility for these costs. However, as a service to you and your child, we offer you access to low-cost, affordable Student Accident and Health Insurance programs for your purchase that would help pay those expenses, and also complies with *CEC § 32221.5*, as explained below. This coverage is provided by Myers-Stevens & Toohey & Co., Inc., a firm that has specialized in such coverage for over 40 years. Many coverage options are available. The Student Accident and Sickness Plan and the “High Option” Full Time (24/7) Accident Plan are especially recommended for those students with no other insurance because they provide the most help when injuries occur. The Student Accident and Sickness Plan covers illness, as well as injury, 24 hours a day, 7 days a week, anywhere in the world! ***At a minimum, the High Option School-Time Accident Plan is an excellent value at only \$77.00 for the entire school year (that’s about \$.43 per day for \$75,000 of coverage) and should be given your consideration.*** Even if your child has other health coverage, Student Insurance may be used to help pay eligible charges not covered by other insurance because of plan design or deductible requirements.

The detailed Myers-Stevens Student Accident & Health Insurance information brochure will be sent home with your child. Please review this information carefully before making a decision. If you have any questions about the coverage, please contact Myers-Stevens & Toohey directly at (800) 827-4695. Bilingual representatives are available for parents/guardians who need assistance in Spanish. Additional information is also available from AUSD’s Risk Management Office at (626) 943-6580.

### *CEC § 32221.5*

Requires school districts that operate interscholastic athletic teams to include a statement regarding no-cost or low-cost health insurance programs in offers of insurance coverage that are sent to athletic team members. “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. Information about these programs may be obtained by calling Health Services at (626) 943-3440.”

## No Child Left Behind

*HR I: No Child Left Behind Act of 2001 (Section III-State Plans): Parents’ Right-to-Know Professional Qualifications of Classroom Teachers and Instructional Paraprofessionals.*

### *1. Parents’ Right to request information about Teacher Qualifications (20USC §6311, 34CFR §200.61).*

A provision of this new Title I law requires all districts to notify parents of children in all Title I schools that they have the right to request and receive timely information on the professional qualifications of their children’s classroom teachers, including:

- Whether the teacher has met state credentialing or license criteria for grade level and subject matter taught
- Whether the teacher is teaching under emergency or other provisional status
- The baccalaureate degree major of the teacher and any other graduate certification or degree held
- Whether the child is provided services by paraprofessionals and, if so, their qualifications

The Act also requires that the school district notify parents when their child has been taught for four or more consecutive weeks by a teacher who is not “highly qualified”. A definition of “highly qualified” has been approved by the State Board of Education.

### *2. Parents’ Right to Inspect Instructional Materials.*

All instructional materials, including teacher's manuals, films, tapes or other supplementary material which will be used in connection with any survey, analysis or evaluation shall be available for inspection by parents or guardians [20 U.S.C. 1231h(a)].

### 3. *Parents' Right to Object to Certain Tests, Exams, Questionnaires, or Surveys.*

California Education Code section 51513 already requires school districts, in their annual notices, to inform parents that before the school district can administer a test, questionnaire, survey or examination to the child containing questions about the student's or the parents' personal beliefs or practices in sex or attitudes regarding sex, family life, morality or religion, school districts must first obtain written parental permission. The Act expands on this duty by requiring school districts to notify parents in writing whenever the following types of information are sought by way of a test, questionnaire, survey or exam about a parent or student:

- political affiliations or beliefs
- illegal, anti-social, self-incriminating or demeaning behaviors
- mental or psychological problems
- the identity of the parent or student's lawyer, physician, or minister (or other relationships that are legally recognized as being privileged).
- critical appraisals of individuals with whom the student or parent has close family relations
- income (except as required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

Parents have the right to request that such test, questionnaire, survey or examination not be administered to their child [20 U.S.C. 1231h(b)].

## Nondiscrimination/Tolerance

### *Nondiscrimination in District Programs and Activities*

The Alhambra School District is committed to equal opportunity for all individuals in education. District programs and activities shall be free from discrimination based on 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. 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 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. For a complaint form or additional information, contact Marsha Gilbert, Assistant Superintendent, Student Services.

### *CEC § 48980(g) – Annual Notification of the District's Written Policy on Sexual Harassment*

The Alhambra 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 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. For a copy of the district's sexual harassment policy or to report incidences of sexual harassment, please contact the Assistant Superintendent of Human Resources.

### *Protection from Sexual Harassment and Discrimination Based on Sex – Student Grievance Procedure*

Federal and State laws prohibit your school from discriminating against you on the basis of your sex. Boys and girls must be treated the same in all areas including:

- the classes they can take
- the way they are treated in the classroom
- the kind of counseling they are given



- the extracurricular activities in which they can participate
- the honors, special awards, scholarships, and graduation activities in which they can participate

In addition, the law protects you from sexual harassment. This means that no student, teacher, administrator, or other school employee can make unwelcome sexual advances to you. They cannot touch you or speak to you in a sexual manner at school or at a school-sponsored event.

If you find that any of your rights are being violated, you can do something about it—that is your right too. If you have a question or concern about your rights, you can do one or more of the following:

1. Make notes and keep a record of the persons, dates and examples of the kinds of things said or done to which you object.
2. Seek support and advice from your counselor, teacher, nurse, or someone in authority with whom you feel comfortable enough to tell your concerns.
3. With your adult advisor, consider your options in dealing with the situation that is troubling you. For example: Should you talk to the person who is infringing upon your right or should you request a third party to clear up the situation for you.
4. Do not forget your family. You may think that you can resolve your problem on your own, but remember that your mother or father or guardian may be able to step in and help you out if you find yourself in a difficult situation.
5. If you find that your situation cannot be resolved by using any of the above methods, you may want to use the Uniform Complaint Procedure as your next step. This procedure is designed to help you, and no one should try to intimidate you or harass you for asking to use this procedure.

#### *CEC § 51101.1 – Notification in English and Home Language*

A parent or guardian's lack of English fluency should not preclude the parent or guardian from exercising their rights. The school district will take all reasonable steps to ensure that all parents and guardians of pupils who speak a language other than English are properly notified in English and in their home language, pursuant to *CEC § 48985*, of the rights and opportunities available to them.

## Nutrition

On a typical school day, Food & Nutrition Services department provides 10,531 lunches and 5,813 breakfasts to our students!

Our department is made up of a team of more than 120 professionals dedicated to promote student wellness and their ability to learn. Our team includes cafeteria staff, warehouse staff, program administration staff, and nutritional education specialists. We support learning by promoting healthy habits for lifelong nutrition and fitness practices. Meals, foods and beverages served in the school cafeterias meet all State and Federal requirements. Our menus are planned with public input. We provide tasting opportunities for students, parents, and district employees. Our staff is available to participate in classroom, school and community activities. Please check your school office for information if you would like to be invited to our annual food and wellness fair.

Breakfasts, lunches, and snacks are served meeting all guidelines under the National School Lunch Program, School Breakfast Program, and After School Snack Program. Meals are available to all students on all school days. Meal prices are kept at a minimum cost to ensure affordability to all families. On-line payment is available on the district's website under Food & Nutrition Services. Eligible students may receive complete meals free or at a reduced price. Applications are accepted every school year in the Food & Nutrition Services office. Eligibility determination is based on household income and size. As a yearly, routine practice to meet Federal requirements, we randomly select a percentage of applications for verification of information listed on the applications.

In addition to serving students, Food & Nutrition Services department provides daily and special catering service to our staff and community. At least one staff member per school kitchen is a certified food handler.

Our staff members regularly attend in-service, workshops, and conferences to enhance their knowledge and skills in order to provide better service to the district. Our office works closely with schools and other organizations to promote healthy schools.

Call our office or check on the district’s website for current information on food fairs, menus, meal prices, applications, and nutritional and fitness information. Our contact information is also available on the website at [www.ausd.us](http://www.ausd.us).

CEC § 48980(b)

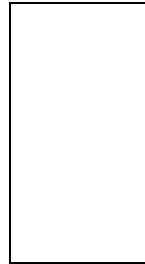
CEC § 49520

CEC §§ 49510 et seq.

Free or reduced-price lunches are available at school for pupils whose parents or legal guardians qualify, based on annual household income, and complete the required application form. Application forms may be obtained through. Information is available on the District website at <http://www.ausd.us> or by calling Food and Nutrition Services at 626-943-6590.

## Pesticides

Parents/guardians can register with the school to receive notification of individual pesticide applications. Persons who register for this notification shall be notified at least seventy-two (72) hours prior to the application, except in emergencies, and will be provided the name and active ingredient(s) of the pesticide as well as the intended date of application. To register, return the ANNUAL PESTICIDE NOTIFICATION REQUEST at the end of this handbook.



<b>School Pest Management Products</b> <i>Provided in Accordance with the Healthy School Act of 2000</i>		
PRODUCT NAME	ACTIVE INGREDIENTS	APPLIED BY
<b>Classrooms:</b>		
Poison-Free Ant, Cricket, Flying Insect, Roach & Spider Killer	Maxforce – Hydramethylnon (2.15%) Maxforce – Fipronil (2.15%) Avert – Abamectin B1 (0.05%) CB-80 – Pyrethrins (0.5%) Delta Dust – Deltamethrin (0.05%) Drax – Orthoboric acid (1.0%) Gentrol – Hydroprene (90.6%) Perma Dust – Boric Acid (35.5%) Precor IGR – Methoprene (1.2%) Siege – Hydramethylnon (2.0%) Termidor SC – Fipronil (9.1%) Terro – Borax (5.4%)	Dewey Control
Poison-Free Wasp & Hornet	Wasp Freeze d-trans Allethrin (0.129%)	Dewey Control
<b>Food Services:</b>		
ECO 2000-RX ECO 2000-XP ECO 2000-GR	Boric Acid (50%) & Inert (50%) Boric Acid (51.4%)& Inert (48.6%) Boric Acid (54%) & Inert (46%)	Ecolab
<b>Grounds:</b>		
Ronstar G	Oxadiazon (2%)	Alhambra USD
RoundUp Pro Herbicide	Glyphosate, N & Glycine (41%) Inerts (59%)	Alhambra USD
Nitra King (22-3-9)	Ammonium Nitrate (46%)	Alhambra USD

Turf Supreme (16-6-8)	Isopropylamine Salt (54%) Iron Oxide (2%) Isopropylamine Salt (54%) Inerts (44%)	Alhambra USD
Triple Superphosphate	Inorganic Salt (100%)	Alhambra USD

## Report Cards

### Elementary – Grades K-5

Report Cards are issued three times a year. Parent Conferences are usually scheduled in the first trimester at which time grades and comments are explained to parents. Questions about your child's progress should be directed to the teacher. The school office or School Community Coordinator can also schedule a conference or provide general information.

### Middle School - Grades 6 - 8

Report Cards are issued three times a year. Questions about your child's progress should be directed to the teacher. The school office or School Community Coordinator can also schedule a conference or provide general information. Teachers are beginning to use Gradebook, a web based system, to post grades and attendance. This will allow parents to see current grades and attendance through The Parent Portal at [www.family.ausd.us](http://www.family.ausd.us). Contact the school office for login information.

### Sixth, Seventh and Eighth Grade Honor Roll Criteria

The Alhambra Unified School District recognizes students for their academic achievement. The following is the District Honor Roll eligibility:

- Achievement of overall Grade Point Average (GPA) of 3.6 or above
- Physical Education and other classes that meet twice a week during the regular school day receive one half the value of a class that meets daily.

The District standard does not preclude individual schools from establishing additional awards.

### High School

Warning Notices and Quarter Report Cards are issued at approximately 5-week intervals during the first and second semesters. Warning Notices and Quarter Report Cards are progress reports. Parents should use these documents as a gauge of progress and communicate with teachers and the student's counselor about concerns. Grades given at the end of Semester I and Semester II are recorded as part of the student's permanent record on the official transcript. The Parent Portal at [www.family.ausd.us](http://www.family.ausd.us), allows parents to see grades and attendance. Contact the Guidance Office at the high school if you need help to log-in to your child's information.

Report Card Comments for grades 6 - 12 are listed and translated on the following page.

Code 略碼 Código	Comment 評論 Comentario
01	Excellent progress 極佳的進度 Progreso excelente
02	Excellent participation 積極的參與 Participación excelente
03	Sincere effort demonstrated 展示誠摯的努力 Esfuerzo sincero demostrado
04	Excellent progress and effort 極佳的進步及努力 Progreso y esfuerzo excelente
05	Significant improvement noted 指出顯著的改善 Se observó una mejoría significativa
06	Respects and works with others 尊重並與其他人合作 Respeta y trabaja bien con otros
07	Cooperative and well behaved 協作及行為良好 Cooperativo y buen comportamiento
08	Entered class late this term 這學期遲進課室 Entró tarde a la clase este término
09	Homework assignments not completed 未完成家庭作業 Tareas incompletas
10	Class assignments not completed 未完成課堂作業 Trabajos de clase incompletos
11	Class and home assignments not completed 未完成課堂作業和家庭作業 Trabajos de clase y de casa incompletos
12	Lack of class participation 缺乏課堂的參與 Falta de participación en la clase
13	Not dressing/participating in P.E. 不穿體育衫衣/參與體育的課堂 No se viste/participa en educación física
14	Materials not brought to class 沒帶教材到教室上課 No trae materiales a la clase
15	Little effort shown 顯示不用功 Muestra poco esfuerzo
16	Little/no work turned in 極少/沒有交功課 Poco/no trabajo entregado
17	Poor performance on tests 考試成績差 Bajo desempeño en los exámenes
18	Poor performance on assignments 在分配的作業上表現不佳 Bajo desempeño en los trabajos
19	Study skills need improvement 需要改進學習技能 Técnicas de estudio necesitan mejorar
20	Extra help/tutoring recommended 建議提供額外的協助/輔導 Ayuda extra / tutoría recomendado
21	Excessive absences 經常缺席 Ausencia excesiva
22	Excessive absences and little effort shown 經常缺席和不用功 Ausencia excesiva y poco esfuerzo demostrado
23	Excessive truancy 經常曠課 Ausencias sin excusa excesivas
24	Excessive tardiness 經常遲到 Tardanzas excesivas
25	Excessive talking 經常談話 Habla excesivamente
26	Disruptive classroom behavior 干擾課堂的行為 Comportamiento disruptivo en la clase
27	IEP goals in progress 正進行IEP目標 Metas del IEP en progreso
28	IEP goals met 達到IEP目標 Metas del IEP cumplidas
29	Modified instruction 修改的教學 Instrucción modificada
30	Please call teacher for conference 請致電教師以安排會議 Por favor llame al maestro para conferencia
31	Grades 6-8 ELD Level: Beginning 6至8年級英語發展(ELD)等級：初級程度 Nivel de ELD para los Grados 6-8: Inicio
32	Grades 6-8 ELD Level: Early Intermediate 6至8年級英語發展(ELD)等級：初階的中級程度 Nivel de ELD para los Grados 6-8: Preintermedio
33	Grades 6-8 ELD Level: Intermediate 6至8年級英語發展(ELD)等級：中級程度 Nivel de ELD para los Grados 6-8: Intermedio
34	Grades 6-8 ELD Level: Early Advanced 6至8年級英語發展(ELD)等級：初階的高級程度 Nivel de ELD para los Grados 6-8: Preavanzado
35	Grades 6-8 ELD Level: Advanced 6至8年級英語發展(ELD)等級：高級程度 Nivel de ELD para los Grados 6-8: Avanzado

## Safety

Each Alhambra Unified School District school site has a School Safety Plan, which includes a comprehensive disaster preparedness plan. Copies are available to read at each school office.

### **Emergency Information**

Preparing for emergencies is a must in Southern California and disaster preparedness is a priority in the Alhambra Unified School District. Each school has a disaster preparedness plan, with administrators, teachers and other school personnel trained to supervise, counsel, and care for students. Schools are equipped with emergency supplies, including first aid supplies, water and food. Our schools participate in monthly, quarterly, or annual drills to prepare for emergencies. In the event of an emergency, students will be kept at a safe location, until it is safe to dismiss students. School staff will follow an orderly plan to make sure that each child is released at a specified location on campus to a parent, relative or person designated on the student's emergency card and/or emergency procedure form. During an emergency AUSD will make every effort to keep you informed by phone communications and the district website.

### *PC §§ 290 et seq. – Megan's Law Sex Offender Notification*

Assembly Concurrent Resolution 72 (Resolution Ch. 122, 1998) strongly encourages school districts to inform parents or guardians about the availability of Megan's Law information in the annual notification.

Information about registered sex offenders in California can be found on the California Department of Justice's Internet 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.

### *Walking or Riding a Bike to School*

Parents of children who walk or ride their bicycles to school are asked to go over a safe route to school with their children. Walkers may not take shortcuts through private property. All children are expected to display good behavior on the way to and from school. No person under 18 years of age may operate a bicycle, non-motorized scooter, skateboard or wear in-line or roller skates, nor ride as a passenger upon a bicycle, non-motorized scooter, or skateboard upon a street, bikeway, or any other public bicycle path or trail unless that person is wearing a properly fitted and fastened bicycle helmet that meets specified standards.

## Saving for College



### *CEC § 48980(d)*

The annual notification may advise the parent or guardian of the importance of investing for future college or university education for their children and of considering appropriate investment options including, but not limited to, United States Savings Bonds.

## School Accountability Report Card (SARC)

EC 35256 and 35258

Requires school districts to develop for each school a school accountability report card. Contents of the report card are defined by EC 33126, 32286 and 52056. SARC s are posted to the District website by February 1 and hard copies are available upon request at the local school.

## Section 504 of the Federal Rehabilitation Act of 1973

*29 USC § 794, 34 CFR §§ 104.32, 104.36*

Section 504 of the Federal Rehabilitation Act of 1973, and the Americans with Disabilities Act (42 USC 12101 *et seq.*) prohibit discrimination on the basis of disability. Section 504 requires school districts to identify and evaluate children with disabilities in order to provide them a free, appropriate public education. Individuals with a physical or mental impairment that substantially limits one or more major life activities, including learning, are eligible to receive services and aids designed to meet their needs as adequately as the needs of non-disabled students are met.

The Director of Educational Services is the person designated by the district responsible for implementing Section 504. Parents and guardians will be informed of screening and evaluation procedures used whenever there is reason to believe that a student has a disability that limits his or her ability to attend or function at school, the right to a written accommodation plan if the student is found to have a disability that requires services under Section 504, the right to be educated with nondisabled students to the maximum extent appropriate to the student's individual needs, and notice of the procedural safeguards guaranteed by law.

## Special Education

### *Special Education – Rights and Responsibilities (IDEA)*

Special education services are available to infants, preschool and school age children with eligible disabling conditions. Students with low-incidence disabilities such as hearing, visual and orthopedic impairments are served beginning at birth. Students who meet eligibility criteria in other areas of special education can begin receiving services when they are three years old and may continue to receive them, if they remain eligible, until their 22<sup>nd</sup> birthday. The services may include, but are not limited to, speech and language, adapted physical education and specialized academic instruction. Under certain conditions, students may receive services from other agencies such as state schools, county-operated programs, and nonpublic schools/agencies or through home and hospital instruction. Each student's Individualized Education Program (IEP) team makes all decisions regarding placement and services. For more information regarding the IEP process please contact your child's school principal or school psychologist. For more information regarding infant and pre-school age children's programs, contact Moor Field (626) 943-3562.

Each child is entitled to receive a free appropriate public education in the least restrictive environment as determined by his/her IEP. Parents have the right to tape record IEP team meetings as long as they provide the District with 24-hour, notice.

Parents and guardians of pupils enrolled, or being considered for enrollment, in special education programs have certain rights and responsibilities. A full explanation of these rights and responsibilities is provided in the Notice of Parents' Rights and Procedural Safeguards.

When differences of opinion occur within the IEP team process related to the student's assessment, identification, services or placement, any member of the team, including the parent/guardian, may refer the case to the Directors of Special Education. If the dispute is not resolved, a request for a hearing may be made by contacting the State at the address below. Resolution Session is provided as a first step in this process. Either the school district or the parent/guardian may request resolution through the due process procedures. Attorneys may be used. Either the parent or the District may waive mediation. Requests for due process hearings and pre-hearing mediation conferences must be submitted in writing to:

Office of Administrative Hearings  
Special Education Unit  
1102 Q Street, 4<sup>th</sup> floor  
Sacramento, CA 95814

When the parent/guardian believes the District has violated a state or federal law or regulation, a complaint may be pursued. Complaints alleging violations of existing state and federal laws or regulations may be addressed to:

California Department of Education  
Complaints Management & Mediation Unit, Special Education Division  
515 L Street, Suite 270  
Sacramento, CA 95814  
(916) 445-4632

Most complaints will be handled under the District's Uniform Complaint Procedures. Additional information can be obtained by calling (626) 943-3430. The District is interested in resolving complaints at the earliest opportunity. Parents/guardians are encouraged to discuss concerns with the teacher, principal, special education staff and administrators before filing a formal complaint.

The Community Advisory Committee (CAC), consisting of fourteen school districts in the West San Gabriel Valley, including the Alhambra Unified School District, represents the broad interests of the community in special education issues. Parents of any pupil, in special education or not, are invited to participate. For more information, call the West San Gabriel Valley Special Education Local Plan Area office at (626) 943-3435.

## Student Records

*CEC §§ 49063, 49069, 34 CFR § 99.7, 20 USC § 1232g – Notification of Rights Concerning Pupil Records*

Requires the school district to notify parents in writing upon initial enrollment and annually at the beginning of the school year of their rights concerning pupil records.

### *Pupil Records*

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 to the school principal and the school will have five (5) business days from the day of receipt of the request to provide access to the records. Copies of student records are available to parents for a fee of \$0.25 per page.

Any challenge to school records must be submitted in writing to the school principal. A parent challenging school records must show that the records are 1) inaccurate, 2) an unsubstantiated 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 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.

A variety of pupil records are maintained by the school district and by school officials. These records include and are located in the school office and maintained by the school principal as follows: Enrollment Records; Mandatory Permanent Pupil Records; Mandatory Interim Pupil Records including health information, disciplinary notices; and Special Education Records (some records are also maintained at the central administrative office and/or Moor Field).



*Log of Access*

Each site maintains a log and/or record of access to student records. A log and/or record is maintained for each pupil’s record which lists all persons, agencies, or organizations requesting or receiving information from the record and the legitimate interests therefore. This log need not include parents or pupils to whom access is granted pursuant to § 49069 or paragraph (6) of subdivision (a) of § 49076 or school officials or employees having a legitimate educational interest.

The Alhambra Unified School District has a policy for reviewing and expunging records. Parents have the right to access pupil records. Parents may challenge the content of pupil records. The District will reproduce copies of records for a charge of \$0.25 cents per page. *CEC § 49069* requires the production of records upon written request within five business days.

*Directory Information*

The Alhambra Unified School District Board of Education has declared that directory information shall include the following student information:

- |                            |  |
|----------------------------|--|
| 1. Name                    | 7. Participation in officially recognized activities or sports |
| 2. Address                 | 8. Height and weight of athletic team member sports            |
| 3. Electronic mail address | 9. Dates of attendance   |
| 4. Photograph              | 10. Degrees and Awards   |
| 5. Date of birth           | 11. Most recent previous educational institution               |
| 6. Major field of study    |  |

Parents have the right to file a complaint with the United States Department of Education, Family Policy Compliance Office, concerning an alleged failure by the District to comply with the provisions of FERPA (*20 USC § 1232g*).

*CEC § 49073 – Release of Directory Information*

Requires notice to parents or guardians, on an annual basis, of the categories of directory information that the school plans to release and of the persons or agencies who may receive such information. Authorizes parents to preclude release by notifying the school district. See opt-out form at the end of this handbook in the sign and return section (AUSD BP/AR 5125.1).

***Opt-Out of Release of Student Directory Information***

***20 USC § 7908***

Requires each school district receiving assistance under the NCLB to provide military recruiters the same access to secondary school pupils as is provided generally to post secondary educational institutions or to prospective employers. A pupil or parent may request that the pupil's name, address, and telephone listing not be released without prior written parental consent, and the District shall notify parents of the option to make a request and shall comply with any request. See opt-out form with the “sign and return” section at the end of this handbook.

*HSC § 120440 – Sharing of Medical Information*

Requires a school district planning to provide information from pupils’ medical records to an immunization system, to inform students or parents or guardians of the following:

1. Medical information may be shared with local health departments and the State Department of Health Services.
2. The name and address of the State Department of Health Services or of the immunization registry with which the school will share the information.
3. Information shared with local health departments and the State Department of Health Services will be treated as confidential and will only be used to share with each other, and, upon request, with health care providers, schools, child care facilities, family child care homes, WIC service providers, county welfare departments, foster care agencies, and health care plans.
4. The providers, agencies, and institutions will, in turn, treat the shared information as confidential, and shall use it only as specified.
5. The student or parent or guardian has the right to examine any immunization-related information shared in this manner and to correct any errors.

6. The student or the parent or guardian may refuse to allow this information to be shared in the manner described, or to receive immunization reminder notifications at any time, or both.
7. After refusal, a physician may maintain access to this information for the purposes of patient care or protecting the public health. After refusal, the local health department and the State Department of Health Services may maintain access to this information for the purpose of protecting the public health.

## Surveys

### *CEC §51513 – Notification of the Use of Certain Test or Survey Questions*

Anonymous, voluntary and confidential research and evaluation tools to measure student’s health behaviors and risks, including tests, questionnaires, and surveys containing age-appropriate questions about the student’s attitudes and practices relating to sex, family life, morality, and religion may be administered to students if the parent 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.

### *20 USC § 1232h – Not Required to Participate in Certain Surveys Without Parental Consent*

Provides that no pupil may be required to submit to a survey, analysis, or evaluation that reveals sensitive, personal information (*i.e.*, political affiliations or beliefs, mental or psychological problems, sex behavior or attitudes, illegal, anti-social, self-incriminating, or demeaning behavior, critical appraisals of other individuals with whom respondents have close family relationships, legally recognized privileged or analogous relationships, religious practices, affiliations or beliefs, or income) without the prior written consent of the parent.

## Technology

### *Acceptable Use of Technology*

One of the adopted goals of the District is to assist in advancing the use of technology to enhance student learning. Access to District technology is a privilege, not a right, and students enrolled in District programs or activities must follow District guidelines and procedures regarding acceptable use of technology. All District students and their parents/guardians shall sign the Acceptable Use of Technology Agreement prior to using District technological resources. The District shall make a diligent effort to filter the inappropriate or harmful matter accessible through the Internet, and students shall also take responsibility not to initiate access to inappropriate or harmful matter while using District technology. Violation of this policy may result in disciplinary action and the loss of the privilege to use the technology and/or civil or criminal liability.

All Alhambra Unified School District students (grade 7 and up) and their parents/guardians shall sign the Acceptable Use of Technology Agreement prior to using District technological resources. The sign-off page is located at the end of this document.

### **Acceptable Use Policy for Students**

*We are pleased to announce that Alhambra Unified School District’s electronic information services are now available to students, staff, and teachers in our district who qualify as a result of participation in an orientation or training course. The Alhambra Unified School District strongly believes in the educational value of such electronic services and recognizes the potential of such to support our curriculum and student learning in our District. Our goal in providing this service is to promote educational excellence by facilitating resource sharing, innovation and communication. Alhambra Unified School District will make every effort to protect*

*students and teachers from any misuses or abuses as a result of their experiences with an information service. All users must be continuously on guard to avoid inappropriate and illegal interaction with the information service.*

*Please read this document carefully. When signed by you and your guardian/parent, it becomes a legally binding contract. We must have your signature and that of your guardian/parent before we can provide you with access (see sign and return at the end of this handbook). This document contains the provisions of this contract. If any user violates these provisions,*

*access to the information service may be denied and you may be subject to disciplinary action.*

## **TERMS AND CONDITIONS**

### **1. Personal Responsibility**

As a representative of this school, I will accept personal responsibility for reporting any misuse of the network to the system administrator. Misuse can come in many forms, but it is commonly viewed as any message(s) sent or received that indicate or suggest pornography, unethical or illegal solicitation, racism, sexism, inappropriate language, and other issues described below. All the rules of conduct described in the District's published Code of Conduct apply when you are on the network.

### **2. Acceptable Use**

The use of my assigned account must be in support of education and research and with the educational goals and objectives of the Alhambra Unified School District. I am personally responsible for this provision at all times when using the electronic information service.

- A. Use of other organization's networks or computing resources must comply with rules appropriate to that network.
- B. Transmission of any material in violation of any United States or other state organizations is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret.
- C. Use of commercial activities by for-profit institutions is generally not acceptable.
- D. Use of product advertisement or political lobbying is also prohibited.

I am aware that the inappropriate use of electronic information resources can be a violation of local, state and federal laws and that I can be prosecuted for violating those laws.

### **3. Privileges**

The use of the information system is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. Each person who receives an account (email) or has access to the system will participate in an orientation or training course with an Alhambra Unified School District faculty member as to proper behavior and use of the network. The Alhambra Unified School District system administrator (operating under the aegis of the school board and the district office) will decide what is appropriate use and their decision is final. The system administrator(s) may close an account or deny access at any time deemed necessary. The administration staff, or faculty of Alhambra Unified

School District may request that the system administrator deny, revoke, or suspend specific user accounts.

### **4. Network Etiquette and Privacy**

You are expected to abide by the generally accepted rules of network etiquette. These rules include (but are not limited to) the following:

- A. **BE POLITE.** Never send or encourage others to send, abusive messages.
- B. **USE APPROPRIATE LANGUAGE.** Remember that you are representative of our school and district on a non-private system. You may be alone with your computer, but what you say and do can be viewed globally! Never swear, use vulgarities, or any other inappropriate language. Illegal activities of any kind are strictly forbidden.
- C. **PRIVACY.** Do not reveal your home address or personal phone number or the addresses and phone numbers of students or colleagues.
- D. **ELECTRONIC MAIL.** Electronic mail (email) is not guaranteed to be private. Messages relating to or in support of illegal activities must be reported to the authorities.
- E. **DISRUPTIONS.** Do not use the network in any way that would disrupt use of the network by others.
- F. **OTHER CONSIDERATIONS:**
  - Do be brief. Fewer people will bother to read a long message.
  - Do minimize spelling errors and make sure your message is easy to understand and read.
  - Do use accurate and descriptive titles for your articles. Tell people what it is about before they read it.
  - Do get the most appropriate audience for your message, not the widest.
  - Do remember that humor and satire is very often misinterpreted.
  - Do remember that if you post to multiple groups, specify all groups in a single message.
  - Do cite references for any facts you present.
  - Do forgive the spelling and grammar errors of others.
  - Do keep signatures brief.
  - Do remember that all network users are human beings. Don't "attack" correspondences; persuade them with facts.
  - Do post only to groups you know.

### **5. Services**

The Alhambra Unified School District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The Alhambra Unified School District will not be responsible for any damages suffered while on this system. These

damages include loss of data as a result of delays, non-deliveries, mis-deliveries, or service interruptions caused by the system or your errors or omissions. Use of any information obtained via the information system is at your own risk. Alhambra Unified School District specifically disclaims any responsibility for the accuracy of information obtained through its services.

## 6. Security

Security on any computer system is a high priority because there are so many users. If you identify a security problem, notify the system administrator at once. Never demonstrate the problem to other users. Never use another individual's account without written permission from that person. All use of the system must be under your own account. Any user identified as a security risk will be denied access to the information system.

## 7. Vandalism

Vandalism is defined as any malicious attempt to harm or destroy data of another user or any other

agencies or networks that are connected to the system. This includes, but is not limited to, the uploading or creation of computer viruses. Any vandalism will result in the loss of computer services, disciplinary action, and legal referral.

## 8. Updating

The information service may occasionally require new registration and account information from you to continue the service. You must notify the information system manager at your school of any changes in your account information.

Please see the Addendum for **ELECTRONIC INFORMATION RESOURCE USER CONTRACT** which must be signed by both parent/guardian and student (grades 7-12 only) and returned to your student's school before access can be provided. This document contains the provisions of this contract. If any user violates these provisions, access to the information service may be denied and you may be subject to disciplinary action.

### *Internet Safety for Students*

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The Alhambra Unified School District prides itself on providing a safe learning environment for its students. An emerging national concern is the inappropriate use of the Internet by students. This problem has the potential to be harmful, and we ask your support in assisting us with this challenge. Across the nation, schools have seen an increase in negative student behavior as a result of messages written using electronic technology, posted to popular social networking Web sites. Many sites contain instant messaging components that allow students to chat with other students and to post statements that ordinarily would not be said in a face-to-face conversation. The popularity of these Web sites seems to be growing. Myspace.com, for example, is said to have over 57 million members and has become one of the most popular "message exchange" sites among students nationwide.

Unfortunately, some of these Web sites are being used by child predators, "cyber bullies," and con artists. To our knowledge, there are no adults officially responsible for monitoring the content on such Web sites, and some students use the sites to participate in online bullying or to threaten harm to other students. The so-called "cyber bullies," mostly children between the ages of 9 and 14, use the anonymity of the Web to hurt others without witnessing the consequences. Students who are bullied online sometimes do not report these occurrences for fear that they will be barred from using the Internet. Outside of our schools, there have been instances of adults posing as youths and gaining access to student chat rooms. In some cases, these contacts have led to tragedy. Some unsuspecting students post enough personal information that predators are able to locate students' home or school addresses, thereby becoming easy targets for predators.

The Alhambra Unified School District has blocked the use of these social networking Web sites from our school computers. We will continue to block objectionable material as we deem appropriate. Parents should be aware of what their children are writing on the Internet and what others are posting in reply. These websites are public domain, and anything posted there can be seen by anyone who has Internet access. Although most of what is written at Facebook.com is not immoral, offensive, or illegal, some of it is. If you choose to do so, you may investigate this site by personally logging on to the site. The services are free, and users may register using an e-mail address. Once you have registered, you can search by name and e-mail address to see if your child is registered. You can narrow the search results by entering the name of your city. You will be able to view the kinds of personal information, messages, diaries, and photographs that students post to this Web site.

### *Helpful Tips and Resources*

We encourage you to talk with your son or daughter about the potential danger of the Internet. Ask if they have an account with Facebook.com, Myspace.com or similar Web sites. If your child is using such a site with your permission, you may want to review his or her profile to ensure that no personal and identifiable information has been posted.

We also encourage you to establish rules and guidelines to ensure the safety of your child while on the Internet. Some Web sites offer parental or family guidance for Internet safety; for example, SafeKids.com, located online at <http://www.safekids.com>, and Web Wise Kids, located online at <http://www.webwisekids.org>, by telephone at 866-WEB-WISE, or by e-mail at [webwisekids2@aol.com](mailto:webwisekids2@aol.com). The Alhambra School District will continue to provide Internet security within our schools. It is important that parents also monitor Internet use at home.

## Testing

### *CEC § 48980(e) – California High School Exit Examination (CAHSEE)*

Requires the annual notification to advise parents or guardians that each pupil completing 12<sup>th</sup> grade will be required to successfully pass the high school exit examination. All California public school students are required by state law to satisfy the California High School Exit Examination (CAHSEE) requirement, as well as all other state and local requirements, in order to receive a high school diploma. The CAHSEE requirement can be satisfied by passing the exam or, for students with disabilities, receiving a local waiver pursuant to Education Code Section 60851(c), or receiving an exemption pursuant to Education Code Section 60852.3. All students, including English learners and students with disabilities, must take the CAHSEE for the first time in grade ten. Students who do not pass the exam in tenth grade will have additional opportunities in grades eleven and twelve to retake the part(s) not passed.

### *What the CAHSEE Covers*

The exam is divided into two parts: (1) English-language arts (reading and writing) and (2) mathematics. All questions are aligned to California content standards adopted by the State Board of Education. Content standards describe what students should know and be able to do at each grade level from kindergarten through grade twelve. Your school district can provide you with information on the content standards assessed by the CAHSEE, or you can download the CAHSEE test blueprints located on the Internet at <http://www.cde.ca.gov/ta/tg/hs/admin.asp>.

### *Requirements for Passing the CAHSEE*

Students must earn a score of 350 or higher on each part of the CAHSEE (English-language arts and mathematics) to pass the exam. Students do not need to pass both parts of the exam during the same administration in order to satisfy the CAHSEE requirement.

### *Accommodations and Modifications for Students with Disabilities*

Students must be allowed to take the CAHSEE with any accommodations and modifications that are specified in their individualized education program (IEP) or section 504 plan for use on the CAHSEE, standardized testing, or for use during classroom instruction and assessment. Students who use an accommodation and earn a score of 350 or higher have passed that part of the CAHSEE. Beginning in the 2009 -10 school year, EC Section 60852.3 provides an exemption from meeting the CAHSEE requirements as a condition of receiving a diploma of graduation for eligible students with disabilities who have an individualized education program (IEP) or a section 504 plan must state that the student is scheduled to receive a high school diploma and has satisfied or will satisfy all state and local requirements for high school graduation, on or after July 1, 2009

### *Test Variations for English Learners*

English learners must be permitted to take the CAHSEE with certain test variations if used regularly in the classroom. For example, if regularly used in the classroom, English learners must be permitted to hear the test directions in their primary language or use a translation glossary. Students who are English learners are required to take the CAHSEE in grade ten with all other grade ten students. During their first 24 months in a California school, English learners are to receive six months of instruction in reading, writing, and comprehension in English

(Education Code Section 60852). During this time, they are still required to take the CAHSEE. All students must pass the CAHSEE in English to receive their high school diploma.

## Graduation Requirements

All California public school students must satisfy the CAHSEE requirement, in addition to meeting all other state and local requirements, to receive their high school diploma. Students with disabilities and English learners must also satisfy the CAHSEE requirement.

Course/Subject	Credit
<b>English (EN)</b>	<b>40 credits</b>
<b>Math (M)</b>	<b>30 credits</b> Students are required to complete Algebra I and Geometry.
<b>Science (SC)</b>	<b>20 credits</b> Life/Biological (10) (SC-L) Physical/Earth (10) (SC-P)
<b>Social Science (SS)</b>	<b>30 credits</b> World History (10) U.S. History (10) American Government (5) Economics (5)
<b>Physical Education (PE)</b>	<b>20 credits</b>
<b>Fine Arts or Foreign Language (FA)</b>	<b>10 credits</b>
<b>Elective Courses (EL)</b>	<b>60 credits beginning with the class of 2013</b>
<b>TOTAL</b>	<b>210 credits beginning with the class of 2013</b>

### *Parental Notification*

An annual one-page written notice to parents or guardians of students in grades 9 through 12 must include: (1) a brief explanation of college admission requirements; (2) a list of current UC and CSU web sites that help students and their families learn about college admission requirement and a list of high school courses that been certified by UC as satisfying requirements for admission to UC and CSU; (3) A brief description of what career technical education is, as defined by the CDE; (4) the internet address for the portion of the web site of the CDE where students can learn more about career technical education; and (5) information about how students may meet with school counselors to help them choose courses that will meet college admission requirement and/or enroll in career technical education.

For the latest information regarding the CAHSEE, please visit the California Department of Education Web site at <http://www.cde.ca.gov/ta/tg/hs/>. If you have any further questions about the CAHSEE, please contact your school's Guidance Office.

### *CEC § 60850 – Adequate Notice of CAHSEE*

Provides that the high school exit examination may not be required as a condition of graduation for a pupil who did not receive adequate notice of the examination. Adequate notice means that the pupil received written notice at the



commencement of 9<sup>th</sup> grade, and each year thereafter through the annual notification process, or if a transfer pupil, at the time the pupil transfers. A pupil who has taken the examination in the 10<sup>th</sup> grade is deemed to have adequate notice. 5 CCR § 1208 – Requires the school district to maintain documentation that the parent or guardian of each pupil has been sent written notification as required by CEC §§ 48980 and 60850.

The following possibilities exist for students who were required to pass the California High School Exit Exam (CAHSEE) to receive a high school diploma but failed to complete this requirement and received Certificate of Completion instead.

- Enroll in a California adult school secondary education program to obtain a diploma by satisfying the graduation requirements and passing the CAHSEE.  
Any adult aged eighteen years or older may attend an adult school in California. The CAHSEE is required for graduation from all California Adult Schools operated by K-12 school districts.
- Obtain a diploma from a community college that awards high school diplomas through their non-credit adult education programs that do not require passage of the CAHSEE.  
Some California Community Colleges run non-credit adult education programs and grant high school diplomas similar to the K-12 school system adult education programs. Students enrolled in Community College non-credit programs are not subject to the CAHSEE requirement. Each college makes a local determination regarding whether or not to offer non-credit programs, and some community colleges currently require passage of the CAHSEE if they have a partnership with a K-12 high school district.
- Pass the California High School Proficiency Exam (CHSPE), for students ages 16 or over, to obtain a diploma equivalent.  
California Education Code Section 48412 allows students who take and pass the CHSPE to receive from the State Board of Education a certificate of proficiency, which is the legal equivalent of a high school diploma. Information is available of the California Department of Education Web site at <http://www.cde.ca.gov/ta/tg/sp/>.  
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 are awarded a Certificate of Proficiency by the State Board of Education. A pupil who receives a Certificate of Proficiency may, with verified approval from the parent or legal guardian, leave high school early. The Certificate of Proficiency, however, is not equivalent to completing all course work required for regular graduation from high school. For more information, including administration dates and registration deadlines, visit the following website: <http://www.chspe.net/>.
- Pass the General Educational Development (GED) test, a national program for adults ages eighteen or older, to obtain a diploma equivalent.

The GED is a national test for individuals over eighteen or who are within sixty days of their eighteenth birthday. Individuals can take the GED to demonstrate knowledge equivalent to a high school diploma. Students age seventeen and out of high school for a minimum of sixty days are also eligible to take the test. The test is offered on a fee basis at testing centers throughout the state. Information is available on the California Department of Education Web site at <http://www.cde.ca.gov/ta/tg/gd/gedfaq.asp>.

We sincerely hope that your son or daughter takes advantage of one of these opportunities to complete their high school diploma. Earning a high school diploma is an important milestone in a young adult's educational career.

## Testing Schedules

**CST Window: 4/4/14 (Friday) – 5/8/14 (Thursday)**  
**AP Testing Window: 5/5/14 – 5/16/14**



	CAHSEE	
July	July 23 & 24, 2013	12 <sup>th</sup> Grade (incoming/outgoing)
October	October 1 & 2, 2013	11 <sup>th</sup> & 12 <sup>th</sup> Make Up
February	February 4 & 5, 2014	10 <sup>th</sup> Census & 12 <sup>th</sup> Make Up
May	May 13 & 14, 2014	10 <sup>th</sup> 11 <sup>th</sup> 12 <sup>th</sup> Make Up

### Benchmark Testing

The district uses benchmark tests to inform classroom instruction. Students are assessed periodically and standards are re-taught as needed.

## Tobacco Use

### *HSC §§ 104420, 104495 – Tobacco Use Prohibited*

Alhambra Unified School District enforces a tobacco-free campus policy. Information about the policy and enforcement procedures must be communicated clearly to school personnel, parents, pupils and the larger community. Signs stating, “Tobacco use is prohibited” are prominently displayed at school entrances. Smoking cessation resources are available and encouraged for pupils and staff.

### *HSC § 104495 – Prohibits Smoking Within 25 Feet of a Playground*

Further prohibits smoking or use of any tobacco-related products and disposal of any tobacco-related waste within 25 feet of a school playground. The prohibition does not apply to a public sidewalk located within 25 feet of a playground.

## Transportation to School



*CEC § 39831.5* Requires the school district provide written information on school bus safety (i.e., a list of school bus stops near each pupil's home, general rules of conduct at school bus loading zones, red light crossing instructions, school bus danger zone, and walking to and from school bus stops) upon registration to parents or guardians of all pupils not previously transported in a school bus and who are in pre-kindergarten, kindergarten and grades 1 to 6. Your local school will provide this information to students who ride a bus to school.

All pupils in pre-kindergarten, kindergarten and grades 1 to 6, shall receive written information on school bus safety (i.e., a list of school bus stops near each pupil's home, general rules of conduct at school bus loading zones, red light crossing instructions, school bus danger zone, and walking to and from school bus stops). 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.

***Fees for transportation may be charged in accordance with Board Policy and Regulations.***

## Uniform Policy for Grades K-8

The Board of Education approved a mandatory School Uniform Policy for all kindergarten through grade 8 students beginning September 1996. This policy has been reviewed and updated on several occasions.

### *Student Uniform Standards*

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#### *Pants/Shorts:*

- Color: Navy blue, khaki
- Style: Fitted at the waist or elastic waist
- Fabric: Twill, cotton or cotton blend, polyester blend, corduroy; sweat materials are not acceptable.
- Note: Pants must fit at the waist and must not be more than 2 inches larger than waistline. Walking shorts must be at least mid-thigh and may not extend below the knee. Pants or shorts must be hemmed and may be cuffed or uncuffed. Baggy leg pants and bicycle shorts are not allowed. **Jeans are not permitted.**

#### *Skirts/Skorts/Jumpers:*

- Color: Navy blue or khaki
- Style: Fitted at the waist or elastic waist
- Fabric: Twill, cotton or cotton blend, polyester blend; denim material is not acceptable
- Note: Length must be mid-thigh (bottom of fingertips) to mid-calf

#### *Shirts/Blouses:*

- Color: Navy blue, white or school color
- Style: Polo, turtleneck, short or long sleeves
- Note: All shirts and blouses must have collars and sleeves

#### *Jackets/Coats/Sweaters/Cardigans/Sweatshirts (pullover or zipper style):*

- May only be worn over uniforms; shirts/blouses are not acceptable as outerwear
- Navy blue, white or school colors

#### *Special Comments:*

- Shoes must follow District Dress Standards for safety and comfort.
- Optional articles of attire will follow the present District Dress Standards.
- Scout uniforms may be worn on meeting days.
- Students are expected to wear uniforms daily except for site designated school spirit days.

#### *Compliance Measures*

The District's dress standards will be enforced along with the District-wide Mandatory Uniform Policy. No student shall be suspended from class or from school, expelled from school, or receive a lowered academic grade solely as a result of not complying with the District Dress Standards and the District-wide Mandatory Uniform Policy. No student shall be considered noncompliant with the policy in the following instances when:

1. Noncompliance derives from a financial hardship;
2. A student wears a button, armband or other accouterment to exercise the right to freedom of expression as provided by Education Code 48907, unless the button, armband, or other accouterment signifies or is related to gangs and/or gang activity as provided by CEC 35183;
3. A student wears the uniform of a nationally recognized youth organization, such as Boy or Girl Scouts, on regular meeting days;
4. A student wears a school-designated outfit on designated days;

5. A student's parent or guardian has secured an exemption from the uniform policy by following the procedure outlined below.

If the student does not comply with the District-wide Mandatory Uniform Policy or have a waiver on file, the parent or guardian shall be contacted by the designated administrator to:

1. Ensure that the parent or guardian understands the reasons for the policy;
2. Become informed about the District-wide Mandatory Uniform Policy and to hear about the exemption procedure;
3. Sign the exemption form or comply.

#### *Exemption Procedure*

To exempt a student from the District-wide Mandatory Uniform Policy, the parent or guardian must write or call the school to request an appointment with the principal to discuss and sign the exemption. New and returning students will be given one calendar month after arrival to obtain uniforms or sign the necessary waiver.

#### *Financial Consideration*

No student will be penalized in any way for failing to wear the uniform for reason of financial hardship. Each school will:

1. Designate a specific staff member to assist those families in need;
2. Work with the staff, local school community and business partners to identify resources;
3. Arrange for a method for recycling the uniforms.

## Victim of a Violent Crime

#### *20 USC 7912a – Victim of a Violent Crime*

A student who becomes a victim of a violent criminal offense while in or on the grounds of a school that the student attends, has the right to transfer to another school within the District. The District has 14 calendar days to offer students the option to transfer. For more information, please contact the Coordinator of Student Services.

## Visiting a School Site

#### *CEC 51101(a)(12) – Notification of Procedures to Visit a School*

The parents and guardians of pupils enrolled in public schools have the right and should have the opportunity, as mutually supportive and respectful partners in the education of their children within the public schools, to be informed in advance about school rules, including procedures for visiting the school.

#### *PC § 627.6 – Visitor Registration Requirements*

Requires the school district to post at every entrance to each school and school grounds a notice setting forth the visitor registration requirements, hours during which registration is required, the registration location, the route to take to that location, and the penalties for violation of registration requirements. AUSD Administrative Regulation 3515 titled "Campus Security" outlines District procedures for admitting and monitoring visitors to a school site. AUSD requires visitor registration at the school visitor window and/or designated sign-in office. Visitors are required to provide a picture ID such as a California Driver's License, California Identification Card, or other picture employment badge. All visitors will be given a visitors pass and are required to wear the pass in a visible area on the left upper side of their chest. District employees not wearing a current picture identification badge are required to register as a visitor.

## Vital Volunteer Program (Parent /Community Volunteers)

AUSD is unique because of the commitment demonstrated by our parent and community volunteers. Please see the Vital Volunteer coordinator at your school to become an active volunteer for any of the various activities at our school, including, Back-to-School Night, Open House, Book Fair, PTA Meetings, Parent/Teacher Conferences, PTA Fundraisers, School Site Councils and special school activities. Other ways to be involved include helping in classrooms or working with small groups of students. Classroom Volunteers read to children or listen to children read, assist with class projects, organize student work, set-up classroom displays, help in the library, help in the computer lab, help on the playground, go on field trips and more. To become a classroom volunteer, you must fill out a Volunteer Information Form, submit fingerprints and present current TB test results. Make sure to sign-in and show your ID everyday that you volunteer. This helps us track the hours our volunteers spend supporting our schools.

## Sign and Return

*Return to your child's school (homeroom teacher, classroom teacher or principal office) as appropriate, per parental discretion. You may keep this handbook for reference and return the additional inserts provided.*

### **Notice to Return**

### **Why Return?**

*Pesticide/Directory/Media Release.....Per parental discretion*

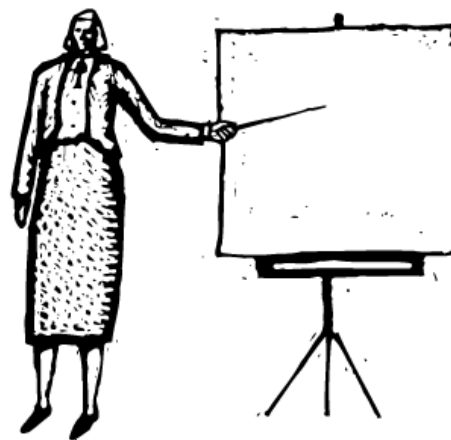
*Electronic Signaling Devices .....Required for students to possess a cell phone at school.*

*Electronic Information Resource User Contract .....Acceptable Use Policy is required for student computer/Internet use.*

*AUSD Vital Volunteer Information Form .....For those who wish to volunteer*

*Student Insurance Information Form .....For student insurance*

*Concussion Form .....For student athletes*





Sign and Return: Registering an Electronic Signaling Devices (Cell Phones)  
2013-14

Individual school sites shall regulate the possession of electronic signaling devices. Students will be subject to school discipline for failure to comply with the policy listed below:

Board Policy 51131.10 provides that students shall be permitted to have in their possession electronic signaling devices on campus during the instructional day, while attending school sponsored activities, and at school related functions provided that the use of electronic signaling devices does not disrupt the instructional process. **Electronic signaling devices and accessories for such devices shall be deactivated and not used during the instructional day.**

Electronic signaling devices may be carried by students to school and school events under the following conditions:

1. Parent completes permission form and acknowledgment of conditions.
2. Electronic signaling device is registered with District.
3. Device is not used for unlawful purposes.

In permitting the possession of such devices, the Alhambra Unified School District assumes no liability for the loss of the device or its misuse by another person. The parents and students assume full responsibility for electronic signaling device if lost or stolen. This form must be completed each school year for each device a student possesses while on campus during the instructional day, while attending school sponsored activities and at school-related functions. Please complete this form and return to the school office with the appropriate signatures.

Student Name: \_\_\_\_\_

Student ID#: \_\_\_\_\_

Type of Electronic Signaling Device (cell phone, pager, iPod, internet enabled device, etc.): \_\_\_\_\_

Telephone Number(s) of each device as applicable: \_\_\_\_\_

**Parent and Student Consent**

We have read and understand the above conditions in permitting the possession of an electronic signaling device on school property. We accept full responsibility for the loss of the device or its misuse by another person.

Parent Signature: \_\_\_\_\_ Date \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date \_\_\_\_\_



Sign and Return: Electronic Information Resource User Contract

2013-2014 School Year

**REQUIRED SIGNATURES OF AGREEMENT TO ABIDE BY THE TECHNOLOGY ACCEPTABLE USE POLICY**

Return to your school.

**STUDENT (Signature of student required in grades 7 through 12).**

I understand and will abide by the provisions and conditions of the Alhambra Unified School District Technology Acceptable Use Policy. I understand that any violations of these provisions may result in disciplinary action, the revoking of my user account, and appropriate legal action. I also agree to report any misuse of the information system to my teacher. Misuse can come in many forms, but can be viewed as any messages sent or received that indicate or suggest pornography, unethical or illegal solicitation, racism, sexism, inappropriate language, and other issues described above. All the rules of conduct described in the District’s Code of Conduct apply when I am on the network.

Student Name (please print): \_\_\_\_\_ I.D.# \_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

**PARENT OR GUARDIAN**

Students must have the signature of a parent or guardian who has read this contract. As the parent or guardian of the student, I have read the contract in this handbook and understand that it is designed for educational purposes. I understand that it is impossible for Alhambra Unified School District to restrict access to all controversial materials, and I will not hold the District responsible for materials acquired on the network. I also agree to report any misuse of the information system to my child’s teacher or principal. Misuse can come in many forms, but can be viewed as any messages sent or received that indicate or suggest pornography, unethical or illegal solicitation, racism, sexism, inappropriate language, and other issues described above. I accept full responsibility for supervision if and when my child’s use is not in a school setting. I hereby give my permission to issue an account for my child and certify that the information contained on this form is correct.

Parent or Guardian Name (please print): \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

## Sign and Return: Student Insurance

2013/14

Please carefully read and review the Myers-Stevens Student Accident Insurance information that will be sent home with your child. If you are interested in purchasing any of the available insurance, complete the enrollment form in full, select the plan(s) you want for your child, enclose the proper premium using a check, money order or credit card, seal and return as directed on the form. While your child is eligible to enroll at any time, you are encouraged to consider early enrollment to get maximum value from the plan(s) selected. Once processing is completed, an ID card verifying coverage will be mailed home to you. If for any reason you do not receive this information or if you have any questions about the coverage, please contact Myers-Stevens & Toohey directly at (800) 827-4695. Bilingual representatives are available for parents/guardians who need assistance in Spanish.

*CEC § 32221.5*

Requires school districts that operate interscholastic athletic teams to include a statement regarding no-cost or low-cost health insurance programs in offers of insurance coverage that are sent to athletic team members. "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. Information about these programs may be obtained by calling Health Services at (626) 943-3440."

Please complete this form and return it to your child's school.

Student Name: \_\_\_\_\_

Student ID#: \_\_\_\_\_ School \_\_\_\_\_

I understand that the Alhambra Unified School District does not assume responsibility for student injuries, but does make voluntary student accident insurance available for purchase. I have received the information on this program.

I will enroll my child in the program  I choose not to enroll my child in the program

Parent/Guardian's

Signature \_\_\_\_\_ Date \_\_\_\_\_

## Concussion Form

A concussion is a brain injury and all brain injuries are serious. They are 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. They can range from mild to severe and can disrupt the way the brain normally works. 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.** In other words, even a “ding” or a bump on the head can be serious. You can’t see a concussion and most sports concussions occur without loss of consciousness. Signs and symptoms of concussion may show up right after the injury or can take hours or days to fully appear. If your child reports any symptoms of concussion, or if you notice the symptoms or signs of concussion yourself, seek medical attention right away.

### Symptoms may include one or more of the following:

- |  |  |
|--|--|
| <ul style="list-style-type: none"><li>• Headaches</li><li>• “Pressure in head”</li><li>• Nausea or vomiting</li><li>• Neck pain</li><li>• Balance problems or dizziness</li><li>• Blurred, double, or fuzzy vision</li><li>• Sensitivity to light or noise</li><li>• Feeling sluggish or slowed down</li><li>• Feeling foggy or groggy</li><li>• Drowsiness</li><li>• Change in sleep patterns</li></ul> | <ul style="list-style-type: none"><li>• Amnesia</li><li>• “Don’t feel right”</li><li>• Fatigue or low energy</li><li>• Sadness</li><li>• Nervousness or anxiety</li><li>• Irritability</li><li>• More emotional</li><li>• Confusion</li><li>• Concentration or memory problems (forgetting game plays)</li><li>• Repeating the same question/comment</li></ul> |
|--|--|

### Signs observed by teammates, parents and coaches include:

- Appears dazed
- Vacant facial expression
- Confused about assignment
- Forgets plays
- Is unsure of game, score, or opponent
- Moves clumsily or displays incoordination
- Answers questions slowly
- Slurred speech
- Shows behavior or personality changes
- Can’t recall events prior to hit
- Can’t recall events after hit
- Seizures or convulsions
- Any change in typical behavior or personality

- Loses consciousness

**What can happen if my child keeps on playing with a concussion or returns to soon?**

Athletes with the signs and symptoms of concussion should be removed from play immediately. Continuing to play with the signs and symptoms of a concussion leaves the young athlete especially vulnerable to greater injury. There is an increased risk of significant damage from a concussion for a period of time after that concussion occurs, particularly if the athlete suffers another concussion before completely recovering from the first one. This can lead to prolonged recovery, or even to severe brain swelling (second impact syndrome) with devastating and even fatal consequences. It is well known that adolescent or teenage athlete will often under report symptoms of injuries. And concussions are no different. As a result, education of administrators, coaches, parents and students is the key for student-athlete’s safety.

**If you think your child has suffered a concussion**

Any athlete even suspected of suffering a concussion should be removed from the game or practice immediately. No athlete may return to activity after an apparent head injury or concussion, regardless of how mild it seems or how quickly symptoms clear, without medical clearance. Close observation of the athlete should continue for several hours. The new CIF Bylaw 313 now requires implementation of long and well-established return to play concussion guidelines that have been recommended for several years:-

“A student-athlete who is suspected of sustaining a concussion or head injury in a practice or game shall be removed from competition at that time and for the remainder of the day.”

**and**

“A student-athlete who has been removed may not return to play until the athlete is evaluated by a licensed health care provider trained in the evaluation and management of concussion and received written clearance to return to play from that health care provider”.

You should also inform your child’s coach if you think that your child may have a concussion Remember its better to miss one game than miss the whole season. And when in doubt, the athlete sits out.

For current and up-to-date information on concussions you can go to:

<http://www.cdc.gov/ConcussionInYouthSports/>

\_\_\_\_\_  
Student-athlete Name Printed                      Student-athlete Signature                      Date

\_\_\_\_\_  
Parent or Legal Guardian Printed                      Parent or Legal Guardian Signature                      Date

## Notes