Glendora Unified School District

2018-2019
EMPLOYEE HANDBOOK
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The following is a partial list of the contents of the Negotiated Agreement between the California School Employees Association and the District.

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INTRODUCTION

Welcome to the Glendora Unified School District. This handbook has been prepared as a reference to the District’s policies and regulations concerning both classified and certificated employees. Thank you for taking the time to read this handbook. We hope that you will find its contents informative and that it will provide you with a basic understanding of the procedures of the District. Questions should be directed to your immediate supervisor or the Personnel Department.

This handbook contains seven sections: General Information; Student Matters; Multicultural Education; Instruction; Personnel; Health, Safety, and Emergencies; and Miscellaneous. The first six sections are taken largely from Board Policy and are intended to familiarize the employees with the policies and procedures of the District. The Board Policy, Administrative Regulations, and Education Code numbers are listed at the end of each section and subsection to enable you to reference specific topics in more detail than is offered in this handbook. For purposes of this document, BP = Board Policy, AR = Administrative Regulation, E = Exhibit and EC = Education Code. The last section, “Miscellaneous,” contains useful information regarding everyday services, duties, and resources available to employees of the District. Both an appendix and an index are located at the end of the handbook.

This employee handbook is updated annually to provide employees with information, ready references, and resources to help all employees meet the desired goals of their position and obtain the overarching goals and objectives of the Glendora Unified School District.

You may access the document on the District website.

If you have any suggestions that would improve this document or wish to see any sections or forms added, please forward your ideas to:

Dominic DiGrazia
Assistant Superintendent, Personnel Services
963-1611 ext. 300
ddgrazia@glendora.k12.ca.us
MISSION STATEMENT

The Glendora Unified School District is committed to providing a quality standards based education. Through a partnership of students, parents, staff, and community, students are given the opportunity to reach their full potential, be independent thinkers and demonstrate responsibility toward others.

VISION STATEMENT

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

BELIEF STATEMENTS

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

GLENDORA UNIFIED SCHOOL DISTRICT
ORGANIZATION CHART

Glendora Community

Board of Education
Zondra Borg, Cory Ellenson, Rukshan Fernando, Ph.D., Robin Merkley, Elizabeth Reuter

Superintendent of Schools
Robert Voors, Ed.D.

Merit System Personnel Commission
Teresa Ferri, Ed Potter, Linda Shonk

Assistant Superintendent of Business Services
Marc Chaldu

Assistant Superintendent of Educational Services
Michelle Hunter

Assistant Superintendent, Personnel Services
Dominic DiGrazia, Ed.D.

Director, Maintenance & Operations
Tenny Portugal

Director, Nutrition Services
Stacy Johnson

Director, Information Technology
William Carter

Director, Fiscal Director
Janette Walczak

Director of Student Services
Ann Keyes

Director of Curriculum, Instruction, Staff Development, and Career Pathways
Rebecca Summers

Director of Child Development Programs
Michelle Gallo

Purchasing Services
Supervisor
Nancy Cuevas

Principal

Teachers

Students

Coord. of Educ. Tech. & School to Career Pathways
Brock Jacobsen

Coord. of Categorical and ELD Programs
Kristin Heathcoat
GLENDORA UNIFIED SCHOOL DISTRICT OFFICE
ORGANIZATION DIRECTORY

Superintendent of Schools
Robert Voors, Ed.D.
- Executive Assistant to Superintendent – Janette Short
- Administrative Secretary - Confidential – Suzette Campos

Business Services
Assistant Superintendent – Marc Chaldu
- Administrative Assistant – Janna Wells
- Fiscal Director – Janette Walczak
  - Accounting Analyst – Pamela Escalante
  - Accounting Technician – Kelli Winters
  - Accounting Technician – Kathy Jepson
  - Payroll Technician – Tammy Fry
  - Payroll Technician – Nancy Gormall
- Mail and Delivery Services Specialist – John Kouyoumdjian

Director of Information Technology – William Carter
- Information Technology Senior Analyst – Gabriel Carrillo
- Information Technology Senior Analyst – Andrew Frierson
- Information Technology Senior Analyst – Kellen Coak
- Information Technology Specialist – Margie Algorni

Purchasing Services Supervisor – Nancy Cuevas
- Document Publishing Technician Senior – Dan Cassel
- Purchasing Technician I – Jana Haman
- Warehousing Distribution Coordinator – Henry Pinedo

Director of Maintenance and Operations – Tommy Portugal
- Maintenance Office Technician – Georgenia Kiggins
- Maintenance Specialist III/Carpentry – Robert Brys
- Maintenance Specialist III/Carpentry – Mark Steele
- Maintenance Specialist III/Structural – Ron Kerr
- Maintenance Specialist III/Electrical – Ruebe Hogan
- Maintenance Specialist III/HVAC – Victor Urena
- Landscape & Grounds Team Lead – David Carrillo
- Landscape & Grounds Specialist – Russ Fruik
- Landscape & Grounds Equipment Operator – Shane Kerr
- Maintenance Specialist III/Lock Systems – Bruce Bolton
- Maintenance Specialist III/Plumbing – Charles Lindstedt

Director of Nutrition Services – Stacy Johnson
- Administrative Clerk-Nutrition Services – Samantha Thatcher
- Accounting Technician - Senior – Pam Coleman
- Nutrition Services Manager II – Carmen Duran
- Warehousing & Delivery Driver/Food Services – Tom Smith

Educational Services
Assistant Superintendent – Michelle Hunter
- Administrative Assistant – Gina Delgado
- Senior Administrative Secretary – Kathy Webb
- Media/Testing Coordinator – Vacant
- District Media Technician – Vacant
- Data Management Analyst – Leslie Stawarz
- Data Management Specialist – Kelly Flores
- Elementary Physical Education Program – Robert Clark

Director of Student Services – Ann Keyses
- Senior Administrative Secretary – Trish Hawkins
- Administrative Clerk - Kellie Wagner

Director of Curriculum, Instruction, Staff Development, & Categorical
- Programs - Rebecca Summers
- Coordinator of Educ. Technology and School to Career Pathways – Brock Jacobsen

Program Specialists – Lainie Armstrong/Melissa Killy
- Senior Administrative Secretary – Anna Osipowa
- Psychologists: Lisa Aggers Kori Cevallos Hanna Lee
  - Mark Beckett Sheryl Gele Candice Orr
  - Sam Bouman Todd Hill

District Nurse – Abbey Fueger
- Health Services Technician – Gail Baugh
- GATE & Safe Schools – Melissa German
- Administrative Clerk Senior School Site – Kathy Jepson
- Coordinator of Categorical and ELD Programs – Kristin Heathcoat
- Administrative Clerk – Maria Sanchez-Dones

Director of Child Development Programs – Michelle Gallo
- Extended Day Care Office Technician – Karen Perez

Personnel Services
Assistant Superintendent – Dominic DiGrazia
- Administrative Assistant – Patricia Segura
- Human Resources Specialist – Noel Carpenter
- Human Resources Analyst – Credentials – Sherry Alertas
- Benefit Plans Technician – Janese Grady
- Human Resources Assistant – Bonnie Ammons
HANDBOOKS

The following printed materials are available for your information and utilization:

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STUDENT MATTERS

STUDENT CONDUCT AND DISCIPLINE

It is the goal of the Board of Education to provide a quality education to all students. Students are expected to exhibit appropriate conduct in an educational setting. However, in instances where the conduct of the student is such as to interfere with his/her own education or with that of other students, the Board of Education may suspend, expel, or exclude that student from attending schools within the Glendora Unified School District in accordance with California State law and this Policy. Under no circumstances is corporal punishment to be administered. [BP 5144]

I. DETENTION AND SCHOOL SERVICE

A. Detention: Detention is a routine means of disciplinary action that is normally assigned by a certificated employee for minor classroom and/or school violations. School administrators or teachers may detain students for disciplinary reasons under the following conditions:
1. The detention shall be for a period of no more than one (1) hour before or after the close of the maximum school day. [CCR Title 5, Sec. 353].

2. Students shall not be left alone. Students shall be under the supervision of a staff member at all times.

3. Individual schools may develop procedures, subject to Board approval, authorizing the principal or a teacher to restrict for disciplinary purposes the time a student is allowed for recess or noon intermission. [EC Sec. 44807.5]

4. Individual schools shall develop procedures, subject to Board approval, concerning the notification of the parent or guardian when his/her student is assigned detention.

5. The District has developed Board approved procedures for a Saturday detention program, designed to avoid student suspensions by having students perform school service on school grounds or inside buildings.

B. School Service: The Superintendent, the Superintendent’s designee, the principal, or the principal’s designee, as he or she deems appropriate, may require a student to perform school service on the school grounds during non-instructional hours as a result of violating school or District rules.

For the purposes of this policy, “school service” may include, but is not limited to; work performed on school grounds in the areas of outdoor beautification, campus betterment, and teacher or peer assistance programs. This section shall not apply to instances where suspension or expulsion is required by administrative regulation. [EC 48900.7]

II. SUSPENSIONS

A. Suspension - Definition and Limitation

1. Definition - Suspension is the removal of a student from ongoing instruction for adjustment purposes. Suspension does not mean any of the following:

   a. Reassignment to another education program or class at the same school where the student will receive continuing instruction for the length of the day prescribed by the governing board for students of the same grade level.

   b. Referral to a certificated employee designated by the principal to advise students.

   c. Removal from the class, but without reassignment to another class or program, for the remainder of the class period without sending the student to the principal/designee. Removal from a particular class shall not occur more than once every five (5) school days. [EC 48925 (d)]
2. Limitations

a. Suspension shall be imposed only when other means of correction fail to bring about proper conduct. However, a student, including an individual with exceptional needs, may be suspended upon a first offense for any of the reasons enumerated in Section II. B: “Cause for Suspension,” if the principal/designee or Superintendent determines:

1. that the student violated subsections (a), (b), (c), (d), or (e) of EC 48900.5

2. that the student’s presence causes a danger to persons or property or threatens to disrupt the instructional process. [EC 48900.5]

b. In lieu of suspension, community service may be assigned to first time offenders. This does not apply if the pupil has been suspended, pending expulsion. [EC 48900.6]

c. In matters involving a student found in possession of a firearm; or when a student commits the offense of possessing or using a controlled substance or alcohol; or when a student is found to have sold or otherwise furnished a controlled substance to any other student, the principal/designee or Superintendent shall immediately suspend the student. [EC 48915 (b)]

d. The teacher of any class from which the student is suspended may require the suspended student to complete any assignments and tests missed during the suspension. [EC 48913]

B. Cause for Suspension

A student may be suspended only for acts related to school activity or attendance, including acts while on school grounds, while going to or coming from school, during the lunch period, whether on or off campus, or during or while going to or coming from a school-sponsored activity, if the principal/designee or Superintendent determines that the student has:

(a.-1) Caused, attempted to cause, or threatened to cause physical injury to another person (mutual combat). [EC48900(a)]

(a.-2) Willfully used force or violence upon the person of another, except in self-defense (battery). [EC48900(a)]

b. Possessed, sold, or otherwise furnished any firearm, gun, replica or imitation firearm as defined in Penal Code Sections 417.2 and 12020, knife, explosive, or other dangerous object unless, in the case of possession of any object of this type, the student had obtained written permission to possess the item from a certificated school...
employee, which is concurred by the principal/designee. [EC48900(b)]

c. Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or intoxicant of any kind. [EC48900(c)]

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 intoxicant of any kind, and then either sold, delivered, or otherwise furnished to any person another liquid, substance, or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant. [EC48900(d)]

e. Committed or attempted to commit robbery or extortion. [EC48900(e)]

f. Caused or attempted to cause damage to school property or private property. [EC8900(f)]

g. Stole or attempted to steal school property or private property. [EC48900(g)]

h. Possessed or used tobacco, or any products containing tobacco or nicotine products, including, but not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel; however, this section does not prohibit use or possession by a student of his/her own prescription products. [EC48900(h), 48901]

i. Committed an obscene act or engaged in habitual profanity or vulgarity. [EC48900(i)]

j. Had unlawful possession of, or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Section 11014.5 of the Health and Safety Code. [EC48900(j)]

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. [EC48900(k)]

l. Knowingly received stolen school property or private property. [EC48900(l)]

m. Possessed an imitation firearm. As used in this section, “imitation firearm” means a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.

n. Committed or attempted to commit a sexual assault as defined in Section 261, 266c, 286, 288, 288a, 289 of the Penal Code or committed a sexual battery as defined in section 243.3 of the Penal Code.
o. Harassed, threatened or intimidated a pupil who is a complaining witness or witness in a school disciplinary proceeding for the purpose of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both.

p. Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.

q. Engaged in, or attempted to engage in, hazing as defined in § 32050.

r. A pupil may not be suspended or expelled for any of the acts enumerated in this section, unless the act is related to school activity or school attendance occurring within a school under the jurisdiction of the superintendent or principal occurring within any other school district. A pupil may be suspended or expelled for acts that are enumerated in this section and relate 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 campus; 4) during or while going to or coming from, a school sponsored activity.

s. 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 suffer suspension, but no 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).

t. As used in this section, “school property” includes, but is not limited to, electronic files and databases.

u. A superintendent or principal may use his or her discretion to provide alternatives to suspension or expulsion, including, but not limited to, counseling and an anger management program, for a pupil subject to discipline under this section.

v. 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.

C. Authority To Expel

Only the Board of Education may expel a student for any of the acts enumerated in section III. C: “Cause for Expulsion Recommendation,” of BP 5144 and 5144.1.

Cause for Expulsion Recommendation

1. Mandatory Recommendation For Expulsion: A principal/designee or the Superintendent shall recommend to the governing board a student’s expulsion for possession of a firearm or committing a third offense of possessing, using or being under the influence of a controlled substance or alcohol.
2. Mandatory recommendation for Expulsion with Exception: A principal/designee or the Superintendent shall recommend a student’s expulsion for any of the following acts, unless it is found, and so reported in writing to the governing board, that expulsion is inappropriate due to the particular circumstance, which shall be set out in the report of the incident: [EC 48915]

   a. Causing, attempting, or threatening serious injury to another person.

   b. Possession, sale, or otherwise furnishing any firearm, gun, replica or imitation firearm as defined in Penal Code Sections 417.2 and 12020, knife, explosive, or other dangerous object of no reasonable use to the student at school or at a school activity off school grounds.

   c. Unlawfully possessing, using, being under the influence of, selling or furnishing any controlled substance, any substance believed to be a controlled substance, alcohol or an intoxicant of any kind.

   d. Robbery or extortion.

For a more detailed description of the policies governing expulsion and related matters, please see the BP 5144.1.

**CHILD ABUSE** (See Appendix 10 for Molestation Reporting and Prevention)

The evolution of child abuse laws has made the treatment of children a concern of the public and a responsibility of specified persons who come in contact with children. California law requires the reporting of suspected child abuse and lists educators among those responsible for reporting. Failure to report may result in civil and/or criminal liability.

The responsibility for enforcing legal prohibition against child abuse and neglect lies with protective agencies such as the local police department, the sheriff’s office and the Department of Children and Family Services. The responsibility of school district personnel is to report any suspicion of potential child abuse and neglect to the appropriate authorities.

In the belief that students have the right to be protected from abuse and/or injury by any person, the Board of Education directs the Superintendent to develop regulations which will provide that personnel report to enforcement agencies when it is suspected that an abusive situation has occurred or may be occurring.

♦ Definition:

Child abuse is defined by the California Penal Code Sections II 161.5 and 273 (a) as the omission or commission of any act, by any person which causes physical injury or injuries and appears to have been inflicted upon a minor by other than accidental means. These acts are categorized into four groups:

1) Physical abuse or assault
2) Physical neglect
3) Sexual abuse
4) Emotional maltreatment
Who Must Report:

The California Reporting Laws require a “Child Care Custodian” who has contact with children to report suspected abuse to the proper authorities. A “Child Care Custodian” includes all employees of Glendora Unified School District, both certificated and classified. [Penal Code II 16.5] Employees have the responsibility to report when abuse is suspected. It is neither the responsibility nor the job of the employee to “prove” that a situation occurred. The childcare agencies will do any or all necessary investigation. When in doubt whether or not a situation has occurred, it is appropriate to report to the correct agencies. Failure to report is a misdemeanor punishable by law.

How to Report:

Glendora Unified School District works in association with the local police agency and Department of Children and Family Services in dealing with child abuse.

To report by phone, contact either:

1) Central Hot Line Number 1-800-540-4000
2) Glendora Police 1-626-914-8250

When reporting, have the following information available:

1) Child’s name, address, date of birth, names of the parents and siblings. This information is listed on the student registration card.
2) Provide the reason for reporting the suspicion. Objectively report all injuries or statements that were stated by the student. Report only what the student actually said, avoiding any allegation or interpretation.

A written report is required to the reporting agency within **36 hours** on the form “Mistreatment to Minors.” This form is available through the school office or the Director of Instructional and Student Support Services. It is advisable to keep a copy of reporting records for your personal records. No records are to be logged in the student’s cumulative file. An anonymous copy of this report should also be sent to the Director of Instructional and Student Support Services. According to Penal Code 1116.6 you do have the right to report abuse anonymously by independently notifying the agency; however it has been very beneficial to inform your immediate supervisor when reporting. This team effort helps to deal with any possible repercussions that may occur when a report is made.

Access to Records:

School districts may release information from pupil records without written parental consent or judicial order in connection with an emergency. Student record information may be given to appropriate persons in connection with an emergency if the knowledge of such information is necessary to protect the health and safety of a student or other person. Factors to be taken into account in determining if information from a pupil record is to be disclosed include:

1) the seriousness of the threat to the health or safety of the student or other individuals;
2) the need for the information to meet the emergency;
3) whether the parties to whom the information is disclosed are in a position to deal with the emergency;
4) the extent to which time is of the essence in dealing with the emergency. (Privacy Rights of Parents/Students 1974).

When grounds for access are not clearly established, consultation with the Director of Instructional and Student Support Services is advisable. For more detailed information regarding the appropriate procedures when dealing with suspected cases of child abuse, please consult AR 5141.4

**ACCIDENTS/EMERGENCIES/ILLNESSES**

For the protection of the pupil’s health and welfare, each building principal shall keep current at the pupil’s school of attendance an Emergency Information Card. The Emergency Information Card shall include the home address and telephone number, the business address, and telephone number of parents or guardians, and/or the name, address, and telephone number of a relative or friend who is authorized to care for the pupil in any emergency situation if the parent or legal guardian cannot be reached. It is recommended that the parent keep on file an “Authorization to Consent to Treatment of Minor” at the hospital of their choice, and notify the school where the child should be taken for medical treatment.

In instances involving an accident or serious illness of the student, every effort shall be made to contact the parent or guardian, or person named by the parent or guardian, as soon as possible so that he/she may be made aware of the degree of seriousness of the situation. The Superintendent shall prepare regulations that will establish procedures to be followed in emergency situations.

For more information regarding emergency procedures involving students, please consult the on-site emergency handbooks and AR 5141.1.

**PUPIL MEDICATIONS**

The Governing Board recognizes that students may need to take prescription and nonprescription medication during the school day in order to be able to attend school without jeopardizing their health. Any medication, prescription or nonprescription, given during the course of the school day must have a completed physician authorization: Form 520.4 - “Authorization to Administer Medication During School Hours” (Appendix 1). Students are not allowed to carry any prescription or nonprescription medication without a signed waiver from the physician and parent.

Designated school staff will assist students in the administration of medication, unless the physician indicates in writing that the student is capable of administering his/her own medication. Upon completion of the physician authorization, designated school staff will administer and record all medications dispensed. A log of all medications dispensed will be kept on file at the school office. All medication will be kept in a location to which students do not have access and dispensed by specifically designated personnel only.

Any student requiring specialized health care services during the school day may be assisted by designated school personnel under the direct or indirect supervision of the District nurse. These services include monitoring, testing or the treatment of an existing medical condition using protocols established by the physician and on file at the school. These protocols are renewed annually. Staff designated to assist students with specialized health care needs will receive training using the protocols from the physician, by the District nurse or qualified medical provider. The parent is responsible to provide all necessary equipment and medication in order
to provide health care services. Upon request by the parent/guardian and physician, a student with an existing medical condition that requires frequent monitoring, testing or treatment may be allowed to self administer this service without staff intervention. A signed release must be completed and on file at the school of attendance.

♦ Anaphylactic Injections

The Board recognizes that some students have allergies with such severity that they may require an emergency anaphylactic injection of medication during the course of the school day. Parents/guardians who are aware of this foreseeable need may ask the District to provide administration of such injections in accordance with administrative regulations. School staff who may be required to administer anaphylactic injections shall receive training from qualified medical personnel. They will be authorized to administer the injections in accordance with administrative regulations and will be afforded appropriate liability protection. For more information about administering medications, please see BP and AR 5141.2.

STEROIDS (See Appendix 9)

The Governing Board recognizes that the use of steroids and other performance-enhancing supplements presents a serious health and safety hazard. As part of the district's drug prevention and intervention efforts, the Superintendent or designee and staff shall make every effort to ensure that students do not begin or continue the use of steroids or other performance-enhancing supplements.

Students in all grades 7-12 shall receive a lesson annually on the effects of steroids as part of their health, physical education, or drug education program.

Students participating in athletics are prohibited from using steroids or any other performance-enhancing supplement.
Before participating in athletics, a student athlete and his/her parent/guardian must sign an agreement that the student athlete shall not use steroids, unless the student has a written prescription from a fully licensed physician, as recognized by the American Medical Association, to treat a medical condition.

A student who is found to have violated the agreement or this policy shall be restricted from participating in athletics and shall be subject to disciplinary procedures including, but not limited to, suspension or expulsion in accordance with law, Board policy, and administrative regulation. Coaches shall educate students about the district’s prohibition and the dangers of using steroids and other performance-enhancing supplements.

The Superintendent or designee shall ensure that district schools do not accept sponsorships or donations from supplement manufacturers that offer muscle-building supplements to students. [BP 5131.63]

INDEPENDENT STUDY AND HOME SCHOOLING

The Superintendent shall prepare regulations to govern the procedures and restrictions of an independent study program. This program is for selected students enrolled in Grades K-12 and may serve as an alternative to a regular classroom program of instruction.
The Independent Study Program (ISP) is an optional educational program, an alternative to the regular school program, and student attendance is strictly voluntary. When it appears to be in his/her best interest, a student may be referred to the Independent Study Program. Participation in ISP requires the signed mutual consent of personnel from the student’s home school, the Administrator of Independent Study and Adult Education, the parents (or responsible adult), and the pupil.

The Independent Study Educational Plan Form can be found in Appendix 2. More detailed information about the ISP can be found under BP and AR 6158 (formerly 6141.4).

The District now also offers a home schooling program. This program is housed at Williams Elementary School. Information can be obtained by calling the school office at (626) 852-4586.

**FREEDOM OF SPEECH AND EXPRESSION**

A. **Philosophical Position**

1. The Board of Education recognizes that the primary liberties in a student’s life have to do with the process of inquiry and learning, of acquiring and imparting knowledge, and of exchanging ideas. This process requires that the student has the right to express opinions, to take stands, and to support causes, publicly or privately. There should be no interference in the school with these liberties, or with the student’s access to, or expression of, controversial points of view, except as provided in this policy or administrative regulation.

2. The Board of Education also recognizes that the establishment of a public educational program requires the formation of rules and regulations necessary to maintain an orderly process of learning and to maintain standards of student conduct and language appropriate to an academic environment.

B. **Purpose of Policy**

The purpose of this policy is to insure the exercise of the students’ rights with due regard to the rights of others and the need for reasonable restrictions in the operation of the public school system.

C. **Right to Free Expression**

Students of the District have the right to exercise free expression including, but not limited to, the use of bulletin boards, the distribution of printed materials or petitions, and the wearing of buttons, badges, and other insignia, and the right of expression in official publications.

D. **Violation of Policy**

Violation of this policy by any student shall be sufficient cause for disciplinary action, including suspension and expulsion. [BP 5145.2]
STUDENT ORGANIZATIONS (SECONDARY)

Student organizations have an important place in the educational program. When properly organized and operated, they extend and reinforce the instructional program, give students practice in democratic self government, build student morale and spirit of positive support for the social and recreational activities. School clubs are recognized as authorized school organizations if they are organized by the school, sponsored by school personnel, composed completely of current student body members, and have established aims which are educational or of school or community interest. Organization activities shall not conflict with the authority and responsibilities of school officials. For more information regarding student organizations and the regulations that govern them, please see BP 6145.

INTRADISTRICT OPEN ENROLLMENT

The Governing Board desires to provide options that meet the diverse needs, potential and interests of District students. The parent/guardian of each school age student who resides within District boundaries may select the school of attendance irrespective of the particular location of his/her residence within the District, except that the District retains the authority to monitor appropriate racial and ethnic balance among the schools at its discretion. The Superintendent or designee shall determine the capacity of each District school and establish a random, unbiased selection process for the admission of students residing within the District from outside a school’s attendance area. Selection shall not be based on the student’s academic or athletic performance. The District will uniformly apply existing criteria for admission to specialized schools or programs. With respect to summer school, assignments will be made available to residents of the Glendora Unified School District first, and then, if space is available, to non-resident students. [5116.1]

INSTRUCTION

OBJECTIVES OF THE INSTRUCTIONAL PROGRAM

The governing board expects and directs the administration to consult with the instructional staff to develop and maintain objectives which will be in harmony with the law and the governing board’s adopted philosophy and goals, and which will guide all classroom and other instructional activities, including the evaluative and student achievement reporting process.

The governing board shall approve high school courses of study designed to provide the skills and knowledge required for adult life for pupils attending the high schools within this district. These courses of study shall include, but are not limited to, courses of study designed to prepare prospective students for admission to state colleges and universities and courses of study for vocational training.

AMERICAN HERITAGE

It shall be one of the primary responsibilities of the Glendora Unified School District to help pupils understand, appreciate, and feel a responsibility to perpetuate our American heritage, customs, traditions, and ideals. This will be accomplished through learning experiences which provide a thorough study and understanding of history, geography, civics, current events, literature, and social and economic affairs. [BP 6142.1]
♦ Training of Pupils in Morality and Citizenship

Each teacher shall endeavor to:
- impress upon the minds of the students the principles of morality, truth, justice, and patriotism;
- teach students to avoid idleness, profanity, and falsehood;
- instruct students in the principles of a free government;
- instill in students an appreciation for the rights, duties, and dignity of American citizenship; and
- instruct pupils in manners and morals.

♦ Prohibiting the Advocacy of Communism/Terrorism

No teacher giving instruction in any school or on any property belonging to any agencies included in the public school system, shall advocate or teach communism or terrorism with the intent to indoctrinate or to inculcate the mind of any pupil.

In prohibiting the advocacy of communism or terrorism with the intent of indoctrinating or inculcating the mind of any pupil for such doctrine, the legislature does not intend to prevent the teaching of the facts about communism or terrorism, but intends to prevent the advocacy of communism or terrorism for the purpose of undermining the patriotism for, and the belief in, the government of the United States and of this state.

CEREMONIES AND OBSERVANCES

♦ Flag Salute and Treatment

The pledge of allegiance to the flag of the United States of America is to be part of each day’s opening exercise. Time should be taken to discuss what the flag and flag salute represent. Those children with religious or conscientious objections may be excused from participating.

The flag of the United States of America shall be raised above each school and at other appropriate places during all school sessions, weather permitting. The flag shall be raised before the opening of school and taken down at its close every day. The United States flag shall be displayed in each classroom at all times during the school sessions.

♦ Special Days and Events

Commemoration of special days and events shall be arranged to provide effective observation of these occasions as a definite and valuable part of the school program.
For more information, please see BP 6115.

HOMEWORK

Homework in the Glendora Unified School District is considered to be an integral part of the student’s total school program. It is recognized that as students progress through the school year, they should be required to supplement their learning in the classroom with reading and practice outside school hours.
However, it is not the intent of this policy that students be overloaded with homework to the extent that homework assignments would interfere with the students’ normal obligations to their home, their church, and their involvement with other community agencies. The District is aware that out-of-school hours are, and should be, planned by the home and other agencies in order to insure the maximum development of a well-balanced young person.

Homework, to be effective, must be carefully planned, judiciously assigned, and systematically evaluated. The Superintendent and staff shall develop guidelines regulating the assignment of homework.

♦ Objectives

Home study must fulfill the same objectives which would be held for any school assignment. Homework, then, is simply an extension of the school day. Homework assignments must involve a worthwhile learning experience for the student.

Instruction given by the teacher should help students learn how to organize themselves for effective homework assignments in terms of preparation of the environment; organization of time, materials, and information; and the completion of the assignment.

♦ Guidelines

A gradual introduction to home study from the outset of the pupil’s educational experiences will tend to give continuity to good study habits. The assignment of homework will be at the discretion of the teacher. Homework should not be assigned as a punitive device on a regular basis.

Assignments should be made in terms of individual and/or group needs and should be the result of careful planning which gives consideration to attention spans and the ability to work independently.

Homework assignments should not be given unless the teacher intends to evaluate them and to recognize the pupil’s achievement. Homework should relate directly to class work. The pupil should have a clear understanding of what is expected of him/her. Homework should not be used to replace or reduce supervised study.

Teachers should confer with parents in order to establish objectives and to suggest ways in which parents can help at home. Homework policies should be explained at group conferences or by written communication with the parents.

The following types of assignments are considered suitable for home study:
  - Research, if home resources for such assignments can be assured
  - Appraisal of radio and television programs
  - Aesthetic problems
  - Handicrafts/projects
  - Comprehensive reading, including newspapers
  - Review, practice, or further study of previously introduced material
  - Gathering other people’s views or experiences
  - Make-up work in specific cases due to absences
The following types of assignments are considered undesirable:
   - Excessive drill without a learning purpose
   - Those which require parents to serve as teachers
   - Punitive assignments
   - Busy work

**MULTICULTURAL EDUCATION**

The Governing Board believes that our schools’ curricula should accurately reflect the rich cultural, racial, and ethnic diversity of our society. Every student should have the opportunity to develop pride in his/her own identity and heritage; to understand, appreciate, and respect the identity and heritage; to understand, appreciate, and respect the identity and heritage of others; and to recognize that dignity and worth are common to all people, regardless of physical differences or ethnic, cultural, or religious backgrounds. Students should learn to be able to work and communicate effectively with people like and unlike themselves.

The Board expects that multicultural education will benefit students of various racial, ethnic, and cultural groups. Curricular materials and teaching procedures should be adapted to the values, behavioral patterns, and learning styles of students.

For more detailed information regarding multicultural education, please see BP 6142.2 and AR 6142.2.

**LIBRARY/MEDIA CENTER and INSTRUCTIONAL MATERIALS**

♦ Reproduction of Copyrighted Materials

It is the intent of the Glendora Unified School District to adhere to the provisions of copyright laws governing the reproduction of printed materials, films, filmstrips, videotapes, computer software, and the recording of television programs. To that end:

1. Appropriate sections of the copyright law of the United States shall be available at each school site.
2. Notices regarding the reproduction of copyrighted materials shall be placed on or near equipment that may be used to make reproductions.
3. Illegal copies of the copyrighted materials may not be made or used on equipment belonging to the District. The legal and/or insurance protection of the District shall not be extended to employees who violate copyright laws.
4. The legal, ethical, and practical problems caused by illegal copying of copyrighted materials shall be taught in all schools of the District.
5. The Superintendent shall develop selected guidelines governing reproduction of materials available to each teacher. [BP 6162]

♦ Use of School Equipment and Supplies

School equipment and supplies are to be used in connection with school programs and activities. Only equipment requested through the regular procedures for Civic Center use may be loaned to non-school connected individuals or organizations.
Persons designated by the Superintendent of Schools may authorize employees to use necessary equipment off school premises in carrying out duties of their assignment and when presenting programs to parents or other community groups. [BP 6161]

For more information regarding use of library/media center materials, adoption/purchase of new instructional materials, selection of materials, and acceptance of gifts, please consult BP 6163.1 and AR 6163.1.

TEACHING OF CONTROVERSIAL ISSUES

The Board of Education firmly believes that factual materials should be presented in the classroom relating to both sides of controversial issues of local, state, national, or international importance, unless such presentation is forbidden by law.

The Board of Education urges school administrators and teaching personnel of the District to continually exert their most conscientious efforts to present such facts objectively and impartially; for it is believed that informed students, trained to think for themselves, are the prime source of America’s strength. Teachers should be aware of the following rights of students:

1. The right to study issues appropriate to the students’ level of maturity.
2. The right to free access to relevant information.
3. The right to study in an atmosphere free from bias and prejudice.
4. The right to form and express individual opinions on the issues which have been studied, without jeopardizing relationships with the teacher or others.

The study of such issues shall have as its purpose the development of the following skills and attitudes:

1. The desire and ability to study relevant problems and to make intelligent choices from alternatives.
2. The desire and ability to use rational methods in considering significant issues.
3. The willingness to recognize that differing viewpoints are valuable and necessary.
4. The recognition that reasonable compromise is often an important part of the democratic decision-making process.
5. The skill of analyzing and evaluating sources of information (recognizing propaganda, half-truths and bias).

The Board of Education senses an obligation to protect and defend its administrators and teachers against unjust reprisals for acting in the spirit of this policy. All complaints regarding the teaching of controversial issues should be heard by the Board if presented in writing through the administration. [BP 6144]
INTERGROUP CONFLICT

It is the intent of the Glendora Unified School District to promote harmonious human relationships that enable students to gain a true understanding of the rights and responsibilities of people in our heterogeneous society. Furthermore, it is our intent to promote the rights of equality and human dignity, which are basic to the American heritage.

Each school is responsible for creating an environment which fosters positive attitudes and practices among students and staff, an environment which further allows persons to realize their full individual potential through understanding and appreciation of society’s diversity of race, ethnic background, national origin, religious belief, sex, age, disability, or sexual orientation. [BP 6142.3]

EDUCATIONAL TECHNOLOGY

The Board of Education believes that in the rapidly changing world of the 21st Century, the students will be able to access a richer instructional program through the use of technology and that their learning will demand the use of resources beyond the classroom. The Glendora Unified School District supports the acquisition of hardware and software in all areas of technology in order to support the state framework and instructional goals adopted by the Board. [BP 0440] Also, see the District Technology Plan

♦ Philosophy

The Glendora Unified School District Board of Education affirms the need for advancement in technology in order to improve the instructional program and the ongoing operation of the District. The Board recognizes that the pursuit of excellence must include opportunities for literacy in technology and the use of technology as a vehicle for change. This pursuit of excellence includes the development of a District Master Plan for technology acquisition, distribution of technology assets to sites, and appropriate training, inservice workshops, and practice for staff. The master plan involves ideas and input from parents, community members, and representatives of business. The plan will represent the commitment of the Board of Education to instructional networking (both inter and intradistrict), curricular articulation among the levels of instruction, and efficiency of District operations. The Board is dedicated to the use of technology in instruction K-12 and the requirement that each student demonstrate competence in technological usage by the time of graduation from high school.

♦ Student Use of Technology (See Appendix 3a for Student Form)

The Governing Board recognizes that technology provides ways to access the most current and extensive sources of information. Technology also enables students to practice skills and to develop reasoning and problem-solving abilities. In addition, electronic resources foster workplace skills that may be transferable to new technologies. Every effort shall be made to provide equal access to technology throughout the District’s schools and classes.

♦ Staff Use of Technology (See Appendix 3b for Staff Form)

In order to ensure the appropriate use of the District’s technology resources, and safeguard confidential data, written guidelines for all employees regarding the use of the District’s computer systems, internet access, intranet, and other technology resources have been developed. These guidelines are detailed in the Employee Computer and Net Use Agreement.
Before any staff member uses the District’s Internet or Intranet access, that staff member must agree to abide by the terms and conditions of the Employee Computer and Net Use Agreement. If a staff member fails to sign the Agreement, and uses the District access to the Internet or Intranet, that staff member is nonetheless bound by the terms and conditions of the Agreement and may be subject to discipline for failing to follow those terms and conditions. [BP 1112 and AR 4040]

♦ On-Line Services

To discourage access to adult content on on-line electronic services and preclude other misuses of the system, the Superintendent or designee shall establish age/grade level qualifications and shall ensure that students receive training in user obligations and responsibilities. Before using on-line services, the student and parent/guardian shall sign the District’s user agreement (“Computer On-Line Use Student-Parent/Guardian Agreement,” Appendix 3a) indicating that the student understands and agrees to abide by specified user obligations and responsibilities. Staff shall closely supervise students while using on-line services and may ask teacher aides and student aides to assist in this supervision.

The Superintendent or designee shall establish administrative regulations governing use of the District’s on-line services. He/She shall ensure that users have no expectation of privacy and understand that district staff may monitor or examine all system activities to ensure proper use of the system. Students who fail to abide by these regulations shall be subject to disciplinary action, revocation of the user account, and legal action, as appropriate.

For more information on the District’s policy on educational technology, please consult BP 6165.

RELEASE OF STUDENTS and CONTACT WITH STUDENTS

♦ Interview or Removal of Pupils

Students may be released only through the school office. No student shall be taken from school, or interviewed, during school hours by any person other than a school employee, with the following exceptions:

1. Parent or Guardian or Representative Thereof
   a. A properly identified parent or guardian.
   b. In case of divorce, only a parent having legal custody of the student.
   c. Another person upon written request, properly verified, of the parent or guardian.

2. Properly Identified Representative of Law Enforcement Agencies

3. Members of the Press

Members of the press shall not be permitted to interview pupils at school except in connection with school activities and while in the presence of, and with the approval of, the principal or a duly authorized employee of the school district responsible for the release of public information. [BP 1112; BP 5121.1]
♦ Request of an Adult to see a Student

When an adult asks to see a student, the adult will be asked to wait in the office. The student will not be sent for unless the school principal or his/her designee is satisfied that the adult has the legal right.

♦ Record of Release

No student may be released to go home or to go outside school to be picked up by an adult on the basis of a telephone call request. In emergency situations, principals may exercise their own judgment with parents who are known to them.

A written request, signed by the student’s parent or guardian, should be kept on file in the office for each instance when a student is released prior to the end of the school day.

♦ Role of Teachers

Teachers are not authorized to release students to adults who may come to the classroom or to the playground.

PERSONNEL

EQUAL OPPORTUNITY IN EMPLOYMENT PRACTICES

It is the policy of the Glendora Unified School District to provide all applicants for employment with equal employment opportunities and to provide present employees with training, compensation, promotion, and all other attributes of employment without regard to race, religion, color, national origin, sex, handicap, or age.

It is the long-range goal of the District to attain, in all job classifications and levels of responsibility, a number of employees that is representative of the number of available applicants. Therefore, this District establishes a program of equal opportunity in order to assure that all personnel policies relevant to recruiting, hiring, and promoting employees of the GUSD, will guarantee equal opportunities for all persons.

This policy will be publicized throughout the District and the community and will be made explicit in all District manuals and publications. A nondiscrimination clause will be included in all contracts with suppliers, vendors, concessionaires, and services.

The Superintendent shall be responsible for establishing the needed regulations and procedures to achieve the intent of this policy and comply with pertinent federal and state laws. [BP 4111.1]

CODE OF ETHICS

The Board strongly endorses the adherence to, and accepts as guiding policies, the statements of the teaching profession pertaining to a Code of Ethics for the Education Profession.

The Board has made a part of this policy the “Code of Ethics of the Teaching Profession,” as adopted by the State Board of Education for inclusion in Title V of the Administrative Code, as well as the “Code of Ethics of the Education Profession,” as adopted by the National Education
Association. It is understood that where differences do occur between these two codes that the Title V Code of Ethics shall prevail. These codes are not intended to be an exhaustive enumeration of acts or conduct which may constitute unprofessional conduct.

The Superintendent shall take such measures as may be needed in accordance with existing board policies and/or provisions of the Education Code including such disciplinary action as may seem appropriate in an effort to gain observance with these codes. [BP 4118.22]

The complete “Code of Ethics for the Teaching Profession” and the “Code of Ethics of the Education Profession” can be found under AR 4116.22.

PERSONNEL RECORDS AND RELEASE OF INFORMATION

♦ Personnel Records

Personnel records shall be kept on all current employees and shall include information usually expected in good personnel administration. A file shall be kept for all employees who have resigned or retired which shall include such essential information as shall seem appropriate to the administration. All personnel files will be considered confidential and will not be available to persons other than the employee and those authorized by the Superintendent or the employee.

All written materials filed (except for those prohibited by law*) shall be made available for inspection by the employee involved at an off-duty time in the presence of an administrator or designee. [BP 4112.6] *Reference: EC 44031.

♦ Release of Personal Information

For the purposes of this policy, personal information is divided into two categories:

1. Public Record
2. Confidential Information

The items that are shown below as “public record” are available upon request to any individual or group willing to request such information in writing, stating the reason such information is being requested. The items shown below as “confidential information” are not to be released except upon the written approval of the individual employee or upon subpoena. However, employee information will be submitted to state and federal agencies as required by law.

<table>
<thead>
<tr>
<th>Public Record</th>
<th>Confidential Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Name of employee</td>
<td>1. Address</td>
</tr>
<tr>
<td>2. Position title</td>
<td>2. Phone number</td>
</tr>
<tr>
<td>3. District employment history</td>
<td>3. Birth date</td>
</tr>
<tr>
<td>4. Salary schedule</td>
<td>4. Marital status</td>
</tr>
<tr>
<td></td>
<td>5. Number of dependents</td>
</tr>
<tr>
<td></td>
<td>6. Evaluations</td>
</tr>
<tr>
<td></td>
<td>7. Any material in personnel file indicating race, religion, or ethnic background.</td>
</tr>
<tr>
<td></td>
<td>8. Preemployment history</td>
</tr>
<tr>
<td></td>
<td>9. Confidential recommendations</td>
</tr>
<tr>
<td></td>
<td>10. Personal letters</td>
</tr>
</tbody>
</table>
The responsibility for releasing public or confidential information is assigned to the Assistant Superintendent of Personnel Services or his/her designee.

The foregoing is not intended to interfere with the rights of employee organizations guaranteed to them by the Rodda Act. [BP 4112.61]

**NEPOTISM: EMPLOYMENT OF RELATIVES**

The following regulations shall govern conflict of interest in the employment of staff:

A. No spouse, minor child or dependent of a governing board member shall be appointed to a full time position in the Glendora Unified School District.

B. Persons related otherwise by blood or marriage to a governing board member may be employed following full disclosure of the relationship by the governing board member in a public meeting and sufficient vote of appointment without counting the vote of the related governing board member.

C. A spouse or child of a governing board member may be employed for a limited term or short-term employment on a competitive basis among persons who are eligible, as provided by law.

D. Persons related by blood or marriage to a member of the administrative staff shall not be assigned to a position that is in a line relationship involving supervision and evaluation of the position.

E. Members of the same family may be employed at the same department or work location when approved in writing by the Superintendent or the Superintendent’s designated representative. (Exception: members of the same family shall not be approved in direct line of supervision.)

It is the intent of these rules to avoid any situation wherein there may arise a conflict of interest either on the part of the member of the governing board or a member of the administrative staff. [BP 4112.8]

**RIGHTS, RESPONSIBILITIES, AND DUTIES**

Teachers must consider teaching school their primary job, to which their allegiance and energy are due. Regardless of social or business commitments, teaching should come first. The success of any organization depends largely on the cooperation of its members. The continued growth and progress of the school system depends on the wholehearted zeal of the staff, both teaching and non-teaching members, in working together.

The duties and functions of a classroom teacher are those of a normal teaching situation and are determined to a great extent by the building principal, the collective bargaining agreement, and the existing educational philosophy of the system. AR 4118 is adopted by the Board as reasonable minimum expectations concerning duties.

For a complete list of rights, responsibilities and duties, as well as teaching functions, please consult BP and AR 4118.
RESIGNATIONS

A certified employee should submit his/her resignation in writing. Such statement is to be directed to the governing board in care of the Superintendent of Schools. The employee shall specify the effective date of the resignation, which shall not be later than the close of the school year.

The resignation is effective upon receipt by the Superintendent or designee.

The Assistant Superintendent of Personnel Services shall counsel the employee regarding his/her rights and the advisability and timing of the resignation so as to serve the best interests of the employee and the school district.

Should a certificated person refuse, without good cause, to fulfill a valid contract of employment or leave the service of the District without the consent of the governing board, except in manner provided for by law, the Commission for Teacher Credentialing shall, after proof of such fact is made to it, suspend the credentials issued to him/her by the commission for not more than one year.

The Board of Education may, upon request, release an employee from his/her contract during the term of the contract. [BP 4117.2]

POLITICAL ACTIVITIES

It is the intent of the Board of Education of the Glendora Unified School District to encourage educational activities to help students gain an understanding of the American political system. Instructional materials and methods shall not be used to influence students toward a partisan political viewpoint.

The Board shall not adopt or enforce any policy that limits, during their off-duty hours, the participation of school employees in political activities not prohibited by law.

During the course of normal working hours (excluding lunch periods) no employee shall engage in political activities upon the property under the jurisdiction of the Glendora Unified School District. As used here, “political activities” is not intended to preclude the transaction of lawful Association business by authorized representatives of employee organizations.

Except as permitted under the Civic Center Act, the following activities upon property under the jurisdiction of the Glendora Unified School District are specifically prohibited:

A. Distributing or showing bulletins, circulars, or other publications whose purpose is to convey partisan political views to pupils on school premises during school hours or within one hour after the time of closing school.
B. Soliciting pupils to subscribe to funds or work for any organization that has not been approved by the Board of Education.
C. Posting of political circulars or petitions on bulletin boards, other than in conjunction with a unit of instruction, when opposing viewpoints must be represented. Bulletin boards specifically designated for employee organizations are exempt from this rule.
NON-DISCRIMINATION AND LEGALLY PROTECTED DISABILITIES

The Glendora Unified School District does not illegally discriminate against employees and prospective employees with legally protected disabilities. Legally protected disabilities include:

A. A physical or mental impairment that substantially limits one or more major life activities;
B. A record of such an impairment;
C. Being regarded as having such an impairment.

The Glendora Unified School District maintains non-discrimination in recruitment, employment, job assignment, compensation, benefits, performance assessment, promotion, training, leaves, layoffs, terminations, and in other actions and practices affecting applicants and employees. Also, the Glendora Unified School District does not discriminate against applicants or employees due to their relationship or association with an individual with a known disability.

For all the provisions of the GUSD non-discrimination policy, please see BP 4402.

TRANSFERS

A transfer is the movement of an employee from one school site or facility to another school site or facility. A reassignment is the relocation of personnel between departments, grade levels, or subject areas. Transfers and reassignments may be either voluntary (initiated by the employee) or involuntary (initiated by the Superintendent or designee). Exact policies and procedures regarding transfers and reassignments can be found in the negotiated agreements with both the certificated and classified associations.

SEXUAL DISCRIMINATION

♦ Grievance Procedure

Definitions:

Complainant- An individual who brings either a formal or informal charge of alleged discrimination. *

Grievance- A grievance shall mean the filing of a written complaint with the responsible District officer that there has been an alleged act of sex discrimination* in the educational program or activities including employment therein and admission thereto which has not been eliminated at the point at which such discrimination was noted after going through the immediate channel of communication and authority.

♦ Delineation of the Grievance Procedure

It is desirable that problems and complaints of alleged sex discrimination brought by students, parents, other members of the community, or applicants for employment be resolved in an
informal manner at the earliest possible time and at the most immediate level in the school district organization.

This grievance procedure is not applicable to situations for which other appeal and adjudication procedures are provided in state law or in school district policies and directives.

When a person wishes to register a complaint to the next level of authority over which an alleged sex discrimination has occurred, the foregoing grievance procedure shall be implemented.

For a complete list of the grievance procedure, please consult AR 4118.11.

**SEXUAL HARASSMENT**

It is the policy of the Glendora Unified School District to provide and maintain for its employees, prospective employees, and students an educational and employment environment free of sexual harassment, intimidation and coercion. In compliance with Government Code 12950.1 (AB 1825), all managers have received training in sexual harassment prevention. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature. These constitute sexual harassment when:

1. Submission to or acceptance of such conduct is made either explicitly or implicitly a term or condition of an individual’s educational or employment status; or
2. Submission to or rejection of such conduct by an individual is used as a basis for educational or employment decisions affecting such individual; or
3. Such conduct has the purpose or effect of unreasonably interfering with an individual’s performance, or creating an intimidating, hostile or offensive educational or working environment.

Sexual harassment includes, but is not limited to:

1. Suggestive or obscene letters, notes, or invitations.
2. Sexually explicit or suggestive pictures, cartoons, or posters.
3. Derogatory and/or obscene comments, remarks, jokes, or gestures of a sexual nature.
4. Sexually suggestive touching and/or caressing.
5. Overt physical acts such as leering, assault, or impeding or blocking one’s movement.

Behavior that falls within this definition is unacceptable and may warrant disciplinary action. It is the intention of the Glendora Unified School District to take appropriate action to prevent, correct, and, if necessary, discipline behavior that violates this policy.

The Superintendent shall be responsible for establishing the needed regulations and procedures to achieve the intent of this policy and comply with pertinent federal and state laws. [BP 4401]

♦ **Prohibited Conduct**

Conduct prohibited pursuant to this policy includes, but is not limited to, the following:
1. Any form of sexual harassment, as more specifically defined in BP 4401 (listed above) directed by an employee of the Glendora Unified School District toward another employee or student.

2. Continuing to express sexual interest after being informed that the interest is unwelcome. (Reciprocal attraction is not considered sexual harassment.)

3. Making reprisals, or threats of reprisals, following a negative response. For example, within the work environment, either implying or actually withholding support for an appointment, promotion, or change of assignment; suggesting a poor performance report will be prepared, or suggesting probation will be failed. Within the educational environment, either implying or actually withholding grades earned or deserved; suggesting a student may receive a poor performance report.

4. Within the work environment, engaging in implicit or explicit coercive sexual behavior which is used to control, influence, or affect the career, salary, and/or work environment of another employee. Within the educational environment, engaging in implicit or explicit coercive sexual behavior which is used to control, influence or affect the educational opportunities, grades and/or learning environment of a student.

5. Offering favors, preferential treatment, or educational or employment benefits, such as grades or promotion, favorable performance evaluations, favorable assignments, reclassifications, etc. in exchange for sexual favors or submission to acceptance of verbal, visual, or physical conduct of a sexual nature.

6. Any conduct not specifically covered in this section, but which constitutes sex-based harassment or discrimination.

**TITLE IX OFFICER**

All complaints and grievances pertaining to sexual discrimination or sexual harassment shall be reported to the Title IX Officer of the Glendora Unified School District. The Assistant Superintendent of Educational Services serves in this capacity and can be reached at (626) 963-1611 ext. 323.

**LIABILITIES**

♦ District Liabilities

**Negligence of Personnel**
The Board of Education is liable, as such, in the name of the District for any judgment against the District on account of injury to person or property caused by the negligence of the District officers or employees except when the employee himself/herself is immune from liability on his/her discretionary acts within the scope of higher employment.

**Operation of Motor Vehicle**
The school district is responsible to every person who sustains any property damage, personal injury, or death resulting from the negligent operation of a motor vehicle by an employee who is acting within the scope of his/her employment.
Leave of Absence

Neither the Board of Education nor the school district shall be liable for payment of damages for the death or injury of any certificated employee when such incidents occur while the employee is on approved leave of absence.

♦ Employee Liability

Except as otherwise provided by statute, a public employee is not liable for an injury caused by the act or omission of another person. Nothing in this section exonerates a public employee from liability for injury proximately caused by his/her own negligent or wrongful act or omission. All employees having knowledge of vandalism or stolen property belonging to the school district shall report such instances to their respective building principals.

♦ Student Liability

Destruction of Property

Any minor who willfully cuts, defaces, or otherwise injures any property; real or personal, belonging to the District is liable to suspension or expulsion. The parent or guardian shall be liable for all damages so caused by the minor.

Loaned Property

The parent or guardian of a minor shall be liable to the District for all property, real or personal, belonging to the school district, loaned to the minor and not returned upon the demand by an employee authorized to make such a request. Appropriate proof of the loan shall be kept by the employee. [BP 3532.11]

WORKERS COMPENSATION

District Liability and Indemnity Insurance for Employees and Registered Volunteers:

All employees and registered volunteers of the Glendora Unified School District shall be covered by liability and indemnity insurance carried by the District.

To be eligible for compensation, the injury to an employee or registered volunteer must arise from, and in the course of, employment in the school district.

Employees and registered volunteers injured during the course of employment service and eligible for compensation are required to report all accidents or injuries to their supervisors immediately. Injuries shall be reported by the principal or supervisor to the Business office. Report forms may be obtained from the supervisor or from the office of the school principal.

It is essential that an injured employee or registered volunteer report to his physician that he is covered by insurance and his place of employment in order that the physician may prepare the necessary report.

The District is a member of the San Gabriel Valley School Districts’ Authority, a group of school districts joined together as a self-funded coverage for workers compensation. Benefits provided meet the statute requirements of the State of California.
Note: Unsalaried persons authorized by the Board to perform volunteer services for the District shall be deemed to be an employee of the District for the purpose of workers compensation insurance coverage and shall be entitled to workers compensation insurance benefits provided for by law for any injury sustained while engaged in the services to the District under the direction and control of the governing board of the District. [BP 3532.1]

DISTRICT TECHNOLOGY PLAN AND STAFF TECHNOLOGY DEVELOPMENT

The District has in place a Board-approved Technology Master Plan to ensure successful, equitable and cost-effective implementation of technology-based materials, equipment, systems and networks. The plan addresses the short and long-term technology needs of the District and provides for compatibility of resources among school sites, District offices, and other District operations. [BP 0440]

The following is in place to ensure that staff is trained to utilize District technology resources:

1. Staff development activities will be planned to foster an understanding of the benefits derived from the utilization of technology.
2. Staff will be involved in planning staff development activities in the use of technology.
3. Staff development activities will enable all teachers and non-teaching personnel to gain an awareness of technology’s impact upon education and society.
4. Staff development activities will enable teachers to gain skills in incorporating technology in all areas of the curriculum.
5. Staff will be encouraged to seek training in the use of technology outside of those programs offered by the school district. [BP 6165]

FINGERPRINTING REQUIREMENTS AND CRIMINAL BACKGROUND CHECK

CERTIFICATED AND CLASSIFIED EMPLOYEES

1. The District must receive fingerprint clearance from the Department of Justice for any person that the District intends to hire as a new classified employee, including temporary and substitute employees. The District must receive the Department of Justice criminal history report before these individuals are hired and placed on the payroll. Districts are prohibited from hiring any person who has been convicted of a violent or serious felony.
2. Current law prohibits the District from employing a person in a certificated or non-certificated position if convicted of a violent or serious felony.
3. Current law prohibits the District from retaining a current certificated or non-certificated employee who has been convicted of a violent or serious felony and who is a temporary, substitute, or probationary employee and has not attained permanent status.
4. Cost of fingerprints and processing by the Department of Justice will be the responsibility of the employee new to the District.
5. If fingerprinting is required of current employees who have not previously received clearance, the cost for fingerprinting shall be paid by the school district. Pupils employed at the school they attend shall be exempt from fingerprinting requirements.

**NOTIFICATION OF CRIMINAL ACTIVITY AND SUBSEQUENT ARREST NOTIFICATION**

The Assistant Superintendent of Personnel Services for the District, or designee, shall serve as the District Criminal Records Security Officer. None of the information received as a result of the criminal records check shall be released without expressed permission of the Criminal Records Security Officer.

**HEALTH, SAFETY AND EMERGENCIES**

**EMPLOYEE SAFETY**

Under provisions of law, the District has an affirmative duty to provide its employees a safe work environment. In addition, the governing board believes that safety is every employee’s responsibility. The Board expects all employees will use safe work practices and will report, and, if possible, correct any unsafe conditions which may occur. Supervisors shall constantly promote safety and correct any unsafe work practice through education, training and enforcement.

No employee shall be required to work under unsafe or hazardous conditions or to perform tasks that endanger their health, safety, or well being. Working conditions and equipment shall be maintained in compliance with standards prescribed by federal, state, and local laws and regulations.

For a complete list of safety regulations and tips, please consult BP 4157 and AR 4157.

Reports of unsafe or hazardous conditions should be reported to site administrators or may be directly reported to the District safety consultant Dave Mounie at (949) 598-0356.

**NON-INSTRUCTIONAL OPERATIONS SAFETY**

There shall be established in the District, a safety program designed to provide a safe work environment for students, visitors and employees of the District. Such a program shall comply with the requirements of the Education Code, Labor Code, and the California Occupational Safety and Health Act, and shall contain the following elements:

1. The Superintendent shall appoint a Safety Officer and a District Safety Committee to implement and monitor the District Safety Program.

2. The site administrator at each school, and other division managers, shall be responsible for maintaining safe conditions in the facilities and on the grounds under their jurisdiction.

3. All employees shall maintain safe conditions in their teaching or work area of responsibility. [BP 3516]
**HEALTH EXAMINATION**

Chest X-Ray or Intradermal Test

1. No person shall be initially employed by the Glendora Unified School District unless he/she has submitted to an examination within designated timelines to determine that he/she is free from active tuberculosis.

2. The District will assume the expense when the employee secures an x-ray from either a mobile unit, which has been selected by the District, or a unit that has been recommended by the Personnel Office. Otherwise, employees must obtain the x-ray at their own expense.

3. Thereafter, employees shall be required to undergo the foregoing examination at least once in every four years (every two years for Food Service Employees).

4. The examination shall be conducted by a physician licensed under Chapter 6 (commencing at Section 2000) of Division 2 of the Business and Professions Code.

5. The examination shall consist of an x-ray of the lungs, or an approved intradermal tuberculin test, which, if positive, shall be followed by an x-ray of the lungs.

6. The x-ray film may be taken by a competent and qualified x-ray technician providing the film is subsequently interpreted by a physician licensed under Chapter 5 of Division 2 of the Business and Professions Code. [BP 4112.4]

**EMPLOYEE DUTY TO REPORT ASSAULT OR THREAT**

An employee may use reasonable force as is necessary to protect himself/herself from attack, to protect another person or property, to quell a disturbance threatening physical injury to others, or to obtain possession of weapons or other dangerous objects upon the person or within the control of a pupil.

Employees shall immediately report instances of attack, assault, or threat against them by any pupil to their principal or other immediate supervisor. It is the duty of every employee who is attacked, assaulted, or menaced by any pupil, and of the employee’s supervisor, to report the incident to local law enforcement officials even if it has been reported to school district officers. Failure by the employee and the principal supervisor to make such a report is a misdemeanor. It is also a misdemeanor for any person to inhibit or impede the filing of the report. It is illegal for a governing board member or any employee of the District to impose any sanctions against any person under the duty to report an attack, assault, or menace by a pupil. [BP 4118.31]

**CIVILITY** (See Appendix 8)

The Glendora Unified School District recognizes that civility among staff, students and parents is integral to the achievement of intellectual, social and personal excellence. Members of Glendora Unified School District staff will treat parents and other members of the public with respect and expect the same in return. While the District has worked diligently to make its facilities inclusive and responsive, it must also be committed to maintaining orderly educational and administrative processes in keeping schools and administrative offices free from disruptions and preventing unauthorized persons from entering school/District grounds and activities.
In the interest of presenting District employees as positive role models to the children of this District, as well as the community, the Glendora Unified School District encourages positive communication, and discourages volatile, hostile or aggressive words or actions from any member of the school community. The District seeks public cooperation with this endeavor in the expectation that the public will adhere to these same standards.

Staff is encouraged to report any of the following actions to the Superintendent, whether they take place on District property or at District events which take place off District property: threats to the safety of students and/or staff; disruptions to the operation of a District facility; willful property damage; using obscene/profane language or gestures or speaking in an insulting or demeaning manner; and unauthorized entry onto a District property. Please use the form found in Appendix 8 for reporting such incidents. [BP 1313]

COMMUNICATION WITH THE PUBLIC

The District strives to provide reliable and timely information to media representatives. During a disturbance or crisis situation, the first priority of school staff is to ensure the safety of students and staff. However, the Board recognizes the need to provide timely and accurate information to parents/guardians and the community during a crisis. The Board also recognizes that the media have an important role to play in relaying this information to the public. In order to help ensure that the media and District work together effectively, the Board has adopted a communication plan to identify communication strategies to be taken by the District. [BP 1100; BP1112]

FIREARMS AND FIREARM REPLICA.

1. Employees of the District shall not bring on campus, nor store on campus, any registered firearms. Employees of the District shall not bring on campus or store on campus any firearm replicas or starter pistols, without first having the principal of the school involved. Starter pistols or firearm replicas shall be kept locked in the principal’s office until such time as they are actually used, and returned at the end of the activity or season for which they are being used.

2. The starter pistol used for athletic events shall be under the control of the athletic director(s) at the middle or high schools, or the principal at the elementary schools, and shall be kept under lock and key when not in use for athletic purposes.

3. A starter pistol or gun replica used for drama purposes shall be under the control of the principal and shall be kept under lock and key when not in use. [BP 4118.24]

TOBACCO-FREE SCHOOLS/SMOKING

The Board of Education recognizes that the United States Surgeon General has found that secondhand smoke is a cause of disease, including lung cancer, in healthy non-smokers. The California Legislature has found that non-smokers have no adequate means to protect themselves from damage inflicted upon them by involuntary inhalation of tobacco smoke, and that regulation of smoking in public places is necessary to promote the health, safety, welfare, and comfort of non-smokers. Moreover the, Legislature has prohibited smoking by students at school, or at school-sponsored activities, and has directed governing boards to take all steps deemed practical to discourage students from smoking.
Therefore, the Board of Education declares that effective September 1, 1994:

1. The use of tobacco products including smokeless tobacco on District property or in District vehicles is prohibited.
2. Signs, appropriate for the facility, shall be posted indicating a tobacco-free area.
3. Site and department managers shall ensure that all employees have a tobacco-free work area.
4. The District shall provide, upon request, a list of clinics and community resources, which offer assistance to those individuals who wish to stop using tobacco products.
5. Employees who use tobacco on school campuses, at facilities of the District, or at school-related activities shall be subject to disciplinary action, as provided elsewhere in board policy, state law, and collective bargaining agreements. Management shall have the responsibility of enforcing these provisions.
6. There shall be no exempt groups such as community organizations using school facilities during non-school hours. [BP 3513.3]

**DRUG-FREE WORKPLACE**  (see Appendix 9)

The Governing Board believes that the maintenance of drug-free workplaces is essential to school and District operations. The Superintendent or designee shall:

1. Publish and give to each employee a notification that the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance is prohibited in the workplace. The notification shall specify the actions that will be taken against employees who violate this prohibition. The notification shall also state that as a condition of employment, the employee will abide by the terms it specifies and notify the employer, within five (5) days, of any criminal drug statute conviction for a violation occurring in the workplace.

2. Establish a drug-free awareness program to inform employees about:
   - The dangers of drug abuse in the workplace.
   - The District policy of maintaining a drug-free workplace.
   - Any available drug counseling, rehabilitation, and employee assistance programs.
   - The penalties that may be imposed on employees for drug abuse violations.

3. Notify federal agencies with whom contracts are held or from whom grants are received within ten (10) days after receiving notification of any criminal drug statute conviction for a violation occurring in the workplace. Within thirty (30) days after receiving such notification, the Superintendent or designee shall either initiate appropriate personnel action against the employee, up to and including termination, or shall require the employee to satisfactorily participate in a drug abuse assistance or rehabilitation program approved for such purposes by an appropriate government agency.
4. Make a good faith effort to continue maintaining a drug-free workplace through implementation of this policy. [BP 4118.25]

EMERGENCIES AND DISASTER PREPAREDNESS

All employees of the school system are responsible for promoting the safety of the students at all times. The administration and staff shall develop regulations and procedures for fire, civil defense, disaster preparedness, smog, and other emergencies in conformity with federal, state, and county regulations.

Every effort shall be made to maintain the fire alarm system, fire extinguishers, regular emergency exits of all buildings, fire prevention measures, and a sensitivity among students and employees to the importance of smooth working emergency procedures.

For a complete list of what to do during an emergency and for more detailed information regarding the aforementioned or other topics, please see the emergency handbooks at your site, or refer to BP 6114.

INFECTIOUS DISEASE PREVENTION

The Governing Board recognizes its responsibility to consistently take precautions to prevent the spread of infectious diseases. A comprehensive approach to disease prevention requires the cooperation of home and the community.

All employees shall be informed annually of the universal precautions to be used whenever anyone is exposed to blood or other body fluids through injury or accident. [BP 5141.23]

BLOODBORNE PATHOGENS

The Governing Board recognizes its dual responsibility to protect the health of students from risks posed by infectious disease and to uphold the right of students to a free and appropriate education. The District requires all staff to routinely observe universal precautions to prevent exposure to bloodborne pathogens and prevent the spread of all infectious diseases.

The admission of a student with a disease that is contagious within the school setting shall be determined by the Superintendent or designee in accordance with standard procedures. The District shall exclude students only in accordance with the law.

The Board recognizes that human immunodeficiency virus (HIV) and hepatitis B virus (HBV) are bloodborne pathogens and not casually transmitted. Children with bloodborne pathogen infections are entitled to attend school and receive a free and appropriate public education. The sole presence of bloodborne pathogens is not sufficient reason to exclude students from attending school. Parents/guardians are encouraged to inform the Superintendent or designee if their child has HIV/AIDS so that school staff may keep the student’s parents/guardians informed of any outbreak of diseases at school. The District will work cooperatively with the student’s parents/guardians and physician to minimize the child’s exposure to other diseases in the school setting.

The Board desires to be supportive of students infected with bloodborne pathogens and to help their families cope with the difficulties they may face. The Board believes that schools can play
an important role in educating the school community about the nature of bloodborne pathogens and alleviating fears about their transmission.

**UNIVERSAL PRECAUTIONS AND TRANSMISSION**

“Universal Precautions” is an approach to infection control. According to the concept of universal precautions, all human blood and certain human body fluids are treated as if known to be infectious for HIV, HBV and other bloodborne pathogens (Title 8, Section 5193).

Human immunodeficiency virus (HIV) and hepatitis B virus (HBV) can be found in blood, semen, vaginal secretions, and breast milk. Other body fluids such as feces, urine, vomit, nasal secretions, sputum and saliva may contain infectious germs that cause other diseases. It is not always possible to know when blood or body fluids are infectious; therefore, all blood and body fluids shall be handled as if infectious. All students and staff shall routinely observe the following universal precautions for the prevention of infectious disease:

1. Wear disposable waterproof gloves whenever you expect to come in direct hand contact with blood, other body fluids or contaminated items or surfaces. This applies to incidents including, but not limited to, caring for nosebleeds or cuts, cleaning up spills or handling clothes soiled by blood or body fluids. Do not reuse gloves. After each use, remove the gloves without touching them outside and dispose of them in a lined waste container.

2. Wash your hands and any other contacted skin surfaces thoroughly for 15-30 seconds with dispensable soap and warm running water, rinse under running water and thoroughly dry with disposable paper towels:
   - Immediately after any accidental contact with blood, body fluids, draining from wounds or with soiled garments, objects, or surfaces;
   - Immediately after removing gloves;
   - Before eating, drinking, or feeding;
   - Before handling food, cleaning utensils or kitchen equipment;
   - Before and after using the toilet or diapering.

   When running water is not available, use antiseptic hand cleaner and clean towels or antiseptic towelettes, and use soap and running water as soon as feasible.

3. Clean surfaces and equipment contaminated with blood with soap and water and disinfect them promptly with a fresh solution of bleach (ten parts water to one part bleach) or other disinfectant. While cleaning, wear disposable gloves and use disposable towels, whenever possible. Rinse mops or other non-disposable items in the disinfectant.

4. Properly dispose of contaminated materials and label them as biohazardous.
   a. Place blood, body fluids, gloves, bloody dressings and other absorbent materials into appropriately labeled plastic bags or lined waste containers.
   b. Place needles, syringes and other sharp disposable objects in leak proof, puncture proof containers.
   c. Bag soiled towels and other laundry. Presoak with disinfectant and launder with soap and water.
   d. Dispose of urine, vomit, or feces in the sanitary sewer system.

5. Do not care for others’ injuries if you have any bleeding, oozing wounds or skin condition.
6. Use a mouthpiece, resuscitation bag or other ventilation device, when readily available, in place of mouth-to-mouth resuscitation.

7. Immediately report any exposure incident in accordance with the District’s Exposure Control Plan or other procedures.

♦  Confidentiality

Federal, state, and local laws protect the confidentiality and privacy of medical records of persons with HIV/AIDS. Disclosure of such information without permission is prohibited by law and punishable by fines.

**MISCELLANEOUS**

**REQUESTING A SUBSTITUTE**

The District has instituted AESOP, an automated substitute calling system beginning with the 2007-08 school year. In order to utilize the system, you must have your ID# and PIN# which were provided to you by Personnel Services. You may request a substitute by calling into the Aesop system at 1(800) 942-3767 or by going online through www.aesoponline.com. If you have difficulty using the system, please call the District receptionist at (626) 963-17611 between the hours of 7:30 AM and 2:30 PM.

**LEAVES OF ABSENCE**

For a complete list of policies and regulations regarding leaves of absence and related benefits and procedures, please consult BP 4341 through 4348 or refer to the GTA and/or CSEA contracts.

A copy of the “Employee Report of Absence Form” which must be filled out and attached to the Monthly Attendance Report can be found in the District website under “Employee Information” then “Forms.”

**RETIREMENT**

A certificated employee may apply to the State Teachers’ Retirement System (STRS) for retirement at any time. Eligibility for benefits and satisfaction of service requirements will be determined by STRS. [BP 4117.2]

A classified employee, working four or more hours per day, becomes a member of the Public Employees’ Retirement System (PERS). Eligibility for benefits and satisfaction of service requirements will be determined by PERS.

**REQUISITIONS OF GOODS AND SERVICES**

Requisitions for budgeted items shall originate from the key personnel directly responsible for their use. The Superintendent of schools shall arrange appropriate administrative reviewing channels whereby all requisitions will be examined and approved or disapproved, for purchasing.
The purchasing agent shall receive and process requisitions in a manner most beneficial to the overall purposes of the school. [BP 3321]

COMPLAINT PROCEDURES

The governing board recognizes that the District has primary responsibility for insuring that it complies with the state and federal laws and regulations governing educational programs. The District shall investigate and seek to resolve complaints at the local level. The District shall follow uniform complaint procedures pursuant to state regulations when addressing complaints alleging unlawful discrimination or failure to comply with the law in adult basic education, consolidated categorical aid programs, migrant education, vocational education, child care and development programs, child nutrition programs, and special education programs.

Complaints concerning special education programs shall be addressed in accordance with the regulations and procedures of the Special Education Local Planning Area.

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

The Board acknowledges and respects student and employee rights to privacy. Complaints shall be investigated in a manner that protects these rights. The identity of any complainant alleging discrimination shall be kept confidential as appropriate.

The Superintendent or designee shall ensure that employees designated to receive and investigate complaints are knowledgeable about the laws and programs for which they are responsible. Such employees may have access to legal counsel as determined by the Superintendent or designee.

* This policy does not conflict with Article XVI (Complaints) of the Negotiated Agreement between the Glendora Teachers Association and the Glendora Unified School District.

For more information, please consult BP 1312.2/AR 1312.2 and BP 1312.3.

GIFTS AND AWARDS

The Glendora Unified School District encourages the presentation of gifts and awards from organizations, the community, and individuals for the benefit of the school district.

Gifts to individual members of the staff by pupils, parents, or organizations shall be discouraged. All gifts become the property of the District and are subject to the same control as any property of the District.

◆ Procedure

Proposals to present gifts or awards shall be submitted to the Superintendent on District application forms. When, in the opinion of the Superintendent, a proposal is in the best interest of the school district, it will be recommended to the Board of Education for acceptance.
Criteria

To be acceptable, a gift must satisfy the following criteria:

1. Must have a purpose consistent with those of the school district.
2. Must be offered by a donor acceptable to the governing board.
3. Must not add to staff load.
4. Must not begin a program which the governing board would be unwilling to take over when the gift or grant funds are exhausted.
5. Must not bring undesirable hidden costs to the school district.
6. Must place no restrictions on the school program.
7. Must not be inappropriate or harmful to the best education of students.
8. Must not imply endorsement of any business or product.
9. Must not be in conflict with any provisions of the school code or public law.

If accepted by the Board of Education, gifts designated for specific schools and gifts and awards to individuals or groups of students shall be presented to the schools where the principal will supervise the distribution. [BP 3280]

RELIGIOUS INSTRUCTION

The governing board authorizes students, with the written consent of their parents, to receive moral or religious instruction at a suitable place away from the school, designated by the religious group. This shall be in addition to the moral and ethical values taught in the classroom. Students shall be excused from school for such purposes no more than one hour per week and in each case, the student so excused shall attend school at least the legal minimum school day. [BP 6113]

LEARNING RESOURCE CENTER

The Learning Resource Center (LRC) is a center that contains numerous materials and resources for use by District employees. It is located at the District office and is intended to help with educational, instructional, and professional development. The LRC is open to all staff. Its materials may be checked out by employees in person. One may also request that materials be sent to one’s site via intradistrict mail (Appendix 4 is the Film/Video Request Form).

Among the many services and resources available are the following: an Ellison machine which can be used to make cut-outs for bulletin boards, bookmarks, etc.; a laminating machine capable of laminating papers, posters or other material; instructional video tapes, books, and films on a variety of subjects for use in the classroom (including most Disney videos). The LRC also has a collection of Glendoran magazines and past yearbooks from Glendora High School. Copies of all the current K-8 textbooks (both teacher and student editions), in addition to sample, surplus, and old textbooks, can be found at the Learning Resource Center. The LRC has the state frameworks for all subject areas as well as standardized tests for all subjects and grade levels. Books, audiotapes and videos to aid employees in professional development (public speaking, effective teaching, etc.) can also be found at the Learning Resource Center.
REPROGRAPHICS AND THE XEROX ROOM

The District has two main facilities for the reproduction of printed materials. The reprographics department is located in the media center/library at Glendora High School, and the Xerox room is located in the District office. Employees may place a request for material to be run off after obtaining the signature of a supervisor. Copies of the request forms for reprographics and the Xerox machine can be found in Appendix 5 and 6. The request forms can be found at each site and may be sent via intradistrict mail. The charge for reproduction will be billed to the site from which the request originated.

**Xerox (for K-8 and Whitcomb High School only)**
Xerox is capable of printing large quantities of copies at a low price per sheet. Xerox is able to produce a greater quantity of copies at a much lower price than Reprographics. The turnaround time is between five to seven days. During the busier times of the year, however, the turnaround may be somewhat slower. Requests should be made as early as possible before the date needed to prevent backlog. Xerox is better able to do tape binding and signature booklets than reprographics. Teachers are asked to space out the work load across the term/year. If you send work to cover multiple weeks in one packet, the work must be labeled as to the due date (basically one week prior to classroom use).

**Reprographics (for Glendora High School only)**
Reprographics is very similar to Xerox and performs many of the same services. The turnaround time is usually a week to ten days. Like Xerox, busier times cause slower turnarounds, so early requests are appreciated. The reprographics department is better able to customize orders (e.g. cutting to a specified size, drilling holes, making cards or special orders) than the Xerox room.

**HEALTHY SCHOOLS ACT OF 2000**

It is the policy of the Glendora Unified School District to provide a safe and healthy environment for staff and students with respect to pest management. The District feels that increased awareness of pesticide application can only benefit our staff and students. In accordance with the Healthy Schools Act 2000 (AB2260), the Glendora Unified School District will maintain a program that specifically addresses the following areas: Training/Education, Record Keeping, Notification Procedures, Warning Signs and the Implementation of an Integrated Pest Management Program. The Director of Maintenance and Operations of the Glendora Unified School District is responsible for the implementation of this program and will work diligently to ensure that each aspect of the program is effective in accordance with the Healthy Schools Act of 2000.

The Glendora Unified School District, in accordance with state law, will post warning signs as they pertain to the application of pesticides. Warning signs will be posted in each area of school sites where pesticides will be applied and must be visible to all persons entering the treated area. Such signs will be posted twenty-four (24) hours prior to application and remain posted for seventy-two (72) hours after application.

If further information is needed regarding the Healthy Schools Act of 2000, a master copy can be found at the Maintenance Office as well as all District sites. For further information regarding pesticides and pesticide use reduction, visit the Dept. of Pesticide Regulation’s Web site at [www.cdpr.ca.gov](http://www.cdpr.ca.gov) and click School IPM Program.
Appendix Contents

1. ........................ Authorization/Waiver to Administer Medication During School Hours Form

2 a; b; c ........................ Independent Study Educational Plan Form (Elementary, Middle, High School)

3 a; b ........................ Computer On-Line Use Student/Parent/Guardian Agreement Form; Employee Computer and Net use Agreement

4. ........................ Request for Reprographic Services (GHS) Form

5. ........................ Request for Duplicating Services (District Office) Form

6. ........................ Incident Report of Disturbance on District Facility (Civility Policy) Form

7. ........................ Drug Free Memo

8. ........................ Steroid Agreement

9. ........................ Sexual Molestation Reporting and Prevention
Appendix 1: Medication Authorization

Glendora Unified School District
Authorization to Administer Medication During School Hours

California Education Code 49423 allows designated school personnel to assist students who are required to take medication during the school day. This service is provided to enable the student to remain in school to maintain or improve the potential for educational learning. Education must be in the original container in which it was purchased with the pharmacy label attached and, must be prescribed to the student to whom it will be administered during the school day. No medications, including over the counter medication will be given at school without a current medication authorization signed by a licensed MD/Nurse Practitioner/Dentist or other State Licensed DEA holder.

Student's Name:______________________________________________________________________
School:_________________________________________________________ Grade:___________
Date:________________    Teacher:_____________________________________________________

*** TO BE COMPLETED BY HEALTH CARE PROVIDER ***
Name of Medication:__________________________________________________________________
Reason for Medication:________________________________________________________________
Route:  □ Tablet/Capsule   □ Liquid   □ Inhaler   □ Injection   □ Other

Dose: ________________ Specific time during school hours to be administered:_______________

Side effects:  □ None anticipated.  □_________________________________________________

Storage requirement:  □ None   □ Refrigerate

Physician Name:____________________________Physician Signature:_________________________
Address:_______________________________________ City/Zip:_____________________________
Phone Number: (___)__________________________     Fax Number: (___)_____________________

To be completed by Parent/Guardian

I give my permission for my child to receive the above medication at school according to the
Glendora Unified School District Medication Board Policy and in compliance with California Education Codes.

Date:______________________________      Parent Signature:_____________________________
Appendix 2-a: Independent Student Educational Plan - Elementary
Glendora Unified School District
Department of Independent Study
Temporary Elementary

Request for Permission to Participate

Date:___________

Student Name:________________________________________ DOB:_______________ Age:_______

Address:__________________________________________________________ Phone:______________

(Street, City, Zip)

Parent/Guardian:_____________________________________________________________________

School of Residence:___________ Grade:_______ Student’s permanent SASI I.D. #:________

Placement: Temporary Short-term:_________ Temporary Long-term:_________ Permanent:_________

(30 days or less)                                                     (Over 30 days)                              (Full Semester)

Term of Placement: From_______________________________________ to ___________________________________

Reason for Placement:

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

California State Compulsory Education Laws state: All students will devote a minimum of 4 hours per day or 20 hours per week (grades 4-12): 15 hours per week (Continuation School): 3 hours 50 minutes per day or 19 hours per week (grades 1-3): 3 hours per day or 15 hours per week (Kindergarten or Opportunity) in study time. These hours must be reported to the ISP Instructor upon the student’s return to school.

Principal/Counselor/Designee                                      Date

Administrator; Independent Study & Adult Ed.                      Date

* Parent Signature                                                 Date

Placement Action: Approved:_________________________________    Denied________________________________ ____

Reason for Denial:____________________________________________________________________________________ __

If the student is voluntarily requesting a transfer from his/her current school to the Department of Independent Study, have the parent sign or document how permission was obtained from the parent for transfer.
Independent Study Temporary Master Agreement
Elementary School Level

Name:___________________________________   DOB:_____________   Age:_____   Grade:______
Address:________________________________________________  Phone:______________________
Hm School:____________________   Program Placement :__________  Sp.Ed. Designation:_________
Term of Contract:____________________________    Entry Date:__________    Exit Date:__________

Placement must be for a minimum of (5) school days.

School Responsibilities:
• This master agreement is in effect for the _______________  semester for the _____________  school year.
• The major objective for the duration of this agreement is to enable the student to keep current with ______ grade studies for the period covered by this agreement. This agreement is to enable the student to successfully reach the objectives and complete the assignments identified in the weekly assignment provided by the assigned instructor. With the support of the parent, guardian, or caregiver, the student will submit assignments on or before the due date specified in the weekly assignment.
• According to district policy for Independent Study in grades K - 12, no more than 3 weeks may elapse between when an assignment is made by the teacher and the date it is due, unless an exception is made in accordance with district policy.
• The Glendora Unified School District will provide the teacher services, instructional materials, and other necessary items and resources as specified for each assignment.
• The student will complete, during the term of this agreement, the courses listed below. All course work will be consistent with the Glendora Unified School District adopted curriculum. The Assignment and work-record form(s) include descriptions, objectives, study methods, and resources covered by the agreement.
• Independent Study is a voluntary optional alternative in which no pupil may be required to participate; a classroom option will always be available to the student. In the case of a pupil who is referred or assigned pursuant to Education Code 48915 or 48917, an alternative classroom has been offered and is available at all times at the school specified above.
• The students work will be evaluated by the method specified in this agreement, and the assignment/work-record form(s).
• The student agrees to meet with or report to the instructor regularly, in accordance with the frequency, date, time, and location specified in the assignment and work-record form(s).
• California Compulsory Education Laws state: All students will devote a minimum of 4 hours per day, or 20 hours per week (grades 4 – 12) in study time. 15 hours per week for Continuation School. 3 hours 50 minutes, or 19 hours, 10 minutes per week in grades 1 – 3. 3 hours per day, or 15 hours per week in Kindergarten or Opportunity classrooms.
• All appointments will be held in the I.S.P. Center at Whitcomb High School. The student agrees to enroll in the following:

<table>
<thead>
<tr>
<th>SUBJECT</th>
<th>TEXT</th>
<th>ASSIGNMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reading</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Math</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Social Studies</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Science</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Evaluation: The student’s work will be evaluated by the method indicated by the classroom teacher. Participation in the Independent Study Program cannot adversely affect a students grade unless the student does not complete assignments provided during the duration of their participation. All assignments must be completed during the dates of the students participation. All assigned work must be returned to the classroom teacher on the students return to the classroom.
Student Responsibilities:
I understand that:

- Independent Study is a form of education that I have chosen and I will continuously have a classroom option available to me should I choose to no longer participate in Independent Study.
- I am entitled to textbooks and supplies, supervision by a certificated teacher, and all services and resources received by other children enrolled in my grade.
- I have the same rights as other students in my grade at my current school.
- I must follow the discipline code and behavior guidelines of the school, in accordance with district policy. Any violation of these guidelines or failure to meet school/district requirements could result in dismissal from the Independent Study Program.
- Visitation on any other campus requires permission from that school.
- If I do not complete 3 consecutive assignments, my incomplete work will result in an evaluation to determine if I should remain in independent study or be immediately returned to a classroom at my last school of enrollment.
- If I achieve minimum study requirements, I will complete the equivalent of one semester of credit per course.

I agree to:

- Be supervised by and meet regularly with the assigned Independent Study Instructor and/or approved resource personnel responsible for my educational studies as outlined in this agreement.
- Complete my assigned work by its due date, as explained by my instructor, or as described in my written assignments.
- Complete my assigned work and achieve at least the minimum performance requirements (70% or better) of the course of study. I understand that credit can only be issued after I successfully complete an activity and it has been evaluated.

Parent/Guardian/Caregiver Responsibilities:
I understand the Independent Study is an optional educational alternative for my child that I have voluntarily selected. I agree to the conditions listed under “student”. I also understand that:

- Learning objectives are consistent with and evaluated in the same manner that they would be if my child were enrolled in a traditional school program at his/her current school.
- If my child has an individualized educational program (IEP), the IEP must specifically provide for his or her enrollment in Independent Study.
- Unless otherwise indicated, the supervising teacher who signs this agreement will meet with my child on a regular basis. The purpose is to direct the child’s study and measure progress toward the objectives in this agreement. It is my responsibility to promptly reschedule any appointment missed because of any emergency, or illness.
- I am responsible for supervising my child while he or she is completing the assigned work and for ensuring the submission of all completed assignments necessary for evaluation by dates due.
- I am liable for the cost of replacement or repair for willfully damaged books and other school property checked out to my child.
- It is my responsibility to provide any needed transportation for my child’s scheduled meetings and any other travel covered by this agreement.
- I have the right to appeal to the school administrator any decision about my child’s placement or school program in accordance with the Glendora Unified School District’s policies and procedures.

Agreement:
We have read this agreement, including the Assignment and Work-record form(s) and hereby agree to all the conditions set forth with.

Student Signature:_________________________________________       Date:______________

Parent/Guardian/Caregiver:__________________________________                Date:______________

Classroom Teacher:________________________________________             Date:______________

Independent Study Supervising Instructor:_______________________             Date:______________

ISP/Admin 05
Appendix 2-b: Independent Student Educational Plan - Middle School
Glendora Unified School District
Department of Independent Study
Temporary Middle School

Request for Permission to Participate

Date:___________

Student Name:_________________________________________ DOB:__________ Age:_____

Address:_____________________________________________________________________________ Phone:________
                     (Street, City, Zip)

Parent/Guardian:__________________________________________________________________________________________

School of Residence:________________ Grade:_______ Student’s permanent SASI I.D. #:________

Placement: Temporary Short-term:___________     Temporary Long-term:__________     Permanent:_________
        (30 days or less)                                                        (Over 30 days)                             (Full Semester)

For Permanent placement only:
Special needs identification:(RSP,LD,SDC) __________ Please attach IEP (or addendum) with ISP designation

Term of Placement: From_______________________ to _________________________

Please attach current class schedule.

Reason for Placement:
___________________________________________________________________________________
___________________________________________________________________________________
___________________________________________________________________________________

California State Compulsory Education Laws state: All students will devote a minimum of 4 hours per day or 20 hours per week
(grades 4-12): 15 hours per week (Continuation School): 3 hours 50 minutes per day or 19 hours per week (grades 1-3): 3 hours
per day or 15 hours per week (Kindergarten or Opportunity) in study time. These hours must be reported to the ISP Instructor upon
the student’s return to school.

Principal/Counselor/Designee                                Date

Administrator; Independent Study & Adult Ed.               Date

* Parent Signature                                         Date

Placement Action: Approved:___________ Denied__________
Reason for Denial:____________________________________
___________________________________________________________________________________
___________________________________________________________________________________

If the student is voluntarily requesting a transfer from his/her current school to the Department of Independent Study,
have the parent sign or document how permission was obtained from the parent for transfer.
Glendora Unified School District
Independent Study Program; Williams School
301 S. Loraine Ave. Glendora, Ca. 91740

Independent Study Temporary Master Agreement
Middle School Level

Name:______________________________________________ DOB:_____________ Age:_______ Grade:_____
Address:___________________________________________ Phone:_______________
Hm School:________________________________ Program Placement:_______________ Sp.Ed. Designation:_____
Term of Contract:________________________________ Entry Date:_______________ Exit Date:_______________

Placement must be for a minimum of (5) school days.

School Responsibilities:
- This master agreement is in effect for the _______________ semester for the _____________ school year.
- The major objective for the duration of this agreement is to enable the student to keep current with ______ grade studies for the period covered by this agreement. This agreement is to enable the student to successfully reach the objectives and complete the assignments identified in the weekly assignments provided by the assigned instructor. With the support of the parent, guardian, or caregiver, the student will submit assignments on or before the due date specified in the weekly assignment.
- According to district policy for Independent Study in grades K - 12, no more than 3 weeks may elapse between when an assignment is made by the teacher and the date it is due, unless an exception is made in accordance with district policy.
- The Glendora Unified School District will provide the teacher services, instructional materials, and other necessary items and resources as specified for each assignment.
- The student will complete, during the term of this agreement, the courses listed below. All course work will be consistent with the Glendora Unified School District adopted curriculum. The Assignment and work-record form(s) include descriptions, objectives, study methods, and resources covered by the agreement.
- Independent Study is a voluntary optional alternative in which no pupil may be required to participate; a classroom option will always be available to the student. In the case of a pupil who is referred or assigned pursuant to Education Code 48915 or 48917, an alternative classroom has been offered and is available at all times at the school specified above.
- The students work will be evaluated by the method specified in this agreement, and the assignment/work-record form.
- The student agrees to meet with or report to the instructor regularly, in accordance with the frequency, date, time, and location specified in the assignment and work-record form(s).
- California Compulsory Education Laws state: All students will devote a minimum of 4 hours per day, or 20 hours per week (grades 4 – 12) in study time. 15 hours per week for Continuation School. 3 hours 50 minutes, or 19 hours, 10 minutes per week in grades 1 – 3. 3 hours per day, or 15 hours per week in Kindergarten or Opportunity classrooms.
- All appointments will be held in the I.S.P. Center at Whitcomb High School. The student agrees to enroll in the following:

Courses of study during this placement:

<table>
<thead>
<tr>
<th>Course</th>
<th>Hrs</th>
<th>Course</th>
<th>Hrs</th>
<th>Course</th>
<th>Hrs</th>
</tr>
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<tbody>
<tr>
<td>1:</td>
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<td>7:</td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

Assignments: The student, and the parent(s) agree to complete all assignments provided, and return the assignments as directed; to the regular classroom teachers, or the I.S. Instructor, upon their return to school. The Student will maintain a daily journal of the student’s study time, and activities. The journal must be returned to the Independent Study Center. If additional assignments are provided by the I.S. Instructor, return the completed assignments to the I.S. Instructor. Study materials will be corrected and a grade will be assigned using the method described below. The grade will be issued to the regular classroom teacher and will be recorded as any regular classroom assignment.

Evaluation: The student’s work will be evaluated by the method specified by the classroom teachers. Participation in the Independent Study Program cannot adversely affect a student’s grade unless the student does not complete assignments provided during the duration of their participation. All assigned work, must be returned to the classroom teachers on the students return to the classroom.
Student Responsibilities:

I understand that:

- Independent Study is a form of education that I have chosen and I will continuously have a classroom option available to me should I choose to no longer participate in Independent Study.
- I am entitled to textbooks and supplies, supervision by a certificated teacher, and all services and resources received by other children enrolled in my grade.
- I have the same rights as other students in my grade at my current school.
- I must follow the discipline code and behavior guidelines of the school, in accordance with district policy. Any violation of these guidelines or failure to meet school/district requirements could result in dismissal from the Independent Study Program.
- Visitation on any other campus requires permission from that school.
- If I do not complete 3 consecutive assignments, my incomplete work will result in an evaluation to determine if I should remain in independent study or be immediately returned to a classroom at my last school of enrollment.
- If I achieve minimum study requirements, I will complete the equivalent of one semester of credit per course.

I agree to:

- Be supervised by and meet regularly with the assigned Independent Study Instructor and/or approved resource personnel responsible for my educational studies as outlined in this agreement.
- Complete my assigned work by its due date, as explained by my instructor, or as described in my written assignments.
- Complete my assigned work and achieve at least the minimum performance requirements (70% or better) of the course of study. I understand that credit can only be issued after I successfully complete an activity and it has been evaluated.

Parent/Guardian/Caregiver Responsibilities:

I understand the Independent Study is an optional educational alternative for my child that I have voluntarily selected. I agree to the conditions listed under “student”. I also understand that:

- Learning objectives are consistent with and evaluated in the same manner that they would be if my child were enrolled in a traditional school program at his/her current school.
- If my child has an individualized educational program (IEP), the IEP must specifically provide for his or her enrollment in Independent Study.
- Unless otherwise indicated, the supervising teacher who signs this agreement will meet with my child on a regular basis. The purpose is to direct the child’s study and measure progress toward the objectives in this agreement. It is my responsibility to promptly reschedule any appointment missed because of any emergency, or illness.
- I am responsible for supervising my child while he or she is completing the assigned work and for ensuring the submission of all completed assignments necessary for evaluation by dates due.
- I am liable for the cost of replacement or repair for willfully damaged books and other school property checked out to my child.
- It is my responsibility to provide any needed transportation for my child’s scheduled meetings and any other travel covered by this agreement.
- I have the right to appeal to the school administrator any decision about my child’s placement or school program in accordance with the Glendora Unified School District’s policies and procedures.

Student Signature:_________________________________ _____            Date:________________
Parent/Guardian/Caregiver:_______________________________             Date:________________
Independent Study Supervising Instructor:___________________             Date:________________
Period 1 teacher:_______________________________________            Date:________________
Period 2 teacher:_______________________________________           Date:________________
Period 3 teacher:_______________________________________           Date:________________
Period 4 teacher:_______________________________________            Date:________________
Period 5 teacher:_______________________________________            Date:________________
Period 6 teacher:_______________________________________           Date:________________
Appendix 2-c: Independent Student Educational Plan - High School
Glendora Unified School District
Department of Independent Study
Temporary High School

Request for Permission to Participate

Date: __________

Student Name: ___________________________________________ DOB: ______________ Age: ______

Address: ________________________________________________ Phone: ________________
   (Street, City, Zip)
Parent/Guardian: __________________________________________

School of Residence: ______________________  Grade: ______  Student’s permanent SASI I.D. #: ______

Placement: Temporary Short-term: _______  Temporary Long-term: _______  Permanent: _______
   (30 days or less)  (Over 30 days)  (Full Semester)

For Permanent placement only:
Special needs identification: (RSP, LD, SDC) _______  Please attach IEP (or addendum) with ISP designation

Term of Placement: From __________________ to __________________
Please attach current class schedule.
Reason for Placement:
_____________________________________________________________________________________________
_____________________________________________________________________________________________

California State Compulsory Education Laws state: All students will devote a minimum of 4 hours per day or 20 hours per week (grades 4-12), 15 hours per week (Continuation School): 3 hours 50 minutes per day or 19 hours per week (grades 1-3): 3 hours per day or 15 hours per week (Kindergarten or Opportunity) in study time. These hours must be reported to the ISP Instructor upon the student’s return to school.

Principal/Counselor/Designee ____________________________  Date

Administrator; Independent Study & Adult Ed. ____________________________  Date

* Parent Signature ____________________________  Date

Placement Action: Approved:__________________________  Denied ____________________________

Reason for Denial: ____________________________________

*If the student is voluntarily requesting a transfer from his/her current school to the Department of Independent Study, have the parent sign or document how permission was obtained from the parent for transfer.
Glendora Unified School District
Independent Study Program; Williams School
301 S. Loraine Ave. Glendora, Ca. 91740

Independent Study Temporary Master Agreement
High School Level

Name:____________________________________________   DOB:_____________   Age:______  Grade:______
Address:___________________________________________________________________________  Phone:_________________
Hm School:______________________________   Program Placement:___________  Sp.Ed. Designation:_______

Term of Contract:___________________________________    Entry Date:____________   Exit Date:__________
Placement must be for a minimum of (5) school days.

School Responsibilities:
• This master agreement is in effect for the _______________ semester for the _____________ school year.
• The major objective for the duration of this agreement is to enable the student to keep current with ______ grade studies for the period covered by this agreement. This agreement is to enable the student to successfully reach the objectives and complete the assignments identified in the weekly assignments provided by the assigned instructor. With the support of the parent, guardian, or caregiver, the student will submit assignments on or before the due date specified in the weekly assignment.
• According to district policy for Independent Study in grades K - 5, no more than 3 weeks may elapse between when an assignment is made by the teacher and the date it is due, unless an exception is made in accordance with district policy.
• The Glendora Unified School District will provide the teacher services, instructional materials, and other necessary items and resources as specified for each assignment.
• The student will complete, during the term of this agreement, the courses listed below. All course work will be consistent with the Glendora Unified School District adopted curriculum. The Assignment and work-record form(s) include descriptions, objectives, study methods, and resources covered by the agreement.
• Independent Study is a voluntary optional alternative in which no pupil may be required to participate; a classroom option will always be available to the student. In the case of a pupil who is referred or assigned pursuant to Education Code 48915 or 48917, an alternative classroom has been offered and is available at all times at the school specified above.
• The students work will be evaluated by the method specified in this agreement, and the assignment/work-record form.
• The student agrees to meet with or report to the instructor regularly, in accordance with the frequency, date, time, and location specified in the assignment and work-record form(s).
• California Compulsory Education Laws state: All students will devote a minimum of 4 hours per day, or 20 hours per week (grades 4 – 12) in study time. 15 hours per week for Continuation School.

Courses of study during this placement:

1:______________________________    2:______________________________   3:______________________________
   course                                        hrs                          course                                        hrs                        course                                        hrs
4:______________________________    5:______________________________   6:______________________________
   course                                        hrs                          course                                        hrs                        course                                        hrs
7:______________________________
   course                                        hrs

Assignments: The student, and the parent(s) agree to complete all assignments provided, and return the assignments as directed; to the regular classroom teachers, or the I.S. Instructor, upon their return to school. The Student will maintain a daily journal of the student’s study time, and activities. The journal must be returned to the Independent Study Center. If additional assignments are provided by the I.S. Instructor, return the completed assignments to the I.S. Instructor. Study materials will be corrected and a grade will be assigned using the method described below. A grade will be issued to the regular classroom teacher and will be recorded as any regular classroom assignment.

Evaluation: The student’s work will be evaluated by the method indicated by the regular classroom teacher. Participation in the Independent Study Program cannot adversely effect a student’s grade unless the student does not complete assignments provided during the duration of their participation. All assignments must be completed during the dates of their participation.
**Student Responsibilities:**

*I understand that:*

- Independent Study is a form of education that I have chosen and I will continuously have a classroom option available to me should I choose to no longer participate in Independent Study.
- I am entitled to textbooks and supplies, supervision by a certificated teacher, and all services and resources received by other children enrolled in my grade.
- I have the same rights as other students in my grade at my current school.
- I must follow the discipline code and behavior guidelines of the school, in accordance with district policy. Any violation of these guidelines or failure to meet school/district requirements could result in dismissal from the Independent Study Program.
- Visitation on any other campus requires permission from that school.
- If I do not complete 3 consecutive assignments, my incomplete work will result in an evaluation to determine if I should remain in independent study or be immediately returned to a classroom at my last school of enrollment.
- If I achieve minimum study requirements, I will complete the equivalent of one semester of credit per course.

*I agree to:*

- Be supervised by and meet regularly with the assigned Independent Study Instructor and/or approved resource personnel responsible for my educational studies as outlined in this agreement.
- Complete my assigned work by its due date, as explained by my instructor, or as described in my written assignments.
- Complete my assigned work and achieve at least the minimum performance requirements (70% or better) of the course of study. I understand that credit can only be issued after I successfully complete an activity and it has been evaluated.

**Parent/Guardian/Caregiver Responsibilities:**

I understand the Independent Study is an optional educational alternative for my child that I have voluntarily selected. I agree to the conditions listed under “student”. I also understand that:

- Learning objectives are consistent with and evaluated in the same manner that they would be if my child were enrolled in a traditional school program at his/her current school.
- If my child has an individualized educational program (IEP), the IEP must specifically provide for his or her enrollment in Independent Study.
- Unless otherwise indicated, the supervising teacher who signs this agreement will meet with my child on a regular basis. The purpose is to direct the child’s study and measure progress toward the objectives in this agreement. It is my responsibility to promptly reschedule any appointment missed because of any emergency, or illness.
- I am responsible for supervising my child while he or she is completing the assigned work and for ensuring the submission of all completed assignments necessary for evaluation by dates due.
- I am liable for the cost of replacement or repair for willfully damaged books and other school property checked out to my child.
- It is my responsibility to provide any needed transportation for my child’s scheduled meetings and any other travel covered by this agreement.
- I have the right to appeal to the school administrator any decision about my child’s placement or school program in accordance with the Glendora Unified School District’s policies and procedures.

Student Signature: ____________________________ Date: _______________

Parent/Guardian/Caregiver: ____________________________ Date: _______________

Independent Study Supervising Instructor: ____________________________ Date: _______________

Period 0 teacher: ____________________________ Date: _______________

Period 1 teacher: ____________________________ Date: _______________

Period 2 teacher: ____________________________ Date: _______________

Period 3 teacher: ____________________________ Date: _______________

Period 4 teacher: ____________________________ Date: _______________

Period 5 teacher: ____________________________ Date: _______________

Period 6 teacher: ____________________________ Date: _______________

Period 7 teacher: ____________________________ Date: _______________
Appendix 3a: Student Use of Technology

Glendora USD
Administrative Regulation
Student Use Of Technology

AR 6163.4
Instruction

The principal or designee shall oversee the maintenance of each school’s technological resources and may establish guidelines and limits on their use. All instructional staff shall receive a copy of this administrative regulation, the accompanying Board policy, and the district's Acceptable Use Agreement describing expectations for appropriate use of the system and shall also be provided with information about the role of staff in supervising student use of technological resources. All students using these resources shall receive instruction in their proper and appropriate use.

(cf. 0440 - District Technology Plan)
(cf. 4040 - Employee Use of Technology)
(cf. 4131 - Staff Development)
(cf. 4231 - Staff Development)
(cf. 4331 - Staff Development)

Teachers, administrators, and/or library media specialists shall prescreen technological resources and online sites that will be used for instructional purposes to ensure that they are appropriate for the intended purpose and the age of the students.

(cf. 6163.1 - Library Media Centers)

Online/Internet Services: User Obligations and Responsibilities

Students are authorized to use district equipment to access the Internet or other online services in accordance with Board policy, the user obligations and responsibilities specified below, and the district's Acceptable Use Agreement.

1. The student in whose name an online services account is issued is responsible for its proper use at all times. Students shall keep personal account numbers and passwords private and shall only use the account to which they have been assigned.

2. Students shall use the district's system safely, responsibly, and primarily for educational purposes.

3. Students shall not access, post, submit, publish, or display harmful or inappropriate matter that is threatening, obscene, disruptive, or sexually explicit, or that could be construed as harassment or disparagement of others based on their race/ethnicity, national origin, sex, gender, sexual orientation, age, disability, religion, or political beliefs.
Harmful matter includes matter, taken as a whole, which to the average person, applying contemporary statewide standards, appeals to the prurient interest and is matter which depicts or describes, in a patently offensive way, sexual conduct and which lacks serious literary, artistic, political, or scientific value for minors. (Penal Code 313)

4. Unless otherwise instructed by school personnel, students shall not disclose, use, or disseminate personal identification information about themselves or others when using email, chat rooms, or other forms of direct electronic communication. Students also shall be cautioned not to disclose such information by other means to individuals contacted through the Internet without the permission of their parents/guardians.

Personal information includes the student’s name, address, telephone number, Social Security number, or other personally identifiable information.

5. Students shall not use the system to encourage the use of drugs, alcohol, or tobacco, nor shall they promote unethical practices or any activity prohibited by law, Board policy, or administrative regulations.

6. Students shall not use the system to engage in commercial or other for-profit activities.

7. Students shall not use the system to threaten, intimidate, harass, or ridicule other students or staff.

8. Copyrighted material shall be posted online only in accordance with applicable copyright laws. Any materials utilized for research projects should be given proper credit as with any other printed source of information.

9. Students shall not intentionally upload, download, or create computer viruses and/or maliciously attempt to harm or destroy district equipment or materials or manipulate the data of any other user, including so-called “hacking.”

10. Students shall not attempt to interfere with other users’ ability to send or receive email, nor shall they attempt to read, delete, copy, modify, or use another individual’s identity.
11. If a student uses a personally owned device to access district technology, he/she shall abide by all applicable Board policies, administrative regulations, and this Acceptable Use Agreement. Any such use of a personally owned device may subject the contents of the device and any communications sent or received on the device to disclosure pursuant to a lawful subpoena or public records request.

12. Students shall report any security problem or misuse of the services to the teacher or principal.

13. The district reserves the right to monitor use of the district's systems for improper use without advance notice or consent. Students shall be informed that computer files and electronic communications, including email, are not private and may be accessed by the district for the purpose of ensuring proper use.

(cf. 5145.12 - Search and Seizure)

14. Whenever a student is found to have violated Board policy, administrative regulation, or the district's Acceptable Use Agreement, the principal or designee may cancel or limit a student's user privileges or increase supervision of the student's use of the district's technological resources, as appropriate. Inappropriate use also may result in disciplinary action and/or legal action in accordance with law and Board policy.

(cf. 5144 - Discipline)
(cf. 5144.1 - Suspension and Expulsion/Due Process)
(cf. 5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities))
Glendora Unified School District
Acceptable Use Policy of Technology Resources
for Student

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

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

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

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

1. GUSD technology resources shall only be used to access educational information and to promote learning activities both at school and home, including the facilitation of communication between the home and school.

2. Students shall not load personal software or programs on District computers nor shall they download programs from the Internet without the approval of their instructor.

3. Virtual and physical vandalism shall not be tolerated. Any intentional act by a student that damages or interferes with performance of District technology hardware, software, operating systems, communication systems, will be considered vandalism and will be subject to school
discipline and/or appropriate criminal or civil action.

4. Not all access to the Internet can be supervised. Students agree not to send, access, submit, publish, display or print over the Internet or GUSD network, or using GUSD technology resources, any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, offensive or illegal material. Cyber bullying is specifically prohibited. It shall be the student’s responsibility to report the inappropriate use, web site, or communication to the student’s teacher or other staff member.

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

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

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

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

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

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

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

12. Students shall not use District technology resources to conduct for-profit business activities or to engage in religious activities. Students shall not use District technology resources for advertising, promotion commercial purposes or similar objectives, including the purchase of any items or services.
13. Students may bring personal technology, including computers, smart phones, network access devices, or other electronic signaling devices to school provided that such technology is used for instructional purposes. Students shall abide by the instructions provided by teachers and other school staff in the use of such personal technologies. Access to the Internet or other District communication systems from personal technology is limited to wireless access points on the school campuses or other access devices away from school. Access to the Internet or other District communication systems from personal technology is not available via hardwire connections.

Consequences of Misuse and/or Violation of the Provisions of this Agreement
Misuse of personal or District and personal technology resources on or near school property, in school vehicles and buses, at school-sponsored activities, as well as using district technology resources via off-campus remote access, may result in disciplinary action up to and including expulsion from the schools of the District. This Agreement shall be used in conjunction with GUSD Board of Education policies, California Education Code, and other local, state and federal laws and regulations governing the applicable matter.
Students, parents and guardians should recognize that the nature of the use of District technology resources extends outside of the school itself and into off-campus remote locations such as homes. The District’s jurisdiction to enforce student behavior and discipline policies and rules shall apply whether the misuse or violation is at school or away from school as long as the District’s technology resources are being used in the inappropriate behavior.

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

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

Name: ___________________________ Grade: ___________________________
(Please print)

School: ___________________________

Signature: _________________________ Date: ___________________________

Parent or Legal Guardian Acknowledgment

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

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

Name: ___________________________ Date: ___________________________
(Please print)

Signature: __________________________
Appendix 3b: Employee Computer and Net Use Agreement

Glendora USD
Board Policy
Employee Use of Technology

BP 4040
Personnel

The Governing Board recognizes that technological resources can enhance employee performance by offering effective tools to assist in providing a quality instructional program, facilitating communications with parents/guardians, students, and the community, supporting district and school operations, and improving access to and exchange of information. The Board expects all employees to learn to use the available technological resources that will assist them in the performance of their job responsibilities. As needed, employees shall receive professional development in the appropriate use of these resources.

(cf. 0440 - District Technology Plan)
(cf. 1113 - District and School Web Sites)
(cf. 4032 - Reasonable Accommodation)
(cf. 4131 - Staff Development)
(cf. 4231 - Staff Development)
(cf. 4331 - Staff Development)
(cf. 6163.4 - Student Use of Technology)

Employees shall be responsible for the appropriate use of technology and shall use the district's technological resources primarily for purposes related to their employment.

(cf. 4119.25/4219.25/4319.25 - Political Activities of Employees)

Employees shall be notified that computer files and electronic communications, including email and voice mail, are not private. Technological resources shall not be used to transmit confidential information about students, employees, or district operations without authority.

(cf. 4119.23/4219.23/4319.23 - Unauthorized Release of Confidential/Privileged Information)
(cf. 5125 - Student Records)
(cf. 5125.1 - Release of Directory Information)

Online/Internet Services

The Superintendent or designee shall ensure that all district computers with Internet access have a technology protection measure that prevents access to visual depictions that are obscene or child pornography and that the operation of such measures is enforced. The Superintendent or designee may disable the technology protection measure during use by an adult to enable access for bona fide research or other lawful purpose. (20 USC 6777; 47 USC 254)
To ensure proper use, the Superintendent or designee may monitor employee usage of technological resources, including the accessing of email and stored files. Monitoring may occur at any time without advance notice or consent. When passwords are used, they must be known to the Superintendent or designee so that he/she may have system access.

The Superintendent or designee shall establish administrative regulations and an Acceptable Use Agreement which outline employee obligations and responsibilities related to the use of district technology. He/she also may establish guidelines and limits on the use of technological resources. Inappropriate use may result in a cancellation of the employee’s user privileges, disciplinary action, and/or legal action in accordance with law, Board policy, and administrative regulation.

Employees shall not use district technology to access, post, submit, publish, or display harmful or inappropriate matter that is threatening, obscene, disruptive, sexually explicit, or unethical or that promotes any activity prohibited by law, Board policy, or administrative regulations.

Harmful matter includes matter, taken as a whole, which to the average person, applying contemporary statewide standards, appeals to the prurient interest and is matter which depicts or describes, in a patently offensive way, sexual conduct and which lacks serious literary, artistic, political, or scientific value for minors. (Penal Code 313)

(cf. 4118 - Suspension/Disciplinary Action)
(cf. 4218 - Dismissal/Suspension/Disciplinary Action)

The Superintendent or designee shall provide copies of related policies, regulations, and guidelines to all employees who use the district’s technological resources. Employees shall be required to acknowledge in writing that they have read and understood the district's Acceptable Use Agreement.

(cf. 4112.9/4212.9/4312.9 - Employee Notifications)

Legal Reference:
EDUCATION CODE
51870-51874 Education technology
52295.10-52295.55 Implementation of Enhancing Education Through Technology grant program
GOVERNMENT CODE
3543.1 Rights of employee organizations
PENAL CODE
502 Computer crimes, remedies
632 Eavesdropping on or recording confidential communications
VEHICLE CODE
23123 Wireless telephones in vehicles
23123.5 Mobile communication devices; text messaging while driving
Wireless telephones in school buses
UNITED STATES CODE, TITLE 20
6751-6777 Enhancing Education Through Technology Act, Title II, Part D, especially:
6777 Internet safety
UNITED STATES CODE, TITLE 47
254 Universal service discounts (E-rate)
CODE OF FEDERAL REGULATIONS, TITLE 47
54.520 Internet safety policy and technology protection measures, E-rate discounts

Management Resources:
WEB SITES
CSBA: http://www.csba.org
American Library Association: http://www.ala.org
California Department of Education: http://www.cde.ca.gov

Policy GLENDORA UNIFIED SCHOOL DISTRICT
adopted: November 12, 2013 Glendora, California
Revised: 10/10/16
ACCEPTABLE USE AGREEMENT AND RELEASE OF DISTRICT FROM LIABILITY (EMPLOYEES)

The Glendora Unified School District authorizes district employees to use technology owned or otherwise provided by the district as necessary to fulfill the requirements of their position. The use of district technology is a privilege permitted at the district's discretion and is subject to the conditions and restrictions set forth in applicable Board policies, administrative regulations, and this Acceptable Use Agreement. The district reserves the right to suspend access at any time, without notice, for any reason.

The district expects all employees to use technology responsibly in order to avoid potential problems and liability. The district may place reasonable restrictions on the sites, material, and/or information that employees may access through the system.

The district makes no guarantee that the functions or services provided by or through the district will be without defect. In addition, the district is not responsible for financial obligations arising from unauthorized use of the system.

Each employee who is authorized to use district technology shall sign this Acceptable Use Agreement as an indication that he/she has read and understands the agreement.

Definitions

District technology includes, but is not limited to, computers, the district's computer network including servers and wireless computer networking technology (wi-fi), the Internet, email, USB drives, wireless access points (routers), tablet computers, smartphones and smart devices, telephones, cellular telephones, personal digital assistants, pagers, MP3 players, wearable technology, any wireless communication device including emergency radios, and/or future technological innovations, whether accessed on or off site or through district-owned or personally owned equipment or devices.
Employee Obligations and Responsibilities

Employees are expected to use district technology safely, responsibly, and primarily for work-related purposes. Any incidental personal use of district technology shall not interfere with district business and operations, the work and productivity of any district employee, or the safety and security of district technology. The district is not responsible for any loss or damage incurred by an employee as a result of his/her personal use of district technology.

The employee in whose name district technology is issued is responsible for its proper use at all times. Employees shall not share their assigned online services account information, passwords, or other information used for identification and authorization purposes, and shall use the system only under the account to which they have been assigned. Employees shall not gain unauthorized access to the files or equipment of others, access electronic resources by using another person’s name or electronic identification, or send anonymous electronic communications. Furthermore, employees shall not attempt to access any data, documents, emails, or programs in the district’s system for which they do not have authorization.

Employees are prohibited from using district technology for improper purposes, including, but not limited to, use of district technology to:

1. Access, post, display, or otherwise use material that is discriminatory, defamatory, obscene, sexually explicit, harassing, intimidating, threatening, or disruptive.
2. Disclose or in any way cause to be disclosed confidential or sensitive district, employee, or student information without prior authorization from a supervisor.
3. Engage in personal commercial or other for-profit activities without permission of the Superintendent or designee.
4. Engage in unlawful use of district technology for political lobbying.
5. Infringe on copyright, license, trademark, patent, or other intellectual property rights.
6. Intentionally disrupt or harm district technology or other district operations (such as destroying district equipment, placing a virus on district computers, adding or removing a computer program without permission, changing settings on shared computers).
7. Install unauthorized software.
8. Engage in or promote unethical practices or violate any law or Board policy, administrative regulation, or district practice.
Privacy

Since the use of district technology is intended for use in conducting district business, no employee should have any expectation of privacy in any use of district technology.

The district reserves the right to monitor and record all use of district technology, including, but not limited to, access to the Internet or social media, communications sent or received from district technology, or other uses within the jurisdiction of the district. Such monitoring/recording may occur at any time without prior notice for any legal purposes including, but not limited to, record retention and distribution and/or investigation of improper, illegal, or prohibited activity. Employees should be aware that, in most instances, their use of district technology (such as web searches or emails) cannot be erased or deleted.

All passwords created for or used on any district technology are the sole property of the district. The creation or use of a password by an employee on district technology does not create a reasonable expectation of privacy.

Personally Owned Devices

If an employee uses a personally owned device to access district technology or conduct district business, he/she shall abide by all applicable Board policies, administrative regulations, and this Acceptable Use Agreement. Any such use of a personally owned device may subject the contents of the device and any communications sent or received on the device to disclosure pursuant to a lawful subpoena or public records request.

Records

Any electronically stored information generated or received by an employee which constitutes a district or student record shall be classified, retained, and destroyed in accordance with BP/AR 3580 - District Records, BP/AR 5125 - Student Records, or other applicable policies and regulations addressing the retention of district or student records.

Reporting

If an employee becomes aware of any security problem (such as any compromise of the confidentiality of any login or account information) or misuse of district technology, he/she shall immediately report such information to the Superintendent or designee.

Consequences for Violation

Violations of the law, Board policy, or this Acceptable Use Agreement may result in revocation of an employee’s access to district technology and/or discipline, up to and including termination. In addition, violations of the law, Board policy, or this agreement may be reported to law enforcement agencies as appropriate.
Employee Acknowledgment

I have received, read, understand, and agree to abide by this Acceptable Use Agreement, BP 4040 - Employee Use of Technology, and other applicable laws and district policies and regulations governing the use of district technology. I understand that there is no expectation of privacy when using district technology or when my personal electronic devices use district technology. I further understand that any violation may result in revocation of user privileges, disciplinary action, and/or appropriate legal action.

I hereby release the district and its personnel from any and all claims and damages arising from my use of district technology or from the failure of any technology protection measures employed by the district.

Name: ______________________________

Position: __________________________

(Please print)

School/Work Site:

____________________________________

Signature: __________________________

Date: ______________________________

Rev. 10/10/16
Appendix 4: Request for Reprographics Services (GHS)

<table>
<thead>
<tr>
<th>Glendora High School Library PRINT SHOP</th>
</tr>
</thead>
</table>

**CONFIDENTIAL:** Please send a notice. I will pick up.

<table>
<thead>
<tr>
<th>Today's Date</th>
<th>Date Needed</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

(Turnaround time is **7 WORKING DAYS**)

**Issued by:**

**Room/Dept:**

<table>
<thead>
<tr>
<th>Periods available for delivery</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 2 3 4 5 6</td>
</tr>
</tbody>
</table>

**DESCRIPTION:**

**Original Sides to Copy:**

**Copies Needed:**

<table>
<thead>
<tr>
<th>Sheets</th>
<th>Packet/Sets</th>
<th>Slips/Cards</th>
<th>Books</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- 1 > 1
- 1 > 2
- 2 > 2
- 2 > 1

(Collate & Staple: )

- Portrait
- Landscape
- Book
- Per Sample

(Collate Only)

- or Uncollated:

- or with a Separator

**REGULAR PAPER**

- 3-Hole White
- White
- Blue
- Yellow
- Green
- Pink
- Other:

**CARDSTOCK (Covers)**

- White
- Blue
- Yellow
- Green
- Pink
- Salmon
- See Sample
- Other:

**THE SPECIAL FEATURES BELOW ARE SUBJECT TO WORK LOAD**

- Operator

<table>
<thead>
<tr>
<th>Drill 3-Holes (Colored/Cardstock)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cut to</td>
</tr>
<tr>
<td>Fold into</td>
</tr>
<tr>
<td>Glue for Pads</td>
</tr>
<tr>
<td>Lamination (up to 26 inches)</td>
</tr>
</tbody>
</table>

**CARBONLESS PAPER** (Restricted Use)

- 2-Part (wht & Yel)
- 3-Part (wht/Yel/Pk)
- 2-Part (wht & Pk)
- 4-Part (wht/yel/pk/gold)

**Delivery Information**

- Operator

<table>
<thead>
<tr>
<th>Improve Copy Quality</th>
</tr>
</thead>
<tbody>
<tr>
<td>Auto Exposure</td>
</tr>
<tr>
<td>Darken</td>
</tr>
<tr>
<td>Lighten</td>
</tr>
</tbody>
</table>

**Date:**

**Received by:** (Teacher/Staff)

**Delivered by:** (Student)

(Sign & Date)
# REQUEST FOR DUPLICATING SERVICES

School __________________ Program __________________ Order Date ____________

Number of Copies Needed ___________ Date Needed ____________

<table>
<thead>
<tr>
<th>PAPER TYPE</th>
<th>COLOR</th>
<th>SIZE</th>
<th>CHECK WHERE APPLICABLE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Standard</td>
<td>Cardstock</td>
<td>8 ½ x 11</td>
<td>Single (uncollated)</td>
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<tr>
<td>White</td>
<td></td>
<td></td>
<td>Sets (collated)</td>
</tr>
<tr>
<td>Green</td>
<td></td>
<td></td>
<td></td>
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<td></td>
<td>On-sided</td>
</tr>
<tr>
<td>Salmon</td>
<td></td>
<td></td>
<td>Two-sided</td>
</tr>
</tbody>
</table>

Order Description: ___________________________________ Total Number of Originals: ____________

Special Instructions: ____________________________________________________________

Requested By: ___________________________ Approved By: _________________________

Signature                                          Signature of Principal or Supervisor

(Duplicating Room Use Only)

COMPLETED BY: ___________________________ DATE: ____________ COST$ _________

X0001-5M 11-05  (Fill out in duplicate and send both copies to the Duplicator Operator)
Appendix 6: Civility Policy Reporting Form

GLENDORA UNIFIED SCHOOL DISTRICT
Glendora, California

INCIDENT REPORT OF DISTURBANCE ON DISTRICT FACILITY

1. Name of Reporting Party _________________________________________________________
2. Position of Reporting Party _____________________________________________________
3. Date of Incident ___________________________ Site ____________________________
4. Location of Incident (i.e. office, classroom, hallway) _________________________________
5. Name, address and telephone number of person you are reporting (if known)
   ____________________________________________________________________________
6. Is this person a parent/guardian of a student at GUSD?    ____Yes    ____No    ____Unknown
7. Did you feel your safety/well being was threatened?        ____Yes    ____No
8. Were there any witnesses to this incident?                         ____Yes    ____No
   If yes, name(s) of witness(es)
   ____________________________________________________________________________
9. Were the police contacted?          ____Yes   ____No
10. Below, please describe what happened. (If you need additional space, please use the back of the
    sheet. Thank you.)

________________________________________________________________________________

_________________________________________          ____________________________
Signature of Person Completing Form                        Date of Report

Please Return This Form to the Superintendent’s Office

73
**Appendix 7 – Drug Free Memo**

DATE: January, 1990  
TO: All District Employees  
FROM: Personnel Office  

SUBJECT: DRUG-FREE WORKPLACE

This memo is being distributed to all employees of the Glendora Unified School District to comply with the notification requirements of the Drug-Free Workplace Act of 1988 (Public Law 100-690, Title V, Subtitle D) which became effective March 18, 1989, and applies to all school districts that receive federal grant funds.

To enact the provisions of this law, a drug-free workplace policy has been submitted to the Board of Education for adoption and covers the text that follows.

The unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the workplace, which includes all facilities under the control and use by the Glendora Unified School District.

Each employee, as a condition of employment, will abide by the terms of the preceding statement, and if convicted of any criminal statute for a violation occurring in the workplace, will notify the District no later than five days after such conviction. Conviction of such violation will result in taking appropriate personnel action against the employee, as described in the Just Cause and Due Process portions of the negotiated contracts of the Glendora Teachers Association and California School Employees Association, up to and including termination; or, in requiring the employee to participate successfully in an approved drug abuse assistance or rehabilitation program.

The Glendora Unified School District recognizes drug abuse as a major health problem, as well as a potential safety and security problem. Employees needing help in dealing with such problems are encouraged to use health insurance or other available counseling, rehabilitation, and assistance programs. The District maintains a list of various treatment and/or rehabilitation programs.
Appendix 8

Non-Steroid Use Agreement

AGREEMENT FOR STUDENT ATHLETE AND PARENT/GUARDIAN REGARDING USE OF STEROIDS

___________________________________________
Name of student

We understand that as a condition of membership in the California Interscholastic Federation (CIF), the Governing Board of the Glendora Unified School District has adopted Board Policy 5131.63 prohibiting the use and abuse of androgenic/anabolic steroids. CIF Bylaw 524 requires that all participating students and their parents/guardians sign this agreement.

By signing below, we agree that the student shall not use androgenic/anabolic steroids without the written prescription of a fully licensed physician, as recognized by the American Medical Association, to treat a medical condition.

We recognize that under CIF Bylaw 200.D the student may be subject to penalties, including ineligibility for any CIF competition, if the student or his/her parent/guardian provides false or fraudulent information to the CIF.

We understand that the student’s violation of the district’s policy regarding steroids may result in discipline against him/her, including, but not limited to, restriction from athletics, suspension, or expulsion.

_____________________________________________            __________________
Signature of student athlete                                                       Date

_____________________________________________            __________________
Signature of parent/guardian                                                       Date

Implemented: 8/22/05
Appendix 9

SEXUAL MOLESTATION

REPORTING

Children who have been molested often exhibit one or more of the following behaviors. If you observe changes in behavior that include any of the following, you are mandated to report suspected child abuse:

1. Anxiety when approaching school or classroom
2. Anxiety when approaching adults or a particular employee
3. An inherent fear of males or females
4. Aversion to or avoidance of physical contact (such as pat on the back)
5. Withdrawal from activities and friends
6. Exceptional secrecy
7. Drop in school performance
8. Sudden non-participation in school activities
9. Crying without provocation
10. Onset of wetting or soiling pants or bed
11. Feelings of little self worth or talk of being damaged
12. Self mutilation/"cutting"
13. Deterioration of body image/bruises
14. Wearing of clothing that covers body that may be inappropriate in warmer months
15. Sexual self-conscious or seductive behavior
16. “Acting out” of sexual behavior
17. More sexual knowledge than is age appropriate (particularly in younger children)
18. Frequent vomiting or possible eating disorder (bulimia/anorexia)
19. Display oddly positive relationship toward offender
Appendix 9 cont.

SEXUAL MOLESTATION

PHYSICAL PREVENTION

All staff members are to avoid creating convenient places and circumstances for incidents to occur. Examples include:

**Environmental:** Eliminate features that prevent adults from being observed with children.

1. Doors should remain open
2. Doors should remain unlocked when students are present
3. Windows are not to be covered to the extent that the room cannot be viewed from the outside
4. Furniture should be arranged to eliminate isolated areas
5. Students should not be in remote areas of campus without proper supervision
6. Student restroom use during class time should be monitored and restrooms should be supervised during breaks

**Behavioral:** Eliminate behaviors and activities that may result in inappropriate behavior or a perception of such behavior.

1. Staff should not be alone with one student – other students should be present
2. Hugging/physical contact is to be minimized. Any contact should be side-to-side rather than frontal
3. Staff is to avoid transporting individual students
4. Staff should avoid giving individual students special awards or gifts unrelated to the instructional program.
5. Contact with students at home should be made through parents/guardians
6. Staff members are not to tutor their own students. Any outside tutoring should be done in the presence of others – i.e., dining or kitchen table
7. Personal information on individual students should not be placed on school web sites.
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