

***SAN GABRIEL UNIFIED  
SCHOOL DISTRICT***



**Student/Parent Handbook  
2018 - 2019**

***“OUR CHILDREN’S FUTURE IS OUR MISSION...”***

**MISSION STATEMENT**

*It is the mission of the San Gabriel Unified School District, founded in 1887, rich in history, culture, and diversity, to work in partnership with families, staff and the community to meet the unique academic and social needs of each student.*

*Through extraordinary community collaborations and rigorous educational strategies we strive to produce graduates who excel academically, act responsibly, and are supportive citizens of the community and the world.*

**BOARD OF EDUCATION**

- Cristina Alvarado
- Andrew L. Ammon
- Dr. Gary Thomas Scott
- Cheryl Shellhart
- Ken Tcheng

**BOARD OF EDUCATION MEETING CALENDAR - 2018-2019**

Generally, two board meetings are held every month. The first meeting of the month is a general business session and the second meeting is a meeting focused on a specific topic. Closed session for business meetings begins at 6:00 p.m. and the regular meeting begins at the conclusion of closed session. Board meetings are scheduled on:

August 14	August 28	September 11	September 25
October 9	October 23	November 13	December 11

Visit our website [www.sgusd.k12.ca.us](http://www.sgusd.k12.ca.us) for the 2019 board meeting dates – select District Information and Governing Board.

## Table of Contents

School Calendar.....	5
Rights and Responsibilities.....	6
Key to Code and Regulation Section Abbreviations .....	7
Avoiding Absences, Written Excuses.....	9
Excused Absences .....	9
Chronic Absenteeism.....	9
Tardiness.....	10
Truancy Definitions.....	10
Truancy.....	10
Arrest of Truants/School Attendance Review Boards.....	10
Leaving School Grounds .....	10
Emergency Card Information .....	10
Custody Issues .....	10
Civility on School Grounds .....	11
Visitors.....	11
Teacher Conferences .....	11
Pupil Meals – Child Hunger Prevention and Fair Treatment Act of 2017 .....	11
Walking or Riding a Bike to School.....	11
Schoolbus Safety .....	11
Health Programs/Screenings Physical Examination.....	11
Entrance Health Screening.....	11
Screenings.....	11
Immunizations .....	11
Oral Health Assessment.....	12
Medication .....	12
Administration of Prescribed Medication for Pupils .....	12
Emergency Treatment for Anaphylaxis.....	13
Confidential Medical Services.....	13
Lactating Pupils .....	13
Health Care Coverage.....	13
Health Care Coverage for Children .....	13
Medi-Cal for Children .....	13
California Medicaid Program for Local Education Agencies.....	13
Health Office Procedures.....	14
Physical Education (PE) Excuses .....	14
Medical or Hospital Service .....	14
Concussion and Head Injuries .....	14
Sudden Cardiac Arrest.....	15
Health Insurance Coverage for Athletes.....	15
Tobacco Free Facilities Policy.....	15
Disaster Preparedness and Educational Materials .....	15
School District Disaster Preparedness Plan .....	15
Smog Alerts .....	16
Child Find System .....	16
Free Appropriate Education for all Handicapped Children .....	16
Community Advisory Committee.....	16
Parents Right to Request Information on Teacher Qualifications .....	16
Section 504 .....	17
Instruction for Pupils with Temporary Disabilities .....	17
Juvenile Court School Pupils: Graduation Requirements and Continued Education Options.....	17

Foster Youth Educational Placement.....	17
Foster Youth, Homeless, and Former Juvenile Court Graduation Requirements Exemption .....	18
Homeless Youth Education .....	18
Coursework and graduation requirements: children of military families .....	18
Before and After School Programs: Enrollment: Fees: Homeless and Foster Youth: Snacks or Meals .....	18
Extended Day Care .....	18
Electronic Signaling Devices.....	18
Electronic Listening or Recording Device.....	18
Multimedia Release Agreement.....	19
Acceptable Use of Technology.....	19
School Safety Plan.....	19
Child Abuse and Neglect Reporting .....	19
Sexual Harassment.....	19
Megan’s Law .....	19
Victim of a Violent Crime .....	19
Release of Juvenile Information .....	19
Residency Requirements .....	20
Attendance Options/Permits .....	20
Intradistrict Open Enrollment .....	20
Interdistrict Attendance .....	20
District of Choice.....	20
Pupil Records.....	20
Social Security Numbers .....	21
Directory Information.....	21
School Accountability Report Card.....	21
Availability of Prospectus.....	21
Competitive Athletics .....	21
Surveys .....	22
Sex and HIV/AIDS Education.....	22
California High School Exit Exam .....	22
California High School Proficiency Exam .....	22
Access by Military Recruiters.....	22
Advanced Placement Exam Fees.....	22
Career Counseling & Course Selection .....	22
College & Career Technical Education .....	22
Cal Grant Program.....	23
Educational Equity: Immigration and Citizenship Status .....	23
Uniform Complaint Policy and Procedure.....	23
Williams Complaint Policy & Procedure .....	24
Safe Place to Learn Act .....	24
Nondiscrimination Statement .....	24
School Rules .....	25
Open Meetings: Public Comments: Translation .....	25
Dangerous Objects.....	25
Electronic Nicotine Delivery Systems (e-cigarettes).....	25
Search of School Lockers .....	25
Vehicle Search.....	25
Property Damage .....	25
Notice of Alternative Schools.....	25
Suspension and Expulsion .....	26
Cyber Sexual Bullying.....	30
Harm or Destruction of Animals .....	30
Asbestos Management Plan.....	30
Pesticide Products.....	30

## Appendix

Information for Free and Reduced Price Meals

Uniform Complaint Procedures – Annual Notice

Student Internet and Technology Use Agreement

Multimedia Release Agreement

Annual Notification Signature Page

**SIGNATURE REQUIRED**

**SIGNATURE REQUIRED**

**SIGNATURE REQUIRED**

**The *Required Signature Page* must be initialed, signed and returned during registration.**

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**School Calendar 2018-2019**

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**First Semester**

August 20	Schools Open (shortened day grades 1-5 only)
August 30	Jefferson Middle School – Parent Information Night
August 30	Coolidge – Parent Information Night
August 30	Washington – Parent Information Night
September 3	Labor Day – Holiday (no school)
September 6	McKinley – Parent Information Night
September 6	Roosevelt – Parent Information Night
September 6	Wilson – Parent Information Night
September 10	Gabrielino High School - Parent Information Night
September 18	Del Mar High School – Parent Information Night
October 1-5	Roosevelt – Parent Conference Day - K-5
October 5	Roosevelt – Parent Conference Day – K-5 (no students)
October 8-12	Wilson – Parent Conference Day - K-5
October 12	Wilson – Parent Conference Day - K-5 (no students)
October 15-19	Coolidge – Parent Conference Day – K-5
October 19	Coolidge – Parent Conference Day - K-5 (no students)
October 22-26	Washington – Parent Conference Day – K-5
October 26	Washington – Parent Conference Day - K-5 (no students)
November 1	Jefferson Middle School - Parent Conference Day (no students)
November 2	Staff Development Day - K-12 (no school)
November 12	Veterans Day - Holiday - (no school)
November 19-23	Thanksgiving Holiday (no school)
December 3-12	McKinley – Parent Conference Day - K-5
December 7	McKinley – Parent Conference Day - K-5 (no students)
December 19-21	Final Exams - High School - (shortened days)
Dec. 24-Jan. 4	Winter Break (no school)

**Second Semester**

January 7	Gabrielino High School – No School
January 21	Martin Luther King Day - Holiday (no school)
February 4	Staff Development Day – K-12 (no school)
February 11	Lincoln’s Day - Holiday – (no school)
February 18	President’s Day - Holiday – (no school)
March 11	Del Mar – No school
March 12	Open House - Del Mar High School
March 28	Open House - Gabrielino High School
April 1-5	Spring Break (no school)
April 18	Open House – Coolidge
April 18	Open House – Roosevelt
May 9	Open House - Jefferson Middle School
May 16	Open House – Washington
May 23	Open House – McKinley
May 23	Open House – Wilson
May 27	Memorial Day - Holiday (no school)
June 4-June 6	Final Exams – High School
June 5	Graduation - Gabrielino High School
June 6	Graduation - Del Mar High School
June 6	Promotion - Jefferson Middle School

**2018 – 2019 Daily Schedule for Schools**

**Elementary Schools**

<u>School</u>	<u>Kindergarten</u>	<u>Grades 1-3</u>	<u>Grades 4-5</u>	<u>Shortened Day Grades K-5</u>	<u>Early Out Days Every Wednesday Grades K-5</u>
<b>Coolidge</b>	8:30 - 2:10	8:30 - 2:25	8:30 - 3:00	8:30 - 1:30	8:30 - 1:30
<b>McKinley</b>	8:30 - 2:10	8:30 - 2:25	8:30 - 3:00	8:30 - 1:30	8:30 - 1:30
<b>Roosevelt</b>	8:30 - 2:10	8:30 - 2:25	8:30 - 3:00	8:30 - 1:30	8:30 - 1:30
<b>Washington</b>	8:30 - 2:10	8:30 - 2:25	8:30 - 3:00	8:30 - 1:30	8:30 - 1:30
<b>Wilson</b>	8:30 - 2:10	8:30 - 2:25	8:30 - 3:00	8:30 - 1:30	8:30 - 1:30

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

**Secondary Schools**

		<u>Minimum Day</u>	<u>Collaboration Day</u>	<u>Finals</u>
<b>Jefferson Middle School</b>	8:15 – 2:45	8:15 – 12:00	8:15-1:00	N/A
<b>Gabrielino High School</b>	8:00 – 2:55	8:00 – 11:25	9:40 – 2:55	8:00 – 12:15
<b>Del Mar High School</b>	8:00 – 2:25	8:00 – 11:30	8:00 – 11:30	N/A

**Useful Information**

**SCHOOL PRINCIPALS**

Coolidge Elementary	Will Wong	Jefferson Middle School	Matt Arnold
McKinley Elementary	Jim Symonds	Gabrielino High School	Sharron Heinrich
Roosevelt Elementary	Cheryl Wilson	Del Mar High School	Lon Sellers
Washington Elementary			
Wilson Elementary			

**Rights and Responsibilities**

**ADMINISTRATORS**

**RIGHTS...**

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

**RESPONSIBILITIES...**

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

## **PUPILS**

### **RIGHTS...**

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

### **RESPONSIBILITIES...**

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

## **TEACHERS**

### **RIGHTS...**

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

### **RESPONSIBILITIES...**

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

## **PARENTS**

### **RIGHTS...**

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

### **RESPONSIBILITIES...**

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

## **Key to Code and Regulation Section Abbreviations used in the rest of this handbook**

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



## Nutrition Services Programs 2018-2019

We are looking forward to another healthy school year. Please read below for important program details. If you have any questions, please contact the Nutrition Services Department at 626-451-5453.

### **Breakfast and Lunch**

Beginning the first day of school, breakfast and lunch will be offered daily at all San Gabriel Unified District Schools. Studies show that students who eat breakfast perform better on tests and have plenty of energy to learn. Please check with the school site for breakfast and lunch meal times.

	Elementary Schools	Middle School	High School
Breakfast	<b>\$1.00</b>	<b>\$1.00</b>	<b>\$1.00</b>
Lunch	<b>\$2.50</b>	<b>\$2.50</b>	<b>\$2.75</b>

### **Meal Payments**

- The reduced price will be waived for the 2018-2019 school year. Students whose eligibility is reduced will receive free breakfast and lunch meals.
- Online meals payments will now be made at [www.schoolcafe.com](http://www.schoolcafe.com). Please note that the bank convenience fees have changed from a flat fee to 5% of the deposited amount.
- Other Payment options:
  - Cash or check at the school site. Please check with the school office for payment hours.
  - Cash or check at the District Education Center, Monday through Friday 7:45 am- 3:30 pm excluding holidays.
  - Mailed to the District Education Center at 408 Junipero Serra Drive, San Gabriel, CA 91776. Attn: Food Service Department

### **Students without Money**

- Students may charge up to \$25 in negative charges to their account.
- Once a student reaches the \$25 limit, a courtesy meal consisting of a cheese sandwich and a drink will be provided for them.
- Students who chronically forget their lunch money will be referred to the principal.
- Parents are strongly encouraged to prepay for meals to avoid problems with lost or forgotten meal money.

### **ONLINE MEAL APPLICATIONS**

- Meal applications will be available online beginning July 1, 2017.
- Access will be available at [www.schoolcafe.com](http://www.schoolcafe.com)
- Applications may be completed from home or at one of the following locations:
  - District Education Center office from 7:45 am to 3:30 pm Monday-Friday, excluding holidays.
  - School site: Please check with the site for times.
- Only 1 application is needed per household.
- List all students attending the San Gabriel Unified School District on the same application.
- Eligibility from **prior year** is only valid for continuing students for the first 30 days of school. To avoid being charged for meals we recommend submitting your application no later than the first week of school.
- Kindergarten students are considered NEW students and must submit an application in order to qualify for free and reduced meals.
- New students must be prepared to either bring money or a sack lunch while waiting for eligibility to be determined.
- It takes approximately 10 days to process the application.
- All families who qualify for free or reduced meals may be subject to income verification. Those families chosen will be notified by mail.

### **Avoiding Absences, Written Excuses**

The San Gabriel Unified School District urges parents to make sure their children attend school regularly and to schedule medical and other appointments after school or during school holidays. The district also asks that travel or other absences be avoided during the time school is in session. The higher the district's daily attendance rate, the more a student will learn and the greater the amount of funding that the district will receive from the state for classroom instruction and academic programs. The school calendar is designed to minimize problems for families which plan vacations around traditional holiday periods, and thereby minimize student absences.

For your student's safety, please call the school office before 9:00 a.m. when your student will not be attending. Upon return to school, your student MUST bring a note signed by a licensed physician or parent/guardian, stating the reason and date for the absence. Parents may excuse no more than 9 absences by writing a note. Illnesses, and doctor and dental appointments are considered excused absences. Absences without a written excuse are recorded as unexcused.

### **Excused Absences – EC 46014 and 48205**

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

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

- (a) Notwithstanding Section 48200, a pupil shall be excused from school when the absence is:
- (1) Due to his or her illness.
  - (2) Due to quarantine under the direction of a county or city health officer.
  - (3) For the purpose of having medical, dental, optometric, or chiropractic services rendered.
  - (4) For the purpose of attending the funeral services of a member of his or her immediate family, so long as the absence is not more than one day if the service is conducted in California and not more than three days if the service is conducted outside California.
  - (5) For the purpose of jury duty in the manner provided for by law.
  - (6) Due to the illness or medical appointment during school hours of a child of whom the pupil is the custodial parent.
  - (7) For justifiable personal reasons, including, but not limited to, an appearance in court, attendance at a funeral service, observance of a holiday or ceremony of his or her religion, attendance at religious retreats, attendance at an employment conference, or attendance at an educational conference on the legislative or judicial process offered by a nonprofit organization when the pupil's absence is requested in writing by the parent or guardian and approved by the principal or a designated representative pursuant to uniform standards established by the governing board.
  - (8) For the purpose of serving as a member of a precinct board for an election pursuant to Section 12302 of the Elections Code.
  - (9) For the purpose of spending time with a member of the pupil's immediate family, who is an active duty member of the uniformed services, as defined in EC § 49701, and has been called to duty for, is on leave from, or has immediately returned from, deployment to a combat zone or combat support position. Absences granted pursuant to this paragraph shall be granted for a period of time to be determined at the discretion of the superintendent of the school district.
  - (10) For the purpose of attending the pupil's naturalization ceremony to become a United States citizen.
- (b) A pupil absent from school under this section shall be allowed to complete all assignments and tests missed during the absence that can be reasonably provided and, upon satisfactory completion within a reasonable period of time, shall be given full credit. The teacher of the class from which a pupil is absent shall determine which tests and assignments shall be reasonably equivalent to, but not necessarily identical to, the tests and assignments that the pupil missed during the absence.
- (c) For purposes of this section, attendance at religious retreats shall not exceed four hours per semester.
- (d) Absences pursuant to this section are deemed to be absences in computing average daily attendance and shall not generate state apportionment payments.
- (e) "Immediate family," as used in this section, has the same meaning as that set forth in Section 45194, except that references therein to "employee" shall be deemed to be references to "pupil."

If a student shows a pattern of chronic absenteeism due to illness and verified by written note, fax, email, or voice mail from a parent/guardian or student that is 18 or older, any further absences for illness shall be verified by a physician, site administrator or district health personnel. (AR 5113)

### **Chronic Absenteeism – EC 60901**

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

### **Tardiness**

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

### **Truancy Definitions – EC 48260, 48262 and 48263.6**

A student is considered truant after three absences or three tardies of more than 30 minutes each time or any combination thereof and the absences or tardies are unexcused. After the student has been reported as truant three or more times in a school year and the district has made a conscientious effort to meet with the family, the student is considered a habitual truant. A student who is absent from school without a valid excuse for 10% or more of the schooldays in one school year, from the date of enrollment to the current date, is considered a chronic truant. Unexcused absences are all absences that do not fall within EC 48205.

### **Truancy – EC 48260.5**

Upon a pupil's initial classification as a truant, the school district shall notify the pupil's parent or guardian, by first-class mail or other reasonable means, of the following:

- (a) That the pupil is truant.
- (b) That the parent or guardian is obligated to compel the attendance of the pupil at school.
- (c) That parents or guardians who fail to meet this obligation may be guilty of an infraction and subject to prosecution pursuant to Article 6 (commencing with Section 48290) of Chapter 2 of Part 27.
- (d) That alternative educational programs are available in the district.
- (e) That the parent or guardian has the right to meet with appropriate school personnel to discuss solutions to the pupil's truancy.
- (f) That the pupil may be subject to prosecution under Section 48264.
- (g) That the pupil may be subject to suspension, restriction, or delay of the pupil's driving privilege pursuant to Section 13202.7 of the Vehicle Code.
- (h) That it is recommended that the parent or guardian accompany the pupil to school and attend classes with the pupil for one to five days.

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

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

\*EC § 48260(a) defines a truant as any pupil subject to compulsory full-time education or to compulsory continuation education who is absent from school without valid excuse three full days in one school year or tardy or absent for more than any 30-minute period during the school day without a valid excuse on three occasions in one school year, or any combination thereof.

### **Leaving School Grounds**

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

### **Emergency Card Information**

In the event of an emergency, it is extremely important that the schools have up-to-date information. Therefore, a new card must be completed for every student each year. Please fill out both white and blue cards and return them to the school during registration at the beginning of the school year. As an alternative, emergency information can be updated online through the Parent Portal. **Please notify your school office immediately when corrections need to be made in the event of a new address or new telephone number(s) (including parent work numbers or child care provider numbers).**

### **Custody Issues**

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

### **Civility on School Grounds – CC 1708.9, EC 32210**

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

### **Visitors**

To ensure the safety of students and staff and avoid potential disruptions, all visitors are required to sign in and outsiders shall register immediately upon entering any school building or grounds when school is in session. We feel teaching time is important and undue interruptions interfere with both teachers and students.

### **Teacher Conferences**

To request a teacher conference or classroom visitation, please make an appointment by calling either the school office (elementary and middle school) or the Student Services office (high school) at least 24 hours in advance. All parents and visitors are required to check into the school office before going to a classroom.

### **Pupil Meals – Child Hunger Prevention and Fair Treatment Act of 2017 – EC 49557.5**

The San Gabriel Unified School District has a Meal Charge Policy about how students who pay the full or reduced cost of a school meal are impacted by not having enough cash on hand or in their account to purchase a meal. The meal charge policy may be viewed in the appendix of this handbook. If you have questions, contact Isabel Millan, Director of Food Services at (626) 451-5400.

### **Walking or Riding a Bike to School – VC 21212**

No person under 18 years of age may operate a bicycle, non-motorized scooter, skateboard or wear in-line or roller skates, nor ride as a passenger upon a bicycle, non-motorized scooter, or skateboard upon a street, bikeway, or any other public bicycle path or trail unless that person is wearing a properly fitted and fastened bicycle helmet that meets specified standards.

### **School Bus Safety – EC 39831.5**

All pupils in pre-kindergarten, kindergarten and grades 1 to 6, shall receive information on school bus safety (*i.e.* general rules of conduct at school bus loading zones, school bus danger zone, and walking to and from school bus stops). Prior to departure on a school activity trip, all pupils riding on a school bus or school activity bus shall receive safety instruction that includes, but is not limited to, location of emergency exits, and location and use of emergency equipment. Instruction also may include responsibilities of passengers seated next to an emergency exit.

### **Health Programs/Screenings Physical Examination – EC 49451**

A parent or guardian may file annually with the school principal a written statement, signed by the parent or legal guardian, withholding consent to a physical examination of the pupil. However, whenever there is good reason to believe that the pupil is suffering from a recognized contagious or infectious disease, the pupil shall be sent home and shall not be permitted to return until school authorities are satisfied that the contagious or infectious disease no longer exists.

### **Entrance Health Screening – HSC 124085, 124100, and 124105**

State law requires that the parent or legal guardian of each pupil provide the school, within 90 days after entrance to first grade, documentary proof that the pupil has received a health screening examination by a doctor within the prior 18 months. Free health screening is available through the Child Health Disabilities Prevention Program.

### **Screenings**

The District will conduct vision and hearing screening for specific students. Hearing screenings will be conducted in grades K, 2, 5, 8 and special education classes. A test for color deficiency will be administered to boys in first grade. The District will also conduct scoliosis screening for 7<sup>th</sup> grade girls and 8<sup>th</sup> grade boys. The District screens students in grades six through eight in the school's PE program. In addition to state required programs, the District participates in a dental screening procedure. Local dentists check students at each elementary school. If a problem is identified, parents receive a written notification for follow-up.

### **Immunizations –HSC 120325, 120335, 120338, 120365, 120370 and 120375**

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

Beginning January 1, 2016, parents of students in any school, will no longer be allowed to submit a personal beliefs exemption to a currently required vaccine. A personal beliefs exemption on file at school prior to January 1, 2016 will continue to be valid until the student enters the next grade span at kindergarten (including transitional kindergarten) or 7<sup>th</sup> grade.

Students are not required to have immunizations if they attend a home-based private school or an independent study program and do not receive classroom-based instruction. However, parents must continue to provide immunizations records for these students to their schools.

The immunization requirements do not prohibit students from accessing special education and related services required by their individualized education programs.

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

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

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

Free or low-cost immunizations for children are available. Please call your school site for information.

#### **Oral Health Assessment – EC 49452.8**

Record of a dental assessment done by a dental professional is required for all kindergarteners and first graders attending public school for the first time. Dental assessments must be completed in the 12 months prior to entry or by May 31<sup>st</sup> of the pupil's first school year.

#### **Medication – EC 49480**

The parent or legal guardian of any pupil taking medication on a regular basis must inform the school nurse or other designated school personnel of the medication being taken, the current dosage, and the name of the supervising physician. Once an order from a doctor is received, the school nurse may communicate with the physician and may council school personnel regarding the possible effects of the medication on the pupil.

#### **Administration of Prescribed Medication for Pupils – EC 49423 and 49423.1**

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

#### **Check List for Students that Need Medication at School:**

- If it is possible, talk with your child's doctor about making a medication schedule so that your child does not have to take medication while at school.
- If your child regularly takes medication for an ongoing health problem, even if he/she is only taking it at home, give a written note to the school nurse/health aide at the beginning of each school year. Please list the medication being taken, the current dosage, and the name of the doctor who prescribed it. (EC49480)
- If your child must take prescribed medication at school, complete the "*Physician's Recommendation for Medication*" form signed by both you and your doctor or other health care provider. A new form must be signed at the beginning of each school year and whenever there is a change in the medication, instructions, or the prescribing doctor.
- As a parent or guardian, you must supply the school with all medication(s) your child must take during the school day. **Each prescription medication your child must be given at school must be in a separate container labeled by a pharmacist licensed in the United States.** The container must list your child's name, doctor's name, name of the medication, and instructions for when to take the medication and how much to take. Over the counter medication must be in its original, unopened container.
- All controlled medication, like Ritalin, must be counted and recorded on a medication log when delivered to the school. You or another adult who delivered the medication should verify the amount by signing the log.

- All medication will be kept in a locked cupboard in the Health Office and will be administered according to the instructions on the “*Physician’s Recommendation for Medication*” form.
- Your child may be allowed to carry and self-administer his/her own medication if your child’s medical condition requires immediate use of prescribed medication and your child’s wellbeing is in jeopardy unless the medication is carried on his/her person. This includes epinephrine auto injectors and inhaled asthma medications. The “*Self-Administration of Prescribed Medication*” form must be completed by the doctor and parent and approved by the School Nurse (EC 49423, 94423.1). This form is available in the Health Office at your child’s school.
- No student may carry any other medication on their person during school hours, including over the counter medications such as Tylenol, aspirin, cough syrup, etc.
- Pick up all discontinued, outdated, and /or unused medication before the end of the school year. Medications not picked up will be disposed of according to State regulations.

#### **Emergency Treatment for Anaphylaxis – EC 49414**

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

#### **Confidential Medical Services – EC 46010.1**

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

#### **Lactating Pupils – EC 222**

Any school within the district will provide reasonable accommodations to a lactating pupil on a school campus to express breast milk, breast-feed an infant child, or address other needs related to breast-feeding. These reasonable accommodations include, but are not limited to, access to a private and secure room, other than a restroom, to express breast milk or breast-feed an infant child, permission to bring onto a school campus any equipment used to express breast milk, access to a power source for that equipment, and access to a place to safely store expressed breast milk. Reasonable time will be provided with no academic penalty to accommodate this need. A student may make a complaint to the California Department of Education, via the following website, if the student is not accommodated according to the law after filing a complaint: <http://www.cde.ca.gov/re/cp/uc/>

#### **Health Care Coverage – EC 49452.9**

Your child and family may be eligible for free or low-cost health coverage. For information about health care coverage options and enrollment assistance, contact Student Services at 451-5482 or go to [www.CoveredCA.com](http://www.CoveredCA.com).

#### **Health Care Coverage for Children**

Regular health care is important for a child’s well-being and physical development. Here are a few programs that provide no-cost or low-cost health care for children:

**Medi-Cal for Children** provides no-cost comprehensive health, dental and vision coverage for children and pregnant women. \*Family size, children’s ages and family income determine eligibility. This program is available to eligible U.S. Citizens, nationals or immigrants. \*Families whose income is higher than the allowable limits for no-cost Medi-Cal for children will have a share of cost (similar to a monthly deductible based on their income and family size).

#### **California Medicaid Program for Local Education Agencies**

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

For more information regarding Healthy Families or any of these medical insurance plans please call (626) 851-2748.

## **Health Office Procedures**

### **Health Office Staff**

At each school the health office is staffed by a health aide. Health aides are non-licensed assistive personnel who are trained and certified in CPR and first aid. Health aides are not nurses. They work under the supervision of licensed, credentialed, district wide School Nurses. When present on site, the School Nurses provide care for major injuries. When not on site, they are available by telephone at all times.

### **Exclusion**

The nurse or health aide may send students home from school in all cases of illness and/or suspected infectious disease (*EC 16032*). No child will be sent home without first contacting the parent. If a parent cannot be reached at home or at place of business, the person designated on the Emergency Card is called. It is important to you and your child that the information on the emergency card is correct and current. Please notify the health office of any changes that might occur in this vital information.

Your child may be excluded from school for the following reason:

- Symptoms of illness together with a temperature of 100 degrees Fahrenheit or higher, signs of acute respiratory infection, possible communicable disease, severe abdominal pain, earache or other pain including swollen or painful glands, and accidents.

Once a child has been sent home for an elevated temperature, they must have a normal temperature for 24 hours without the use of medication before being readmitted to school.

### **Absences**

Parents should phone the school the first day of an absence which is caused by a communicable disease. When a child returns from any absence the state requires a note stating the reason the child has not been in school.

**A child that is ill MUST be picked up by a parent/legal guardian/designee and CANNOT be kept in the Health Office.**

### **Return to School**

When a child returns to school following a significant illness/injury they must present a release from their physician/hospital to be readmitted.

If a student returns to school with any medical equipment or support (i.e. crutches, casts, sling, brace, wrap, wheelchair), they must present proper written authorization from their physician. When appropriate, they must demonstrate safe and competent use of the equipment or they will not be allowed to use it on campus. The "Physical Education Restriction and Guidelines" form is available in the Health Office.

### **Physical Education (PE) Excuses**

A parent may excuse a student from participation in PE for 1-2 days. Students must present a note signed by a physician (doctor) in order to be excused from PE for more than one school day.

### **Medical or Hospital Service – EC 49471, 49472**

Parents are advised that the District does not carry medical insurance for students. Applications for voluntary student medical insurance programs are sent home at the beginning of each school year. One type of policy will cover accidents which occur at all school activities except tackle football. A 24-hour policy is also available. Insurance for tackle football coverage is required of all participants and applications are distributed to the players prior to the beginning of football practice in the summer.

### **Concussion and Head Injuries – EC 49475**

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

### **Sudden Cardiac Arrest – EC 33479 *et seq.***

Each school year, before a pupil participates in an athletic activity governed by the California Interscholastic Federation (CIF), the school shall collect and retain a copy of the sudden cardiac arrest information sheet required by the CIF for that pupil. Before a pupil participates in an athletic activity not governed by the CIF, the pupil and the pupil's parent or guardian shall sign and return an acknowledgment of receipt and review of the information sheet posted on the California Department of Education's Internet Web site after July 1, 2017.

Sudden cardiac arrest (SCA) is when the heart stops beating, suddenly and unexpectedly. When this happens, blood stops flowing to the brain and other vital organs. SCA is not a heart attack; it is a malfunction in the heart's electrical system, causing the victim to collapse. The malfunction is caused by a congenital or genetic defect in the heart's structure. SCA is more likely to occur during exercise or sports activity, so athletes are at greater risk. These symptoms can be unclear and confusing in athletes. Often, people confuse these warning signs with physical exhaustion. If not properly treated within minutes, SCA is fatal in 92 percent of cases. In a school district, charter school, or private school that elects to conduct athletic activities, the athletic director, coach, athletic trainer, or authorized person must remove from participation a pupil who passes out or faints, or who is known to have passed out or fainted, while participating in or immediately following an athletic activity. A pupil who exhibits any of the other symptoms of SCA during an athletic activity may be removed from participation if the athletic trainer or authorized person reasonably believes that the symptoms are cardiac related. A pupil who is removed from play may not return to that activity until he or she is evaluated by, and receives written clearance from, a physician or surgeon. On a yearly basis, an acknowledgement of receipt and review of information regarding SCA must be signed and returned by the pupil and the pupil's parent or guardian before a pupil participates in specific types of athletic activities which generally does not apply to those conducted during the regular school day or as part of a physical education course.

### **Health Insurance Coverage for Athletes – EC 32221.5**

Under state law, school districts are required to ensure that all members of school athletic teams have accidental injury insurance that covers medical and hospital expenses. This insurance requirement can be met by the school district offering insurance or other health benefits that cover medical and hospital expenses. Some pupils may qualify to enroll in no-cost or low-cost local, state, or federally sponsored health insurance programs. Please see the flyer included in this packet for information about these programs.

### **Tobacco Free Facilities Policy – HSC 104420, 104495**

The use of tobacco products, including smokeless tobacco, on District property is prohibited. There shall be no exempt group such as community organizations using school facilities during non-school hours. SGUSD Board Policy 4021.

### **Disaster Preparedness and Educational Materials – EC 32282.5**

The San Gabriel Unified School District is aware that there is a strong possibility Southern California will experience a major disaster/earthquake in the future. In the event of this or other catastrophe, we are concerned about the health and welfare of our students. Each of our sites has developed a plan to protect those in our care. The plan is regularly reviewed and updated as needed. Practice drills have been held so both staff and students will know what to do.

Of real concern is the health of those students who require daily medication, i.e. insulin with disposable syringes, seizure medication, asthma medication, etc. We are, therefore, asking you to send to the school's Health Office a three-day supply of your child's necessary medication using the instructions listed above under 'Medication Procedures.' For children with diabetes, we request a tube of glucose in the gel form, such as "Insta-glucose". If you have special concerns and instructions, please put them in writing so that each teacher can have them as part of her/his emergency packet.

At the end of the school year, the medication will be returned to you. No medication will be carried over from one school year to another.

### **School District Disaster Preparedness Plan**

The following emergency and disaster preparedness procedures are provided for your information:

#### **Procedures During School Hours**

If a disaster or emergency occurs during school hours:

- Students will remain at school until the administrator of the school is notified, either by the superintendent of schools or other proper authority, to send students home.
- Parents must complete and return to school the "Authorization to Release Student in Emergency" form. Parents must arrange in advance for their children to be released to other persons by having their names, telephone, address and relationship on the authorization form. See Appendix for a copy of this form. Please fill out the form and return it to your child's teacher the first week of school.



- Telephone lines must be kept clear, therefore, parents should not attempt to call the schools. Instead, listen to one of the emergency radio network stations.
- Unless officially advised to do so, parents should not attempt to drive vehicles to school. Traffic congestion would interfere with emergency vehicles.

### **Procedures Before School Hours**

If a disaster occurs BEFORE SCHOOL HOURS, students are to remain home until instructions are issued by the Superintendent of Schools or other authority, by means of television, radio, telephone or other form of communication.

### **Disaster Drill Procedures at School**

Each school administrator shall call and record periodic disaster drills.

- Evacuation from classroom.
- Duck, cover, and hold (in case of earthquake).
- Safe location assembly on grounds.
- School staff tasks and procedures.

### **Smog Alerts**

The District cooperates with the South Coast Air Quality Management District in calling smog alerts when the ozone in the atmosphere reaches a pollutant standard index of 138. During the alerts in our area (Zone 9), students are restricted from excessive/vigorous physical activity.

### **Child Find System – EC 56301**

San Gabriel Unified School District and the West San Gabriel Valley Special Education Local Plan Area established written policies and procedures for a continuous child-find system including children with disabilities who are homeless or wards of the state. These policies and procedures include written notification to all parents of their rights pursuant to EC 56300 et. seq, and the procedure for initiating a referral for assessment to identify individuals with exceptional needs.

### **Free Appropriate Education for all Handicapped Children**

In compliance with IDEA (Individuals with Disabilities Education Act), the San Gabriel Unified School District will provide special education and related services to all handicapped children between 3-22 years of age residing in our community. Parents, guardians, and other citizens are encouraged to refer to the school office the names of any children with exceptional needs who may qualify for special education and related services.

All special education services are rendered within the legal guidelines of IDEA 2004. Information regarding the public's ability to file a complaint about noncompliance may be obtained in the District's Special Education Office. Complaints must be acted upon within 30 days. All State and Federal Regulations, as well as District and State Plans for Special Education, are available for public perusal in the Special Education Office.

It is the intent of the San Gabriel Unified School District to provide necessary and appropriate related services for students who are handicapped, within the meaning of Section 504 of the Federal Rehabilitation Act, who require a written accommodation plan related services in order to effectively participate in a regular education program. Please contact your school principal or Student Support Services at (626) 451-5482 for more information.

Students who are identified as individuals with exceptional needs under the Individuals with Disabilities Act (IDEA 2004) are not addressed under Section 504 this policy, as the needs of such students are provided under state and federal law and SELPA (Special Education Local Plan Area) procedures. The West San Gabriel Valley SELPA Community Advisory Council meets quarterly. Please call the West San Gabriel Valley SELPA Office at 626.943.9748 for a list of meeting dates.

### **Community Advisory Committee**

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

### **Parents Right to Request Information on Teacher Qualifications – 20 U.S.C. 6311 (h)(6)(A)**

Parents have the right to request information on teacher qualifications. Contact the Human Resources Department at 626 – 451-5400 for assistance.

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

Section 504 of the federal Rehabilitation Act of 1973, and the Americans with Disabilities Act (42 USC 12101 et seq.) prohibit discrimination on the basis of disability. Section 504 requires school districts to identify and evaluate children with disabilities in order to provide them a free, appropriate public education. Individuals with a physical or mental impairment that substantially limits one or more major life activities, including seeing, hearing, walking, breathing, working, performing manual tasks, learning, eating, sleeping, standing, lifting, bending, reading, concentrating, thinking, speaking, are eligible to receive services and aids designed to meet their needs as adequately as the needs of nondisabled students are met. For more information, contact your school principal.

**Instruction for Pupils with Temporary Disabilities – EC 48206.3, 48207 and 48208**

A pupil with a temporary disability which makes attendance in the regular day classes or the alternative educational program in which the pupil is enrolled impossible or inadvisable, may receive individualized instruction provided in the pupil's home for one hour a day. Please contact your school principal or Student Support Services for further information.

A pupil with a temporary disability, who is in a hospital or other residential health facility, excluding a state hospital, may be deemed to have complied with the residency requirements for school attendance in the school district in which the hospital is located.

It is the responsibility of the parent or guardian to notify the school district in which the hospital or other residential health facility is located of the presence of a pupil with a temporary disability. Upon receipt of the notification, the district will within five working days determine whether the pupil will be able to receive individualized instruction pursuant to EC 48206.3 and, if so, provide the instruction within five working days or less.

**Juvenile Court School Pupils: Graduation Requirements and Continued Education Options – EC 48645.3 and 48645.7**

Requires the county office of education, when a pupil completes the state minimum coursework requirements and becomes eligible for a diploma, to notify the pupil, the educational rights holders, the pupil's social worker or probation officer all of the following: The pupil's right to a diploma issued by the school district of residence if he or she completed the graduation requirements while being detained. The school district of residence shall issue to the pupil a diploma from the school the pupil last attended before detention or in the alternative, the county superintendent of schools may issue the diploma. How taking coursework and other requirements adopted by the governing board of the county office of education or continuing education upon release from the juvenile detention facility will affect the pupil's ability to gain admission to a postsecondary educational institution. Information about transfer opportunities available through the California Community Colleges. The pupil's or the education rights holder's, as applicable, option to allow the pupil to defer or decline the diploma and take additional coursework. If the county office of education fails to provide timely notice, the pupil shall be eligible for the diploma once notified, even if that notification occurs after termination of the court's jurisdiction over the pupil. In addition the statewide minimum course work, if a county office of education determines that the pupil could benefit from the coursework and other requirements adopted by the governing board of the county office of education, the county office of education shall do both of the following: Inform the pupil of his or her option to take coursework and other requirements adopted by the governing board of the county office of education. Permit the pupil, upon agreement with the pupil, if the pupil is 18 years of age or older, or, if the pupil is under 18 years of age, upon agreement with the person holding the right to make educational decisions for the pupil, to take coursework or other requirements adopted by the governing board of the county office of education, and to defer the granting of the diploma until the pupil is released from the juvenile detention facility. *The County Office of Education will notify the educational rights holder, or pupil if they are over 18, upon the release from a juvenile detention facility:* The option to decline the issuance of the diploma for the purpose of enrolling the pupil in a school operated by a local educational agency or charter school to take additional coursework. Advise the pupil, if the pupil is 18 years of age or older, or, if the pupil is under 18 years of age, the person holding the right to make educational decisions for the pupil, to consider, when deciding whether to elect to decline the diploma, whether the pupil is highly likely to do all of the following: Enroll in a school operated by a local educational agency or charter school. Benefit from continued instruction. Graduate from high school. If a juvenile court school pupil who is entitled to receive a diploma by completing the state minimum coursework requirements is not granted a diploma or if the pupil or the education rights holder, as applicable, has previously deferred or declined a diploma after completing the state minimum requirements, a county office of education shall grant a diploma if it is requested by the education rights holder or the pupil if they are over the age of 18. If a juvenile court school pupil is entitled to a diploma by completing the state minimum coursework requirements, a county office of education shall not revoke that eligibility. If a former juvenile court school pupil is entitled to a diploma by completing the state minimum coursework that right shall continue to apply after the termination of the court's jurisdiction over the pupil.

**Foster Youth Educational Placement – EC 48850 et seq.**

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

### **Foster Youth, Homeless, and Former Juvenile Court Graduation Requirements Exemption - EC 48853, 49069, and 51225.2**

Foster and homeless youth are allowed educational rights, such as: immediate enrollment, remaining in school of origin, enrollment in local comprehensive school, partial credits, graduation with state minimum requirements with possible fifth year (exemption from local graduation requirements, and access to academic resources, services and extracurricular activities). A local educational agency must provide a remedy to the affected pupil following the Uniform Complaint Procedures, including information regarding exemption from local graduation requirements, if educational rights are not allowed at the public high school.

### **Homeless Youth Education – 42 US 11432, EC 48853, 49069, 51225.1 and 51225.2**

All school districts are required to appoint a homeless liaison to ensure parents of homeless pupils are informed of educational and related opportunities available to their children and are provided with meaningful opportunities to participate in education of their children. Unaccompanied youth, such as teen parents not living with their parent/guardian or students that have run away or have been pushed out of their homes, have access to these same rights.

The district appointed liaison is:

Lon Sellers, Director of Student Support Services  
408 Junipero Serra Drive, San Gabriel, 91776  
(626)451-5482

Circumstances for eligibility may include: living in a shelter, a motel, hotel, a house or apartment with more than one family because of economic hardship or loss; in an abandoned building; in a car; at a campground or on the street; in temporary foster care or with an adult who is not your parent or guardian; in substandard housing; or with friends or family because you are a runaway, unaccompanied, or migrant youth.

All students identified as homeless have the following rights:

1. Right to immediate enrollment in school of origin or school where currently residing without proof of residency, immunization records or tuberculosis skin-test results, school records, or legal guardianship papers.
2. Right to education and other services (*e.g.*, to participate fully in all school activities and programs for which child is eligible, to qualify automatically for nutrition programs, to receive transportation services, and to contact liaison to resolve disputes that arise during enrollment).
3. Right to be notified of possibility of graduating within four years with reduced state requirements, if the homeless student transferred after the second year of high school, is credit deficient, and will not be able to graduate on time with local district requirements.
4. Right for district to accept partial credits for courses that have been satisfactorily completed by the homeless student.

### **Coursework and graduation requirements: children of military families – EC 51225.1 and 51225.2**

If you are a military family, your child may qualify to be exempted from local graduation coursework requirements that are beyond the California state requirements. Please make an appointment with the school counselor to review your child's options for graduation. All coursework that was completed at another school outside of the San Gabriel Unified School District will be issued full or partial credit.

### **Before and After School Programs: Enrollment: Fees: Homeless and Foster Youth: Snacks or Meals – EC 8482.6, 8483, 8483.1, and 8483.95**

Students who are identified as homeless or foster children have a right to receive priority enrollment in before and after school programs and prohibits a program that charges family fees from charging a fee to a family of a homeless or foster care student.

### **Extended Day Care**

The District contracts with Options Surround Care for before and after school day care for students from kindergarten through grade five at each of its elementary schools. Please call (626)-284-9935 for more information.

### **Electronic Signaling Devices – EC 48901.5**

Districts may regulate the possession or use of any cell phone, pager or electronic signaling device while pupils are on campus, while attending school-sponsored activities, or while under the supervision and control of school district employees. Any electronic device, including a cell phone, is to be turned off during school hours and put away. Any pupil violating this section shall be subject to appropriate disciplinary action.

### **Electronic Listening or Recording Device – EC 51512**

The use by any person, including a pupil, of any electronic listening or recording device in any classroom without the prior consent of the teacher and the principal is prohibited as it disrupts and impairs the teaching process and discipline in the

schools. Any person, other than the pupil, willfully in violation shall be guilty of a misdemeanor. Any pupil in violation shall be subject to appropriate disciplinary action.

### **Multimedia Release Agreement**

Throughout the school year pictures are taken to display and/or for publication of students and their class work or of students participating in activities on campus. Parents understand and give permission to the San Gabriel Unified School District to photograph, videotape, digitally record and/or take still pictures of their student for any reason or purpose at any time whether on or off school premises. These photographs and recordings may be used for any purposes including but not limited to publish, exhibit, and distribute school materials. Possible uses include, but are not limited to, school newsletters, district newsletters, internet web pages, and bulletin board displays, flyers, promotional materials, and yearbooks. No part of these materials containing a student's likeness or voice will be used for commercial broadcast or rebroadcast purposes without parent expressed written permission.

The Multimedia Release is for the purpose of display and/or publication of student class work or student's participating in school activities throughout the year.

### **Acceptable Use of Technology**

One of the adopted goals of the San Gabriel Unified School District is to assist in advancing the use of technology to enhance student learning. Access to San Gabriel Unified School District technology is a privilege, not a right, and students enrolled in District programs or activities must follow District guidelines and procedures regarding acceptable use of technology. All San Gabriel Unified School District students and their parents/guardians sign the Electronic Information Resources Agreement prior to using District technological resources. This is a part of the registration process. The San Gabriel Unified School District shall make a diligent effort to filter the inappropriate or harmful matter accessible through the Internet, and students shall also take responsibility not to initiate access to inappropriate or harmful matter while using District technology. Violation of this policy may result in disciplinary action and the loss of the privilege to use the technology and/or civil or criminal liability. A copy of the agreement is available at the school site.

### **School Safety Plan – EC 32280 et seq.**

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

### **Child Abuse and Neglect Reporting – PC 11164 et seq.**

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

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

### **Sexual Harassment – EC 231.5 and 48980(g)**

The San Gabriel Unified School District is committed to maintaining a learning and working environment that is free from sexual harassment. Any student who engages in sexual harassment of anyone in or from the district may be subject to disciplinary action up to and including expulsion. Any employee who permits, engages in, or fails to report sexual harassment shall be subject to disciplinary action up to and including dismissal. For a copy of the district's sexual harassment policy or to report incidences of sexual harassment, please contact your school principal.

### **Megan's Law – PC 290 et seq.**

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

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

A student who becomes a victim of a violent criminal offense while in or on the grounds of a school that the student attends, has the right to transfer to another school within the district. The District has 14 calendar days to offer students the option to transfer. For more information, please contact Student Support Services at the District Office at (626) 451-5400.

### **Release of Juvenile Information – WIC 831**

Student information will only be provided to federal officials if a court order is provided. The court order must indicate prior approval of the presiding judge of the juvenile court.

### **Residency Requirements – EC 48200, 48204 and 48204.3**

A minor between the ages of 6 and 18 years is subject to compulsory education and, unless exempted, must enroll in school in the school district in which the residence of either the parent or legal guardian is located.

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

A school district shall accept applications by electronic means for enrollment, including enrollment in a specific school or program within the school district, and course registration for military dependents. The parent shall provide proof of residence within 10 days after the published arrival date provided on official documentation related to his or her military move: temporary on-base billeting facility, purchased or leased home or apartment, or federal government or public-private venture off-base military housing.

Residency is established when a pupil's parent or legal guardian resides outside of the boundaries of that school district but is employed and *lives* with the pupil at the place of his or her employment within the boundaries of the school district for a minimum of 3 days during the school week.

### **Attendance Options/Permits – EC 48980(h)**

#### **Intradistrict Open Enrollment – EC 35160.5(b)**

Residents of the School District may apply to other schools within the District for their child to attend on a space available basis. Information on each school within the District is provided on the District website. Transportation to any other school is the responsibility of the parent. Application materials will be available by February 1 and must be received by February 28. For further information please contact Student Support Services at 451-5400.

#### **Interdistrict Attendance – EC 46600 *et seq.***

The parent or legal guardian of a pupil may seek release from the home district to attend a school in any other school district. School districts may enter into agreements for the interdistrict transfer of one or more pupils for a period of up to five years. The agreement must specify the terms and conditions for granting or denying transfers, and may contain standards of reapplication and specify the terms and conditions under which a permit a permit may be revoked. Unless otherwise specified in the agreement, a pupil will not have to reapply for an interdistrict transfer for as long as they attend that school, and the school board of the district of enrollment must allow the pupil to continue to attend the school in which he/she is enrolled.

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

#### **District of Choice - EC 48300 *et seq.***

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

#### **Pupil Records – EC 49063 and 49069, 34 CFR 99.7, 20 USC 1232g**

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

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

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

### **Social Security Numbers – EC 49076.7 and 56601**

The San Gabriel Unified School District does not collect or solicit social security numbers or the last four digits of social security numbers from students or their parents unless otherwise required to do so by state or federal law

### **Directory Information – EC 49073**

“Directory Information” includes one or more of the following items: student's name, address, telephone number, e-mail address, date of birth, major field of study, participation record in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, awards received, and the most recent previous educational agency or institution attended by the student.

The District has determined that the following individuals, officials, or organizations may receive directory information:

- 1) Appropriate persons in connection with an emergency
- 2) Agencies or organizations in connection with student's application for financial aid
- 3) Accrediting organizations
- 4) Organizations conducting educational research
- 5) Private schools where the pupil is enrolled or intends to enroll
- 6) Military recruiters
- 7) San Gabriel Educational Foundation

No information may be released to private profit making entity other than employers, prospective employers, and representatives of the news media, including, but not limited to, newspapers, magazines, and radio and television stations. Directory information may be disclosed without prior consent from the parent or legal guardian unless the parent or legal guardian submits a written notice to the school to deny access to his/her pupil's directory information. Directory information regarding a pupil identified as a homeless child or youth shall not be released unless a parent, or eligible pupil, has provided written consent that directory information may be released.

If you do not want the district to disclose directory information from your child's education records without your prior written consent, you must notify the district in writing by September 10.

### **School Accountability Report Card – EC 35256, 35258**

A copy of the School Accountability Report Card will be provided upon request and is also available through the District's internet address - [www.sgusd.k12.ca.us](http://www.sgusd.k12.ca.us). The content shall include revised estimated expenditures per pupil and types of services funded.

### **Availability of Prospectus – EC 49063 and 49091.14**

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

### **Competitive Athletics – EC 221.9**

Commencing with the 2015-2016 school year and every year thereafter, each public elementary and secondary school that offers competitive athletics, shall publicly make available at the end of the school year all of the following information:

1. The total enrollment of the school, classified by gender.
2. The number of pupils enrolled at the school who participate in competitive athletics, classified by gender.
3. The number of boys' and girls' teams, classified by sport and by competition level.

Schools shall make the information identified above publicly available by posting it on the school's website. “Competitive athletics” means sports where the activity has coaches, a governing organization, and practices, and competes during a defined season, and has competition as its primary goal.

**Surveys – EC 51513 and 51514**

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

**Sex and HIV/AIDS Education – EC 51938**

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

The San Gabriel Unified School District will provide instruction in comprehensive sexual health education, HIV/AIDS prevention education, and/or will conduct assessments on pupil health behaviors and risks in the coming school year.

Parents or guardians may:

1. Inspect the written and audiovisual educational materials used in the comprehensive sexual health and HIV/AIDS prevention education.
2. Request in writing that their child not receive comprehensive sexual health or HIV/AIDS prevention education.
3. Request a copy of Education Codes 51930 through 51939.
4. Be informed whether the comprehensive sexual health or HIV/AIDS prevention education will be taught by district personnel or outside consultants.
5. When the district chooses to use outside consultants or to hold an assembly with guest speakers to teach comprehensive sexual health or HIV/AIDS prevention education, to be informed of:
  - a. The date of the instruction.
  - b. The name of the organization or affiliation of each guest speaker.

**California High School Exit Exam – EC 48980(g) and 60850 *et seq.***

The California High School Exit Exam (CAHSEE) has been suspended for any pupils completing grade 12 through the 2017-18 school years. All schools, including state special schools, are to grant a diploma of graduation from high school to any pupil who completed grade 12 in the 2003–04 school year or a subsequent school year and has met all applicable graduation requirements other than the passage of the high school exit examination.

**California High School Proficiency Exam – 5 CCR 11523**

The California High School Proficiency Exam (CHSPE) is a voluntary test that assesses proficiency in basic reading, writing, and mathematics skills taught in public schools. Eligible pupils who pass the CHSPE are awarded a Certificate of Proficiency by the State Board of Education. A pupil who receives a Certificate of Proficiency may, with verified approval from the parent or legal guardian, leave high school early. The Certificate of Proficiency, however, is not equivalent to completing all course work required for regular graduation from high school. For more information, including administration dates and registration deadlines, visit the following website: <http://www.chspe.net/>.

**Access by Military Recruiters – 20 USC 7908**

Federal law requires school district to provide military recruiters the same access to secondary school pupils as is provided to post-secondary educational institutions or to prospective employers. Parents may request that the district not release their pupil's name, address and telephone number without prior written consent. Written notice must be submitted to the school if the parent or legal guardian wishes to deny access to this information.

**Advanced Placement Exam Fees – EC 52244**

Eligible high school students may receive financial assistance to cover the costs of the advanced placement examination fees. Please contact Student Support Services at GHS for information.

**Career Counseling & Course Selection – EC 221.5(d)**

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

**College & Career Technical Education – EC 51229**

Requires annual notification to include a one-page written notice to parents or guardians of students in grades 9 through 12 that includes all of the following:

1. A brief explanation of the college admission requirements.
2. A list of the current UC and CSU web sites that help students and their families learn about college admission requirements and that list high school courses that have been certified by UC as satisfying the requirements for admission to UC and CSU.
3. A brief description of what career technical education is, as defined by the CDE.
4. The internet address for the portion of the web site of the CDE where students can learn more about career technical education.
5. Information about how students may meet with school counselors to help them choose courses that will meet college admission requirements and/or enroll in career technical education courses.

### **Cal Grant Program – EC 69432.9**

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

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

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

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

### **Sex Equity: Title IX Notifications – EC 221.61**

Title IX is a federal law that was passed in 1972 to ensure that male and female students and employees in educational settings are treated equally and fairly. It protects against discrimination based on sex, including sexual harassment, and transgender students or students who do not conform to sex stereotypes. State law also prohibits discrimination based on gender (sex), gender expression, gender identity, and sexual orientation. The Title IX coordinator for the San Gabriel Unified School District is the Deputy Superintendent of Educational Services who may be reached at (626) 451-5400 for additional information or assistance.

### **Uniform Complaint Policy and Procedure – 5 CCR 4622, EC 234.1, 32289 and 49013**

The Uniform Complaint Procedures apply to the filing, investigation and resolution of complaints regarding alleged: 1) failure to comply with federal or state law or regulations governing adult education, consolidated categorical aid programs, migrant education, vocational education, child care and developmental programs, child nutrition programs and special education programs; 2) unlawful discrimination against any protected group as identified under Education Code section 200 and 220 and Government Code section 11135, including actual or perceived sex, sexual orientation, gender, ethnic group identification, race, ancestry, national origin, religion, color, or mental or physical disability, or age, or on the basis of a person's association with a person or group with one or more of these actual or perceived characteristics, in any program or activity conducted by a local agency, which is funded directly by, or that receives or benefits from any state financial assistance; 3) failure to comply with school safety planning requirements as specified in Section 7114 of Title 20 of the



United States Code; 4) unlawful discrimination, harassment, intimidation, and bullying based on actual or perceived characteristics set forth in Section 422.55 of the Penal Code and EC 220, and disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or association with a person or group with one or more of these actual or perceived characteristics; and 5) unlawful imposition of pupil fees for participation in educational activities in public schools; and 6) failure to comply with the requirements established through the Local Control Funding Formula related to the Local Control and Accountability Plan as described in EC sections 52060 through 52076 or sections 47606.5 and 47607.3.

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

A complainant may appeal the District's decision to the California Department of Education (CDE) by filing a written appeal within 15 days after receiving the District's decision. The CDE may directly intervene in the complaint without waiting for action by the district when one of the conditions listed in Section 4650 of Title 5 of the California Code of Regulations exists, including cases in which the district has not taken action within 60 days of the date the complaint was filed with the district. If a district is found to have violated a State or Federal law and/or regulation, and the District does not take corrective action to comply, then various civil remedies may be available. Contact the Deputy Superintendent of Educational Services, for additional information or assistance. Please see the Uniform Complaint Procedures Annual Notice in the Appendix of this document.

#### **Williams Complaint Policy & Procedure – EC 35186**

Every school must provide sufficient textbooks and instructional materials. Every student, including English learners, must have textbooks or instructional materials, or both, to use at home or after school. School facilities must be clean, safe, and maintained in good repair. There should be no teacher vacancies or misassignments. If a school is found to have deficiencies in these areas, and the school does not take corrective action, then a complaint form may be obtained from the school or district office. Parents, students, teachers or any member of the public may submit a complaint regarding these issues. However, it is highly encouraged that individuals express their concerns to the school principal before completing the complaint forms to allow the school to respond to these concerns.

#### **Safe Place to Learn Act – EC 234 and 234.1**

The San Gabriel Unified School District is committed to maintaining a learning environment that is free from discrimination, harassment, violence, intimidation, and bullying based on actual or perceived characteristics set forth in Section 422.55 of the Penal Code and EC 220, and disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or association with a person or group with one or more of these actual or perceived characteristics. All school personnel who witness an act of discrimination, harassment, intimidation, or bullying must take immediate steps to intervene when safe to do so. Any student who engages in acts of discrimination, harassment, violence, intimidation, or bullying related to school activity or school attendance occurring within a school of the school district may be subject to disciplinary action up to and including expulsion. To report an incidence and/or to receive a copy of the district's antidiscrimination, anti-harassment, anti-intimidation, and anti-bullying policies, please contact Student Support Services at (626) 451-5482.

#### **Nondiscrimination Statement**

The San Gabriel Unified School District is committed to providing a safe school environment where all individuals in education are afforded equal access and opportunities. The District's academic and other educational support programs, services and activities shall be free from discrimination, harassment, intimidation, and bullying of any individual based on the person's actual race, color, ancestry, national origin, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, or gender expression; the perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics. Specifically, state law prohibits discrimination on the basis of gender in enrollment, counseling, and the availability of physical education, athletic activities, and sports. Transgender students shall be permitted to participate in gender-segregated school programs and activities (e.g., athletic teams, sports competitions, and field trips) and to use facilities consistent with their gender identity. The District assures that lack of English language skills will not be a barrier to admission or participation in District programs. Complaints of unlawful discrimination, harassment, intimidation, or bullying are investigated through the Uniform Complaint Process. Such complaints must be filed no later than six months after knowledge of the alleged discrimination was first obtained. For a complaint form or additional information, contact the Deputy Superintendent of Educational Services at (626) 451-5400. The address is: 408 Junipero Serra Drive, San Gabriel, CA, 91776.

### **School Rules – EC 35291**

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

### **Open Meetings: Public Comments: Translation – GC 54954.3**

Requires local agencies to provide at least twice the allotted time for public comment to speakers who require translation services.

### **Dangerous Objects**

#### Laser Pointer – PC 417.27

It is a crime for any student to possess a laser pointer on any elementary or secondary school premise, unless the possession is for a valid instructional or other school-related purpose.

#### Imitation Firearm – PC 12550, 12556

A BB device can be considered an imitation firearm. The Penal Code makes it a criminal offense to openly display or expose any imitation firearm in a public place, *including a public school*.

### **Electronic Nicotine Delivery Systems (e-cigarettes)**

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

Section 119405 of the Health and Safety Code prohibits the sales of e-cigarettes to minors which means that students should not be in possession of any such devices. Students using, in possession of, or offering, arranging or negotiating to sell ENDS can be subject to disciplinary action, particularly because ENDS are considered drug paraphernalia, as defined by 11014.5 of the Health and Safety Code.

### **Search of School Lockers**

School lockers remain the property of the San Gabriel Unified School District even when assigned to students. The lockers are subject to search whenever the District finds a need to do so. The use of the school locker for other than school-related purposes is prohibited. Improper use of school lockers may result in disciplinary consequences.

### **Vehicle Search – V.C. 21113(A)**

Vehicle Code 21113(a) authorizes schools to search all vehicles on school property so long as warnings that such searches may take place are posted and visible.

### **Property Damage – EC 48904**

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

### **Notice of Alternative Schools – EC 58501**

California State law authorizes all school districts to provide for alternative schools. Education Code 58500 defines alternative school as a school or separate class group within a school which is operated in a manner designed to:

- (a) Maximize the opportunity for students to develop the positive values of self-reliance, initiative, kindness, spontaneity, resourcefulness, courage, creativity, responsibility, and joy.
- (b) Recognize that the best learning takes place when the student learns because of his desire to learn.
- (c) Maintain a learning situation maximizing student self-motivation and encouraging the student in his own time to follow his own interests. These interests may result in whole or in part from a presentation by his teachers of choices of learning projects.
- (d) Maximize the opportunity for teachers, parents and student to cooperatively develop the learning process and its subject matter. This opportunity shall be a continuous, permanent process.
- (e) Maximize the opportunity for the students, teachers, and parents to continuously react to the changing world, including but not limited to the community in which the school is located.

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

## **Suspension and Expulsion**

“Suspension” means removal of a pupil from an ongoing instruction for adjustment purposes. Days of suspension from school for any pupil shall be limited to 20 days in one school year with certain provisions. However, “suspension” does not mean:

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

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

Following are the legal reasons for suspension/expulsion from school as outlined in Section 48900, 48915 and Section 212.5 of the California Education Code and San Gabriel Unified School District Policy 5144.1.

### **EC 48900 – Grounds for Suspension and Expulsion**

A pupil shall not be suspended from school nor recommended for expulsion unless the superintendent or principal of the school determines the pupil has committed an act defined below:

- (a)(1) Caused, attempted to cause, or threatened to cause physical injury to another person; or
- (a)(2) Willfully used force or violence upon the person of another, except in self-defense.
- (b) Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object unless, in the case of possession of any object of this type, the pupil had obtained written permission to possess the item from a certificated school employee, which is concurred in by the principal or the designee of the principal.
- (c) Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of, any controlled substance, listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind.
- (d) Unlawfully offered, arranged, or negotiated to sell any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind, and then either sold, delivered, or otherwise furnished to any person another liquid, substance, or material and represented the liquid, substance or material as a controlled substance, alcoholic beverage, or intoxicant.
- (e) Committed or attempted to commit robbery or extortion.
- (f) Caused or attempted to cause damage to school property, includes, but is not limited to electronic files and databases or private property.
- (g) Stolen or attempted to steal school property, includes, but is not limited to electronic files and databases or private property.
- (h) Possessed or used tobacco, or any products containing tobacco or nicotine products, including, but not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel. However, this section does not prohibit use or possession by a pupil of his or her own prescription products.
- (i) Committed an obscene act or engaged in habitual profanity or vulgarity.
- (j) 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.
- (k) (1) Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties.  
(2) Except as provided in Section 48910, a pupil enrolled in kindergarten or any of grades 1 to 3 inclusive, shall not be suspended for any of the acts enumerated in this subdivision, and this subdivision shall not constitute grounds for a pupil enrolled in kindergarten or any of grades 1 to 12 inclusive, to be recommended for expulsion. This paragraph shall become inoperative on July 1, 2018, unless a later enacted statute that becomes operative before July 1, 2018, deletes or extends that date.
- (l) Knowingly received stolen school property or private property.
- (m) Possessed an imitation firearm.
- (n) Committed or attempted to commit a sexual assault.
- (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. For purposes of this subdivision, “hazing” means a method of initiation or preinitiation into a pupil organization or body, whether or not the organization or body is officially recognized by an educational institution, that is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to a former, current, or prospective pupil. For purposes of this subdivision, “hazing” does not include athletic events or school-sanctioned events.

- (r) Engaged in an act of bullying. For purposes of this subdivision, the following terms have the following meanings:
- (1) "Bullying" means any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, and including one or more acts committed by a pupil or group of pupils as defined in Section 48900.2, 48900.3, or 48900.4, directed toward one or more pupils that has or can be reasonably predicted to have the effect of one or more of the following:
    - (A) Placing a reasonable pupil or pupils in fear of harm to that pupil's or those pupils' person or property.
    - (B) Causing a reasonable pupil to experience a substantially detrimental effect on his or her physical or mental health.
    - (C) Causing a reasonable pupil to experience substantial interference with his or her academic performance.
    - (D) Causing a reasonable pupil to experience substantial interference with his or her ability to participate in or benefit from the services, activities, or privileges provided by a school.
  - (2) (A) "Electronic act" means the creation or transmission originated on or off the school site, by means of an electronic device, including, but not limited to, a telephone, wireless telephone or other wireless communication device, computer, or pager, of a communication, including, but not limited to, any of the following:
    - (i) A message, text, sound, video or image.
    - (ii) A post on a social network Internet Web site, including, but not limited to:
      - (I) Posting to or creating a burn page. "Burn page" means an Internet Web site created for the purpose of having one or more of the effects listed in paragraph (1).
      - (II) Creating a credible impersonation of another actual pupil for the purpose of having one or more of the effects listed in paragraph (1). "Credible impersonation" means to knowingly and without consent impersonate a pupil for the purpose of bullying the pupil and such that another pupil would reasonably believe, or has reasonably believed, that the pupil was or is the pupil who was impersonated.
      - (III) Creating a false profile for the purpose of having one or more of the effects listed in paragraph (1). "False profile" means a profile of a fictitious pupil or a profile using the likeness or attributes of an actual pupil other than the pupil who created the false profile.
    - (iii) An act of cyber sexual bullying.
      - (I) For purposes of this clause, "cyber sexual bullying" means the dissemination of, or the solicitation or incitement to disseminate, a photograph or other visual recording by a pupil to another pupil or to school personnel by means of an electronic act that has or can be reasonably predicted to have one or more of the effects described in subparagraphs (A) to (D), inclusive, of paragraph (1). A photograph or other visual recording, as described above, shall include the depiction of a nude, semi-nude, or sexually explicit photograph or other visual recording of a minor where the minor is identifiable from the photograph, visual recording, or other electronic act.
      - (II) For purposes of this clause, "cyber sexual bullying" does not include a depiction, portrayal, or image that has any serious literary, artistic, educational, political, or scientific value or that involves athletic events or school-sanctioned activities.
  - (B) Notwithstanding paragraph (1) and subparagraph (A), an electronic act shall not constitute pervasive conduct solely on the basis that it has been transmitted on the Internet or is currently posted on the Internet.
- (3) "Reasonable pupil" means a pupil, including, but not limited to, an exceptional needs pupil, who exercises average care, skill, and judgment in conduct for a person of his or her age, or for a person of his or her age with his or her exceptional needs.
- (s) A pupil shall not be suspended or expelled for any of the acts enumerated in this section, unless that act is related to school activity or school attendance occurring within a school under the jurisdiction of the superintendent of the school district or principal or occurring within any other school district. A pupil may be suspended or expelled for acts that are enumerated in this section and related to school activity or attendance that occur at any time, including, but not limited to, any of the following:
- a. While on school grounds.
  - b. While going to or coming from school.
  - c. During the lunch period whether on or off the campus.
  - d. During, or while going to or coming from, a school sponsored activity.
- (t) A pupil who aids or abets, as defined in Section 31 of the Penal Code, the infliction or attempted infliction of physical injury to another person may be subject to suspension, but not expulsion, pursuant to this section, except that a pupil who has been adjudged by a juvenile court to have committed, as an aider and abettor, a crime of physical violence in which the victim suffered great bodily injury or serious bodily injury shall be subject to discipline pursuant to subdivision (a).
- (u) As used in this section, "school property" includes, but is not limited to, electronic files and databases.
- (v) For a pupil subject to discipline under this section, a superintendent of the school district or principal may use his or her discretion to provide alternatives to suspension or expulsion that are age appropriate and designed to address and correct the pupil's misbehavior as specified in Section 48900.5.
- (w) It is the intent of the Legislature that alternatives to suspension or expulsion be imposed against a pupil who is truant, tardy, or otherwise absent from school activities.

### **EC 48900.2 – Sexual Harassment**

In addition to the reasons specified in Section 48900, a pupil may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has committed sexual harassment as defined in Section 212.5.

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

### **EC 48900.3 – Hate Violence**

In addition to the reasons set forth in Sections 48900 and 48900.2, a pupil in any of grades 4 to 12, inclusive, may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has caused, attempted to cause, threatened to cause, or participated in an act of, hate violence, as defined in subdivision (e) of Section 233.

### **EC 48900.4 – Harassment, Threats or Intimidation**

In addition to the grounds specified in Sections 48900 and 48900.2, a pupil enrolled in any of grades 4 to 12, inclusive, may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has intentionally engaged in harassment, threats, or intimidation, directed against school district personnel or pupils, that is sufficiently severe or pervasive to have the actual and reasonably expected effect of materially disrupting classwork, creating substantial disorder, and invading the rights of either school personnel or pupils by creating an intimidating or hostile educational environment.

### **EC 48900.5 – Limitations on Imposing Suspension**

Suspension, including supervised suspension as described in Section 48911.1, shall be imposed only when other means of correction fail to bring about proper conduct. A school district may document the other means of correction used and place that documentation in the pupil's record, which may be accessed pursuant to Section 49069. However, a pupil, including an individual with exceptional needs, as defined in Section 56026, may be suspended, subject to Section 1415 of Title 20 of the United States Code, for any of the reasons enumerated in Section 48900 upon a first offense, if the principal or superintendent of schools determines that the pupil violated subdivision (a), (b), (c), (d), or (e) of Section 48900 or that the pupil's presence causes a danger to persons.

### **EC 48900.7 – Terroristic Threats**

(a) In addition to the reasons specified in Sections 48900, 48900.2, 48900.3, and 48900.4, a pupil may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has made terroristic threats against school officials or school property, or both.

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

### **EC 48915 – Circumstances for Recommending Expulsion**

(a) (1) Except as provided in subdivisions (c) and (e), the principal or the superintendent of schools shall recommend the expulsion of a pupil for any of the following acts committed at school or at a school activity off school grounds, unless the principal or superintendent determines that expulsion should not be recommended under the circumstances or that an alternative means of correction would address the conduct:

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

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

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

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

(D) Robbery or extortion.

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

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

(b) Upon recommendation by the principal, superintendent of schools, or by a hearing officer or administrative panel appointed pursuant to subdivision (d) of Section 48918, the governing board may order a pupil expelled upon finding that the pupil committed an act listed in paragraph (1) of subdivision (a) or in subdivision (a), (b), (c), (d), or (e) of Section 48900. A decision to expel shall be based on a finding of one or both of the following:

- (1) Other means of correction are not feasible or have repeatedly failed to bring about proper conduct.
- (2) Due to the nature of the act, the presence of the pupil causes a continuing danger to the physical safety of the pupil or others.

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

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

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

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

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

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

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

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

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

A teacher may suspend any pupil from his or her class for any of the acts enumerated in Section 48900 for the day of the suspension and the day following. The teacher shall immediately report the suspension to the principal of the school and send the pupil to the principal, or his designee, for appropriate action. As soon as possible, the teacher shall ask the parent or guardian to attend a parent-teacher conference regarding the suspension. A teacher who has suspended a pupil for committing an obscene act, engaging in habitual profanity or vulgarity, disrupting school activities, or willfully defying the authority of supervisors, teachers, administrators, school officials, or other school personnel engaging in the performance of their duties, may require that the parent or guardian of the pupil shall attend a portion of a school day in the pupil's classroom. The attendance of the parent or guardian shall be limited to the class from which the pupil is suspended. The attendance requirements shall apply only to a parent or guardian who is actually living with the pupil. Whenever practical, a school counselor or school psychologist shall attend the conference. A school administrator shall attend the conference if the teacher or the parent or guardian so requests. The pupil shall not be returned to the class for which he or she was suspended during the period of suspension without the concurrence of the teacher of the class and the principal. A pupil suspended from a class shall not be placed in another regular class during the period of suspension.

A suspended pupil may be requested to complete all assignments and tests missed during the suspension which can be reasonably provided and, upon satisfactory completion, shall be given full credit thereafter. The teacher of any class from

which a pupil is suspended shall determine, pursuant to the provisions of this article and the regulations of the Governing Board of the school district, what assignments the pupil must make up and in what period of time the pupil must complete such assignments. The tests and assignments will be reasonably equivalent to, but not necessarily identical to, the tests and assignments which the pupil missed during the suspension.

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

#### **Cyber Sexual Bullying – EC 234.2 and 48900**

Defines "cyber sexual bullying" as the dissemination of, or the solicitation or incitement to disseminate, a photograph or other visual recording by a pupil to another pupil or to school personnel by means of an electronic act with the purpose or effect of humiliating or harassing a pupil. Specifies that a photograph or other visual recording shall include the depiction of a nude, semi-nude, or sexually explicit photograph or other visual recording of a minor where the minor is identifiable from the photograph, visual recording, or other electronic act. 2) Specifies that "cyber sexual bullying" does not include a depiction, portrayal, or image that has any serious literary, artistic, educational, political, or scientific value or that involves athletic events or school-sanctioned activities. 3) Requires the CDE to annually inform school districts of the information on the California Healthy Kids Resource Center Internet Web site and other CDE Internet Web sites where information about cyber sexual bullying is posted. Authorizes the CDE to use electronic mail to inform school districts of this information. 4) Encourages school districts to inform pupils regarding the information and resources on the CDE's Internet Web sites. 5) Incorporates the provisions from AB 2212 (Harper) of the current legislative session to avoid chaptering out problems.

#### **Harm or Destruction of Animals – EC 32255 et seq.**

Any pupil with a moral objection to dissecting or otherwise harming or destroying an animal, or any part thereof, must inform his or her teacher of the objection. Objections must be substantiated by a note from the pupil's parent or guardian.

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

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

The San Gabriel Unified School District maintains and annually updates its management plan for asbestos-containing material in school buildings. A copy of the asbestos management plan is available in your school office.

#### **Pesticide Products – EC 17612 and 48980.3**

Staff and parents have the right to be informed of all pesticide products expected to be used at the school facility during the school year. Staff and parents also have the right to receive notification of individual pesticide applications at the school at least 72 hours before the application. If you wish to be notified of individual pesticide applications, please contact the Maintenance Department at 408 Junipero Serra Dr., San Gabriel CA 91776 or call 626-451-5450. Notifications will identify the name and active ingredient(s) in each pesticide product, the expected date of application, the internet address where the school site or district integrated pest management plan is posted, and the following California Department of Pesticide Regulation website which addresses pesticide use and reduction – [www.cdpr.ca.gov](http://www.cdpr.ca.gov).

**APPENDIX**

INFORMATION FOR FREE AND REDUCED PRICE MEALS

UNIFORM COMPLAINT PROCEDURES – ANNUAL NOTICE

STUDENT INTERNET AND TECHNOLOGY USE AGREEMENT  
**(Signature Required)**

MULTIMEDIA RELEASE AGREEMENT  
**(Signature Required)**

ANNUAL NOTIFICATION SIGNATURE PAGE  
**(Signature Required)**



## SAN GABRIEL UNIFIED SCHOOL DISTRICT

Dear Parent/Guardian:

Children need healthy meals to learn. San Gabriel Unified offers healthy meals every school day. Breakfast costs \$1.00; lunch costs, grades K-8 = \$2.50, grades 9-12 = \$2.75. Your children may qualify for free meals or for reduced price meals. Reduced price is \$0.00 for breakfast and \$0.40 for lunch.

**1. Do I need to fill out an application for each child?** No. Complete the application to apply for free or reduced price meals. Use one Free and Reduced Price School Meals Application for all students in your household. We cannot approve an application that is not complete, so be sure to fill out all required information. **Return the completed application to: SGUSD Food Services, 408 Junipero Serra Drive, San Gabriel, CA 91776.**

**2. Who can get free meals?** Children in households getting Food Stamps or TANF and most foster children can get free meals regardless of your income. Also, your children can get free price meals if your household income is within the free limits on the Federal Income Guidelines.

**3. Can homeless, runaway and migrant children get free meals?** Please call Lon Sellers (626) 451-5482 to see if your child(ren) qualify, if you have not been informed that they will get free meals.

**4. Who can get reduced price meals?** Your children can get low cost meals if your household income is within the reduced price limits on the Federal Income Chart.

**5. I get WIC. Can my child(ren) get free meals?** Children in households participating in WIC may be eligible for free or reduced price meals. Please fill out an application.

**6. Will the information I give be checked?** Yes, we may ask you to send written proof.

**7. If I don't qualify now, may I apply later?** Yes. You may apply at any time during the school year if your household size goes up, income goes down, or if you start getting Food Stamps, TANF or other benefits. If you lose your job, your children may be able to get free or reduced price meals.

**8. What if I disagree with the school's decision about my application?** You should talk to school officials. You also may ask for a hearing by calling or writing to: Isabel Millan, Director Food Services, 408 Junipero Serra Drive, San Gabriel, CA 91776.

**9. May I apply if someone in my household is not a U.S. citizen?** Yes. You or your child(ren) do not have to be a U.S. citizen to qualify for free or reduced price meals.

**10. Who should I include as members of my household?** You must include all people living in your household, related or not (such as grandparents, other relatives, or friends). You must include yourself and all children who live with you.

**11. What if my income is not always the same?** List the amount that you normally get. For example, if you normally get \$1000 each month, but you missed some work last month and only got \$900, put down that you get \$1000 per month. If you normally get overtime, include it, but not if you get it only sometimes.

**12. We are in the military; do we include our housing allowance as income?** If your housing is part of the Military Housing Privatization Initiative, do not include your housing allowance as income. All other allowances must be included in your gross income.

If you have other questions or need help, call (626) 451-5453.

Sincerely,

*Isabel Millan*

Director Food Services

**San Gabriel Unified School District**  
408 Junipero Serra Drive, San Gabriel, CA 91776 • 626.451.5400  
**Uniform Complaint Procedure (UCP) Annual Notice for 2018 – 2019**

**For students, employees, parents/guardians, school and  
district advisory committee members, and other interested parties**

The San Gabriel Unified School District has the primary responsibility for compliance with federal and state laws and regulations. We have established Uniform Complaint Procedures (UCP) to address allegations of unlawful discrimination, harassment, intimidation, and bullying against any protected group, and complaints alleging violation of state or federal laws governing educational programs, all programs and activities that are subject to the UCP and the charging of unlawful pupil fees and the non-compliance of our Local Control and Accountability Plan (LCAP).

We will investigate all allegations of unlawful discrimination, harassment, intimidation or bullying against any protected group as identified in Education Code section 200 and 220 and Government Code section 11135, including any actual or perceived characteristics as set forth in Penal Code section 422.55 or on the basis of a person's association with a person or group with one or more of these actual or perceived characteristics in any program or activity conducted by the agency, which is funded directly by, or that receives or benefits from any state financial assistance.

The UCP shall also be used when addressing complaints alleging failure to comply with state and/or federal laws in:

Adult Education  
After School Education and Safety  
American Indian Education Centers and Early Childhood Education Program Assessments  
Bilingual Education  
California Peer Assistance and Review Programs for Teachers  
Career Technical and Technical Education, Career Technical, Technical Training  
Career Technical Education  
Child Care and Development  
Child Nutrition  
Compensatory Education  
Consolidated Categorical Aid  
Course Periods without Educational Content  
Economic Impact Aid  
Education of Pupils in Foster Care, Pupils who are Homeless, former Juvenile Court Pupils now enrolled in a school district and Children of Military Families  
Every Student Succeeds Act / No Child Left Behind  
Local Control Accountability Plans (LCAP)  
Migrant Education  
Physical Education Instructional Minutes  
Pupil Fees  
Reasonable Accommodations to a Lactating Pupil  
Regional Occupational Centers and Programs  
School Safety Plans  
Special Education  
State Preschool  
Tobacco-Use Prevention Education

A pupil fee includes, but is not limited to, all of the following:

1. A fee charged to a pupil as a condition for registering for school or classes, or as a condition for participation in a class or an extracurricular activity, regardless of whether the class or activity is elective or compulsory, or is for credit.
2. A security deposit, or other payment, that a pupil is required to make to obtain a lock, locker, book, class apparatus, musical instrument, clothes, or other materials or equipment.
3. A purchase that a pupil is required to make to obtain materials, supplies, equipment, or clothes associated with an educational activity.

A pupil fees or LCAP complaint may be filed anonymously if the complainant provides evidence or information leading to evidence to support the complaint.

A pupil enrolled in a public school shall not be required to pay a pupil fee for participation in an educational activity.

A pupil fee complaint shall be filed no later than one year from the date the alleged violation occurred.

We shall post a standardized notice of the educational rights of foster and homeless youth, former juvenile court pupils now enrolled in a school district, and pupils in military families, as specified in Education Code Sections 48853, 48853.5, 49069.5, 51225.1, and 51225.2. This notice shall include complaint process information, as applicable.

Complaints other than issues relating to pupil fees must be filed in writing with the following person designated to receive complaints:

Deputy Superintendent, Educational Services  
408 Junipero Serra Drive  
San Gabriel, CA 91776  
(626) 451 – 5400

A pupil fees complaint is filed with the San Gabriel Unified School District and/or the principal of a school.

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

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

The complainant has a right to appeal our Decision of complaints regarding specific programs, pupil fees and the LCAP to the California Department of Education (CDE) by filing a written appeal within 15 days of receiving our Decision. The appeal must be accompanied by a copy of the originally-filed complaint and a copy of our Decision.

The complainant is advised of civil law remedies, including, but not limited to, injunctions, restraining orders, or other remedies or orders that may be available under state or federal discrimination, harassment, intimidation or bullying laws, if applicable.

A copy of our UCP compliant policies and procedures is available free of charge.

## **Student Internet and Technology Use Agreement For Grades K-12** **Updated March 1, 2016**

### **Purpose of Technology Use**

The San Gabriel Unified School District (SGUSD) has a strong commitment to providing a quality education for its students, including access to and experience with current technology and Internet resources. Students are encouraged to use technology under the supervision of teachers and staff to become familiar with a variety of applications and also learn to search the Internet effectively and safely. The goal of the District is to prepare all students to be college and career ready when they graduate.

### **The Opportunities and Risks of Technology Use**

The District's system of technology is a privilege, not a right; students are encouraged and reminded to utilize the technology tools for educational purposes only. These tools are to help students with their assignments, research, collaboration and other classroom activities. Inappropriate use of the District's system may result in losing these privileges.

The District utilizes a filtering system to screen Internet web traffic and block inappropriate material in accordance with the Children's Internet Protection Act and Board Policy 6163.4. Nevertheless, the District cannot guarantee that the filtering software will in all instances successfully block access to materials deemed harmful, indecent, offensive, or otherwise inappropriate. Therefore, it is essential that students accept responsibility for the proper use of the technological resources available to them at their school.

### **Personal Responsibility and Safety**

Students are responsible for their behavior and communications using the District's computers and networks.

#### ***Student users of technology shall read, respect, and practice the following:***

- A. I understand that using the school's computers and accessing the Internet is a privilege and I will only use these tools for school related assignments.
- B. I understand that all the rules described in my school's discipline policy and this Technology Use Agreement apply when I am using computers at school and whenever I'm using the school District's Google Apps for Education, or any such cloud-based applications even from home or other non- school locations.
- C. I will use only the usernames and passwords assigned to me.
- D. I will immediately stop and inform the teacher/adult if anything happens on the computer or on the Internet that does not seem right or makes me feel uncomfortable (inappropriate, offensive, illegal, any act of bullying, or action that violates the Technology Use Agreement).
- E. I understand that the District keeps a record of everything that is done on or through its computers. Computer/Internet activity can be traced back to the person who did it.
- F. I will not share personal information online.
- G. I will respect and follow copyright laws and regulations.

#### ***Student users of technology shall not:***

- A. I will not use the computers and the Internet to harass, make fun of, intimidate or threaten any other student or person.
- B. I will not access, post or display any harmful or inappropriate pictures or material that is threatening, inappropriate, and may be offensive to any group, race, gender, or nationality.
- C. I will not use school computers for playing games or socializing apart from an assigned activity.
- D. I will not participate in chat rooms (or instant messaging) while I am at school, unless specifically directed to do so by my teacher for a particular assignment.
- E. I will not damage the computer nor upload any viruses, spyware, or other malware onto the computer or network. I will not alter the way the computer desktop looks or how it works. I understand this would be considered a form of vandalism.
- F. I will not attempt to bypass security measures on the computer or the District network nor download and install any software from the Internet.
- G. I will not buy, sell, or advertise anything using the school computer and network.

**Students may only access the networks and technology resources after signing this document. Parent or guardian permission is also required for minors.**

**Disciplinary Actions**

Violations of this policy, or any such SGUSD regulations and guidelines may result in disciplinary action which could include loss of access to technology and/or Internet tools, suspension or expulsion, or other disciplinary actions as deemed appropriate by administration. Local, state or federal law violations may result in prosecution by law enforcement authorities.

**No Expectation of Privacy**

The District’s electronic network is not a public forum and users should realize that files stored on District computers and/or servers might not be private. The District reserves the right to monitor the utilization of its computers and/or servers, view files and material as needed.

San Gabriel Unified School District is pleased to offer students access to computers, network, and technology for educational purposes. Although the District has put security measures in place, it cannot guarantee that every inappropriate website or material will be completely blocked. The District also cannot guarantee that every file and document saved on its servers will be retrievable at all times. It is highly recommended that students back up their work on a regular basis. In addition, with popularity and usage of cloud based drives, students’ work may be stored in such drives as Google, iCloud, One Drive, etc. To comply with both COPPA (Children’s Online Privacy Protection Act) and FERPA (Family Educational Rights & Privacy Act), both you and your child must read and sign this document before your child will be given access to technology at SGUSD.

**Student Consent**

I understand that my computer use is not private and that the school district will monitor my activity on the District network. I have read the District’s Student Internet and Technology Use Agreement and agree to abide by these rules. I understand that violation of the policy or regulations may result in disciplinary action, including loss of technology use, suspension, or expulsion.

Print Student Name \_\_\_\_\_ Grade \_\_\_\_\_

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

**Parental Consent**

I have read and understand the District’s Student Internet and Technology Use Agreement. In consideration for my child being able to use District technology and the District network, I hereby release the school district, its operators, and any institutions with which they are affiliated from any and all claims and damages of any nature arising from my child’s use of, or inability to use, the system, including, without limitation, the types of damage identified in the school district’s policy and administrative regulations.

\_\_\_\_\_ I give, or \_\_\_\_\_ I do not give, permission for my child to use District technology and the District network and certify that the information contained on this form is correct.

Print Parent/Guardian Name \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

***SIGN THE REQUIRED SIGNATURE PAGE AND RETURN***

**San Gabriel Unified School District**

**MULTIMEDIA RELEASE AGREEMENT**

I hereby give my permission to the San Gabriel Unified School District to use photos or videos of my child/student taken by the District or its authorized agents or received by the District from, but not limited to, parents and media outlets, for any reason or purpose at any time whether on or off school premises. Throughout the school year photos or videos may be taken to display and/or for publication of students and their class work or of students participating in activities on campus.

I understand that these photos or videos of my student will be used for any purposes including but not limited to publish, exhibit, and distribute school materials. Possible uses include, but are not limited to school newsletters, district newsletters, internet web pages, bulletin board displays, flyers, promotional materials, and yearbooks. I also understand that no part of these materials containing my child's likeness or voice will be used for commercial broadcast or rebroadcast purposes without my expressed written permission.

This agreement is for the purpose of display and/or publication throughout the year of my student's class work or student's participating in school activities. I have read this Release Form thoroughly, and understand all of its terms.

***SIGN THE REQUIRED SIGNATURE PAGE AND RETURN***