

English/Armenian



GLENDALE UNIFIED SCHOOL DISTRICT

223 North Jackson Street
Glendale, California 91206
818-241-3111

Information for Parents/Guardians and Students

2018-2019

Please remember to sign the appropriate consent forms and return them to your student's school office within 30 days from date you receive the inserts.



GLENDALE UNIFIED SCHOOL DISTRICT

223 North Jackson St., Glendale, California 91206-4380
Telephone: (818) 241-3111, Ext. 1208 * Fax: 818-543-0716

**OFFICE OF
EDUCATIONAL SERVICES**

July 1, 2018

Dear Parents and Guardians,

Welcome to a new school year! This handbook is full of important information about Glendale Unified School District's policies, regulations and procedures as they relate to your student's and your rights and responsibilities in a California public school. Please take the time to review the information contained in this handbook and return all of the mandated forms that are enclosed within.

Your student's school must confirm that every family has received and reviewed this handbook. There are four forms that must be signed and returned by all families.

- Form 1 "Acknowledgement of Parental Notification Requirement"
- Form 2 "Annual Notification of Uniform Complaint Procedure"
- Form 3 "Custody Law Notification"
- Form 4 "Electronic Information Services (EIS) User/Parent or Guardian Responsibility Contract"

The Glendale Unified School District is committed to having every classroom staffed with a qualified teacher. The District works hard to recruit, hire, and retain the best teacher for every grade and subject. As a recipient of Federal Title I funds, the District is expected to ensure that **every** teacher at **every** school meets applicable State certification and licensure requirements, including any requirements for certification obtained through alternative routes to certification, as defined by the Federal ***Every Student Succeeds Act***.

In addition, parents of students who attend a Title I school have the right to request and receive information on the professional qualifications of their student's classroom teacher. Parents may also request information on the professional qualifications of educational assistants who may provide support for classroom instruction. If your child attends a Title I school and you would like more information regarding the qualifications of your child's teacher, please contact your school principal.

Thank you for your interest and involvement in your child's education.

Sincerely,
Kelly King, Ed. D.
Assistant Superintendent
Educational Services

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**FORM 1 – ACKNOWLEDGMENT OF PARENTAL NOTIFICATION
REQUIREMENT
2018-2019**

Form 1 must be completed by the parent or guardian of ALL students enrolled in the Glendale Unified School District and returned to the student's school office.

(Please print) Name of Student ID Number School Grade

Please sign and return this form to your child's school within thirty (30) days. This is to acknowledge that you have been notified of the parent and student rights and responsibilities as prescribed by California law (EC § 48982). Your signature ***does not*** indicate consent to participate in any particular program, merely that you have received notification of certain statutes as required by law.

Signature of Parent or Guardian Date

**EVERY STUDENT MUST RETURN THIS FORM SIGNED BY HIS/HER PARENT OR GUARDIAN TO
VERIFY RECEIPT OF THIS NOTICE**



**FORM 2 – ACKNOWLEDGMENT OF RECEIPT OF ANNUAL
NOTIFICATION OF UNIFORM COMPLAINT PROCEDURES
2018-2019**

Form 2 must be completed by the parent or guardian of ALL students enrolled in the Glendale Unified School District and returned to the student's school office.

(Please print) Name of Student ID Number School Grade

Please sign and return this form to your child's school within thirty (30) days. This is to acknowledge that you have received the annual notification of the Uniform Complaint Procedure/Williams. Your signature ***does not*** indicate consent to participate in any particular program, merely that you have received notification of certain statutes as required by law.

Signature of Parent or Guardian Date

**EVERY STUDENT MUST RETURN THIS FORM SIGNED BY HIS/HER PARENT OR GUARDIAN TO
VERIFY RECEIPT OF THIS NOTICE**

**FORM 3 – CUSTODY LAW NOTIFICATION
2018-2019**

Form 3 must be completed by the parent or guardian of ALL students enrolled in the Glendale Unified School District and returned to the student's school office.

(Please print) Name of Student ID Number School Grade

Under California law (Family Code section 3010), each parent is equally entitled to custody of his or her child. It is the policy of the Glendale Unified School District to obey Family Code section 3010 so that either parent, upon showing proper identification, may check the child out of school, or otherwise make decisions regarding the health, education and welfare of the child.

Family Code sections 3025 provides that a non-custodial parent shall not be denied access to school records pertaining to his or her child. The Glendale Unified School District shall allow either parent to access their child's school records, including medical records in the school's possession.

If a court has made order(s) restricting or limiting a parent's rights to visitation or custody of a child and/or access to information about the child, it is the obligation of both parents to immediately provide a legible copy of the court stamped order, signed by the judge, to each child's school site. Copies of court orders can be obtained in the clerk's office at the courthouse where the orders were made.

One parent's oral or written assertion, without confirmation by a signed court order, are insufficient reasons for the school to deny the other parent access to the child and/or the child's records.

Schools in the Glendale Unified School District will follow the most recent signed child custody court order that has been provided, or in the absence of any orders, California law as cited above, giving parents equal rights to custody of the child.

Parents are requested to avoid involving school personnel in child custody disputes. If a parent is uncertain as to whether the school has current information regarding child custody, he or she should contact their child's school site to verify the school has been provided with legible copies of the most recent court orders.

I HAVE READ AND UNDERSTAND THE ABOVE NOTICE.

Parent/Guardian Name Signature Date

**EVERY STUDENT MUST RETURN THIS FORM SIGNED BY HIS/HER PARENT OR GUARDIAN TO
VERIFY RECEIPT OF THIS NOTICE**

**FORM 4 - ELECTRONIC INFORMATION SERVICES (EIS)
ACCEPTABLE USE AGREEMENT AND RELEASE OF DISTRICT
FROM LIABILITY (STUDENTS)
2018-2019**

Form 4 must be completed by the parent or guardian of ALL students enrolled in the Glendale Unified School District and submitted by either: (1) return this form to the student's school office, OR (2) completing the Annual Student Information Update section in the online Parent Connection.

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

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

Each student who is authorized to use district technology and his/her parent/guardian shall sign this Acceptable Use Agreement as an indication that they have read and understand the agreement.

Definitions: District technology includes, but is not limited to, computers, the district's computer network including servers and wireless computer networking technology (wi-fi), the Internet, email (9-12 grade students only), USB drives, wireless access points (routers), tablet computers, smartphones and smart devices, telephones, cellular telephones, personal digital assistants, pagers, MP3 players, wearable technology, any wireless communication device including emergency radios, and/or future technological innovations, whether accessed on or off site or through district-owned or personally owned equipment or devices.

Student Obligations and Responsibilities: Students are expected to use district technology safely, responsibly, and for educational purposes only. The student in whose name district technology is issued is responsible for its proper use at all times. Students shall not share their assigned online services account information, passwords, or other information used for identification and authorization purposes, and shall use the system only under the account to which they have been assigned.

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

1. Access, post, display, or otherwise use material that is discriminatory, libelous, defamatory, obscene, sexually explicit, or disruptive.
2. Bully, harass, intimidate, or threaten other students, staff, or other individuals ("cyberbullying").
3. Disclose, use, or disseminate personal identification information (such as name, address, telephone number, Social Security number, or other personal information) of another student, staff member, or other person with the intent to threaten, intimidate, harass, or ridicule that person.
4. Infringe on copyright, license, trademark, patent, or other intellectual property rights.
5. Intentionally disrupt or harm district technology or other district operations (such as destroying district equipment, placing a virus on district computers, adding or removing a computer program without permission from a teacher or other district personnel, changing settings on shared computers).
6. Install unauthorized software.
7. "Hack" into the system to manipulate data of the district or other users.
8. Engage in or promote any practice that is unethical or violates any law or Board policy, administrative regulation, or district practice.

Privacy: Since the use of district technology is intended for educational purposes, students shall not have any expectation of privacy in any use of district technology.

The district reserves the right to monitor and record all use of district technology, including, but not limited to, access to the Internet or social media, communications sent or received from district technology, or other uses. Such monitoring/recording may occur at any time without prior notice for any legal purposes including, but not limited to, record retention and distribution and/or investigation of improper, illegal, or prohibited activity. Students should be

aware that, in most instances, their use of district technology (such as web searches and emails) cannot be erased or deleted.

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

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

Reporting: If a student becomes aware of any security problem (such as any compromise of the confidentiality of any login or account information) or misuse of district technology, he/she shall immediately report such information to the teacher or other district personnel.

Consequences for Violation: Violations of the law, Board policy, or this agreement may result in revocation of a student's access to district technology and/or discipline, up to and including suspension or expulsion. In addition, violations of the law, Board policy, or this agreement may be reported to law enforcement agencies as appropriate.

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

(*Please print*) Name of Student ID Number School Grade

Signature of Parent or Guardian Date

**EVERY STUDENT IN GRADES 4-12 WILL RECEIVE THEIR OWN COPY OF THIS FORM TO SIGN
WHEN SCHOOL BEGINS TO VERIFY RECEIPT OF THIS NOTICE**

**FORM 5 - TWENTY FOUR HOUR MEDICATION SCHEDULE
2018-2019**

Form 5 is required to be completed by all parents of children who take medication at home and returned to the Health Office at the school of attendance.

(Please print) Name of Student	ID Number	School	Grade
<u>Name of Medication</u>	<u>Dosage</u>	<u>Purpose of Medication</u>	<u>Time Taken</u>
1. _____	_____	_____	_____
2. _____	_____	_____	_____
Name of Prescribing Physician	Address	Telephone Number	

I hereby certify that the above information is correct to the best of my knowledge. I give my consent for the school nurse to communicate with my child's physician regarding the possible effects of the above-mentioned medications, the signs and symptoms of adverse side effects, omission, or overdose.

Signature of Parent or Guardian	Date
Address	Telephone Number

If medication is to be taken at school, your physician must complete and sign "Request for Medication to be Taken During School Hours" Form No. HS25, which is available at your school. If there is any change in medication, dosage or schedule, a new request form must be submitted.



**FORM 6 - REQUEST FOR EXEMPTION FROM INSTRUCTION
2018-2019**

Form 6 is to be completed only by parents wishing to have their child excused from units of instruction dealing with human reproduction and returned to the school office.

I request that,

(Please print) Name of Student	ID Number	School	Grade
be excused from instruction dealing with the following topics: _____			
_____ in the following courses: _____			

I understand that students thus released from instruction will report to the library or study hall during the period of release time.

Signature of Parent or Guardian	Date
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**FORM 7 – PERMISSION FOR PUBLIC USE OF STUDENT NAME,
PHOTOGRAPHS, VIDEO IMAGES ON WEB PAGES, AND VARIOUS
PUBLICATIONS
2018-2019**

Form 7 may be updated anytime at the request of the parent and/or guardian. This set of permissions will remain in effect while your child attends the GUSD. It can be modified at any time by contacting your child's school. Return this form to the school office.

(Please print) Name of Student

ID Number

School

Grade

This form either *grants permission* or *exempts* students from having his or her name, photograph, and/or video image used in newsletters, school/district webpages, social media and various publications (ie: school newspapers) taken by the news media, district/school groups, or other District approved group.

Students are sometimes photographed or videotaped by the news media to inform parents and the community about instructional programs, events, and activities. The District cooperates with the news media, according to state law, by allowing media representatives access to our campuses to photograph and/or videotape students for the purpose of news coverage. Students may also be photographed and/or videotaped by the school district for the purposes of recognizing achievements, accolades, school district instructional programs, events, promotional posters, District websites, newsletters, and school board presentations.

GUSD respects the privacy of students and their families. Please select Yes or No from the boxes below.

Yes, Full Permission Given: I give permission for my student's full name, photograph or video image to be used in any and all publications and media publications as stated above.

Yes, School Publications Only: I give permission for my student's full name, photograph or video image to be used for school publications only (yearbook and school newspaper).

No, Do Not Release Any Student Information: I do not give permission for my student's name to be used or for my student to be photographed or videotaped for any publications or media, including yearbook and school newspaper.

Signature of Parent or Guardian

Date

Note: Failure to return this form to the school site shall indicate you are giving permission to the school/ district to use your student's name, photograph, and video image in any and all publications and media.

**FORM 8 – MILITARY, EMPLOYERS, COLLEGES/UNIVERSITIES
OPT OUT FORM HIGH SCHOOL JUNIORS AND SENIORS
2018-2019**

The Every Student Succeeds Act (ESSA) requires that school districts provide, upon request, names, addresses, and phone numbers of all *high school juniors and seniors*, to military recruiters, prospective employers, and college/university recruiters.

If you have a *high school junior and/or senior* and do **not** want the Glendale Unified School District to disclose this information for your 11th or 12th grade student, please complete all the information below, sign, and *return this document to your student's Principal's Office*. If your child is over 18, he/she must sign this form instead of a parent or legal guardian. No information is released for students in the tenth grade or below. Please do **not** submit a form if your student is in the 10th grade or below.

Please return this document by **Friday, October 5, 2018** as all requested information will be made available to military recruiters on **Friday, October 12, 2018**.

If you have further questions in this regard, please call the Office of Student Support Services (818) 241-3111, Extension 1285.



**REQUEST TO WITHHOLD HIGH SCHOOL 11TH AND 12TH GRADE
STUDENT INFORMATION**

Please clearly print **ALL** requested information below:

(Please print) Name of Student ID Number School Grade

Do not disclose my child's name, address, or telephone number to any of the following (check *one* or *all*), without my prior, written consent:

- United States Military** **Employers** **Colleges and/or Universities**

Parent Signature _____

***Student Signature** _____

(ONLY if over 18 years of age)

**FORM 9 – STUDENTS WITH A PARENT ON ACTIVE DUTY WITH
THE ARMED FORCES OR FULL-TIME NATIONAL GUARD
2018-2019**

Form 9 is to be completed only by parents who are members of the Armed Forces and returned to the school office.

(Please print) Name of Student ID Number School Grade

The Every Student Succeeds Act (ESSA) requires accountability data to be submitted for students with a parent or guardian who is a member of the Armed Forces (Army, Navy, Air Force, Marine Corps, or Coast Guard) on active duty or full-time National Guard Duty.

If you are a member of the Armed Forces, please check one box below and state the start date and expected end date (if known).

- Army
- Navy
- Air Force
- Marine Corps
- Coast Guard
- National Guard

Start Date:

End Date (If Known)

Signature of Parent or Guardian

Date

PARENTS' AND STUDENTS' RIGHTS & RESPONSIBILITIES

2018-2019

State and federal law requires school districts to annually notify students, parents, guardians, and adult pupils of certain rights and responsibilities. Section 48982 of the California Education Code requires parents to acknowledge in writing that they have been notified of these code sections. Your signature does not indicate consent for the student to participate in any particular program but merely that you have received notification as required. ***All parents are to sign Forms 1 and 2 and all other Forms (which are on the first pages of this bulletin) and have your child return them to his/her school of attendance.*** If you have any questions, please contact your child's school.

NONDISCRIMINATION STATEMENT

STATEMENT OF NON-DISCRIMINATION (Title VI of the Civil Rights Act of 1964; Title IX of the Education Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973): The Board of Education prohibits, at any district school or school activity, unlawful discrimination, including discriminatory harassment, intimidation, and bullying targeted at any student by anyone, based on the student's actual or perceived race, color, ancestry, national origin, nationality, ethnicity, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, or gender expression, or association with a person or group with one or more of these actual or perceived characteristics. The District will take steps to assure that the lack of English will not be a barrier to admission and participation in district programs. Complaints alleging noncompliance with this policy of nondiscrimination should be directed to Dr. Lena Richter (see contact information below). A copy of the District's Uniform Complaint Policy is available by calling (818) 241-3111, Ext. 1457. The District's Title IX Coordinator is Dr. Kelly King, (818) 241-3111. The District's 504 Coordinator is Dr. Debra Rinder, (818) 241-3111.

The following is a list of District administrators and the programs for which they are responsible:

Assistant Superintendent (Educational Services)	<ul style="list-style-type: none"> 504 Plans Assessment and Accountability Athletics Career Technical Education (CTE) Categorical Programs Child Welfare and Attendance Counselors Dual Immersion/FLAG Program Early Education & Extended Learning Programs Educational Technology and Information Services Elementary, Middle, and High Schools General Curriculum Local Control Accountability Plan (LCAP) Magnet Schools Physical Education Preschools Safety Plans, Emergency Plans Special Education Student Support Services Teaching and Learning Department Title IX (Student Related) Uniform Complaint Procedures
Assistant Superintendent (Human Resources)	<ul style="list-style-type: none"> Section 504 (Employee Related), Employment, and Employees, Title IX (Employee Related)
Chief Business and Financial Officer	<ul style="list-style-type: none"> Business Office Facilities and Support Operations Financial Services Nutrition Services Planning and Development

The Glendale Unified School District is committed to equal opportunity for all individuals in education. District programs, activities, and practices shall be free from discrimination, including discrimination against an individual based on *their actual or perceived race, color, ancestry, nationality, national origin, ethnicity, ethnic group identification, age, religion, marital,–or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity or gender expression, or association with a person or group with one or more of these actual or perceived characteristics*. Complaints of unlawful discrimination are investigated through the Uniform Complaint Process. Such complaints must be filed no later than six months after knowledge of the alleged discrimination was first obtained. For a complaint form or additional information, contact Dr. Lena Richter in the Categorical Programs Office at (818) 241-3111, Extension 1457, for assistance.

HEALTH, FAMILY LIFE, AND SEX EDUCATION

California Education Code, Section 51550 requires school districts to notify parents of pupils in grades seven to twelve each year of all educational programs in which venereal disease, sexually transmitted diseases, AIDS, or the human reproductive systems are “described, illustrated, or discussed” and to excuse pupils from such instruction upon written parent request. Courses that may contain units of instruction related to this topic are as follows:

Required

Life Science – Grade 7

Health – Grade 9

Elective

Physiology – Grades 10, 11, or 12

Biology – Grades 9, 10, 11, or 12

Bio-Science – Grades 9, 10, 11 or 12

Child Development – Grades 11 or 12

Human Biology – Grades 9, 10, 11, or 12

Peer Assistance & Leadership – Grades 10, 11, or 12

Please check with the teachers of these courses should you have specific questions related to instructional materials or the content of the course. Materials used in the senior high schools are available for inspection at those schools. Contact the associate principal for further information.

California Education Code, Section 51555 states that before a pupil, who is enrolled in grades kindergarten to six, receives instruction on sexually transmitted disease, AIDS, human sexuality, or family life, the District shall provide the parent or guardian of each pupil with written notice explaining that instruction will be given. Section 51201.5 (d) requires districts to provide parents or guardians of pupils in grades seven to twelve with written notice explaining the purpose of the AIDS prevention instruction. Any parent may request that their pupil not receive AIDS prevention instruction. Parents or guardians have the right to request a copy of California Education Code, Sections 51201.5 and 51553 related to AIDS prevention instruction from the office of Student Support Services at the Administration Center.

California Education Code, Section 51220.5 provides that the District’s instructional program shall include age-appropriate and culturally sensitive child abuse prevention curriculum. This curriculum shall explain students’ right to live free of abuse, include instruction in the skills and techniques needed to identify unsafe situations and react appropriately and promptly, inform students of available support resources, and teach students how to obtain help and disclose incidents of abuse.

California Education Code, Section 51554 provides that no pupil shall receive instruction on sexually transmitted diseases, AIDS, human sexuality, or family life in an assembly setting by a teacher employed by the District or instruction in any setting by an outside agency or guest speaker unless the pupil’s parents have been properly notified.

The complete text of **California Education Code, Section 51240** states: “Whenever any part of the instruction in health, family life education, and sex education conflicts with the religious training and beliefs of the parent or guardian of any pupil, the pupil on written request of the parent or guardian, shall be excused from the part of the training which conflicts with such religious training and beliefs.” As used in this section, the meaning of the phrase “religious training and beliefs” includes personal moral convictions. *If you wish your children released from such instruction, please complete Form 6 and return it to the school principal.*

CALIFORNIA HEALTH SERVICES

Education Code, Section 49480: The parent or legal guardian of any public school pupil on a continuing medication regimen for a non-episodic condition, shall inform the school nurse or other designated certificated school employee of the medication being taken, the current dosage, and the name of the supervising physician. With the consent of the parent or legal guardian of the pupil, the school nurse may communicate with the physician and may counsel with the school personnel regarding the possible effects of the drug on the child’s physical, intellectual, and social behavior, as well as possible behavioral signs and symptoms of adverse side effects, omission, or overdose. *If your child is on a special medication, please complete Form 5 and return it to the Health Office at the school of attendance.*

Guidelines to Consider:

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

California Education Code, Section 49423: Pupils who must take prescribed medication at school must submit a written statement from the physician detailing the amount, method, and time schedule, and a statement requesting the District to assist in carrying out the physician's directions signed by the parent/guardian.

California Health and Safety Code, Sections 124100 & 124105: The Child Health and Disability Prevention (CHDP) program requires that pupils receive a complete physical examination prior to entering first grade. This health check-up, may be received at the kindergarten level but not earlier than 18 months prior to admission to first grade to fulfill the requirement. The examination is free for children who receive Medi-Cal benefits. Children with no medical insurance may obtain a CHDP exam from the local County Health Department.

California Education Code, Section 49403: The District may administer immunizing agents to prevent or control communicable diseases to pupils whose parents have consented in writing to such immunization. All children entering preschool, transitional kindergarten, kindergarten and childcare facilities **must** be immunized against Hepatitis B, polio, diphtheria, pertussis, and tetanus. Children entering transitional kindergarten or kindergarten will be required to have two doses of measles-containing vaccine, at least one of which must be MMR, and one dose of the varicella (chicken pox) vaccine. Pupils entering seventh grade are required to have a second dose of MMR. One dose of Tdap booster is required on or after the seventh birthday for entry to 7th through 12th grades.

Beginning January 1, 2016, the only waiver to exempt a pupil from meeting the immunization requirement is a medical waiver.

A parent or guardian must submit a written statement from a licensed physician (M.D. or D.O.) which states:

- That the physical condition or medical circumstances of the child are such that the required immunization(s) is not indicated.
- Which vaccines are being exempted.
- Whether the medical exemption is permanent or temporary.
- The expiration date, if the exemption is temporary.

California Education Code, Section 49451: Parents may file a written statement annually with the school principal requesting their child be exempt from having a physical examination. When there is a good reason to believe that the child is suffering from a recognized contagious or infectious disease, however, the child shall be excluded from school attendance. *School Nurses conduct vision and hearing testing as mandated in grades TK/K, 2, 5, 8 and 11 and scoliosis screening for girls in 7th grade and boys in 8th grade.*

California Education Code, Section 49452.7: The California Department of Education developed the following type 2 diabetes information in collaboration with the California Department of Public Health, American Diabetes Association, California School Nurses Organization, and Children's Hospital of Orange County. It is to be provided to the parent or guardian of all 7th graders beginning July 1, 2010.

Description:

Type 2 diabetes is the most common form of diabetes in adults.

1. Until a few years ago, type 2 diabetes was rare in children, but it is becoming more common, especially for overweight teens.
2. According to the U.S. Centers for Disease Control and Prevention (CDC), one in three American children born after 2000 will develop type 2 diabetes in his or her lifetime.

Type 2 diabetes affects the way the body is able to use sugar (glucose) for energy.

1. The body turns the carbohydrates in food into glucose, the basic fuel for the body's cells.
2. The pancreas makes insulin, a hormone that moves glucose from the blood to the cells.
3. In type 2 diabetes, the body's cells resist the effects of insulin and blood glucose levels rise.
4. Over time, glucose reaches dangerously high levels in the blood, which is called hyperglycemia.
5. Hyperglycemia can lead to health problems like heart disease, blindness, and kidney failure.

Risk Factors Associated with Type 2 Diabetes: It is recommended that students displaying or possibly experiencing the risk factors and warning signs associated with type 2 diabetes be screened (tested) for the disease. Researchers do not completely understand why some people develop type 2 diabetes and others do not; however, the following risk factors are associated with an increased risk of type 2 diabetes in children:

1. **Being overweight.** The single greatest risk factor for type 2 diabetes in children is excess weight. In the U.S., almost one out of every five children is overweight. The chances are more than double that an overweight child will develop diabetes.
2. **Family history of diabetes.** May affected children and youth have at least one parent with diabetes or have a significant family history of the disease.
3. **Inactivity.** Being inactive further reduces the body's ability to respond to insulin.
4. **Specific racial/ethnic groups.** Native Americans, African American, Hispanics/Latinos, or Asian/Pacific Islanders are more prone than other ethnic groups to develop type 2 diabetes.
5. **Puberty.** Young people in puberty are more likely to develop type 2 diabetes than younger children, probably because of normal rises in hormone levels that can cause insulin resistance during this stage of rapid growth and physical development.

Warning Signs and Symptoms Associated with Type 2 Diabetes: Warning signs and symptoms of type 2 diabetes in children develop slowly, and initially there may be no symptoms. However, not everyone with insulin resistance or type 2 diabetes develops these warning signs, and not everyone who has these symptoms necessarily has type 2 diabetes.

1. Increased hunger, even after eating
2. Unexplained weight loss
3. Increases thirst, dry mouth, and frequent urination
4. Feeling very tired
5. Blurred vision
6. Slow healing of sores or cuts
7. Dark velvety or ridged patches of skin, especially on the back of the neck or under the arms
8. Irregular periods, no periods, and/or excess facial and body hair growth in girls
9. High blood pressure or abnormal blood fats levels

Type 2 Diabetes Prevention Methods and Treatments: Healthy lifestyle choices can help prevent and treat type 2 diabetes. Even with a family history of diabetes, eating healthy food in the correct amounts and exercising regularly can help children achieve or maintain a normal weight and normal blood glucose levels.

1. **Eat healthy foods.** Make wise food choices. Eat food low in fat and calories.
2. **Get more physical activity.** Increase physical activity to at least 60 minutes every day.
3. **Take medication.** If diet and exercise are not enough to control the disease, it may be necessary to treat type 2 diabetes with medication.

The first step in treating type 2 diabetes is to visit a doctor. A doctor can determine if a child is overweight based on the child's age, weight, and height. A doctor can also request tests of a child's blood glucose to see if the child has diabetes or pre-diabetes (a condition which may lead to type 2 diabetes).

Types of Diabetes Screening Tests that are Available:

1. **Glycated hemoglobin (A1C) test.** A blood test measures the average blood sugar level over two to three months. An A1C level of 6.5 percent or higher on two separate tests indicates diabetes.

2. **Random (non-fasting) blood sugar test.** A blood sample is taken at a random time. A random blood sugar level of 200 milligrams per deciliter (mg/dL) or higher suggest diabetes. This test must be confirmed with a fasting blood glucose test.
3. **Fasting blood sugar test.** A blood sample is taken after an overnight fast. A fasting blood sugar level less than 100 mg/dL is normal. A level of 100 to 125 mg/dL is considered pre-diabetes. A level of 126 mg/dL or higher on two separate tests indicates diabetes.
4. **Oral glucose tolerance test.** A test measuring the fasting blood sugar level after an overnight fast with periodic testing for the next several hours after drinking a sugary liquid. A reading of more than 200 mg/dL after two hours indicated diabetes.

Type 2 diabetes in children is a preventable/treatable disease and the guidance provided in this information is intended to raise awareness about this disease. Contact your student's school nurse, school administrator, or health care provider if you have questions.

References:

- American Diabetes Association Clinical Journal
- Helping Children with Diabetes Succeed: A Guide for School Personnel
- KidsHealth
- Mayo Clinic
- National Library of Medicine (NLM) and National Institutes of Health's (NIH) MedLine
- U.S. Centers for Disease Control and Prevention

Questions: Student Services – www.cde.ca – (916) 319-0284

California Education Code, Section 49452.8, now requires that your child have an oral health assessment by May 31 in Transitional Kindergarten/Kindergarten or first grade, whichever is his or her first year of public school. The law specifies that the assessment must be performed by a licensed dentist or licensed or registered dental health professional. Oral health assessments that have happened within the 12 months before your child enters school also meet this requirement. If you cannot take your child to an assessment, you may be excused from this requirement by filling out Section 3 of the required form.

California Education Code, Section 49475 – Concussions and Head Injuries: School districts that elect to offer athletic programs must require, on a yearly basis, a concussion and head injury information sheet to be signed and returned by the athlete and the athlete's parent or guardian before the athlete's initiating practice or competition. Athletes, please contact the Athletic Director for the required information sheet. This does not apply to an athlete engaged in an athletic activity during the regular school day or as part of a physical education course.

CONCUSSION INFORMATION SHEET

2018-2019

GLENDALE UNIFIED SCHOOL DISTRICT CONCUSSION INFORMATION SHEET (Applicable Only for the 2018-2019 School Year)

FACTS:

A concussion is a type of brain injury 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. Concussions can range from mild to severe and can disrupt the way the brain normally works. Even though most concussions are mild, **all concussions are potentially serious and may result in complications, including prolonged brain damage and death if not recognized and managed properly.** A concussion is difficult to see and most sports concussions occur without loss of consciousness. There are a variety of signs and symptoms of concussion that may show up right after the injury or can take hours or days to fully appear. If your child reports any symptoms of concussion, or if you notice the symptoms or signs of concussion yourself, seek medical attention right away.

Symptoms:

- Headaches
- “Pressure in head”
- Nausea or vomiting
- Neck pain
- Balance problems or dizziness
- Blurred, double, or fuzzy vision
- Sensitivity to light or noise
- Feeling sluggish or slowed down
- Feeling foggy or groggy
- Drowsiness
- Change in sleep patterns
- Amnesia
- “Don’t feel right”
- Fatigue or low energy
- Sadness
- Nervousness or anxiety
- Irritability
- More emotional
- Confusion
- Concentration or memory problems (forgetting game plays)
- Repeating the same question/comment

Dangers of playing with a concussion or returning to competition too soon

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

If you think your child has suffered a concussion

The California Interscholastic Federation (CIF) requires that a student-athlete who is suspected of sustaining a concussion or head injury in a practice or game be removed from competition at that time and for the remainder of the day and close observation of the athlete should continue for several hours. The student-athlete who has been removed may not return to play until the athlete is evaluated by a licensed health care provider trained in the evaluation and management of concussion and received written clearance to return to play from that health care provider.

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

For current and up-to-date information on concussions you can go to: <http://www.cdc.gov/ConcussionInYouthSports>

STUDENT INSURANCE PLAN

California Education Code, Section 49472: The District may make available accident insurance for injuries to pupils occurring during the regular school day at school, at a school-sponsored activity, or while in transit. The Pupil Insurance materials are sent home with each pupil, grades kindergarten to sixth during the first week of the new school year. After that, they are given to the parents of all new enrollees. For middle and high schools, application materials

are available at each school site, and are emailed to parents and posted on the District's website (www.gusd.net) under Business Services Department. The parent or guardian pays the cost of this insurance.

RESIDENCY OPTIONS

1. 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.
2. A student 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 student who is a foster child who remains in his or her school of origin**; an emancipated student who resides within the boundaries of the school district; a student who lives in the home of a caregiving adult that is located within the boundaries of the school district; or a student residing in a state hospital located within the boundaries of the school district.
3. For many years, school attendance areas have been established on the concept of neighborhood schools, making the most efficient use of facilities. The District has and will, however, continue to consider requests for attendance permits. The District offers the following options:

- A. **Intradistrict Permits** – These requests will be considered for reasons of personal needs, including: adjustment problem, anticipated move, District employment-related, prior attendance, privately arranged child care, sibling, and special curriculum. Application for intradistrict permits may be obtained at the District Office, Student Support Services.

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.

- B. **Interdistrict Permits** – The parent or legal guardian of a student may seek release from the home district to attend a school in any other school district. These permits may be considered for the following reasons: anticipated move, opportunity, prior attendance, privately arranged child care (grades TK-8), sibling, parent employment (grades TK-8), or Open Enrollment Act (EC § 46600). Interdistrict release permits must be requested through the district of residency and approved by both the district of residency and the receiving district. School districts may enter into agreements for the interdistrict transfer of one or more student 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 may be revoked. Unless otherwise specified in the agreement, a student will not have to reapply for an interdistrict transfer, and the school board of the district of enrollment must allow the student to continue to attend the school in which he/she is enrolled. Request for an appeal of a denied interdistrict permit must be made in writing to Student Support Services. If after review the permit is still denied, the appeal request goes to the Superintendent or designee, followed by the County Board of Education.
- C. **Non-Magnet Dual Language FLAG Programs at Dunsmore, Jefferson, Monte Vista, Muir, R. D. White, and Verdugo Woodlands** - GUSD residents interested in attending one of the elementary FLAG programs must complete the FLAG program application and, if accepted, submit all requested enrollment paperwork to the school site. GUSD residents are not required to obtain an intradistrict permit to attend a FLAG program at a school other than their school of residence, however, out-of-district applicants accepted into a FLAG program are required to obtain a letter of release from their home district in order to complete the enrollment process. This release letter must be submitted, along with *Proof of Confirmation of Enrollment* and an Interdistrict Permit application to Student Support Services. **Continuation in a FLAG program is contingent on the student meeting the school's attendance and behavior expectations. Failure to meet these expectations will result in the child returning to his/her home school or district of residence.**
- D. **Elementary Magnet Schools (including FLAG Programs at Magnet Schools) at Edison, Franklin, and Keppel** - GUSD residents interested in attending one of the elementary magnet schools must complete the magnet school application and, if accepted, submit all requested enrollment paperwork to the school site. GUSD residents are not required to obtain an Intradistrict permit to attend a magnet school, however, out-of-district applicants accepted into a magnet school are required to obtain a letter of release from their home district in order to complete the enrollment process. This release letter must be submitted, along with *Proof of Confirmation of Enrollment* and an Interdistrict Permit application to Student Support Services. **Continuation in a magnet school is contingent on the student meeting the academic performance,**

school's attendance and behavior expectations. Failure to meet these expectations will result in the child returning to his/her home school or district of residence.

E. **Transitional Kindergarten** - Because not all GUSD school sites offer Transitional Kindergarten (TK), students eligible for TK (5 years old on or between September 2 - December 2) will be assigned to the TK site closest to their school of residence. Students assigned to a TK site that is not their school of residence must return to their school of residence the following year for kindergarten.

F. **Open Enrollment Act – EC § 48350 et seq.**

Whenever a student is attending a school on the Open Enrollment List as identified by the Superintendent of Public Instruction, the student may seek to transfer to another school within or outside of the district, as long as the school to which he/she is transferring is higher performing. Parents of high school athletes should check on CIF sports eligibility rules before pursuing a transfer under this option. Transportation to any other school is the responsibility of the parent. School districts are allowed to adopt specific, written standards for acceptance and rejection of applications as long as students are selected through a “random and unbiased” process. Unless the school board waives the deadline, requests for transfers are to be submitted by January 1 of the prior school year. To apply, parents must directly contact the school district to which they seek to transfer their student. The Open Enrollment List can be found on the California Department of Education website at <http://www.cde.ca.gov/sp/eo/op/>.

AB 1156 requires that a student who has been determined by personnel of either the school district of residence or the school district of proposed enrollment to have been the victim of an act of bullying, as defined, committed by a student of the school district of residence be given priority for interdistrict attendance under any existing interdistrict attendance agreement or, in the absence of an agreement, be given additional consideration for the creation of an interdistrict attendance agreement, at the request of the person having legal custody of the student.

For additional information about the attendance options described in this notification, please contact the office of Student Support Services at (818) 241-3111 ext. 1283.

PARENTAL INVOLVEMENT

Connections between school and community strengthen instruction programs and increase opportunities for student success. A student's family is the essential partner in student learning. Active involvement of families in school and District programs has a positive impact on the level of student achievement. Opportunities are available for parents/guardians to become involved in a meaningful way in the education of their children and to share their experiences and expertise at the school sites and District. Parents/guardians are notified via written communications, school websites, and the District website (www.gusd.net) regarding involvement activities and opportunities.

Parents are encouraged to become involved in the District's Local Control Accountability Plan (LCAP) meetings and in their school's School Site Council (SSC) and/or the English Language Advisory Council (ELAC). The SSC is an advisory council convened to advise on the effectiveness of certain school programs and plans. The ELAC is also an advisory council that focuses on English learner academic issues and programs. Parents may also participate in the District English Learner Advisory Committee (DELAC).

ENGLISH LEARNER (EL) INFORMATION

The goal of Glendale Unified School District is to provide a high-quality standards-based education for all students. The dual objective for our English learners is that they will develop proficiency in English rapidly and effectively and will maintain academic progress in accordance with students of the same age or grade, whose primary language is English. Our English learners are provided with meaningful access to grade-level academic content via appropriate instruction to develop academic English language proficiency. All English learners are provided with English Language Development (ELD) instruction and curriculum to support attainment of high levels of fluency and literacy.

According to **California Education Code, Section 52164.1**, an assessment will be given to all enrolled students whose primary language is other than English to determine English proficiency to support appropriate placement in an English Language Development program. Primary language assessments may also be given.

The state approved English language assessment is the English Language Proficiency Assessment for California (ELPAC) and is administered upon enrollment and, thereafter, annually to all English Learners. The parent or guardian is notified of the assessment results, the student's language proficiency designation, and the level of placement in an ELD program. Glendale Unified School District may offer the following programs for English learners:

- * Structured English Immersion – an English language acquisition program for students who are not reasonably fluent in English in which most of the classroom instruction is in English but with the curriculum and instruction designed for students who are learning the language.
- * English Language Academic Mainstream – an English language acquisition program for English learners with reasonable fluency in English. All instruction is given in English.
- * Alternative Program (Dual Immersion) – Students are taught core subjects in their primary or target language in conjunction with an English Language Development (ELD) program.

Parents may request information about district programs from their child’s school.

To the extent possible, parents and guardians, who speak a language other than English, are provided with oral and written translations through the District Intercultural Office.

PUPIL FEES/DONATIONS/FUNDRAISING

Students enrolled in the Glendale Unified School District are not required to pay any fee, deposit, or other charge for participation in an educational activity offered by the school or the District, except as authorized by law. Donations and fundraising are sought and accepted for various activities and supplies, and are at times critical to the continued success of classes and activities, but donations and fundraising are voluntary.

State law requires GUSD to provide a public education free of charge. Subject to certain exceptions, the right to a free public education means GUSD cannot require students or their families to purchase materials, supplies, equipment or uniforms for any school activity. GUSD schools will provide all of the necessary supplies for your child to have a quality educational experience. Therefore, while there are recommended classroom supply lists, they are voluntary. No student will be restricted from participation if they do not bring any supplies to school.

NUTRITION SERVICES

Glendale Unified School District’s (GUSD) Nutrition Services Department participates in the National School Lunch Program (NSLP), School Breakfast Program (SBP), After School Snack Program, Seamless Summer Feeding Option (SSFO) and Fresh Fruit and Vegetable Program (FFVP). Fruits, vegetables, and milk are offered with every meal.

2018-2019 Free and Reduced Price Meal Applications

Online Applications: Free and reduced price meal applications are available online at mealapp.gusd.net.

Paper Applications: Elementary Students - Applications will be in their first day packets. Secondary Students - Applications will be mailed as part of their registration packets. New Students - Applications are available at the Welcome Center located at 223 N. Jackson Street, Glendale, CA 91206; at your student’s school; and the Nutrition Services Office at 349A West Magnolia Avenue, Glendale, CA 91204. Office hours 7:00am to 4:00pm. Phone (818) 552-2677.

Please turn in ONE application per family. Additional applications may delay processing. Return paper applications to your student’s school or to the Nutrition Services Office. You will receive your student’s meal eligibility status letter as soon as your meal application has been processed. Please fill out the application completely and legibly. Incomplete applications will delay processing. Meal application instructions are available in English, Armenian, Korean, and Spanish. Please do not duplicate paper applications, as each one has a unique bar code.

Payments for Meals:

Breakfast is \$1.25 and lunch is \$2.75. GUSD Nutrition Services has an online prepayment system for all students participating in our meal programs. You can access this website at <https://www.ezschooldpay.com>. Cash and checks can also be used to make prepayments at your child’s cafeteria or at the Nutrition Services Office.

Students and their parents/guardians will be notified whenever their account has a negative balance. When an elementary school student reaches -\$10.00 or when a secondary school student reaches -\$2.75, parents/guardians will receive a payment reminder phone call/email. When a student reaches -\$20.00, parents/guardians will receive a payment reminder via US mail.

SCHOOL ATTENDANCE

Regular school attendance is important if a child is to achieve his or her full potential. As the new year begins, we urge you to make an extra effort to ensure that your pupil attends school **EVERY DAY**.

California Code of Regulations, Title V, Section 421 and Education Code, Section 48205: Upon verification by a school official or physician, a pupil may be excused from school attendance due to his or her illness, quarantine, medical appointment (including dental and optometric), to attend the funeral services of a member of his or her immediate family, or to serve on jury duty.

When the pupil's absence has been requested in writing by the parent or guardian and approved by the principal or a designated representative, a pupil may also be excused from school for justifiable personal reasons, including, but not limited to, an appearance in court, observance of a holiday or ceremony of his or her religion, attendance at religious retreats, or attendance at an employment conference. Attendance at religious retreats shall not exceed four hours per semester.

California Education Code, Section 48980 (j): A pupil absent from school for the above reasons, shall have no grade reduced/loss of credit and 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 amount of time, shall be given full credit. The teacher of any class from which a pupil is absent shall determine what assignments the pupil shall make up and in what period of time the pupil shall complete such assignments. The tests and assignments shall be reasonably equivalent to, but not necessarily identical to, the test and assignments that the pupil missed during the absence.

California Education Code, Section 48260: Any pupil subject to compulsory full-time education or to compulsory continuation education who is absent from school without valid excuse three full days in one school year or tardy or absent for more than any 30-minute period during the school day without a valid excuse on three occasions in one school year, or any combination thereof, is a truant and shall be reported to the attendance supervisor or to the Superintendent of the school district.

Excused Absences— EC § 48205

- 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.
- b) A pupil absent from school under this section shall be allowed to complete all assignments and tests missed during the absence that can be reasonably provided and, upon satisfactory completion within a reasonable period of time, shall be given full credit therefore. The teacher of the class from which a pupil is absent shall determine which tests and assignments shall be reasonably equivalent to, but not necessarily identical to, the tests and assignments that the pupil missed during the absence.
- c) For purposes of this section, attendance at religious retreats shall not exceed four hours per semester.
- d) Absences pursuant to this section are deemed to be absences in computing average daily attendance and shall not generate state apportionment payments.
- e) "Immediate family," as used in this section, has the same meaning as that set forth in Section 45194, except that references therein to "employee" shall be deemed to be references to "pupil."

SECURITY CAMERAS

The Glendale Unified School District has surveillance cameras at all schools. The primary purpose of the cameras is to monitor the perimeter of the campuses for safety, there are some cameras located on the interior. Recordings may be used in disciplinary proceedings, and that matters captured by the camera may be referred to local law enforcement, as appropriate.

STUDENT CONDUCT

Effective learning cannot take place without a safe, secure, and peaceful environment. The school climate cannot tolerate violence, weapons, prejudice, or abuse. Pupils will be held accountable for their actions. Please be sure to become familiar with your school rules. Below, you will find some of the California state laws and Glendale Unified School District policies and regulations that govern student conduct.

Duty to Hold Pupils Accountable (California Education Code, Section 44807): Every teacher/administrator is to hold pupils to strict account for their conduct while on school grounds; while going to or coming from school; during lunch period, whether on or off the campus; and during, or while going to, or coming from a school sponsored activity. Prescribed rules of conduct are available for parents at every Glendale school. (Legal References: Education Code Sections 48900, 48900.2, 48900.3, 48900.4, 48900.7)

Administrators may take appropriate action (suspension or expulsion) when information becomes available about student misconduct that originates away from school grounds or school activities that has a direct and detrimental effect on or seriously threatens the discipline, educational environment, safety or general welfare of students, faculty, staff, and/or administrators of the District.

Pupil Responsibilities (California Education Code, Section 48908 and 5 CCR, Section 300): Every pupil is directed to attend school punctually and regularly; conform to the regulations of the school; obey promptly all the directions of his/her teacher and others in authority; be diligent in study; respectful to his/her teacher and others in authority; kind and courteous to schoolmates; and refrain from the use of profane and vulgar language.

Pupil Search (GUSD Board Policy 5145.12): School officials may search individual pupils and their property, including vehicles, whenever authorized by law or when there is a reasonable suspicion that the search will uncover evidence that the pupil is violating the law or the rules of the District or the school.

This includes the search of cell phone information, text messages, and images. Cyber bullying and cyber sexual harassment will not be condoned. Parents need to be aware of images and text messages on their children's cell phone that may be violating the law and reasonable steps should be taken to stop the violation of law.

Random searches of lockers and classrooms may occur as a deterrent to keep contraband away and will include the use of canines and/or metal detectors.

Weapons (GUSD Board Policy 5131.7): The State of California and Glendale Unified School District believe that the preservation of a safe environment for learning is of paramount importance. The possession of any firearm, knife, explosive, or other dangerous object, including pepper spray, tear gas, and laser pointer is unlawful.

Possession and Use of Electronic Devices (California Education Code, Section 48901.5 and (GUSD Board Policy 5131): Students shall be permitted to have in their possession an electronic device, such as a mobile phone, smart phone, laptop computer, tablet device, or other communication tool on campus during the school day, while attending school-sponsored activities, or while under the supervision and control of a school District employee. Electronic devices may be used in the event of a school-related emergency (i.e. a lockdown, earthquake or other such event) as determined by the principal or for a health purpose.

The inappropriate use of these devices during the instructional day or during other school activities will be considered a disruption of school activities and subject to disciplinary action. Electronic devices may be confiscated by, and at the discretion of, a school administrator or designee. When a device is confiscated, the parent/guardian shall be notified and the device returned to the parent/guardian or the student at the end of the day. The Board does not assume liability if such devices are damaged, lost, or stolen.

Bullying Procedures (GUSD Board Policy 5131): Students are encouraged to notify school staff when they are being bullied or suspect that another student is being victimized. In addition, the Superintendent or designee shall develop means for students to report threats or incidents confidentially and anonymously. School staff who witness bullying shall immediately intervene to stop the incident when it is safe to do so. (Education Code 234.1) Students may submit to a teacher or administrator a verbal or written complaint of conduct they consider to be bullying. Complaints of bullying shall be investigated and resolved in accordance with site-level grievance procedures.

Suicide Prevention: GUSD recognizes that suicide is a major cause of death among youth and should be taken seriously. In order to attempt to reduce suicidal behavior and its impact on students and families, the Superintendent or designee shall develop preventive strategies and intervention procedures.

Suspension and Expulsion Codes (California Education Code, Section 48900): A pupil shall not be suspended from school or recommended for expulsion, unless the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has committed an act as defined pursuant to any of subdivisions (a) to (r), inclusive:

- (a) (1) Caused, attempted to cause, or threatened to cause physical injury to another person;
(2) Willfully used force or violence upon the person of another, except in self-defense.
- (b) Possessed, sold, or otherwise furnished a firearm, knife, explosive, or other dangerous object, unless, in the case of possession of an object of this type, the pupil had obtained written permission to possess the item from a certificated school employee, which is concurred in by the principal or the designee of the principal.
- (c) Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of, a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind.
- (d) Unlawfully offered, arranged, or negotiated to sell a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind, and either sold, delivered, or otherwise furnished to a person another liquid, substance, or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant.
- (e) Committed or attempted to commit robbery or extortion.
- (f) Caused or attempted to cause damage to school property or private property.
- (g) Stolen or attempted to steal school property or private property.
- (h) Possessed or used tobacco, or products containing tobacco or nicotine products, including, but not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel. However, this section does not prohibit use or possession by a pupil of his or her own prescription products.
- (i) Committed an obscene act or engaged in habitual profanity or vulgarity.
- (j) Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell 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. As used in this section, “imitation firearm” means a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.
- (n) Committed or attempted to commit a sexual assault as defined in Section 261, 266c, 286, 288, 288a, or 289 of the Penal Code or committed a sexual battery as defined in Section 243.4 of the Penal Code.
- (o) Harassed, threatened, or intimidated a pupil who is a complaining witness or a witness in a school disciplinary proceeding for the purpose of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both.
- (p) Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
- (q) Engaged in, or attempted to engage in, hazing. For purposes of this subdivision, “hazing” means a method of initiation or pre-initiation into a pupil organization or body, whether or not the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to a former, current, or prospective pupil. For purposes of this subdivision, “hazing” does not include athletic events or school-sanctioned events.
- (r) Engaged in an act of bullying. For purposes of this subdivision, the following terms have the following meanings:

1. "Bullying" means any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, and including one or more acts committed by a pupil or group of pupils as defined in Section 48900.2, 48900.3, or 48900.4, directed toward one or more pupils that has or can be reasonably predicted to have the effect of one or more of the following:
 - A. Placing a reasonable pupil or pupils in fear of harm to that pupil's or those pupils' person or property.
 - B. Causing a reasonable pupil to experience a substantially detrimental effect on his or her physical or mental health.
 - C. Causing a reasonable pupil to experience substantial interference with his or her academic performance.
 - D. Causing a reasonable pupil to experience substantial interference with his or her ability to participate in or benefit from the services, activities, or privileges provided by a school.
 2. (A) "Electronic act" means the transmission, by means of an electronic device, including, but not limited to, a telephone, wireless telephone or other wireless communication device, computer, or pager, of a communication, including, but not limited to, any of the following:
 - (i) A message, text, sound, image or video.
 - (ii) A post on a social network Internet Web Site, including, but not limited to:
 - (I) Posting to or creating a burn page. "Burn page" means an Internet Web Site created for the purpose of having one or more of the effects listed in paragraph (1).
 - (II) Creating a credible impersonation of another actual pupil for the purpose of having one or more of the effects listed in paragraph (1). "Credible impersonation" means to knowingly and without consent impersonate a pupil for the purpose of bullying the pupil and such that another pupil would reasonably believe, or has reasonably believed that the pupil was or is the pupil who was impersonated.
 - (III) Creating a false profile for the purpose of having one or more of the effects listed in paragraph (1). "False profile" means a profile of a fictitious pupil or a profile using the likeness or attributes of an actual pupil other than the pupil who created the false profile.
 (B) Notwithstanding paragraph (1) and subparagraph (A), an electronic act shall not constitute pervasive conduct solely on the basis that it has been transmitted on the Internet or is currently posted on the Internet.
 3. "Reasonable pupil" means a pupil, including, 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:
1. While on school grounds.
 2. While going to or coming from school.
 3. During the lunch period whether on or off the campus.
 4. During, or while going to or coming from, a school sponsored activity.
- (t) A pupil who aids or abets, as defined in Section 31 of the Penal Code, the infliction or attempted infliction of physical injury to another person may be subject to suspension, but not expulsion, pursuant to this section, except that a pupil who has been adjudged by a juvenile court to have committed, as an aider and abettor, a crime of physical violence in which the victim suffered great bodily injury or serious bodily injury shall be subject to discipline pursuant to subdivision (a).
- (u) As used in this section, "school property" includes, but is not limited to, electronic files and databases.
- (v) For a pupil subject to discipline under this section, a superintendent of the school district or principal may use his or her discretion to provide alternatives to suspension or expulsion that are age appropriate and designed to address and correct the pupil's misbehavior as specified in Section 48900.5.
- (w) It is the intent of the Legislature that alternatives to suspension or expulsion be imposed against a pupil who is truant, tardy, or otherwise absent from school activities.

California Education Code, Section 48900.2

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 purpose 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.

California Education Code, Section 48900.3

In addition to the grounds specified 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.

California Education Code, Section 48900.4

In addition to the grounds specified in Section 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 class work, creating substantial disorder, and invading the rights of either school personnel or pupils by creating an intimidating or hostile educational environment.

California Education Code, Section 48900.5

- (a) Suspension, including supervised suspension as described in Section 48922.2, 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.
- (b) Other means of correction include, but are not limited to, the following:
 - (1) A conference between school personnel, the pupil's parent or guardian, and the pupil.
 - (2) Referrals to the school counselor, psychologist, social worker, child welfare attendance personnel, or other school support services personnel for case management and counseling.
 - (3) Study teams, guidance teams, resource panel teams, or other intervention-related teams that assess the behavior, and develop and implement individualized plans to address the behavior in partnership with the pupil and his or her parents.
 - (4) Referral for a comprehensive psychosocial or psycho-educational assessment, including for purposes of creating an individualized education program, or a plan adopted pursuant to Section 504 of the federal Rehabilitation Act of 1973 (29 U.S.C. Sec. 794(a)).
 - (5) Enrollment in a program for teaching prosocial behavior or anger management.
 - (6) Participation in a restorative justice program.
 - (7) A positive behavior support approach with tiered interventions that occur during the school day on campus.
 - (8) After-school programs that address specific behavioral issues or expose pupils to positive activities and behaviors, including, but not limited to, those operated in collaboration with local parent and community groups.
 - (9) Any of the alternatives described in Section 48900.6.

California Education Code, Section 48900.7

- (a) In addition to the reasons specified in Section 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 treat, and thereby causes that person reasonable to be in sustained fear for his or her own safety r 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.

POSITIVE BEHAVIOR INTERVENTIONS AND SUPPORTS (PBIS)

Glendale Unified School District promotes Positive Behavior Interventions and Supports as an alternative to suspension. Positive Behavior Interventions and Supports focus on using school-wide and classroom strategies to help all students learn and practice those behaviors that support a respectful, responsible and safe school climate. Building strong, positive relationships between students and all adults on campus is a foundational component of this framework.

CUSTODY LAW NOTIFICATION

Under California law (Family Code Section 3010), each parent is equally entitled to custody of his or her child. It is the policy of the Glendale Unified School District to obey Family Code Section 3010 so that either parent, upon showing proper identification, may check the child out of school, or otherwise make decisions regarding the health, education and welfare of the child.

Family Code Section 3025 provides that a non-custodial parent shall not be denied access to school records pertaining to his or her child. The Glendale Unified School District shall allow either parent to access their child's school records, including medical records in the school's possession.

If a court has made order(s) restricting or limiting a parent's rights to visitation or custody of a child and/or access to information about the child, it is the obligation of both parents to immediately provide a legible copy of the court stamped order, signed by the judge, to each child's school site. Copies of court orders can be obtained in the clerk's office at the courthouse where the orders were made.

One parent's oral or written assertion, without confirmation by a signed court order, are insufficient reasons for the school to deny the other parent access to the child and/or the child's records.

Schools in the Glendale Unified School District will follow the most recent signed child custody court order that has been provided, or in the absence of any orders, California law as cited above, giving parents equal rights to custody of the child.

Parents are requested to avoid involving school personnel in child custody disputes. If a parent is uncertain as to whether the school has current information regarding child custody, he or she should contact their child's school site to verify the school has been provided with legible copies of the most recent court orders.

TOBACCO USE PREVENTION EDUCATION (TUPE)

In compliance with California Health and Safety Code, Sections 104420 and 104495, the Glendale Unified School District supports a tobacco-free environment. Tobacco use by students, staff, and visitors is prohibited at all times on District property. (E-cigarettes are considered tobacco products. Vaporizers are considered drug paraphernalia). Questions concerning enforcement of this policy may be directed to the administrators at any school site.

ALTERNATIVE SCHOOLS

California Education Code, Section 58501: School districts are required to inform parents of the availability of Alternative School opportunities. California state law authorizes all school districts to provide alternative schools. Section 58500 of the Education Code defines an alternative school as a school or separate class group within a school, which is operated in a manner designed to:

- Maximize the opportunity for pupils to develop the positive values of self-reliance, initiative, kindness, spontaneity, resourcefulness, courage, creativity, responsibility, and joy.
- Recognize that the best learning takes place when the pupil learns because of his/her desire to learn.
- Maintain a learning situation maximizing pupil self-motivation and encouraging the pupil in his/her own time to follow his/her own interests. These interests may be conceived by him/her totally and independently or may result in whole or in part from a presentation by his/her teachers of choices of learning projects.
- Maximize the opportunity for teachers, parents, and pupils to cooperatively develop the learning process and its subject matter. This opportunity shall be a continuous, permanent process.

- Maximize the opportunity for the pupils, teachers, and parents to continuously react to the changing world, including, but not limited to, the community in which the school is located.

Continuation High School – *Allan F. Daily High School* - a voluntary program for students who have not earned enough credits to be able to graduate from their high school of residence. This program provides an opportunity to accelerate credit completion and earn a diploma from Glendale Unified School District.

Independent Study Program – *Verdugo Academy* – a voluntary program for parents who want their child, at any grade level, to be enrolled in an independent study program. Students complete course work and earn grades/credits while working from home. Students must attend weekly meetings with their Verdugo Academy teachers to assess their mastery of the course and their progress on assignments. High school students who complete all course work in 9th through 12th grade earn a GUSD diploma.

Community Day School – *Jewel City CDS* – students are placed in this school involuntarily for violation of state education code regarding student safety and/or discipline. Students attend daily classes from one semester to one school year. Students participate in an academic program as well as a program to support appropriate emotional and behavioral growth before returning to their school of residence.

In the event any parent, student, 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 school have copies of the law.

California Education Code, Sections 48208, 48980, 48206.3: Home and hospital instruction is available for temporarily disabled Students.

SEXUAL HARASSMENT

California Education Code, Section 231.5 requires that each district have a written policy regarding sexual harassment. Glendale Unified School District’s Board Policy 5145.7 (below) is in compliance with this requirement.

Sexual Harassment (GUSD Board Policy 5145.7): The Board of Education is committed to maintaining a safe school environment that is free from harassment and discrimination. The Board prohibits sexual harassment of students at school or at school-sponsored or school-related activities. The Board also prohibits retaliatory behavior or action against any person who reports, files a complaint or testifies about, or otherwise supports a complainant in alleging sexual harassment.

Regardless of whether a harassed student, his/her parent/guardian, or a third party files a complaint under the district procedures or otherwise requests action on the student’s behalf, a school that knows, or reasonably should know, about possible harassment must promptly take action to determine what occurred and then take appropriate steps to resolve the situation.

- Even where a parent/guardian or student does not wish to disclose the student’s identity, district staff will limit the effects of alleged harassment and prevent its recurrence without initiating formal action.
- Such steps may include limited investigative activities and actions to protect the complainant and the school community and prevent recurrence while keeping the identity of the complainant confidential.
- These actions may include providing services to the complainant, such as counseling services; providing increased monitoring, supervision, or security at locations or activities where the misconduct occurred; providing training and education materials for students and employees; or changing and publicizing the school’s policies on sexual violence.
- This also applies to harassment based on race, color, national origin, disability, or age.

The district strongly encourages any student who feels that he/she is being or has been sexually harassed on school grounds or at a school-sponsored or school-related activity by another student or an adult or has experienced off-campus sexual harassment that has a continuing effect on campus to immediately contact his/her teacher, the principal, or any other available school employee. Any employee who receives a report or observes an incident of sexual harassment shall notify the principal or a district compliance officer. Once notified, the principal or compliance officer shall take the steps to investigate and address the allegation, as specified in the accompanying administrative regulation.

The Superintendent or designee shall take appropriate actions to reinforce the district's sexual harassment policy.

- A. Instruction/Information: The Superintendent or designee shall ensure that all district students receive age-appropriate instruction and information on sexual harassment. Such instruction and information shall include:
1. What acts and behavior constitute sexual harassment, including the fact that such harassment could occur between people of the same sex and could involve sexual violence.
 2. A clear message that students do not have to endure sexual harassment under any circumstance.
 3. Encouragement to report observed instances of sexual harassment, even where the victim of the harassment has not complained.
 4. A clear message that student safety is the district's primary concern, and that any separate rule violation involving an alleged victim or any other person reporting a sexual harassment incident will be addressed separately and will not affect the manner in which the sexual harassment complaint will be received, investigated, or resolved.
 5. A clear message that, regardless of a complainant's noncompliance with the writing, timeline, or other formal filing requirements, every sexual harassment allegation that involves a student, whether as the complainant, respondent, or victim of the harassment, shall be investigated and prompt action shall be taken to stop any harassment, prevent recurrence, and address any continuing effect on students.
 6. Information about the district's procedure for investigating complaints and the person(s) to whom a report of sex-based harassment should be made.
 7. Information about the rights of students and parents/guardians to file a civil or criminal complaint, as applicable, including the right to file a civil or criminal complaint while the district investigation of a sexual harassment complaint continues.
 8. A clear message that, when needed, the district will take interim measures to ensure a safe school environment for a student who is the complainant or victim of sexual harassment and/or other students during an investigation and that, to the extent possible, when such interim measures are taken, they shall not disadvantage the complainant or victim of the alleged harassment.
- B. Complaint Process and Disciplinary Actions
1. Sexual harassment complaints by and against students shall be investigated and resolved in accordance with law and district procedures specified in AR 1312.3 – Uniform Complaint Procedures. Principals are responsible for notifying students and parents/guardians that complaints of sexual harassment can be filed under AR 1312.3 and where to obtain a copy of the procedures.
 2. Upon investigation of a sexual harassment complaint, any student who engages in sexual harassment or sexual violence in violation of this policy shall be subject to disciplinary action. For students in grades 4-12, disciplinary action may include suspension and/or expulsion, provided that, in imposing such discipline, the entire circumstances of the incident(s) shall be taken into account.
 3. Upon investigation of a sexual harassment complaint, any employee found to have engaged in sexual harassment or sexual violence toward any student shall be subject to discipline up to and including dismissal in accordance with applicable policies, laws, and/or collective bargaining agreements.
- C. Record Keeping

The Superintendent or designee shall maintain a record of all reported cases of sexual harassment to enable the district to monitor, address, and prevent repetitive harassing behavior in the schools.

Sexual Harassment (GUSD Administrative Regulation 5145.7): The District designates the following individual(s) as the responsible employee(s) to coordinate its efforts to comply with Title IX of the Education Amendments of 1972 and California Education Code 234.1, as well as to investigate and resolve sexual harassment complaints under AR 1312.3 - Uniform Complaint Procedures. The coordinator/compliance officer(s) may be contacted at:

Assistant Superintendent of Educational Services
223 North Jackson Street
Glendale, CA 91206
(818) 241-3111, Ext. 1208
publicinfo@gusd.net

- A. Prohibited sexual harassment includes, but is not limited to, unwelcome sexual advances, unwanted requests for sexual favors, or other unwanted verbal, visual, or physical conduct of a sexual nature made against another

person of the same or opposite sex in the educational setting, under any of the following conditions: (Education Code 212.4; 5 CCR 4916)

1. Submission to the conduct is explicitly or implicitly made a term or condition of a student's academic status or progress.
 2. Submission to or rejection of the conduct by a student is used as the basis for academic decisions affecting the student.
 3. The conduct has the purpose or effect of having a negative impact on the student's academic performance, or of creating an intimidating, hostile, or offensive educational environment.
 4. Submission to or rejection of the conduct by the student is used as the basis for any decision affecting the student regarding benefits and services, honors, programs, or activities available at or through any District program or activity.
- B. Examples of conduct which are prohibited in the District and which may constitute sexual harassment include, but are not limited to:
1. Unwelcome or offensive leering, sexual flirtation, or propositions.
 2. Unwelcome sexual slurs, epithets, threats, verbal abuse, derogatory comments, or sexually degrading descriptions.
 3. Graphic verbal comments about an individual's body, or other overly personal conversation.
 4. Sexual jokes, derogatory posters, notes, stories, cartoons, drawings, pictures, obscene gestures or computer-generated images of a sexual nature.
 5. Spreading sexual rumors.
 6. Teasing or sexual remarks about students enrolled in a predominately single-sex class.
 7. Massaging, grabbing, fondling, stroking, or brushing the body.
 8. Touching an individual's body or clothes in a sexual way.
 9. Impeding or blocking movements or any physical interference with school activities when directed at an individual on the basis of sex.
 10. Displaying sexually suggestive objects.
 11. Sexual assault, sexual battery, or sexual coercion.
 12. Electronic communications containing comments, words, or images described above.

Any prohibited conduct that occurs off campus or outside of school-related or school-sponsored programs or activities will be regarded as sexual harassment in violation of District policy if it has a continuing effect on or creates a hostile school environment for the complainant or victim of the conduct.

C. Reporting Process and Complaint Investigation and Resolution:

1. Any student who believes that he/she has been subjected to sexual harassment by another student, an employee, or a third party or who has witnessed sexual harassment is strongly encouraged to report the incident to his/her teacher, the principal, or any other available school employee. Within one school day of receiving such a report, the school employee shall forward the report to the principal or the district's compliance officer identified in AR 1312.3. In addition, any school employee who observes an incident of sexual harassment involving a student shall, within one school day, report his/her observation to the principal or a district compliance officer. The employee shall take these actions, whether or not the alleged victim files a complaint.
2. When a report or complaint of sexual harassment involves off-campus conduct, the principal shall assess whether the conduct may create or contribute to the creation of a hostile school environment. If he/she determines that a hostile environment may be created, the complaint shall be investigated and resolved in the same manner as if the prohibited conduct occurred at school.
3. When a verbal or informal report of sexual harassment is submitted, the principal or compliance officer shall inform the student or parent/guardian of the right to file a formal written complaint in accordance with the District's uniform complaint procedures. Regardless of whether a formal complaint is filed, the principal or compliance officer shall take steps to investigate the allegations and, if sexual harassment is found, shall take prompt action to stop it, prevent recurrence, and address any continuing effects.
4. If a complaint of sexual harassment is initially submitted to the principal, he/she shall, within two school days, forward the report to the compliance officer to initiate investigation of the complaint. The compliance officer shall contact the complainant and investigate and resolve the complaint in accordance with law and district procedures specified in AR 1312.3.
5. In investigating a sexual harassment complaint, evidence of past sexual relationships of the victim shall not be considered, except to the extent that such evidence may relate to the victim's prior relationship with the respondent.

6. In any case of sexual harassment involving the principal, compliance officer, or any other person to whom the incident would ordinarily be reported or filed, the report may instead be submitted to the Superintendent or designee who will investigate the complaint.

D. Confidentiality:

1. All complaints and allegations of sexual harassment shall be kept confidential except as necessary to carry out the investigation or take other subsequent necessary action. (5 CCR 4964)
2. However, when a complainant or victim of sexual harassment notifies the district of the harassment but requests confidentiality, the compliance officer shall inform him/her that the request may limit the district's ability to investigate the harassment or take other necessary action. When honoring a request for confidentiality, the district will nevertheless take all reasonable steps to investigate and respond to the complaint consistent with the request.
3. When a complainant or victim of sexual harassment notifies the district of the harassment but requests that the district not pursue an investigation, the district will determine whether or not it can honor such a request while still providing a safe and nondiscriminatory environment for all students.

E. Response Pending Investigation:

When an incident of sexual harassment is reported, the principal or designee, in consultation with the compliance officer, shall determine whether interim measures are necessary pending the results of the investigation. The principal/designee or compliance officer shall take immediate measures necessary to stop the harassment and protect students and/or ensure their access to the educational program. To the extent possible, such interim measures shall not disadvantage the complainant or victim of the alleged harassment. Interim measures may include placing the individuals involved in separate classes or transferring a student to a class taught by a different teacher, in accordance with law and Board policy. The school should notify the individual who was harassed of his/her options to avoid contact with the alleged harasser and allow the complainant to change academic and extracurricular arrangements as appropriate. The school should also ensure that the complainant is aware of the resources and assistance, such as counseling, that are available to him/her. As appropriate, such actions shall be considered even when a student chooses to not file a formal complaint or the sexual harassment occurs off school grounds or outside school-sponsored or school-related programs or activities.

F. Notifications

A copy of the district's sexual harassment policy and regulation shall:

1. Be included in the notifications that are sent to parents/guardians at the beginning of each school year. (Education Code 48980; 5 CCR 4917)
2. Be displayed in a prominent location in the main administrative building or other area where notices of district rules, regulations, procedures, and standards of conduct are posted. (Education Code 231.5) A copy of the district's sexual harassment policy and regulation shall be posted on district and school web sites and, when available, on district-supported social media.
3. Be provided as part of any orientation program conducted for new students at the beginning of each quarter, semester, or summer session. (Education Code 231.5)
4. Appear in any school or district publication that sets forth the school's or district's comprehensive rules, regulations, procedures, and standards of conduct. (Education Code 231.5)
5. Be included in the student handbook.
6. Be provided to employees and employee organizations.

EDUCATION FOR HOMELESS STUDENTS

Homeless students means students who lack a fixed, regular, and adequate nighttime residence and includes: (Education Code 48852.7; 42 USC 11434a)

1. Students who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; or are awaiting foster care placement.
2. Students who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as regular sleeping accommodations for human beings.
3. Students who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings.
4. Migratory children who qualify as homeless because they are living in conditions described in items #1-3

above.

5. Unaccompanied youth who are not in the physical custody of a parent or guardian.

School of origin means the school that the homeless student attended when permanently housed or the school in which he/she was last enrolled. If the school the homeless student attended when permanently housed is different from the school in which he/she was last enrolled, or if there is some other school that he/she attended within the preceding 15 months and with which he/she is connected, the district liaison shall determine, in consultation with and with the agreement of the homeless student and the person holding the right to make educational decisions for the student, and in the best interests of the homeless student, which school shall be deemed the school of origin. (Education Code 48852.7)

District Liaison: The Superintendent designates the following staff person as the district liaison for homeless students and foster youth: (42 USC 11432)

Dr. Ilin Magran, Assistant Director, Child Welfare and Attendance
223 N. Jackson St. Glendale, CA 91206
818-241-3111 x1500
IMagran@gusd.net

The district's liaison for homeless students shall: (Education Code 48852.5; 42 USC 11432)

1. Ensure that homeless students are identified by school personnel and through coordinated activities with other entities and agencies.
2. Ensure that homeless students enroll in, and have a full and equal opportunity to succeed in, district schools.
3. Ensure that homeless families and students receive educational services for which they are eligible.
4. Inform parents/guardians of the educational and related opportunities available to their children and ensure that they are provided with meaningful opportunities to participate in the education of their children.
5. Disseminate notice of the educational rights of homeless students in district schools that provide services to homeless children and at places where they receive services, such as schools, family shelters, and hunger relief agencies (soup kitchens).
6. Mediate enrollment disputes in accordance with law, Board Policy, and Administrative Regulation.
7. Fully inform parents/guardians of all transportation services.
8. When notified pursuant to Education Code 48918.1, assist, facilitate, or represent a homeless student who is undergoing a disciplinary proceeding that could result in his/her expulsion.
9. When notified pursuant to Education Code 48915.5, participate in an individualized education program team meeting to make a manifestation determination regarding the behavior of a student with a disability.
10. Assist a homeless student to obtain records necessary for his/her enrollment into or transfer out of district schools, including immunization, medical, and academic records.

Transfer of Coursework and Credits: When a homeless student transfers into a district school, the district shall accept and issue full credit for any coursework that the student has satisfactorily completed while attending another public school, a juvenile court school, or a nonpublic, nonsectarian school or agency and shall not require the student to retake the course. (Education Code 51225.2)

If the homeless student did not complete the entire course, he/she shall be issued partial credit for the coursework completed and shall be required to take the portion of the course that he/she did not complete at his/her previous school. However, the district may require the student to retake the portion of the course completed if, in consultation with the holder of educational rights for the student, the district finds that the student is reasonably able to complete the requirements in time to graduate from high school. Whenever partial credit is issued to a homeless student in any particular course, he/she shall be enrolled in the same or equivalent course, if applicable, so that he/she may continue and complete the entire course. (Education Code 51225.2)

EDUCATION FOR FOSTER YOUTH

The GUSD recognizes that foster youth may face significant barriers to achieving academic success due to their family circumstances, disruption to their educational program, and their emotional, social, and other health needs. To enable such students to achieve state and district academic standards, the Superintendent or designee shall provide them with full access to the district's educational program and implement strategies identified as necessary for the improvement of the academic achievement of foster youth.

The Superintendent or designee shall ensure that placement decisions for foster youth are based on the students' best interests as defined in law and administrative regulation. To that end, he/she shall designate a staff person as the district liaison for foster youth to help facilitate the enrollment, placement, and transfer of foster youth.

The Superintendent or designee and district liaison shall ensure that all appropriate staff, including, but not limited to, each principal, school registrar, and attendance clerk, receive training on the enrollment, placement, and transfer of foster youth and other related rights. (Education Code 48850-48859, AB 490 Educational Rights and Stability Act of 2003)

Notification and Complaints: Information regarding the educational rights of foster youth, as specified in Education Code 51225.1 and 51225.2, shall be included in the annual uniform complaint procedures notification distributed to students, parents/guardians, employees, and other interested parties pursuant to 5 CCR 4622. (Education Code 51225.1, 51225.2)

Notification and Complaints: The District shall post a standardized notice of the educational rights of foster care, pupils who are homeless, and former juvenile court pupils now enrolled in a school district as specified in Education Code Sections 48853, 48853.5, 49069.5, 51225.1, and 51225.2. The notice shall include complaint process information, as applicable.

UNIFORM COMPLAINT PROCEDURES POLICY

Glendale Unified School District Board Policy 1312.3: The Board of Education recognizes that the District has the primary responsibility to ensure compliance with applicable state and federal laws and regulations governing educational programs. The Board encourages the early resolution of complaints whenever possible. To resolve complaints which may require a more formal process, the Board shall adopt the uniform system of complaint processes specified in 5 CCR 4600-4670 and the accompanying administrative regulation.

Complaints Subject to the UCP

The District's uniform complaint procedure (UCP) shall be used to investigate and resolve the following complaints:

1. Any complaint alleging District violation of applicable state or federal law or regulations governing adult education, after school education and safety programs, agricultural vocational education, American Indian education centers and early childhood education program assessments, bilingual education, peer assistance and review programs for teachers, career technical and technical education and training programs; child care and development programs, child nutrition programs, compensatory education, consolidated categorical aid programs, Economic Impact Aid, English learner programs, federal education programs in Title I-VII, migrant education, Regional Occupational Centers and Programs, school safety plans, special education programs, State Preschool Programs, Tobacco-Use Prevention Education programs, and any other district-implemented program which is listed in Education Code 64000(a), including career technical education, school-based coordinated categorical programs, Miller-Unruh Basic Reading Act, programs providing assistance to disadvantaged, neglected or delinquent students who are at risk of dropping out of school, capital expenses funding, professional development programs, Innovative Program Strategies programs, programs established under the federal Class Size Reduction Initiative, school safety and violence prevention programs, and Safe and Drug Free Schools and Communities programs (5 CCR 4610).
2. Any complaints alleging the occurrence of unlawful discrimination (such as discriminatory harassment, intimidation, or bullying) against any student, employee, or other person participating in District programs and activities, including, but not limited to, those programs or activities funded directly by or that receive or benefit from any state financial assistance, based on the person's actual or perceived characteristics of race or ethnicity, color, ancestry, nationality, national origin, immigration status, ethnic group identification, age, religion, marital status, pregnancy, parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, or genetic information, or any other characteristic identified in the Education Code 200 or 220, Government Code 11135, or Penal Code 422.55, or on the basis of his/her association with a person or group with one or more of these actual or perceived characteristics. (5 CCR 4610)
3. Any complaint alleging District noncompliance with the requirement to provide reasonable accommodation to a lactating student on school campus to express breast milk, breastfeed an infant child, or address other breastfeeding-related needs of the student. (Education Code 222)
4. Any complaint alleging District noncompliance with the prohibition against requiring students to pay fees,

deposits, or other charges for participation in educational activities. (5 CCR 4610)

5. Any complaint alleging District noncompliance with legal requirements related to the implementation of the local control and accountability plan. (Education Code 52075)
6. Any complaint, by or on behalf of any student who is a foster youth, alleging District noncompliance with any legal requirement applicable to the student regarding placement decisions, the responsibilities of the District's educational liaison to the student, the award of credit for coursework satisfactorily completed in another school or district, school transfer, or the grant of an exemption from Board-imposed graduation requirements. (Education Code 48853, 48853.5, 49069.5, 51225.1, 51225.2)
7. Any complaint, by or on behalf of a homeless student as defined in 42 USC 11434a, a former juvenile court school student, or a child of a military family as defined in Education Code 49701 who transfers into the District after his/her second year of high school, alleging District noncompliance with any requirement applicable to the student regarding the award of credit for coursework satisfactorily completed in another school or district or the grant of an exemption from Board-imposed graduation requirements. (Education Code 51225.1, 51225.2)
8. Any complaint alleging District noncompliance with the requirements of Education Code 51228.1 and 51228.2 that prohibit the assignment of a student to a course without educational content for more than one week in any semester or to a course the student has previously satisfactorily completed, without meeting specified conditions. (Education Code 51228.3)
8. Any complaint alleging District noncompliance with the physical education instructional minutes requirement for students in elementary school. (Education Code 51210, 51223)
10. Any complaint alleging retaliation against a complainant or other participant in the complaint process or anyone who has acted to uncover or report a violation subject to this policy.
11. Any other complaint as specified in a District policy.

The Board recognizes that alternative dispute resolution (ADR) can, depending on the nature of the allegations, offer a process to reach a resolution to the complaint that is acceptable to all parties. ADR such as mediation may be offered to resolve complaints that involve more than one student and no adult. However mediation shall not be offered or used to resolve any complaint involving sexual assault or where there is a reasonable risk that a party to the mediation would feel compelled to participate. The Superintendent or designee shall ensure that the use of ADR is consistent with state and federal laws and regulations.

The District shall protect all complainants from retaliation. In investigating complaints, the confidentiality of the parties involved shall be protected as required by law. For any complaint alleging retaliation or unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), the Superintendent or designee shall keep the identity of the complainant and/or the subject of the complaint, if he/she is different from the complainant, confidential when appropriate and as long as the integrity of the complaint process is maintained.

When an allegation that is not subject to the UCP is included in a UCP complaint, the District shall refer the non-UCP allegation to the appropriate staff or agency and shall investigate and, if appropriate, resolve the UCP-related allegation(s) through the District's UCP.

The Superintendent or designee shall provide training to District staff to ensure awareness and knowledge of current law and related requirements, including the steps and timelines specified in this policy and the accompanying administrative regulations.

The Superintendent or designee shall maintain all records of all UCP complaints and the investigation of those complaints in accordance with applicable state law and District policy.

Non-UCP Complaints

The following complaints shall not be subject to the District's UCP but shall be referred to the specified agency: (5 CCR 4611)

1. Any complaint alleging child abuse or neglect shall be referred to the County Department of Social Services, the County Protective Services Division, and the appropriate law enforcement agency.
2. Any complaint alleging health and safety violations by a child development program shall, for licensed facilities, be referred to the Department of Social Services and shall, for licensing-exempt facilities, be referred to the appropriate Child Development regional administrator.
3. Any complaint alleging fraud shall be referred to the Legal, Audits and Compliance Branch of the California Department of Education.

Any complaint alleging employment discrimination or harassment shall be investigated and resolved by the district in accordance with the procedures specified in AR 4030 - Nondiscrimination in Employment.

Any complaint related to sufficiency of textbooks or instructional materials, emergency or urgent facilities conditions that pose a threat to the health and safety of students or staff, or teacher vacancies and misassignments shall be investigated and resolved in accordance with the procedures in AR 1312.4 – Williams Uniform Complaint Procedures. (Education Code 35186)

Glendale Unified School District Administrative Regulation 1312.3:

Purpose and Scope: Except as the Board of Education may otherwise specifically provide in other District policies, these general uniform complaint procedures (UCP) shall be used to investigate and resolve only the complaints specified in BP 1312.3.

Compliance Officers

The District designates the individual(s) below as the employee(s) responsible for coordinating the District's response to complaints and for complying with state and federal civil rights laws. The individual(s) also serve as the compliance officer(s) specified in AR 5145.3 – Nondiscrimination/Harassment as the responsible employee to handle complaints regarding unlawful discrimination (such as discriminatory harassment, intimidation, or bullying). The individual(s) shall receive and coordinate the investigation of complaints and shall ensure District compliance with law.

Dr. Kelly King, Assistant Superintendent – Educational Services
223 North Jackson Street
Glendale, CA 91206
(818) 241-3111 x1209
kking@gusd.net

Dr. Lena Richter, Director of Categorical Programs
223 North Jackson Street
Glendale, CA 91206
(818) 241-3111 x1457
lrichter@gusd.net

The compliance officer who receives a complaint may assign another compliance officer to investigate and resolve the complaint. The compliance officer shall promptly notify the complainant and respondent, if applicable, if another compliance officer is assigned to the complaint.

In no instance shall a compliance officer be assigned to a complaint in which he/she has a bias or conflict of interest that would prohibit him/her from fairly investigating or resolving the complaint. Any complaint against a compliance officer or that raises a concern about the compliance officer's ability to investigate the complaint fairly and without bias shall be filed with the Superintendent or designee who shall determine how the complaint will be investigated.

The Superintendent or designee shall ensure that employees assigned to investigate and resolve complaints receive training and are knowledgeable about the laws and programs at issue in the complaints to which they are assigned.

Training provided to such employees shall cover current state and federal laws and regulations governing the program, applicable processes for investigating and resolving complaints including those involving alleged unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), applicable standards for reaching decisions on complaints, and appropriate corrective measures. Assigned employees may have access to legal counsel as determined by the Superintendent or designee.

The compliance officer or, if necessary, any appropriate administrator shall determine whether interim measures are necessary during and pending the results of an investigation. If interim measures are determined to be necessary, the compliance officer or the administrator shall consult with the Superintendent, the Superintendent's designee, or, if appropriate, the site principal to implement, if possible, one or more interim measures. The interim measures shall remain in place until the compliance officer determines that they are no longer necessary or until the District issues its final written decision, whichever is first.

Notifications

- A. The District's UCP policy and administrative regulations shall be posted in all District schools and offices, including staff lounges and student government meeting rooms. (Education Code 234.1)

The Superintendent or designee shall annually provide written notification of the District's UCP to students, employees, parents/guardians of district students, district advisory committee members, school advisory committee members, appropriate private school officials or representatives, and other interested parties. The notifications shall include, information regarding the prohibition of discrimination, harassment, intimidation, and bullying; unlawful student fees; local control and accountability plan (LCAP) requirements, and requirements related to the educational rights of foster youth, homeless students, former juvenile court school students, and children of military families. (Education Code 262.3, 48853, 48853.5, 49010-49013, 49069.5, 51225.1, 51225.2, 52075; 5 CCR 4622)

The notice shall:

1. Identify the person(s), position(s), or unit(s) responsible for receiving complaints
2. Advise the complainant of any civil law remedies that may be available to him/her under state or federal antidiscrimination laws, if applicable
3. Advise the complainant of the appeal process, including, if applicable, the complainant's right to take a complaint directly to the California Department of Education (CDE) or to pursue remedies before civil courts or other public agencies, such as the U.S. Department of Education's Office for Civil Rights (OCR) in cases involving unlawful discrimination (such as discriminatory harassment, intimidation, or bullying).
4. Include statements that:
 - a. The district has the primary responsibility to ensure compliance with applicable state and federal laws and regulations governing educational programs.
 - b. The complaint review shall be completed within 60 calendar days from the date of receipt of the complaint unless the complainant agrees in writing to an extension of the timeline.
 - c. A complaint alleging retaliation or unlawful discrimination (such as discriminatory harassment, intimidation, or bullying) must be filed not later than six months from the date it occurred, or six months from the date the complainant first obtained knowledge of the facts of the alleged unlawful discrimination. The time for filing may be extended for up to 90 days by the Superintendent or designee for good cause upon written request by the complainant setting forth the reasons for the extension.
 - d. Complaints should be filed in writing and signed by the complainant. If a complainant is unable to put his/her complaint in writing, for example, due to conditions such as a disability or illiteracy, district staff shall assist him/her in the filing of the complaint.
 - e. If a complaint is not filed in writing but the district receives notice of any allegation that

is subject to the UCP, the district shall take affirmative steps to investigate and address the allegations, in a manner appropriate to the particular circumstances.

If the allegation involves retaliation or unlawful discrimination (such as discriminatory harassment, intimidation, or bullying) and the investigation confirms that discrimination has occurred, the district will take steps to prevent recurrence of discrimination and correct its discriminatory effects on the complainant, and on others, if appropriate.

- f. A student enrolled in a public school shall not be required to pay a fee for his/her participation in an educational activity that constitutes an integral fundamental part of the district's educational program, including curricular and extracurricular activities.
- g. The Board is required to adopt and annually update the LCAP in a manner that includes meaningful engagement of parents/guardians, students, and other stakeholders in the development and/or review of the LCAP.
- h. A foster youth shall receive information about educational rights related to his/her educational placement, enrollment in and checkout from school, as well as the responsibilities of the district liaison for foster youth to ensure and facilitate these requirements and to assist the student in ensuring proper transfer of his/her credits, records, and grades when he/she transfers between schools or between the district and another district.
- i. A foster youth, homeless student, former juvenile court school student, or child of a military family who transfers into a district high school or between district high schools as applicable shall be notified of the district's responsibility to:
 - (1) Accept any coursework or part of the coursework that the student has satisfactorily completed in another public school, juvenile court school, or a nonpublic, nonsectarian school or agency, and to issue full or partial credit for the coursework completed
 - (2) Not require the student to retake any course or a portion of a course which he/she has satisfactorily completed in another public school, juvenile court school, or a nonpublic, nonsectarian school or agency
 - (3) If the student has completed his/her second year of high school before the transfer, provide the student information about district-adopted coursework and Board-imposed graduation requirements from which he/she may be exempted pursuant to Education Code 51225.1
- j. The complainant has a right to appeal the district's decision to CDE by filing a written appeal within 15 calendar days of receiving the district's decision.

In any complaint alleging unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), the respondent also shall have the right to file an appeal with CDE in the same manner as the complainant, if he/she is dissatisfied with the district's decision.
- k. The appeal to CDE must include a copy of the complaint filed with the district and a copy of the district's decision.
- l. Copies of the district's UCP are available free of charge.

The annual notification and complete contact information of the compliance officer(s), and information related to Title IX as required pursuant to Education Code 221.61 shall be posted on the District web site and may be provided through District-supported social media, if available.

- B. The Superintendent or designee shall ensure that all students and parents/guardians, including students and parents/guardians with limited English proficiency, have access to the relevant information provided in the District's policy, regulation, forms, and notices concerning the UCP.

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

District Responsibilities

All UCP-related complaints shall be investigated and resolved within 60 calendar days of the District's receipt of the complaint unless the complainant agrees in writing to an extension of the timeline. (5 CCR 4631)

For complaints alleging unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), the District shall inform the respondent when the complainant agrees to an extension of the timeline for investigating and resolving the complaint.

The compliance office shall maintain a record of each complaint and subsequent related actions, including steps taken during the investigation and all information required for compliance with 5 CCR 4631 and 4633.

All parties involved in the allegations shall be notified when a complaint is filed and when a decision or ruling is made. However, the compliance officer shall keep all complaints or allegations of retaliation or unlawful discrimination (such as discriminatory harassment, intimidation, or bullying) confidential except when disclosure is necessary to carry out the investigation, take subsequent corrective action, conduct ongoing monitoring, or maintain the integrity of the process. (5 CCR 4630, 4964)

All complainants shall be protected from retaliation.

Filing of Complaints

The complaint shall be presented to the compliance officer who shall maintain a log of complaints received, providing each with a code number and a date stamp.

All complaints shall be filed in writing and signed by the complainant. If a complainant is unable to put a complaint in writing due to conditions such as a disability or illiteracy, district staff shall assist him/her in the filing of the complaint. (5 CCR 4600)

Complaints shall also be filed in accordance with the following rules, as applicable:

1. Any complaint alleging District violation of applicable state or federal law or regulations governing the programs specified in the accompanying Board Policy (item #1 of the section "Complaints Subject to the UCP") may be filed by any individual, public agency, or organization. (5 CCR 4630)
2. Any complaint alleging noncompliance with law regarding the prohibition against requiring students to pay student fees, deposits, and charges or any requirement related to the LCAP may be filed anonymously if the complaint provides evidence, or information leading to evidence, to support an allegation of noncompliance. A complaint about a violation of the prohibition against the charging of unlawful student fees may be filed with the principal of the school or with the Superintendent or designee. However, any such complaint shall be filed no later than one year from the date the alleged violation occurred. (Education Code 49013, 52075; 5 CCR 4630)
3. A complaint alleging unlawful discrimination (such as discriminatory harassment, intimidation, or bullying) may be filed only by a person who alleges that he/she personally suffered the unlawful discrimination or by a person who believes that an individual or any specific class of individuals has been subjected to it. The complaint shall be initiated no later than six months from the date when the alleged unlawful discrimination occurred, or six months from the date when the complainant first obtained knowledge of the facts of the alleged unlawful discrimination. The time for filing may be extended for up to 90 days by the Superintendent or designee for good cause upon written request by the complainant setting forth the reasons for the extension. (5 CCR 4630)

4. When a complaint alleging unlawful discrimination (such as discriminatory harassment, intimidation, or bullying) is filed anonymously, the compliance officer shall pursue an investigation or other response as appropriate, depending on the specificity and reliability of the information provided and the seriousness of the allegation.
5. When the complainant of unlawful discrimination (such as discriminatory harassment, intimidation, or bullying) or the alleged victim when he/she is not the complainant, requests confidentiality, the compliance officer shall inform him/her that the request may limit the District's ability to investigate the conduct or take other necessary action. When honoring a request for confidentiality, the District shall nevertheless take all reasonable steps to investigate and resolve/respond to the complaint consistent with the request.

Mediation

Within three business days after the compliance officer receives the complaint, he/she may informally discuss with all the parties the possibility of using mediation. Mediation shall be offered to resolve complaints that involve more than one student and no adult. However, mediation shall not be offered or used to resolve any complaint involving an allegation of sexual assault or where there is a reasonable risk that a party to the mediation would feel compelled to participate. If the parties agree to mediation, the compliance officer shall make all arrangements for this process.

Before initiating the mediation of a complaint alleging retaliation or unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), the compliance officer shall ensure that all parties agree to make the mediator a party to relevant confidential information. The compliance officer shall also notify all parties of the right to end the informal process at any time.

If the mediation process does not resolve the problem within the parameters of law, the compliance officer shall proceed with his/her investigation of the complaint.

The use of mediation shall not extend the District's timelines for investigating and resolving the complaint unless the complainant agrees in writing to such an extension of time. If mediation is successful and the complaint is withdrawn, then the District shall take only the actions agreed to through the mediation. If mediation is unsuccessful, the District shall then continue with subsequent steps specified in this administrative regulation.

Investigation of Complaint

Within 10 business days after the compliance officer receives the complaint, the compliance officer shall begin an investigation into the complaint.

Within one business day of initiating the investigation, the compliance officer shall provide the complainant and/or his/her representative with the opportunity to present the information contained in the complaint to the compliance officer and shall notify the complainant and/or his/her representative of the opportunity to present the compliance officer with any evidence, or information leading to evidence, to support the allegations in the complaint. Such evidence or information may be presented at any time during the investigation.

In conducting the investigation, the compliance officer shall collect all available documents and review all available records, notes, or statements related to the complaint, including any additional evidence or information received from the parties during the course of the investigation. He/she shall individually interview all available witnesses with information pertinent to the complaint, and may visit any reasonably accessible location where the relevant actions are alleged to have taken place. At appropriate intervals, the compliance officer shall inform both parties of the status of the investigation.

To investigate a complaint alleging retaliation or unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), the compliance officer shall interview the alleged victim(s), any alleged offenders, and other relevant witnesses privately, separately, and in a confidential manner. As necessary, additional staff or legal counsel may conduct or support the investigation.

A complainant's refusal to provide the District's investigator with documents or other evidence related to the allegations in the complaint, failure or refusal to cooperate in the investigation, or engagement in any other obstruction of the investigation may result in the dismissal or the complaint because of a lack of evidence to support the allegation. Similarly, a respondent's refusal to provide the district's investigator with documents or other evidence related to the allegations in the complaint, failure or refusal to cooperate in the investigation, or engagement in any other obstruction of the investigation may result in a finding, based on evidence collected, that a violation has occurred and in the imposition of a remedy in favor of the complainant. (5 CCR 4631)

In accordance with law, the District shall provide the investigator with access to records and other information related to the allegation in the complaint and shall not in any way obstruct the investigation. Failure or refusal of the District to cooperate in the investigation may result in a finding based on evidence collected that a violation has occurred and in the imposition of a remedy in favor of the complainant. (5 CCR 4621)

The compliance officer shall apply a “preponderance of the evidence” standard in determining the veracity of the factual allegations in a complaint. This standard is met if the allegation is more likely to be true than not.

Report of Findings

Unless extended by written agreement with the complainant, a final decision shall be sent to the complainant within 60 calendar days of the District’s receipt of the complaint. Within 30 calendar days of receiving the complaint, the compliance officer shall prepare and send to the complainant a written report, as described in the section “Final Written Decision” below. If the complainant is dissatisfied with the compliance officer’s decision, he/she may, within five business days, file his/her complaint in writing with the Board.

The Board may consider the matter at its next regular Board meeting or at a special Board meeting convened in order to meet the 60-day time limit within which the complaint must be answered. When required by law, the matter shall be considered in closed session. The Board may decide not to hear the complaint, in which case the compliance officer’s decision shall be final.

If the Board hears the complaint, the compliance officer shall send the Board’s decision to the complainant within 60 calendar days of the District’s initial receipt of the complaint or within the time period that has been specified in a written agreement with the complainant. (5 CCR 4631)

In resolving any complaint alleging unlawful discrimination (such as discriminatory harassment, intimidation, and bullying), the respondent also shall be sent the district’s decision and, in the same manner as the complainant, may file a complaint with the Board if dissatisfied with the decision.

Final Written Decision

The District’s decision on how it will resolve the complaint shall be in writing and shall be sent to the complainant. (5 CCR 4631)

In consultation with District legal counsel, information about the relevant part of a decision may be communicated to a victim who is not the complainant and to other parties that may be involved in implementing the decision or affected by the complaint, as long as the privacy of the parties is protected. In a complaint alleging unlawful discrimination (such as discriminatory harassment, intimidation, and bullying), notice of the district’s decision to the alleged victim shall include information about any sanction to be imposed upon the respondent that relates directly to the alleged victim.

If the complaint involves a limited-English-proficient student or parent/guardian and the student involved attends a school at which 15 percent or more of the students speak a single primary language other than English, then the decision shall also be translated into that language. In all other instances, the District shall ensure meaningful access to all relevant information for parents/guardians with limited English proficiency.

For all complaints, the decision shall include: (5 CCR 4631)

1. The findings of fact based on the evidence gathered. In reaching a factual determination, the following factors may be taken into account:
 - a. Statements made by any witnesses
 - b. The relative credibility of the individuals involved
 - c. How the complaining individual reacted to the incident
 - d. Any documentary or other evidence relating to the alleged conduct
 - e. Past instances of similar conduct by any alleged offenders
 - f. Past false allegations made by the complainant
 2. The conclusion(s) of law
 3. Disposition of the complaint
 4. Rational for such disposition
- For complaints of retaliation or unlawful discrimination (such as discriminatory harassment, intimidation, or

bullying), the disposition of the complaint shall include a determination for each allegation as to whether retaliation or unlawful discrimination has occurred.

The determination of whether a hostile environment exists may involve consideration of the following:

- a. How the misconduct affected one or more students' education
 - b. The type, frequency, and duration of the misconduct
 - c. The relationship between the alleged victim(s) and offender(s)
 - d. The number of persons engaged in the conduct and at whom the conduct was directed
 - e. The size of the school, location of the incidents, and context in which they occurred
 - f. Other incidents at the school involving different individuals
5. Corrective action(s), including any actions that have been taken or will be taken to address the allegations in the complaint and including, with respect to a student fees complaint, a remedy that comports with Education Code 49013 and 5 CCR 4600.

For complaints of unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), the notice may, as required by law, include:

- a. The corrective actions imposed on the respondent.
 - b. Individual remedies offered or provided to the complainant or another person who was the subject of the complaint, but this information should not be shared with the respondent.
 - c. Systemic measures the school has taken to eliminate a hostile environment and prevent recurrence.
6. Notice of the complainant's right to appeal the District's decision within 15 calendar days to the CDE and procedures to be followed for initiating such an appeal.

The decision may also include follow-up procedures to prevent recurrence or retaliation and for reporting any subsequent problems.

For complaints alleging unlawful discrimination based on state law (such as discriminatory harassment, intimidation, and bullying), the decision shall also include a notice to the complainant that:

- a. He/she may pursue available civil law remedies outside of the District's complaint procedures, including seeking assistance from mediation centers or public/private interest attorneys, 60 calendar days after the filing of an appeal with the CDE. (Education Code 262.3)
- b. The 60 days moratorium does not apply to complaints seeking injunctive relief in state courts or to discrimination complaints based on federal law. (Education Code 262.3)
- c. Complaints alleging discrimination based on race, color, national origin, sex, gender, disability, or age may also be filed with the U.S. Department of Education, Office for Civil Rights at www.ed.gov/ocr within 180 days of the alleged discrimination.

Corrective Action

When a complaint is found to have merit, the compliance officer shall adopt any appropriate corrective action permitted by law. Appropriate corrective actions that focus on the larger school or District environment may include, but are not limited to, actions to reinforce District policies; training for faculty, staff, and students; updates to school policies; or school climate surveys.

For complaints involving retaliation or unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), appropriate remedies that may be offered to the victim but not communicated to the respondent may include, but are not limited to, the following:

1. Counseling
2. Academic support
3. Health services
4. Assignment of an escort to allow the victim to move safely about campus
5. Information regarding available resources and how to report similar incidents or retaliation
6. Separation of the victim from any other individuals involved, provided the separation does not penalize the victim
7. Restorative justice
8. Follow-up inquiries to ensure that the conduct has stopped and there has been no retaliation
9. Determination of whether any past actions of the victim that resulted in discipline were related to the treatment the victim received and described in the complaint

For complaints involving retaliation or unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), appropriate corrective actions that focus on a student offender may include, but are not limited to, the following:

1. Transfer from a class or school as permitted by law
2. Parent/guardian conference
3. Education regarding the impact of the conduct on others
4. Positive behavior support
5. Referral to a student success team (SST)
6. Denial of participation in extracurricular or co-curricular activities or other privileges as permitted by law
7. Disciplinary action such as suspension or expulsion, as permitted by law

When an employee is found to have committed retaliation or unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), the district shall take appropriate disciplinary action, up to and including dismissal, in accordance with applicable law and collective bargaining agreement.

The District may also consider training and other interventions for the larger school community to ensure that students, staff, and parents/guardians understand the types of behavior that constitute unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), that the District does not tolerate it, and how to report and respond to it.

When a complaint is found to have merit, an appropriate remedy shall be provided to the complainant or other affected person.

If a complaint alleging noncompliance with the laws regarding student fees, deposits, and other charges, physical education instructional minutes for students in elementary schools, or any requirement related to the LCAP is found to have merit, the District shall provide a remedy to all affected students and parents/guardians subject to procedures established by regulation of the State Board of Education. (Education Code 49013, 51223, 52075)

For complaints alleging noncompliance with the laws regarding student fees, the District shall attempt in good faith, by engaging in reasonable efforts, to identify and fully reimburse all affected students and parents/guardians who paid the unlawful fees within one year prior to the filing of the complaint. (Education Code 49013; 5 CCR 4600)

Appeals to the California Department of Education

Any complainant who is dissatisfied with the District's final written decision may file an appeal in writing with the CDE within 15 calendar days of receiving the District's decision. (Education Code 222, 48853, 48853.5, 49013, 49069.5, 51223, 51225.1, 51225.2, 51228.3, 52075; 5 CCR 4632)

When a respondent in any complaint alleging unlawful discrimination (such as discriminatory harassment, intimidation, and bullying) is dissatisfied with the district's final written decision, he/she, in the same manner as the complainant, may file an appeal with the CDE.

The complainant or respondent shall specify the basis for the appeal of the decision and whether the facts are incorrect and/or the law has been misapplied. The appeal shall be sent to CDE with a copy of the originally locally filed complaint and a copy of the District's decision in that complaint. (5 CCR 4632)

Upon notification by the CDE that the complainant has appealed the District's decision, the Superintendent or designee shall forward the following documents to the CDE: (5 CCR 4632)

1. A copy of the original complaint
2. A copy of the written decision
3. A summary of the nature and extent of the investigation conducted by the District, if not covered by the decision
4. A copy of the investigation file including, but not limited to, all notes, interviews, and documents submitted by the parties and gathered by the investigator
5. A report of any action taken to resolve the complaint
6. A copy of the District's uniform complaint procedures
7. Other relevant information requested by the CDE

CIVILITY POLICY

Glendale Unified School District Board Policy 1312.5

The Board of Education is committed to maintaining orderly educational and administrative processes in keeping schools and the District sites free from disruptions and preventing unauthorized persons from entering school/district grounds. Members of the district staff will address colleagues, students, parents, and members of the public with respect and expect the same in return.

This policy is not intended to deprive any person of his/her right to freedom of expression, but only to maintain, to the extent possible and reasonable, a safe, harassment-free workplace for our students and staff. In the interest of presenting positive role models to the students in this District, the Glendale Unified School District expects civil and positive communications. The District will not tolerate behavior that may appear rude, uncaring, abrupt, or insensitive, nor volatile, hostile or aggressive actions or loud, obscene, and/or offensive language. The District seeks employee, student, parent, and public cooperation with this endeavor.

District staff shall be trained to recognize and address behaviors that constitute a disruption in violation of Board Policy. Employees, students, and parents will be informed of this policy and will be provided with the appropriate measures available to them in addressing non-civil behavior. (Legal References: Education Code Sections 32210, 44014, 44810, 44811 and California Penal Code, Sections 243.5, 415.5, 626.8, 627.7)

Safe Place to Learn Act

The Glendale 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 Education Code Section 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 anti-discrimination, anti-harassment, anti-intimidation, and anti-bullying policies, please contact the Director of Student Support Services Office at (818) 241-3111 Ext. 1285.

SCHOOL ACCOUNTABILITY REPORT CARD (SARC)

Since November 1988, California Education Code Section 35256 has required all public schools receiving state funding to prepare and distribute a SARC. The purpose of the report card is to provide parents and the community with important information about each public school. A SARC is an effective way for a school to report its progress in achieving goals.

The SARC contains a profile that provides background information about the school and its students. It summarizes the school's mission, goals, and accomplishments. State law requires that the SARC contain all of the following: demographic data; school safety and climate for learning information; academic data; school completion rates; class sizes, teacher and staff information; curriculum and instruction descriptions; postsecondary preparation information; and fiscal and expenditure data. Recent California legislation requires the SARC to list misassignments of teachers, the number of vacant teacher positions, the availability of sufficient textbooks and other instructional materials, and needed maintenance to ensure good repair of facilities.

Parents with Internet access can go to the District's Website, www.gusd.net/sarc to find the most recent School Accountability Report Card (SARC) information. Copies and translations of the SARC are available upon request from the Public Information Office or available online at www.sarconline.org. If additional information is needed, parents may call the school or the District Office and may also schedule an appointment to visit the school and meet with the school's administrators and staff.

PHOTOGRAPHING AND VIDEOTAPING OF STUDENTS

During the school year, students are sometimes photographed or videotaped by the news media to inform parents and the community about instructional programs, events, and activities. The District cooperates with the news media, according to state law, by allowing media representatives access to our campuses to photograph and/or videotape students for the purpose of news coverage. Students may also be photographed and/or videotaped by the school district for the purposes of recognizing achievements, accolades, school district instructional programs, events,

promotional posters, District websites, newsletters, and school board presentations. Students are not permitted to photograph staff without their consent.

We respect the privacy of students and their families. At the same time, we recognize the need for the news media to publish information and images (photos and videotape) relating to our programs.

If you DO NOT wish your student to appear in any photographs or video images used in newsletters, school/district webpages, social media and various publications (ie: school newspapers) taken by the news media, district/school groups, or other District approved group, please complete Form 7 and return it to the school principal.

HEALTHFUL SCHOOLS

Schools Asbestos Safe – The District continues to meet all requirements of the Asbestos Hazard Emergency Response Act, passed by Congress in 1986. The law requires the identification of any building materials containing asbestos and development of a plan for monitoring or removal of that substance.

For many years, asbestos was used for insulation and as a fire retardant. Some schools still contain asbestos, but it is located generally in storage and attic areas, away from building occupants.

A copy of each school’s asbestos management plan, as well as the building inspection reports, is available in your local school office.

Healthy Schools Act of 2000 - To meet the requirements of the Healthy Schools Act of 2000, the Glendale Unified School District is required to provide annual written notification to staff, parents, and guardians regarding the intended applications of pest management products. For the 2018-2019 school years, Glendale Unified School District contracts with Pest Options of Orange, CA, a state-licensed contractor, to provide pest management services. If needed, the following pest management products may be used during 2018-2019:

<u>Product</u>	<u>Active Ingredient</u>	<u>Usage</u>	<u>EPA ID #</u>
Advion Ant Gel	Indoxacarb	Roaches	352-652
Advion Roach Gel	Indoxacarb	Ants	352-627
Alpine WSG	Dinotefuran	Insects	499-561
Confrac Blox	Bromadiolone	Rodents	12455-79
D-Fense SC	Deltamethrin	Insects	53883-276
Evergreen Pyrethrum	MGK	Insects	1021-2560
Fumitoxin	Aluminum Phosphide	Burrowing Rodents	72959-1, 72959-2
Nyguard IGR	Pyriproxyfen	Insect IGR	1021-1603
Siesta	Metaflumizone	Fire Ants	7969-232
Ramik Oats	Diphacinone	Burrowing Rodents	61282-24
Termidor SC	Fipronil	Insects	7969-210
Transport GHP Insecticide	Acetamiprid/Bifenthrin	Insects	8033-96-279
ZP AG Oats	Zinc Phosphide	Rodents	12455-102-3240

For additional information on pest management products, you may access the California Department of Pesticide Regulation website at www.cdpr.ca.gov

The Glendale Unified School District does not use any pest management products with the signal words “warning” or “danger.” The pest management products, if used at all, fall into the safest category, “caution.” Pest management products are applied when children are not present. Applicators receive annual safety training, strictly follow the U.S. EPA label instructions and only apply pesticides when they are necessary.

If you would like the opportunity to register with the school district to receive notification of individual pest management product applications, please contact your principal.

INTERNET ACCESS/ELECTRONIC INFORMATION SERVICES AND ACCEPTABLE USE POLICY

The Glendale Unified School District is increasing teaching and learning opportunities by making advanced technology more accessible to students and staff. By providing greater access to information sources, we bring the world to our students. As a result, they will be better prepared to further their education and the beginnings of a career. Accessing the Internet or posting information on the District website is accompanied by certain legal, ethical and moral responsibilities. Users are subject to and shall abide by the Administrative Regulations and accompanying

Electronic Information Services (EIS) Acceptable Use agreement. (Legal References: GUSD BP 1113, AR 1113, BP 6163.4)

One of our key responsibilities is to stop cyberbullying. Cyberbullying includes the transmission of harassing communications, direct threats, or other harmful texts, sounds, or images on the Internet, social media, or any technologies including, but not limited to, using a telephone, computer or any wireless communication device. Cyberbullying also includes breaking into another person's electronic account and assuming that person's identity in order to damage that person's reputation. (Legal References: (California Education Code Section 49800, 48900.2, 48900.3, 48900.4, 48900.7 or GUSD BP 5131C)

Students shall be permitted to have in their possession an electronic device, such as a mobile phone, smart phone, laptop computer, table device, or other communication tool on campus during the school day, while attending school-sponsored activities, or while under the supervision and control of a school District employee. Electronic devices may be used in the event of a school-related emergency (i.e. a lockdown, earthquake or other such event) as determined by the principal or for a health purpose. Additionally, personal devices may be used for instructional purposes as specified by the principal.

As an Electronic Information Service, the Internet is a communication network with open global exchange of information and sharing of computer resources. The Internet offers vast, diverse, and unique resources for lifelong learning. It is designed to make a world of resources available to its users. The responsibility for selection of appropriate material rests with the user.

Information from such sources as universities, public and private institutions, government agencies, and corporations is generally well suited and appropriate for student use.

However, inappropriate material is also accessible online and students may encounter objectionable material during Internet exploration. Although the District monitors student use, complete control of student access to all material is not technically feasible.

Although controlled, students do have access to a variety of resources available on the Internet and other Electronic Information Services (EIS). This benefits students who adhere to ethical standards. The District instructs students on ethical and appropriate use of electronic resources, and students who demonstrate inappropriate behavior and digital citizenship in their choices will be denied access or be subject to other disciplinary measures, including suspension and possible expulsion.

Internet access is coordinated through a complex association of networks. The smooth operation of the network relies upon the proper conduct of the end users who must adhere to strict guidelines. These guidelines are provided so that users are aware of the responsibilities related to Internet use. With this learning tool, students and staff are expected to understand and practice proper and acceptable use.

Before a student is given access to EIS through District computers, students:

- Receive instruction regarding the District's Acceptable Use Policy.
- Learn their responsibilities as a user.

GLENDALE UNIFIED SCHOOL DISTRICT ACCEPTABLE USE POLICY CONDITIONS AND RULES FOR USE:

1. Acceptable use:

- a) The purpose of EIS is to facilitate communications in support of research and education by providing access to unique resources and an opportunity for collaborative work. To remain eligible as a user, students must be in support of and consistent with the District's educational use objective. All users of the EIS must comply with the District's rules and Acceptable Use policies.
- b) Transmission of any material in violation of any United States or state regulation is prohibited. This includes, but is not limited to, copyright, threatening or obscene material, or information protected by trade secret.
- c) Use for commercial activities is generally not acceptable.
- d) Use for product advertisements or political lobbying is prohibited.

2. A privilege, not a right:

The use of EIS is a privilege, not a right. Inappropriate use, including violation of these conditions and rules, will result in cancellation of user privileges. The District is authorized to determine appropriate use and may suspend or deny use at any time.

3. Monitoring:

The District reserves the right to review any material and to monitor user activities to determine if specific uses of technology, either district owned or personal, while on campus are appropriate.

4. Social Media Monitoring:

In order to improve school safety, the GUSD reserves the right to contract with a social media monitoring system. In compliance with California Education Code Section 49073.6, the school district will: “Destroy information gathered from social media and maintained in its records within one year after a pupil turns 18 years of age or within one year after the pupil is no longer enrolled in the school district, county office of education, or charter school, whichever occurs first.”

5. Etiquette:

Students are expected to abide by the generally accepted rules of EIS etiquette. These include, but are not limited to, the following guidelines:

- a) No swearing, vulgarities, or other inappropriate language are permitted.
- b) Do not be abusive in messages to others.
- c) Do not engage in activities prohibited under state or federal law.
- d) Do not reveal personal addresses or phone numbers.
- e) Electronic mail (e-mail) is not private. People who operate the system have access to all mail. Messages relating to or in support of improper use or illegal activities will be reported to authorities and result in the loss of user privileges.
- f) Do not use the network in such ways that disrupt other network users.
- g) All communications and information shared via the network should be assumed to be private property and, therefore, should not be edited, damaged, or deleted.

6. No warranties:

The District makes no warranties of any kind, expressed or implied, for the service it is providing. The District is not responsible for any damages suffered by the user. This includes loss of data resulting from delays, non-deliveries, mixed-deliveries, or service interruptions caused by the District’s negligence or by the user’s errors or omissions.

Use of information obtained via the Internet is at the user’s own risk. The District is in no way responsible for the accuracy or quality of information obtained. All users should evaluate the source of any information for accuracy.

Staff and students assume full responsibility for their non-GUSD owned technology devices. This includes the device’s safety, security and maintenance. GUSD will not be liable for any costs incurred related to the use of personal technology devices, including usage/data fees, upgrades, damages and replacements.

The District can only filter Internet content on the GUSD network. Therefore, for personal devices that have more than one connection for Internet access, it is strongly suggested that students use the GUSD network for Internet access. Inappropriate use of Internet access is subject to disciplinary action.

7. Security:

- a) Security on any computer system is a high priority, especially when the system has many users. A user must not allow others to use his/her password. Passwords must be protected to ensure system security plus user’s privilege and ability to continue using the system.
- b) Students who believe they can identify a potential security problem on EIS should notify a teacher or administrator. It must not be demonstrated to others.
- c) Attempts to bypass system protection, change software or hardware configurations, or log on to any EIS beyond their authorized access will result in cancellation of user privileges and further disciplinary measures.
- d) Any user identified as a security risk or for having a history of problems with District or other computer systems will be denied access to EIS by the District.

8. Vandalism and harassment:

- a) Vandalism and harassment will result in cancellation of user privileges and other disciplinary action:
 - Vandalism is defined as any malicious attempt to harm, modify, and destroy data of another user, or any resources of the District EIS. This includes, but is not limited to, loading or creating of computer viruses.
 - Harassment is defined as the persistent annoyance of another user or the interference of another user’s work. This includes, but is not limited to, the sending of unwanted e-mail.

9. Procedures for use

- a) Student users must always get permission from their teachers before using the District EIS. Students must follow all written and other classroom instructions.
- b) All users have the same right to use the computer equipment. Therefore, users shall not play games or use the computer resources for other than academic activities. In addition, users shall not waste nor take supplies such as paper, and /or ink/toner cartridges provided by the District.

10. Controversial material:

Users may encounter material, which the user, parents, teachers, and/or administrators may consider controversial, inappropriate, or offensive. If students accidentally encounter such material, they should immediately exit the file and notify a teacher or administrator. It is the user's responsibility not to initiate access to such material. If accidentally encountered, the material should not be shared with other users.

11. Search of information technology:

As a condition for using the District's EIS, the District reserves the right, at any time, to review any material (software, peripheral devices, etc.) in use on the District's information system equipment or to search a student's personal device used at a District campus and to monitor user activities to determine if specific uses of the equipment and network are appropriate. Inappropriate use of technology at any District campus may result in loss of access privileges and/or disciplinary action.

12. Parents may notify the school:

Parents may notify the school principal in writing if they do not wish their student to be given access to the Internet through the District equipment and filtered connection to the Internet.

INTERNET SAFETY INFORMATION

2018-2019

INFORMATION TO PARENTS REGARDING INTERNET SAFETY FOR STUDENTS

The Glendale Unified School District prides itself on providing a safe learning environment for its students. An emerging national concern is the inappropriate use of the Internet by students. This problem has the potential to be harmful, and we ask your support in assisting us with this challenge.

Across the nation, schools have seen an increase in negative student behavior as a result of messages written *using electronic technology posted to popular social networking websites*. Many sites contain instant messaging components that allow students to chat with other students and to post statements that ordinarily would not be said in a face-to-face conversation.

The popularity of these websites seems to be growing. Facebook.com, for example, is said to have over 1 billion members and has become one of the most popular “message exchange” sites among students worldwide.

Unfortunately, some of these websites are being used by child predators, “cyber bullies,” and con artists. To our knowledge, there are no adults officially responsible for monitoring the content on such websites, and some students use the sites to participate in online bullying or to threaten harm to other students. The so-called “cyber bullies,” mostly children between the ages of 9 and 14, use the anonymity of the web to hurt others without witnessing the consequences. Students who are bullied online sometimes do not report these occurrences for fear that they will be barred from using the Internet.

Outside of our schools, there have been instances of adults posing as youths and gaining access to student chat rooms. In some cases, these contacts have led to tragedy. Some unsuspecting students post enough personal information that predators are able to locate students’ home or school addresses, thereby, becoming easy targets for predators.

The Glendale School District has blocked the use of *several social networking* websites from our school computers. We will continue to block objectionable material as we deem appropriate.

Parents should be aware of what their children are writing on the Internet and what others are posting in reply. *These websites are* public domain and anything posted there can be seen by anyone who has Internet access. Although most of what is written is not immoral, offensive, or illegal, some of it is. If you choose to do so, you may investigate this site by personally *logging on to the site*. The *services are free*, and users may register using an e-mail address. Once you have registered, you can search by name and e-mail address to see if your child is registered. You can narrow the search results by entering the name of your city. You will be able to view the kinds of personal information, messages, diaries, and photographs that students post to this website.

Helpful Tips and Resources

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

We also encourage you to establish rules and guidelines to ensure the safety of your child while on the Internet. Some websites offer parental or family guidance for Internet safety; for example, Commonsensemedia.org located at www.commonsensemedia.org, SafeKids.com, located online at <http://www.safekids.com>, and Web Wise Kids, located online at <http://www.webwisekids.org>, by telephone at 866-WEB-WISE, or by e-mail at webwisekids2@aol.com.

The Glendale Unified School District will continue to provide Internet security within our schools. It is important that parents also monitor Internet use at home.

Thank you for your support and cooperation in keeping our students safe.

CALIFORNIA EDUCATION CODE PARENTAL NOTIFICATION REQUIREMENT 2018-2019

California Education Code, Section (§) 48980, requires that each parent or guardian be notified of the following California Education Code Sections and other related statutory provisions, which have been paraphrased for your convenience. Explanations regarding any section and the verbatim wording may be requested from any school administrator.

EC § 221.5 – Career Counseling: *Informs parents of students in grades seven through twelve of career counseling and course selection opportunities available to students on an equal opportunity basis. This section also informs parents of the right to participate in counseling sessions and decisions.*

EC § 32255 – Right to Refrain from Harmful or Destructive use of Animals: *Students in grades kindergarten through twelve have the right to refuse or refrain from participation in classroom activities that they feel would constitute the “harmful and destructive use of animals.” Alternative programs are also addressed.*

EC §§ 35183 & 35183.5 – Dress Code/Gang Apparel: *Authorizes school districts to adopt a dress code that would prohibit the wearing of “gang-related clothing.” It further authorizes school districts to adopt a dress code policy that would require students to wear a school-wide uniform. If the District adopts a dress code or requires uniforms, parents are entitled to at least a six-months’ notice and the availability of resources to assist economically disadvantaged students. EC§ 35183.5 further requires school sites to allow sun-protective clothing for outdoor use during the school day. It also provides for the use of sunscreen by students, during the school day, without a physician’s note or prescription.*

EC §§ 35291 & 35291.5 – Discipline Rules: *Each school site has established discipline rules developed by a school committee. These rules have been approved by the Board of Education and are available at each school site and the District Office.*

EC § 32280 et seq. – Comprehensive School Safety Plan: *Each Glendale 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.*

EC § 39831.5 – School Bus Safety: *Requires that, upon registration, parents or guardians of pupils not previously transported in a school bus, shall receive written information on school bus safety as specified. This applies to pre-kindergarten, kindergarten, and grades 1 to 6.*

EC § 46010.1 – Confidential Medical Service: *Current law permits school authorities to excuse students in grades seven through twelve from school for the purpose of obtaining confidential medical services without consent of parent.*

EC § 46014 – Religious Instruction: *The Board of Education may grant that students, with written consent of their parents or guardians, be excused from school in order to participate in religious exercises or instruction.*

EC § 48206.3 – Temporary Disability; Individual Instruction: *A student with a temporary disability who is unable to attend regular day classes shall be provided instruction by the district of residency.*

EC § 48208 – Temporary Disability; Notice by Parent: *The parent or guardian of a temporarily disabled student is responsible for notifying the school district in which the qualifying hospital is located of the student’s presence. It is that district’s responsibility to establish the appropriate educational instruction.*

EC § 48900.1 – Required Parental Attendance in Class: *Mandates board policy authorizing teachers to require parents or guardians of students suspended by a teacher to attend a portion of a school day in the student’s classroom.*

EC § 48904 – Willful Misconduct Liability: *Parents or guardians of a minor are liable for willful misconduct of a minor, which results in injury, or death of another person or destruction of school property. Parents are also liable for any school property loaned to the student and willfully not returned. The parents can be held liable for up to the amount established in Section 53069.5 of the Government Code. The school district may withhold the grades, diploma, or transcripts of the student responsible until such damages are paid or the property returned, or until completion of a voluntary work program in lieu of payment of money. If a student transfers to a new district, that district may also withhold grades, diplomas, and transcripts upon receiving notice from the former district. The receiving district must notify parents in writing of the decision to withhold these items.*

EC § 48906 – Release of Student to Peace Officer: *Upon release by a school official of a student from school to a peace officer for the purpose of removing him/her from the school premises, the school official shall take immediate steps to notify the parent or guardian, except when a student has been taken into custody as a victim of suspected child abuse. In those cases, the peace officer will notify the parent or guardian.*

EC § 48980 (c) – Minimum Days and Pupil Free Staff Development Days: *Requires that parents be advised (no later than one month prior to) of any scheduled minimum days or pupil-free staff development days.*

EC § 48980 (k) – Advanced Placement (AP) Examination Fees: *Low-income students who are enrolled in an AP class and plan to*

take the end-of-course AP examination are eligible to participate in the AP Test Fee Payment Program.

EC § 49063, Family Education Rights & Privacy Act (FERPA), 5 CCR § 431(e) – Notification of Privacy Rights of Parents and Students: Federal and state laws grant certain rights of privacy and rights of access to students and to their parents. Full access to all personally identifiable written records maintained by the school district must be granted to:

- 1) Parents of students age 17 and younger.
- 2) Parents of students age 18 and older if the student is a dependent for tax purposes.
- 3) Students age 16 and older or students who are enrolled in an institution of post-secondary instruction (called “eligible students”).

School records consist of the permanent record (student’s legal name, birthdate, enrollment dates, subjects, grades); the mandatory interim record (a history of the student’s development and education progress, including test scores); and the permitted record (standardized test results more than three years old, routine disciplinary notices). The school principal or a designee is responsible for maintaining student records.

A parent, or an eligible student, may review individual school records by making a written request to the principal, who will arrange an appointment when an administrator or appropriate certificated employee can be available to assist in interpreting. If a parent has any concerns about the accuracy or appropriateness of any recorded information maintained by the school, they may informally request the principal to correct it. If the parent or adult student and the principal disagree regarding the correction or removal of questionable information, the matter may be appealed to the Superintendent following procedures outlined in Education Code, Section 49070.

District policies and procedures relating to school records are available from the principal in each school and are available for review upon request. When a student moves to a new district, records will be forwarded upon the request of the new school district. Parents, or eligible students, may receive copies of any records upon request for a fee of 25 cents per page to cover the duplicating cost.

EC § 49073 – Release of Directory Information: The Family Educational Rights and Privacy Act (FERPA), a federal law, requires that the Glendale Unified School District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child’s education records. However, the district may disclose appropriately designated “directory information” without written consent, unless you have advised the district to the contrary in accordance with district procedures. The primary purpose of directory information is to allow the district to include this type of information from your child’s education records in certain school and/or district publications. Examples include:

- * a playbill, showing your child’s role in a drama production
- * the annual yearbook
- * honor roll or other recognition lists

- * graduation programs
- * sports activity sheets

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent/guardian’s prior written consent.

Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require districts receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA), as amended, to provide military recruiters, upon request, with students’ names, addresses, and telephone listings, unless parents/guardians have advised the district that they do not want their child’s information disclosed without their prior written consent.

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 _____(insert date)_____. The district has designated the following information as directory information:

1. Name
2. Address
3. Telephone number
4. Email address
5. Date of birth
6. Major field of study
7. Participation in officially recognized activities and sports
8. Weight and height of athletic team members
9. Dates of attendance
10. Degrees and awards received
11. Most recent previous school attended

The district also may disclose your child’s student identification number, user identification, or other unique personal identifier used to communicate in electronic systems, provided it cannot be used to access education records without a personal identification number (PIN), password, or other factor that only the authorized user knows. Your child’s social security number will not be used for this purpose.

Directory information does not include your child’s citizenship status, immigration status, place of birth, or any other information indicating national origin. The district will not disclose such information without your consent or a court order.

Military Opt-Out – Directory information on high school juniors and seniors may also be released to the military, government recruiters, and Selective Services. Parents wishing to prohibit release of directory information to any agency listed in this paragraph or the paragraph above should complete Form 8, found in the insert and return it to school before October 5, 2018.

EC § 49407 – Liability for Treatment: *In the event of any injury or illness to a child, which in the opinion of the school requires reasonable medical treatment and the parent or guardian cannot be reached, the school will secure emergency medical services (paramedic services) and release pertinent medical information unless the parent or guardian has previously filed with the school a written objection to any medical treatment other than first aid. The school assumes no financial responsibility for such emergency services.*

EC § 49500 – Free & Reduced Meals: *Informs parents of needy children of provisions for nutritionally adequate, free, or reduced price meals during each school day. Applications are available in all school offices. Completed applications must be turned in at the school office or mailed directly to Food Services.*

EC § 51101 – Rights of Parents and Guardians: *Parents and guardians have the right and should have the opportunity to participate in the education of their children and be kept informed by the school.*

EC § 51512 – Electronic Listening or Recording Device: *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.*

EC § 51513 – Materials Querying Personal Beliefs: *No test, questionnaire, survey, or examination containing any questions about the pupil's personal beliefs or practices in sex, family life, morality, and religion or any questions about the pupil's parents' or guardians' beliefs and practices in sex, family life, morality, and religion shall be administered to any pupil in kindergarten or grades 1 to 12, inclusive, unless the parent or guardian of the pupil is notified in writing that this test, questionnaire, survey, or examination is to be administered and the parent or guardian of the pupil gives written permission for the pupil to take this test, questionnaire, survey, or examination.*

EC § 56301 – Special Education; Child Find System: *Requires each school district to identify individuals with exceptional needs. GUSD, under the guidance of the Foothill SELPA, carries out a variety of activities to ensure that all individuals with disabilities residing within GUSD jurisdiction are identified, located and evaluated. These activities include maintaining an ongoing system of coordination, documentation and reporting with regard to child find and public awareness activities throughout the region as required by statutes and regulations.*

PARENTS AND FAMILIES – YOUR ATTENTION, PLEASE!



If an emergency strikes while your child is in school...

First, it's a good idea to review your family emergency kit periodically to make sure you have fresh water, first aid, and other supplies available. For detailed information on emergency preparedness in your home, contact the local chapter of the American Red Cross at 818-243-3141.

- **YOUR SCHOOL HAS A PLAN** –ALL staff have been trained and have completed drills using a site-specific Emergency Plan. It is important that students follow their teachers' instructions.
- **KEEP YOUR EMERGENCY CONTACT INFORMATION CURRENT WITH THE SCHOOL SITE** –Your emergency contact information (home address, home/work/cellular telephone numbers, names of others with pickup authority for your child) should be updated whenever there is a change.
- **MONITOR LOCAL NEWS** – Information regarding school emergencies will be broadcast by local media outlets. The front page of the district's web site is used for posting emergency "alerts" to the public in the event of an emergency affecting schools.
- **BE ALERT FOR AUTOMATED TELEPHONE NOTIFICATION** – The district and schools will send emergency and routine messages to parents via mass telephone notification. Any parent or guardian contact phone number you have provided to your child's school site will receive emergency calls.
- **DO NOT CALL OR GO TO YOUR CHILD'S SCHOOL** – During an actual emergency, school staff will be responding to the emergency and addressing the needs of students. Calling the school will prevent phone lines to be used for emergency communications. Please do not go to your child's school unless you have received direction from the school or district officials. Traffic around the school may impede the ability of emergency responders from entering/exiting the campus.
- **REUNITING WITH YOUR CHILD** – When the situation allows, students will be released following "reunification procedures" prescribed in the school's Emergency Plan. This procedure ensures that each student is released to a designated parent, relative or other authorized person designated by the parent in an orderly manner. Individuals picking up students will be asked to present valid picture identification and will sign students out to ensure safety and accountability.
- **ALTERNATE PICKUP SITE** – In some emergencies, it may become necessary to move students and staff from their school to the "off campus evacuation location" as prescribed in the school's Emergency Plan. Due to the unpredictable nature of any emergency, the location of the evacuation site will be announced only at the time of the event. If this occurs, parents will be notified via multiple means, including automated telephone calls, the district website, and local radio and television stations.
- **STUDENTS WHO REMAIN AT SCHOOL** – If a parent, guardian or authorized designee cannot pick up their child following an emergency, the child will remain under staff supervision until the parent, guardian or authorized designee arrives at the school.

Please be certain that your school has the latest emergency contact information on file, including a telephone number where parents or other family members can be reached during the school day. During an emergency, reaching a parent is very important. If you have questions about your school's Disaster Preparedness Plan, please call your school office.