GLENDALE UNIFIED SCHOOL DISTRICT
INFORMATION FOR PARENTS AND STUDENTS
2015-2016

July 1, 2015

Dear Parents,

In the past years, Glendale Unified School District has provided hard copies of the "Information for Parents and Students" containing pertinent information to each student. This year, the given bulletin will be available on the Glendale Unified School District Website and each student will receive an insert of the signature forms.

This insert contains FORMS 1-7 that need to be filled out, signed and returned to the student's school.

Form 1 (Acknowledgement of Parental Notification Requirement), Form 2 (Acknowledgement of Receipt of Annual Notification of Uniform Complaint Procedure) and Form 3 (Electronic Information Services (EIS) User/Parent or Guardian Responsibility Contract) are required to be completed, signed, and returned to the student's school office.

Please review Form 4 (24-Hour Medication Schedule), Form 5 (Request for Exemption from Instruction), Form 6 (Permission for Public Use of Student Name, Photographs, Video Images on Web Pages, and Various Publications) and Form 7 (Military, Employers, Colleges/Universities Opt Out Form for High School Juniors and Seniors) to see if any apply to your student. If any of these forms are applicable, please complete, sign and submit them to the student's school office as soon as possible.

Please refer to the "Information for Parents and Students" by visiting www.gusd.net/parenthandbook which will provide more detailed information on the attached forms.

Sincerely yours,

Kelly King, Ed. D.
Assistant Superintendent
Educational Services

GLENDALE UNIFIED SCHOOL DISTRICT

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

Information for Parents and Students

2015-2016

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. 208 * Fax: 818-543-0716

OFFICE OF EDUCATIONAL SERVICES

July 1, 2015

Dear Parents,

Glendale Unified School District is committed to having every classroom staffed with a highly 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 was expected to ensure that ***every*** teacher at ***every*** school is highly qualified, as defined by the Federal ***No Child Left Behind Act***, by the end of the 2005-2006 school year. 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 yours,

Kelly King, Ed. D.
Assistant Superintendent
Educational Services

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FORM 1 – ACKNOWLEDGMENT OF PARENTAL NOTIFICATION REQUIREMENT
2015-2016

***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 PORTION SIGNED BY HIS/HER PARENT OR GUARDIAN TO VERIFY RECEIPT OF THIS NOTICE

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FORM 2 – ACKNOWLEDGMENT OF RECEIPT OF ANNUAL NOTIFICATION OF UNIFORM COMPLAINT PROCEDURE
2015-2016

***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/Valenzuela. 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 PORTION SIGNED BY HIS/HER PARENT OR GUARDIAN TO VERIFY RECEIPT OF THIS NOTICE

FORM 3 - ELECTRONIC INFORMATION SERVICES (EIS) USER / PARENT OR GUARDIAN RESPONSIBILITY CONTRACT 2015-2016

I understand and will abide by the District's rules and regulations as well as any specific school site guidelines for the use of Glendale Unified School District's Electronic Information Services. I further understand that any violation of these rules and guidelines is unethical and may constitute a criminal offense. I further understand and agree that 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.) I use on the District's information system equipment or to search my personal computer used at a District campus and to monitor my activities to determine if specific uses of the equipment and network are appropriate. Should I commit any violation my access privileges may be revoked, District and/or school disciplinary action and/or appropriate legal action may be taken.

As a parent or guardian of this student, I understand that my child has been given a copy of the EIS Acceptable Use agreement, which describes the conditions, rules, and proper use of District computers and electronic information services. I understand that these services are designed for educational purposes and Glendale Unified School District has taken available precautions to eliminate controversial materials.

(Please print) Name of Student	ID Number	School	Grade

Signature of Parent or Guardian	Date

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

FORM 4 - TWENTY FOUR HOUR MEDICATION SCHEDULE 2015-2016

***Form 4* 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

	Name of Medication	***Dosage***	***Purpose of Medication***	***Time Taken***
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.

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FORM 5 - REQUEST FOR EXEMPTION FROM INSTRUCTION 2015-2016

***Form 5* 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 6 – PERMISSION FOR PUBLIC USE OF STUDENT NAME, PHOTOGRAPHS, VIDEO IMAGES ON WEB PAGES, AND VARIOUS PUBLICATIONS
2015-2016

***Form 6* is to be completed upon enrollment into the school district and 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 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, 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, and school board presentations.

GUSD respects the privacy of students and their families. Please select from one of the two boxes below.

_____ Yes, I give permission for my student's full name, photograph or video image to be used in publications as stated above.

_____ No, I do not give permission for my student's name to be used, nor for my student to be photographed or videotaped.

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 7 – MILITARY, EMPLOYERS, COLLEGES/UNIVERSITIES OPT OUT FORM HIGH SCHOOL JUNIORS AND SENIORS 2015-2016

Federal Law, "No Child Left Behind," 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 2, 2015** as all requested information will be made available to military recruiters on **Friday, October 9, 2015**.

If you have further questions in this regard, please call the Office of Student Support Services (818) 241-3111, Extension 285.

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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*)

PARENTS' AND STUDENTS' RIGHTS & RESPONSIBILITIES 2015-2016

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

All parents and pupils of the Glendale Unified School District are hereby notified that the Glendale Unified School District is in compliance with Title VI, Civil Rights Act of 1964; Title IX, Educational Amendments Acts of 1972; and the Rehabilitation Act of 1973 Section 504, as required by federal law. Title VI and Title IX prohibit discrimination against pupils with respect to age, sex, sexual orientation, gender, ethnic group identification, race, ancestry, national religion, color, and physical or mental disability in any program or activity conducted or sponsored by the District. Section 504 prohibits discrimination on the basis of handicap. It is the policy of the District to provide equal educational, vocational, athletic, and counseling opportunities to all pupils. English language skills are not a barrier to admission and participation in such programs. The following is a list of District administrators and the programs for which they are responsible:

Assistant Superintendents (Educational Services)	Elementary and Middle Schools General Curriculum Early Education & Extended Learning Programs Physical Education Elementary Magnet Schools Dual Immersion/FLAG Program
Assistant Director, Educational Services	Counseling & Guidance Student Support Services
Assistant Superintendent (Special Education)	Section 504, Pupils, Educational Programs
Assistant Superintendent (Human Resources)	Section 504, Employment, Employees Title IX
Senior Director, Secondary Services	High Schools/Athletics
Assistant Director, Categorical Programs	Categorical Programs Uniform Complaint Procedures

The Glendale Unified School District is committed to equal opportunity for all individuals in education. District programs and activities shall be free from discrimination based on ***disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or association with a person or group with one or more of these actual or perceived characteristics***. 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. Cynthia McCarty-Foley in the Categorical Programs Office at (818) 241-3111 extension 457 for additional information or 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
Bio-Science – Grades 9, 10, 11 or 12
Human Biology – Grades 9, 10, 11, or 12
Biology – Grades 9, 10, 11, or 12
Child Development – Grades 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 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 5 and return it to the school principal.***

CALIFORNIA HEALTH SERVICES

Education Code, Section 49480: You, as a parent or guardian, are required to inform the school nurse or other designated certificated employee if your pupil is taking medication for a chronic condition, the current dosage, and the name of the supervising physician. If necessary, for the protection of your child, the school nurse will obtain your consent to communicate with the physician and relay to appropriate school personnel information regarding the possible effects of the drug and symptoms of adverse side effects, omission, or overdose. ***If your child is on a special medication, please complete Form 4 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 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, if received at the kindergarten level but not earlier than 18 months before admission to first grade, fulfills the requirement. Pupils may be excluded from school for failure to comply or failure to sign a waiver. The examination is free for children eligible for Medi-Cal benefits as well as to non-Medi-Cal eligible children from low-income families. Such examinations may be obtained from the local County Health Department or CHDP program-authorized health care providers.

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 kindergarten and child care facilities **must** be immunized against Hepatitis B, polio, diphtheria, pertussis, and tetanus. Also, children entering 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 for entry to 7th through 12th grades, anytime after age 10.

Beginning January 1, 2014, the signed waiver to exempt a pupil from meeting immunization requirements shall include a form prescribed by the State Department of Public Health signed by 1) the health care practitioner who provided information to the parent or legal guardian regarding the benefits and risks of the immunization and the health risks of the communicable diseases; and 2) the parent or legal guardian, indicating that he or she received the information provided by the health care practitioner.

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, along with a statement requesting the District to assist in carrying out the physician's directions.

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.

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
2015-2016

GLENDALE UNIFIED SCHOOL DISTRICT
CONCUSSION INFORMATION SHEET
(Applicable Only for the 2015-2016 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. 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 K-8), sibling, parent employment (grades K-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 has a higher Academic Performance Index. Parents of high school athletes should check on CIF sports eligibility rules before pursuing a transfer under this option. Transportation to any other school is the responsibility of the parent. School districts are allowed to adopt specific, written standards for acceptance and rejection of applications as long as students are selected through a "random and unbiased" process. Unless the school board waives the deadline, requests for transfers are to be submitted by January 1 of the prior school year. To apply, parents must directly contact the school district to which they seek to transfer their student. The Open Enrollment List can be found on the California Department of Education website at http://www.cde.ca.gov/sp/eo/op/.

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. 283.

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 site and District levels. 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 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 LANGUAGE LEARNER (ELL) 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 California English Language Development Test (CELDT) 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) – An alternative English language acquisition program for students with an approved "Parental Exception Waiver". Students are taught core subjects in their primary 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.

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, optometrical, 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."

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.

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, or image.
(ii) A post on a social network Internet Web Site, including, but not limited to:
(I) Posting to or creating a burn page. "Burn page" means an Internet Web Site created for the purpose of having one or more of the effects listed in paragraph (1).
(II) Creating a credible impersonation of another actual pupil for the purpose of having one or more of the effects listed in paragraph (1). "Credible impersonation" means to knowingly and without consent impersonate a pupil for the purpose of bullying the pupil and such that another pupil would reasonably believe, or has reasonably believed that the pupil was or is the pupil who was impersonated.
(III) Creating a false profile for the purpose of having one or more of the effects listed in paragraph (1). "False profile" means a profile of a fictitious pupil or a profile using the likeness or attributes of an actual pupil other than the pupil who created the false profile.
(B) Notwithstanding paragraph (1) and subparagraph (A), an electronic act shall not constitute pervasive conduct solely on the basis that it has been transmitted on the Internet or is currently posted on the Internet.

3. "Reasonable pupil" means a pupil, including, 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 of 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 48900.7

(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 takes as a threat, even if there is no intent of actually carrying it our, 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.

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.

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.

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. 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.

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 require 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 and Gender-Based Harassment (GUSD Board Policy 5145.7): The Board of Education prohibits sexual harassment and gender-based harassment (collectively, sex-based harassment) of any student by any employee, student, or other person in or from the District. The Board also prohibits retaliatory behavior or action against persons who complain, testify, assist, or otherwise participate in district complaint processes. The Superintendent or designee shall ensure that all district students receive age-appropriate instruction and information on sexual and gender-based harassment. Such instruction and information shall include:

1. What acts and behavior constitute sexual and gender-based harassment, including the fact that such harassment could occur between people of the same sex.
2. A clear message that students do not have to endure sex-based harassment.
3. Encouragement to report observed instances of sex-based harassment, even where the victim of the harassment has not complained.
4. Information about the district's procedure for investigating complaints and the person(s) to whom a report of sex-based harassment should be made.

Teachers shall discuss this policy with their students in age-appropriate ways and should assure them that they need not endure any form of sex-based harassment.

The Superintendent or designee shall ensure that any complaints regarding sex-based harassment are immediately investigated in accordance with Administrative Regulation 5145.7. When the Superintendent or designee has determined that harassment has occurred, he/she shall take prompt, appropriate action to end the harassment and to address its effects on the victim.

Any student who engages in the sex-based harassment of anyone in or from the District may be subject to disciplinary action up to and including expulsion. Any employee who permits or engages in sex-based harassment may be subject to disciplinary action up to and including dismissal. (See GUSD Board Policy 4119.11, 4219.11, 4319.11)

All complaints and allegations of sex-based harassment shall be kept confidential except as necessary to carry out the investigation or take other subsequent necessary action. (5 CCR § 4964)

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

Sexual and Gender-Based Harassment (GUSD Administrative Regulation 5145.7): The District prohibits sex-based harassment, including both sexual harassment and gender-based harassment.

A. Prohibited sexual harassment includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature, when:
   1. Submission to the conduct is explicitly or implicitly made a term or condition of an individual's employment, academic status, or progress.
   2. Submission to or rejection of the conduct by an individual is used as the basis for academic or employment decisions.
   3. The conduct has the purpose or effect of having a negative impact on the individual's academic or work performance, or of creating an intimidating, hostile, or offensive educational or work environment.
   4. Submission to or rejection of the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs or activities available at or through the school.

B. Examples of conduct which are prohibited in the District and which may constitute sexual harassment include:
   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, stories, drawings, pictures, or gestures.
   5. Spreading sexual rumors.
   6. Teasing or sexual remarks about students enrolled in a predominately single-gender class.
   7. Touching an individual's body or clothes in a sexual way.
   8. Cornering or blocking of normal movements.
   9. Displaying sexually suggestive objects in the educational environment.
   10. Any act of retaliation against an individual who reports a violation of the District's sexual and gender-based harassment policy or who participates in the investigation of a sexual or gender-based harassment complaint.

C. Gender-based harassment includes acts of verbal, nonverbal, or physical aggression, intimidation, or hostility that are based on sex, although they are not necessarily sexual in nature. Prohibited conduct includes harassment of a student for exhibiting what is perceived as a stereotypical characteristic for her or his sex or for nonconformance with stereotypical notions of masculinity and femininity.

D. Examples of conduct that may constitute gender-based harassment include:
   1. Disparaging remarks made to a student or aggression toward a student because that student displays mannerisms or a style of dress perceived as indicative of the opposite sex.
   2. Hostility toward a student because that student participates in an athletic activity more typically favored by a student of the opposite sex.
   3. Intimidating a student to discourage that student from enrolling in a particular area of study because of his/her gender.
   4. Ostracizing a student who wishes to participate in an extracurricular activity because that activity is more typically favored by a student of the opposite sex.
   5. Taunting a student who is struggling with a subject-area curriculum by insisting that students of that gender are "bad" at that subject area.

E. A copy of the District's Sexual and Gender-Based Harassment Policy 5145.7 shall:
   1. Be included in the notifications that are sent to parents or guardians at the beginning of each school year.
   2. Be displayed in a prominent location near each school principal's office and other appropriate locations at the school.
   3. Be provided as part of any orientation program conducted for new students at the beginning of each quarter, semester, or summer session.
   4. Appear in any school or District publication that sets forth the school or District's comprehensive rules, regulations, procedures, and standards of conduct.

F. The principal or designee shall take appropriate actions to reinforce the District's Sexual and Gender-Based Harassment Policy. These actions will include:
   1. Removing vulgar or offending graffiti.
   2. Providing staff in service and student instruction or counseling, as needed.
   3. Taking appropriate disciplinary action as needed.
   4. Documenting and maintaining records of complaints and actions taken to resolve the complaints.

G. The District will respond to notice of possible sex-based harassment as follows:
   1. Any student who believes he/she has been subjected to sex-based harassment or who has witnessed sex-based harassment may notify, or file a complaint with any school employee. The school employee shall report it to the District Coordinator for Nondiscrimination/Principal within two school days. In addition, any school employee who observes any incident of sex-based harassment involving a student shall report this observation to the Coordinator/Principal within two school days, whether or not the victim files a complaint.
   2. Within ten school days of receiving notice of possible harassment, the Coordinator for Nondiscrimination/ Principal will complete an investigation, including interviewing the complainant and other relevant witnesses (for example, any individual allegedly subject to harassment, any individual alleged to have engaged in the harassment and any individual who may have knowledge of the harassment) and examining any relevant physical evidence (for example, correspondence/other communications, photographs, digital images, or graffiti). Within five school days of completing her or his investigation, the Coordinator for Nondiscrimination/Principal will make~~s~~ determinations, to the extent possible, about whether the alleged harassment did or did not occur, the scope and severity of the behavior, the identity of the perpetrator, and the harm to the victim.
   3. The Coordinator for Nondiscrimination/Principal documents the investigative findings and the specific steps it took in conducting an investigation and reaching its conclusions.
   4. Within fifteen school days of completing her or his investigation, the Coordinator for Nondiscrimination/ Principal determines the remedial action necessary to resolve a complaint; such actions may include, for example, discipline for the perpetrator, counseling for the victim and perpetrator, interventions calculated to eliminate the hostile environment, and steps to prevent recurrence of the harassment. Such remedial action, if any or if necessary, shall be promptly implemented.
   5. The Coordinator for Nondiscrimination/Principal monitors the effectiveness of the remedial action and takes additional action where the remedial action proves to be ineffective.
   6. The Coordinator for Nondiscrimination/Principal notifies the complainant of the school/District's findings, decision, and reasoning in writing.
   7. The written notice of findings will inform the complainant of his or her right to appeal the findings or decision of the Coordinator for Nondiscrimination/Principal by submitting a written appeal to the Superintendent of Schools within 15 school days of receipt of the District's findings or decision. The Superintendent will review the appeal and inform the complainant of his or her decision within ten school days.

UNIFORM COMPLAINT POLICY PROCEDURES

Glendale Unified School District Board Policy 1312.3: The Board of Education recognizes that the District has a primary responsibility for ensuring that it complies with state and federal laws and regulations governing educational programs. The District shall investigate and seek to resolve complaints at the local level alleging failure to comply with such laws and/or alleging unlawful discrimination, harassment, intimidation, and bullying in accordance with the uniform complaint procedures. The District shall follow Uniform Complaint Procedures when addressing complaints regarding failure to comply with the prohibition against requiring students to pay fees, deposits, or other charges for participation in educational activities, the requirements for the development and adoption of a school safety plan, and/or alleging discrimination in state or federal laws consolidated categorical aid programs, child

development and child nutrition programs, special education programs, and career technical and technical education programs.

1. The District shall follow uniform complaint procedures when addressing complaints alleging unlawful discrimination, harassment, intimidation, and bullying against any protected group as identified under Education Code 200 and 220 and Government Code 11135, including actual or perceived sex, sexual orientation, gender, ethnic group identification, race, ancestry, national origin, religion, color, or mental or physical disability, or age, or on the basis of a person's association with a person or group with one or more of these actual or perceived characteristics in any district program or activity that receives or benefits from state financial assistance. (5 CCR 4610)
2. Complaints related to sufficiency of textbooks or instructional materials, emergency or urgent facilities conditions that pose a threat to the health or safety of students or staff, teacher vacancies and misassignments, and deficiency in the district's provision of instruction and/or services to any student who, by the completion of grade 12, has not passed one or both parts of the high school exit examination shall be investigated pursuant to the district's Williams uniform complaint procedure (AR 1312.4).

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

The Board encourages the early, informal resolution of complaints at the site level whenever possible.

The Board recognizes that a neutral mediator can often suggest a compromise that is agreeable to all parties in a dispute. In accordance with the uniform complaint procedures, whenever all parties to a complaint agree to try resolving the program through mediation, the Superintendent or designee shall initiate that process. The Superintendent or designee shall ensure that the results are consistent with state and federal laws and regulations.

The Board acknowledges and respects student and employee rights to privacy. Discrimination, intimidation, harassment, and bullying complaints shall be investigated in a manner that protects the confidentiality of the parties, and the facts and the integrity of the process. This includes keeping the identity of the complainant confidential except to the extent necessary to carry out the investigation or proceedings, as determined by the Superintendent or designee on a case-by-case basis. As appropriate for any complaint alleging discrimination, harassment, intimidation, and bullying, the Superintendent or designee may keep the identity of a complainant confidential to the extent that the investigation of the complaint is not obstructed.

The Superintendent or designee shall ensure that employees designated to investigate complaints are knowledgeable about the laws and programs for which they are responsible.

The District's Williams Uniform Complaint procedures, AR 1312.4, shall be used to investigate and resolve any complaint related to the following:

1. Sufficiency of textbooks or instructional materials.
2. Emergency or urgent facilities conditions that pose a threat to the health or safety of students or staff.
3. Teacher vacancies and misassignments.
4. Deficiency in the district's provision of instruction and/or services to any student who, by the completion of grade 12, has not passed one or both parts of the high school exit examination.

Glendale Unified School District Administrative Regulation 1312.3:

Purpose and Scope:

A. These procedures, set out in sections 4600-4687 of the Title 5 Regulations and in accordance with the policies and procedures of the governing board, apply to the filing, investigation and resolution of a complaint regarding an alleged violation by a local agency of federal or state laws or regulations governing educational programs including allegations of unlawful discrimination, harassment, intimidation, bullying and non-compliance with laws relating to pupil fees. The purpose of this chapter is to establish a uniform system of complaint processing for specified programs or activities, which receive state or federal funding, and include the following programs:
   1. Consolidated Categorical Aid programs as listed in Educational Code Section 64000(a).
   2. Career/Technical Education established pursuant to Education Code Sections 52300 through 52480.
   3. Child Care Development programs established pursuant to Education Code Sections 8200 through 8493.
   4. Child Nutrition programs established pursuant to Education Code Sections 49490 through 49560.
   5. Special Education programs established pursuant to Education Code Sections 56000 through 56885 and 59000 through 59300.

6. Complaints which allege unlawful discrimination, harassment, intimidation, and bullying or non-compliance with laws relating to pupil fees, based on age, actual or perceived sex, sexual orientation, gender, ethnic group identification, race, ancestry, national origin, religion, color, mental or physical disability, or on the basis of a person's association with a person or group with one or more of these actual or perceived characteristics in any program or activity conducted by a local agency which is funded directly by, or that receives or benefits from, any state financial assistance.

A pupil fee is a fee, deposit, or other charge imposed on pupils, or a pupil's parents or guardians, in violation of state codes and constitutional provisions which require educational activities to be provided free of charge to all pupils without regard to their families' ability or willingness to pay fees or request special waivers. Educational activities are those offered by a school, school district, charter school, or county office of education that constitute a fundamental part of education, including, but not limited to, curricular and extracurricular activities.

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

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

B. This procedure does not apply to the following complaints which will be referred to the proper agency for investigation:
   1. Allegations of child abuse shall be referred to the applicable County Department of Social Services (DPSS), Protection Services Division, or appropriate law enforcement agency.
   2. Health and safety complaints regarding a Child Development Program shall be referred to Department of Public Social Services for licensed facilities and to the appropriate Child Development regional administrator for licensing-exempt facilities.
   3. Discrimination issues involving Child Nutrition programs or Title IX of the Educational Amendments of 1972 shall be referred to the U.S. Office of Civil Rights (OCR). Title IX complaints will only be referred to the OCR if there is no state discrimination law or regulation at issue. Unless otherwise negotiated through a memorandum of understanding, agreement, a preliminary inquiry and/or investigation concerning these complaints will be conducted by OCR. The complainant shall be notified by certified mail if his or her complaint is transferred to OCR by the Superintendent or Designee.
   4. Employment discrimination complaints shall be sent to the State Department of Fair Employment and Housing (DFEH) pursuant to Title 22, CCR, Section 98410. The complainant shall be notified by certified mail of any DFEH transferal.
   5. Allegations of fraud shall be referred to the responsible DFEH Division Director and the Department's Legal Office.

C. As used in this procedure, the term:
   1. "Appeal" means a request made in writing to the District Board of Education or the California Department of Education by a complainant requesting reconsideration or a reinvestigation of the District's decision.
   2. "Complainant" means any individual including a person's duly authorized representative or an interested third party, public agency, or organization who files a written complaint alleging violation of federal state laws or regulations, including allegations of unlawful discrimination in programs and activities funded directly by the state or federal government or receiving any financial assistance from the state or federal government.
   3. "Complaint" means a written signed statement alleging a violation of a federal or state law or regulation, which may include an allegation of unlawful discrimination.
   4. "Complaint Investigation" means an administrative process used by the District for the purpose of gathering data regarding the complaint.
   5. "Complaint Procedure" means an internal process used by the District to process and resolve complaints.
   6. "Days" mean calendar days unless designated otherwise.

Administration of the Complaints

A. Parents, pupils and members of the public are encouraged to discuss their concerns or complaints of alleged non-compliance first with the site administrator or appropriate program manager. If such a discussion does not resolve the problem, it may be brought to the attention of District-level administration in the form of a written complaint. The District is primarily responsible for compliance with federal and state laws/regulations and ensures the person(s) assigned to investigate complaints is/are knowledgeable about the laws/programs that he/she is assigned to investigate.

B. The complainant may file a formal written complaint according to the following procedures:
   1. A complaint filed pursuant to this procedure shall be filed with the Superintendent of the District ("District Superintendent") or the designee whose offices are located at 223 North Jackson Street, Glendale, California 91206.
      a. The District Superintendent or the designee will maintain a log of complaints received, providing each with a code number and a date stamp.
      b. The District Superintendent or the designee shall ensure the confidentiality of the parties and facts during the investigation of the complaint.
   2. Such a complaint alleging unlawful discrimination, harassment, intimidation and bullying shall be filed within six (6) months from the date the alleged discrimination occurred, or the date the complainant first obtained knowledge of the facts of the alleged discrimination.
      a. Such a complaint shall be filed by one who alleges that he or she has personally suffered unlawful discrimination, harassment, intimidation and bullying or by one who believes an individual or any specific class of individuals has been subjected to discrimination, harassment, intimidation and bullying prohibited by this part.
   3. A pupil fees complaint may be filed anonymously if the complaint provides evidence or information leading to evidence to support an allegation of noncompliance with laws relating to pupil fees.
   4. If a complainant is unable to put a complaint in writing due to conditions such as illiteracy or other handicaps, the Superintendent or designee shall help him/her file the complaint.

C. Within five (5) days of receipt of a complaint, the designee shall:
   1. Determine whether the complaint has been timely filed.
      a. If the complaint has not been timely filed, the designee shall deny the complaint, unless the time for filing is extended. A request for such extension shall be made in writing to the District Superintendent, setting forth the reasons for the extension. The District Superintendent may extend the period for filing for good cause for a period not to exceed ninety (90) days following the expiration of the time allowed.
      b. If the complaint has been timely filed, the designee shall proceed with the investigation of the complaint.
   2. Refer the complainant to the proper agency for filing a complaint that is not covered by this procedure.
   3. Appoint a program manager to conduct the local investigation, except that a complaint regarding child abuse shall be immediately referred to the proper agency.
   4. Apprise the complainant of the availability of mediation (third party involved to hear and judge confidential information about the complaint) to resolve the dispute. Mediation shall involve the following elements: trained mediator; agreement consistent with laws and regulations; agreement sent to each party; follow-up agreement provisions for compliance; and, completion within sixty (60) days.
   5. Provide the complainant with a copy of District policy and appeal procedures in English and the primary language of the complainant which may be responded to either in English or the complainant's primary language.

Investigation and Resolution of the Complaint

A. Each written complaint shall be investigated within fifteen (15) days of receipt by the program manager who shall:
   1. Provide an opportunity for the complainant or complainant's representative or both and the local educational representative to present information or evidence relevant to the complaint either orally or by way of written documents in English and the primary language of the complainant which may be responded to either in English or the complainant's primary language.
   2. Provide an opportunity for the parties to meet and discuss the complaint or to question each other or each other's witnesses.
   3. Obtain statements from other individuals who were witnesses to the alleged violation or who can provide relevant information concerning the alleged violation.
   4. Review documents that may provide information or evidence regarding the alleged violation.
   5. Prepare and submit to the Superintendent or designee a written report and recommendations containing findings and disposition of the complaint, corrective action, if any, and rationale for the disposition of the complaint.

B. Cooperation During the Investigation of the Complaint
   1. Refusal by the complainant to provide the investigator with documents or other evidence related to the allegations in the complaint, or to otherwise fail or refuse to cooperate in the investigation or engage in any other obstruction of the investigation, may result in the dismissal of the complaint because of a lack of evidence to support the allegations.
   2. Refusal by the District to provide the investigator with access to records and/or other information related to the allegation in the complaint, or to otherwise fail or refuse to cooperate in the investigation or engage in

any other obstruction of the investigation, may result in a finding based on evidence collected that a violation has occurred and may result in the imposition of a remedy in favor of the complainant.

C. Response to the Complaint
   1. Within thirty (30) days of receiving the complaint, the District Superintendent or the Designee shall send to the complainant a written proposed decision of the District's investigation written in English and in the primary language of the complainant, which may be responded to either in English or the complainant's primary language.
   2. The proposed decision shall contain the findings of fact based on the evidence gathered, conclusions of law, and disposition of the complaint, including corrective actions, if any, the rationale for such disposition, and notice of complainant's right to appeal the proposed decision either to the Board of Education or California Department of Education and the procedures to be followed.
   3. The decision shall become final if the complainant does not initiate an appeal to the Board of Education within seven (7) days of receiving the decision. The complainant will, however, retain the right to appeal the decision to the California Department of Education within fifteen (15) days of the decision becoming final.
   4. Each complaint shall be resolved within sixty (60) days of the receipt of the written complaint, including the time for appeal to the Board of Education, unless the timelines have been extended in writing by the complainant.
   5. In a complaint of unlawful discrimination, harassment, intimidation and bullying, a complainant has a right to seek civil law remedies no sooner that sixty (60) days after the filing of an appeal with the California Department of Education, with the exception of injunctive relief, for which the moratorium does not apply.
   6. If merit is found in a pupil fees complaint the public school shall provide a remedy to all affected pupils, parents and guardians that where applicable, includes reasonable efforts by the public school to ensure full reimbursement to all affected pupils, parents and guardians, subject to procedures established through regulations adopted by the state board.

D. Appeal to the Board of Education
   1. If the complainant is dissatisfied with the proposed decision, he/she may, within seven (7) days, appeal the proposed decision by filing his/her complaint in writing with the Board of Education. The Board may consider the matter at a regular Board meeting or special Board meeting convened in order to meet the sixty-day (60) time limit within which the complaint must be answered.
   2. The Superintendent or designee shall place the matter of the proposed decision on the agenda of the Board meeting.
   3. The Superintendent or designee shall notify the complainant and his/her representative and the District representative of the date and time of the meeting of the Board at which the proposed decision shall be reviewed.
   4. The Superintendent or designee shall advise the complainant that the proposed decision will be heard in closed session unless the complainant or his/her representative requests a public hearing before the Board, except that the matter shall not be heard in public if an allegation of discrimination might cause acts of retaliation against the alleged victim(s) or violate the privacy rights of any students or employees involved in the alleged violation.
   5. The Superintendent or designee shall advise the complainant that he/she or his/her representative may be present at the Board meeting to present his/her views before a private deliberation by the Board.
   6. The Superintendent or designee shall advise the complainant of his/her right to be present at the public meeting when the Board adopts the proposed decision.
   7. The Superintendent or designee shall advise the complainant of the assurance of protection from retaliation.

E. The Board of Education shall:
   1. Adopt the proposed decision as final or reject the proposed decision and direct other corrective action.
   2. Advise the complainant in writing in English and in his/her primary language which may be responded to either in English or the primary language of the complainant of the decision of the Board of Education within sixty (60) days of receipt of the written complaint unless the timelines have been extended in writing by the complainant.
   3. Advise the complainant in writing in English and in his/her primary language of his/her right to appeal the decision to the State Superintendent of Public Instruction within fifteen (15) days of the Board action and that the appeal should include a copy of the original complaint and the District's decision resolving the complaint.

Appeal to the California Department of Education:

A. Any complainant may appeal the final decision by the District or a decision by the Board of Education by filing a written appeal with the California Department of Education within fifteen (15) days of the District's decision becoming final or of notification of the Board's decision.
   1. The complainant shall include a copy of the complaint, the District's decision, and the Board's decision.

B. Upon notification by the California Department of Education of an appeal, the District shall forward a copy of all the following documents to the California Department of Education:
   1. The original complaint.
   2. A copy of the local educational agency decision.
   3. A summary of the nature and extent of the investigation conducted by the local agency if not covered in the local educational agency decision.
   4. A copy of the District's investigation file.
   5. A report of any action taken to resolve the complaint.
   6. A copy of the local educational agency complaint procedures.
   7. Such other relevant information as the California Department of Education may require.

Notice:

A. Notice of the District complaint procedures shall be given annually to pupils, employees, parents, and/or guardians of pupils, the District advisory committees, school advisory committees, appropriate private school officials or representatives, and other interested parties.

B. Such notice shall be in writing in English and the primary language or mode of communication of the recipient, whenever feasible or required by law.

C. Such notice shall include all of the following:
   1. Complaints filed pursuant to the procedure shall be directed to the Superintendent of the District or designee.
   2. Complaints that should be directed to other agencies for investigation.
   3. Complainant's right to appeal, to the Board of Education and/or the California Department of Education, a complaint that has been addressed by the District Superintendent.
   4. Advise that the complainant may wish to consult with an attorney to determine legal rights that may be pursued by available civil law remedies.
   5. The officer of the school district who should be contacted to obtain a copy free of charge of the District's complaint procedures.

If you think you or your child has been discriminated against

The District has established Uniform Complaint Procedures to resolve alleged acts of ***discrimination, harassment, violence, intimidation, and bullying based on actual or perceived characteristics that include 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***. Uniform complaint procedures shall also be used when addressing complaints alleging failure to comply with state and/or federal laws in adult education, consolidated categorical aid programs, migrant education, vocational education, child care and developmental programs, child nutrition programs, and special education programs. Glendale Unified School District will provide a copy of the complaint procedures free of charge. For a complaint form or additional information, contact Dr. Cynthia McCarty-Foley in the Categorical Programs office at (818) 241-3111 ext. 457 for additional information or assistance.

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. 285.

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 Federal No Child Left Behind Act required the state to amend the law effective January 1, 2005, to require all nonpublic, nonsectarian schools to prepare the SARC in accordance with Education Code, Section 33126. 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.

In addition, No Child Left Behind (NCLB) requests that SARCs contain reports concerning the "adequate yearly progress" of students in achieving state academic achievement standards; Title I Program Improvement; graduation rates at the secondary level; and, starting with the SARCs to be published in 2004-05, the extent to which "highly qualified" teachers are teaching core academic subjects.

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, 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 image used in newsletters, school/district webpages, and various publications (ie: school newspapers) taken by the news media, district/school groups, or other District approved group please complete Form 6 and return it to the school principal.

CALIFORNIA HIGH SCHOOL EXIT EXAM (CAHSEE)

According to California Education Code, Section 48980 (e) parents shall be notified that each student completing twelfth grade will be required to successfully pass the California High School Exit Examination to receive a diploma. The purpose of the CAHSEE is to improve student achievement in high school and to ensure that students who graduate from high school demonstrate competency in the content standards for reading, writing, and mathematics.

All students, including those with disabilities, must pass the CAHSEE in order to receive their high school graduation diploma. The CAHSEE may be administered with appropriate accommodations as required in each student's Individual Education Plan (IEP) or 504 Plan. If a student's IEP or 504 Plan allows the use of a modification that fundamentally alters the CAHSEE test, the student can use the modification but will need to have a waiver approved by the Board of Education if they receive a passing score on the exam (see CAHSEE waiver Board Policy 6162.52). All students with disabilities are required to take the CAHSEE unless the student's IEP does not lead to a high school diploma.

CAHSEE Testing Dates for 2015-2016 for all tenth grade students

Grade Level	English/Language Arts	Mathematics
12	Tuesday, October 6, 2015	Wednesday, October 7, 2015
11 & 12	Tuesday, November 3, 2015	Wednesday, November 4, 2015
12	Tuesday, February 2, 2016	Wednesday, February 3, 2016
10 – 12	Tuesday, March 15, 2016	Wednesday, March 16, 2016
12 + Make-Ups for 10 & 11	Tuesday, May 10, 2016	Wednesday, May 11, 2016

Other dates are scheduled throughout the year for students who have failed one or both sections of the CAHSEE.

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 2015-16 school year, Glendale Unified School District contracts with Dewey Pest Control, a state-licensed contractor, to provide pest management services. If needed, the following pest management products may be used during 2015-16:

Product	Active Ingredient	EPA I.D. #
Dragnet	Permethrin (Fleas)	279-3062
Advion	Indoxacarb (Ants- Cockroach gel bait)	352-652
Fusilade II	Fluazifop-P-butyl (Post-emergent weed control)	100-1084
Maxforce	Hydramethylnon (Ants- granular- exterior only)	432-1433
Roundup Pro Max Herbicide	Glyphosate (Weed control)	524-579
Snapshot	Trifluralin (Pre-emergent weed control)	62719-175
Masterline	Bifenthrin (Termites, cockroaches, sowbugs, spiders)	73748-7
Terro	Sodium Tetraborate Decahydrate (Ants- gel)	352-746
Tim-bor	Disodium Octaborate Techtrahydrate (Termites- wood destroying insects)	64405-8
Ultra Pure Oil Insecticide	Fungicide, Insecticide, Miticide	69526-5-499

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 on the "NET" 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 has contracted with the social media monitoring system Geolistening. 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.

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 as a system administrator 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 computer 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 World Wide Web (www).

INTERNET SAFETY INFORMATION
2015-2016

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
2015-2016

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 following Directory Information may be released on any pupil or former pupil except that no directory information shall be released when a parent or eligible pupil has notified the school that such information shall not be released.*

- *Name, address, telephone number, and e-mail address*
- *Date and place of birth*
- *Major field of study*
- *Participation in officially recognized activities and sports*
- *Weight and height of member of athletic teams*
- *Dates of attendance*
- *Degrees and awards received*
- *Previous school attended*

Directory information may be released to public, non-profit entities. However, under no circumstances can directory information be disclosed to private or profit-making entities other than employers, prospective employers, representatives of the news media, institutes of higher learning, or private trade or professional schools.

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 7, found in the insert and return it to school before October 2, 2015.

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.*

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.

- **School is a safe place** — In an emergency, school is one of the safest places for students. Each school has a disaster preparedness plan. Teachers, administrators, and other staff members are trained to supervise, counsel, and care for students. School buildings are constructed to strict earthquake and fire safety standards.

- Students **who leave school** — If it is necessary for students to leave school due to an emergency, school staff will follow an orderly plan to make sure that each child is released at a specified location on campus to a parent, relative, or other person designated by the parent on the emergency card.

- Students **who remain at school** — If a parent or designee cannot pick up children for an extended period of time, students will remain under supervision until the parent/designee arrives at school. However, children should be picked up as soon as possible. If necessary, students may be moved to another school or off-campus site for greater safety, and that location will be posted.

- **Using the telephone** — In an earthquake or other major emergency, telephones may not be operating or lines may be too busy to call the schools. In this case, do not use the phone. Go to the school and pick up your child(ren) as soon as possible. When phones are operating, the District will activate its 24-Hour Emergency Information "Hot" Line. The number is 818-241-3111.

- **Cable television & city radio** — Emergency information and updates related to the schools will appear as soon as possible on Charter Cable Channel 15 and AT&T GregTV Channel 99 (Glendale Schools education channels). Cable Channel 6 (City of Glendale) will provide community-related information. Note: Cable TV access is restricted to Charter Communications subscribers in Glendale. The City of Glendale also operates a limited signal radio station (1680-AM), which can be heard within the city.

- **School District Website** — As possible, emergency information and updates will be posted on the school District's Website. The address is: www.gusd.net. The home page will direct users to the proper location.

- **Radio & Television** — As possible, the District will send information to radio station KNX (AM-1070), along with other radio and TV stations. The District will make every attempt to communicate accurate information to the media but cannot guarantee its accuracy.

- **Newspapers** — Emergency information will appear in newspapers serving the District, including the Glendale News-Press, Daily News, and Crescenta Valley Weekly. Efforts will be made to place information in primary language newspapers that publish in Spanish, Armenian, and Korean.

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.

FORM 1 – ACKNOWLEDGMENT OF PARENTAL NOTIFICATION REQUIREMENT
2015-2016

***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 PORTION SIGNED BY HIS/HER PARENT OR GUARDIAN TO VERIFY RECEIPT OF THIS NOTICE

FORM 2 – ACKNOWLEDGMENT OF RECEIPT OF ANNUAL NOTIFICATION OF UNIFORM COMPLAINT PROCEDURE 2015-2016

***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/Valenzuela. 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 PORTION SIGNED BY HIS/HER PARENT OR GUARDIAN TO VERIFY RECEIPT OF THIS NOTICE

FORM 3 - ELECTRONIC INFORMATION SERVICES (EIS)
USER / PARENT OR GUARDIAN RESPONSIBILITY CONTRACT
2015-2016

I understand and will abide by the District's rules and regulations as well as any specific school site guidelines for the use of Glendale Unified School District's Electronic Information Services. I further understand that any violation of these rules and guidelines is unethical and may constitute a criminal offense. I further understand and agree that 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.) I use on the District's information system equipment or to search my personal computer used at a District campus and to monitor my activities to determine if specific uses of the equipment and network are appropriate. Should I commit any violation my access privileges may be revoked, District and/or school disciplinary action and/or appropriate legal action may be taken.

As a parent or guardian of this student, I understand that my child has been given a copy of the EIS Acceptable Use agreement, which describes the conditions, rules, and proper use of District computers and electronic information services. I understand that these services are designed for educational purposes and Glendale Unified School District has taken available precautions to eliminate controversial materials.

(Please print) Name of Student	ID Number	School	Grade

Signature of Parent or Guardian	Date

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

FORM 4 - TWENTY FOUR HOUR MEDICATION SCHEDULE
2015-2016

Form 4 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

	Name of Medication	***Dosage***	***Purpose of Medication***	***Time Taken***
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 5 - REQUEST FOR EXEMPTION FROM INSTRUCTION
2015-2016

<u>Form 5</u> 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 pupils 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 6 – PERMISSION FOR PUBLIC USE OF STUDENT NAME, PHOTOGRAPHS, VIDEO IMAGES ON WEB PAGES, AND VARIOUS PUBLICATIONS
2015-2016

Form 6 is to be completed upon enrollment into the school district and 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 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, 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, and school board presentations.

GUSD respects the privacy of students and their families. Please select from one of the two boxes below.

_____ Yes, I give permission for my student's full name, photograph or video image to be used in publications as stated above.

_____ No, I do not give permission for my student's name to be used, nor for my student to be photographed or videotaped.

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 7 – MILITARY, EMPLOYERS, COLLEGES/UNIVERSITIES OPT OUT FORM HIGH SCHOOL JUNIORS AND SENIORS 2015-2016

Federal Law, "No Child Left Behind," 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 2, 2015** as all requested information will be made available to military recruiters on **Friday, October 9, 2015**.

If you have further questions in this regard, please call the Office of Student Support Services (818) 241-3111, Extension 285.

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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*)