



## 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

SCHOOL YEAR 2019-2020

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



**FORM 3 – CUSTODY LAW NOTIFICATION  
2019-2020**

***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.**

\_\_\_\_\_  
***(Please print)*** 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)  
2019-2020**

*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 ParentConnection.*

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



**FORM 5 - TWENTY FOUR HOUR MEDICATION SCHEDULE  
2019-2020**

*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  
2019-2020**

*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
---------------------------------	------

**FORM 7 – PERMISSION FOR PUBLIC USE OF STUDENT NAME,  
PHOTOGRAPHS, VIDEO IMAGES ON WEB PAGES, AND VARIOUS  
PUBLICATIONS  
2019-2020**

*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  
2019-2020**

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 10<sup>th</sup> grade or below.

Please return this document by **Friday, October 4, 2019** as all requested information will be made available to military recruiters on **Friday, October 11, 2019**.

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 11<sup>TH</sup> AND 12<sup>TH</sup> 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  
2019-2020**

*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