

Annual Notification to Parents or Guardians 2018-2019



EL MONTE UNION HIGH SCHOOL DISTRICT

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El Monte CA 91731

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**Please review the material in this booklet.
Then SIGN and RETURN the acknowledgement on page 2.**

Note: In compliance with the Elementary and Secondary Education Act, we are notifying you that “opt out” information is on page 15 of this booklet.

ANNUAL NOTICE TO PARENT/GUARDIAN REGARDING YOUR RIGHTS

Welcome to the 2018-2019 School Year!

On behalf of the Board of Trustees, I want to welcome you to another exciting school year in the El Monte Union High School District. I am pleased to inform you that our District is prepared to provide your child with a quality and rigorous academic school year. A positive, healthy and safe school culture will continue to be our primary focus, while innovative teaching and learning will consume our daily classroom environment. We want all students to be prepared to take on the challenges of tomorrow. Students will be encouraged to enroll in rigorous course offerings with support systems in place. Our goal as a District is to provide students with the courses, resources, and quality instruction needed in order to ensure that they are well equipped and prepared for college and post-secondary education plans. Technology continues to be improved in our District, as all of our schools are well equipped with the most advanced equipment and infrastructure to support teaching and learning. Our teachers and staff have been working hard on preparing for the school year. We are confident that every student will be provided with a quality education. Your child will be in an environment where they feel safe and supported while at school. We look forward to your continuous support and involvement in your child's education throughout the school year.

Sincerely,

Dr. Edward A. Zuniga, Superintendent
& the Board of Trustees

PARENT/GUARDIAN ACKNOWLEDGMENT

Education Code Section 48982 requires parents or guardians to sign and return this acknowledgment.

By signing below, I am neither giving nor withholding consent for my child(ren) to participate in any program. I am merely indicating that I have received and read the booklet with notices regarding my rights relating to activities which might affect my child(ren).

Student Name

Student ID Number

School

Grade

Parent/Guardian Signature

Date

RELEASE OF DIRECTORY INFORMATION

If you **DO NOT** wish directory information released, please sign below and return to the school office. (Otherwise, leave blank). Note that this will prohibit the District from providing the pupil's name and other information to the news media, interested schools, parent-teacher associations, interested employers, and similar parties.

Student Name

Student ID Number

School

Grade

Parent/Guardian Signature

Date

ATTENDANCE

☛ Attendance Options

The governing board annually reviews attendance options including how students may attend a district school outside their attendance area (intra-district transfer). This district has non-arbitrary rules explaining how students may apply, be accepted or denied intra-district transfer. Many districts, by agreement, also allow the transfer of students from or to other districts (inter-district transfer). Victims of bullying or violence are given preference in inter-district transfers. In some cases, the district must provide transportation. Students attending “persistently dangerous” schools can transfer and enroll in a safe school. Districts cannot prevent children of active military from changing districts, as long as the district chosen agrees to accept them. Upon enrollment or transfer, principals are urged to check missing children information. Further information about residency, attendance options, special program options, etc. will be provided by the California Department of Education. [EC 46600, 48204, 48206.3, 48300, 48301, 48306, 48980, 49068, 51101; 20 USC 7912]

Intra-District Attendance

- a. The Governing Board shall provide each student who resides permanently within the district’s boundaries the opportunity to apply for enrollment in any specified comprehensive high school within the district during the established open enrollment time period. But the student may enroll only where space is available. An application for change of attendance must be completed by the parent(s) or legal guardian of the student.
- b. Intra-district transfers will be made according to the following criteria:
 1. Open Enrollment Period
 - a. An open enrollment period will be held during the first semester of each school year. Parents will be notified.
 - b. During this period only, parent(s) or legal guardian may apply for their student to attend any high school in the district.
 2. Open Enrollment Application
 - a. Application forms will be available at a central location(s) which will be designated and publicized each year.
 - b. The applications must be submitted at the announced location during the open enrollment period.

As the parent of a student you have many rights and responsibilities. This booklet talks about many of those and laws, policies and statutes which cover them. We suggest you read it. We must get the signed form returned or your child may not be able to attend classes. This page talks about when your child is absent from school. Only in certain cases is it permissible for a student to miss school.

Teachers build your child’s education one day at a time, so every day is essential. In elementary, middle, junior, and high school, moving ahead, or even graduation, can be put in jeopardy if too many days are missed. Work with the teacher when a child must miss school. Get homework assignments and review work. There is only one chance to get a great education.

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The references at the end of the sections in this booklet include the following codes:

BP District Board Policy	FAC Food and Agriculture Code
AR Administrative Regulation	USC United States Code
EC Education Code	CFR Code of Federal Regulations
HSC . . . Health and Safety Code	ESEA Elementary and Secondary Education Act [20 USC 7114(D)(7)]
PC Penal Code	PPRA Pupil Privacy Rights Amendment
WIC . . . Welfare and Institutions Code	PPACA . . . Patient Protection and Affordable Care Act [PL 111-148]
CCR . . . California Code of Regulations	FERPA . . . Family Educational Rights and Privacy Act
CC Civil Code	Title VI . . . Title VI of the Civil Rights Act of 1964 [42 USC 1981]
FC Family Code	Title IX . . . Title IX of the Civil Rights Act of 1964 [20 USC 1681-1688]
GC Government Code	IDEA Individuals with Disabilities Education Act
LC Labor Code	§ 504 Section 504 of the Rehabilitation Act of 1973 [29 USC 794(a)]
VC Vehicle Code	EOA Equal Opportunities Act [20 USC 1701]
BPC . . . Business and Professions Code	

- c. Each applicant will be notified by mail of his/her placement.
 - d. Each applicant on the waiting list will be notified by telephone of his/her placement.
 - e. The District Office will notify high schools of the students assigned to them. District Office will supply waiting lists to the schools.
3. Available Space will be determined annually by the following criteria:
- a. Defined program capacity of the school.
 - b. Projected staffing entitlement.
 - c. Maintaining appropriate ethnic and racial balance.
4. Attendance Priorities and Lottery
- a. A priority and lottery system will determine the order in which students will be admitted to those schools that have more applicants than space available.
 - b. Priorities will determine the order in which students are assigned to schools. Each year specific priorities will be published and sent to parent(s) or legal guardian. The priorities fall into three groups:
 - 1. First Priority: Students residing in the school's regular attendance area. Where a school is in excess of capacity, students who live within the attendance boundaries of the school will not be displaced. Those students who are in attendance under transfer will not be displaced. New applications for a transfer to a school in excess of capacity may request placement on a waiting list.
 - 2. Second Priority: Students with siblings (who are currently attending and who will be attending next year) are the second priority. District residence is required.
 - 3. Third Priority: Students who have been placed on the school's waiting list will be third priority.
 - c. If the number of applications exceeds the space available in a school or a special program within a school, a lottery will determine which students are to be admitted from the total applicants. The lottery will also establish waiting lists indicating the order in which students will be admitted as openings occur. The lottery will be a random selection conducted by the District. The results will be mailed to students and schools.
- d. If space is not available in any of the schools a student requests, that student will be enrolled in his/her attendance area school.
5. Return Rights
- Students placed in any school requested through open enrollment relinquish their right to attend their attendance area school until the next open enrollment period.
- a. Students will be limited to two (2) transfers in their four-year high school career.
 - b. Transfers to and from alternative and special programs would be exceptions to this policy.
6. Transportation: District transportation will not be provided.
7. Special Education
- a. Special education students enrolled in Special Day Classes (SDC) will be assigned to a high school at the Individualized Education Program (IEP) meeting. These meetings will be scheduled before the open enrollment period.
 - b. Resource Specialist Program (RSP) students will be assigned to a high school at the Individualized Education Program (IEP) meeting. These meetings will be scheduled before the open enrollment period.
8. Transfers After Open Enrollment
- Transfers requested other than during the open enrollment process may be considered when social or educational adjustment of the student is required, with the common consent of the principals involved.
9. Appeal Process
- a. Whenever an application for open enrollment is not approved, the reason(s) for disapproving the application will be made clear to the parent(s) or legal guardian.
 - b. If the application for open enrollment is denied for reasons the parent(s) or legal guardian feel are not justified, an appeal may be made to the appropriate District Administrator.
- Interdistrict Attendance**
- The Governing Board recognizes that parents/guardians of students who reside in one district may, for a variety of reasons, choose to enroll their child in a school in another district.

The Board may enter into an agreement with any other school district, for a term not to exceed five school years, for the interdistrict attendance of students who are residents of the districts.

The agreement shall specify the terms and conditions under which interdistrict attendance shall be permitted or denied. It also may contain standards agreed to by both districts for reapplication and/or revocation of the student's permit.

Upon receiving a permit for transfer into the district that has been approved by the student's district of residence, or upon receiving a written request from the parent/guardian of a district student who wishes to enroll in another district, the Superintendent or designee shall review the request and may approve or deny the permit subject to the terms and conditions of the interdistrict attendance agreement. [BP 5117 June 2016; EC 41020, 46600-46611, 48204, 48300-48316, 48350-48361, 48900, 48915, 48915.1, 48918, 48980, 52317]

Interdistrict Attendance Agreements

In accordance with an agreement between the Governing Board and the board of another district, a permit authorizing a student's attendance outside his/her district of residence may be issued upon approval of both the district of residence and the district of proposed attendance.

The Superintendent or designee may approve an interdistrict attendance permit for a student for any of the following reasons when stipulated in the agreement:

1. When the student has been determined by staff of either the district of residence or district of proposed attendance to be a victim of an act of bullying as defined in Education Code 48900(r). Such a student shall be given priority for interdistrict attendance under any existing interdistrict attendance agreement or, in the absence of an agreement, shall be given consideration for the creation of a new permit.
2. To meet the childcare needs of the student. Such a student may be allowed to continue to attend district schools only as long as he/she continues to use a child care provider within district boundaries.
3. To meet the student's special mental or physical health needs, as certified by a physician, school psychologist or other appropriate school personnel.
4. When the student has a sibling attending school in the receiving district, to avoid splitting the family's attendance.

5. To allow the student to complete a school year when his/her parents/guardians have moved out of the district during that year.
6. To allow students to remain with a class graduating that year from senior high school.
7. To let seniors attend the same school they attended as juniors, even if their families moved out of the district during the junior year.
8. When the parent/guardian provides written evidence that the family will be moving to the receiving district in the immediate future and would like the student to start the year in that district.
9. When the student will be living out of the district only for one year or less.
10. When recommended by the School Attendance Review Board or by county child welfare, probation or social service agency staff in documented cases of serious home or community problems which make it inadvisable for the student to attend the school of residence.
11. When there is valid interest in a particular educational program not offered in the district of residence.

Denial of Interdistrict Transfer Agreement

The Superintendent or designee may deny initial requests for interdistrict attendance permits due to limited district resources, overcrowding of school facilities at the relevant grade level, or other considerations that are not arbitrary. However, once a student is admitted, the district may not deny him/her continued attendance because of overcrowding facilities at the relevant grade level.

Within 30 days of a request for an interdistrict permit, the Superintendent or designee shall notify the parents/guardians of a student who is denied interdistrict attendance regarding the process for appeal to the County Board of Education as specified in Education Code 46601.

Pending a decision by the two districts or an appeal by the County Board, the Superintendent or designee may provisionally admit a student who resides in another district for a period not to exceed two school months.

Students who are under consideration for expulsion or who have been expelled may not appeal interdistrict attendance denials or decisions while expulsion proceedings are pending, or during the term of the expulsion.

Once a student is admitted to a school on the basis of an interdistrict attendance permit, he/she shall not be required to reapply for an interdistrict transfer and shall

be allowed to continue to attend the school in which he/she enrolled, unless reapplication standards are otherwise specified in the interdistrict attendance agreement. Existing interdistrict attendance permits shall not be rescinded for students entering grade 11 or 12 in the subsequent school year. [AR 5117 April 2016]

Open Enrollment

The Open Enrollment Act (“Romero Bill”) allows students attending a school designated by the California Superintendent of Public Instruction as a “low-achieving school” to submit an application for enrollment in another higher performing school. Inter-district and intra-district transfer requests made pursuant to the Open Enrollment Act (“Romero Bill transfers”) shall only be approved by the Superintendent or designee in accordance with the provisions of this policy and its implementing regulations.

Definitions

For the purposes of this policy, the following definitions apply:

“Low-achieving school” means any school included on the annual Open Enrollment list of 1,000 Schools issued by the California State Superintendent of Public Instruction. The process for identifying and including schools on the Open Enrollment List of 1,000 Schools is described in the Romero Bill and its implementing regulations.

“School district of enrollment” means a school district other than the school district in which the parent/guardian of the student resides, but in which the parent of the student nevertheless intends to enroll pursuant to the Romero Bill.

“School district of residence” means a school district in which the parents of a student reside and in which the student would otherwise be required to enroll pursuant to Education Code section 48204.

Overview and Application Timelines

1. Only students attending a designated “low-achieving school” are eligible to apply for a transfer under this policy.
2. Romero Bill transfer applications to schools within the District must be completed on District forms and will be accepted until December 22 of the school year preceding the school year for which the student is requesting a transfer. Any application submitted after December 22 will not be accepted or reviewed.
3. This application deadline does not apply to an application requesting a transfer if the parent with

whom the student resides is enlisted in the military and was relocated by the military within ninety (90) days prior to submitting the application.

4. The District shall notify a Romero Bill applicant’s parent and the school district of residence in writing by March 1 of the school year preceding the school year for which the transfer was requested regarding whether the application was approved or denied.

Basis for Approval or Denial of Romero Bill Applications

1. The Superintendent or designee may not approve the initial application of a student requesting a Romero Bill transfer if the transfer would require the displacement of any student who resides within the district. The Superintendent or designee may deny a Romero Bill transfer application under any of the following circumstances:
 - a. If approval of the transfer application would result in a District exceeding the long-term capacity of a program, class, grade level, or school building.
 - b. Approval of the transfer application would result in any adverse financial impact to the District.
 - c. If the Governing Board of the District determines that the transfer would negatively impact either of the following:
 - i. A court-ordered or voluntary desegregation plan of the District.
 - ii. The racial and ethnic balance of the District, consistent with state and federal law.
2. The Superintendent or designee may not consider a student’s previous academic achievement, physical condition, proficiency in the English language, family income, or any of the individual characteristics set forth in Education Code section 200 (e.g., disability, gender, nationality, race or ethnicity, religion, or sexual orientation) when considering whether to approve or deny a Romero Bill application.
3. In addition to the requirements set forth in this policy and its implementing regulations, students applying for a Romero Bill transfer into the District must meet all additional requirements for admission to a magnet program or program designated to serve gifted and talented students.
4. The District cannot accept an application for a Romero Bill transfer if the student’s district of residence has prohibited the transfer as allowed under the Open Enrollment Act.

Terms of Approval and Enrollment Priorities

1. Any student whose Romero Bill transfer application is approved must be enrolled in a District school with a higher Academic Performance Index (“API”) than the school in which the student was previously enrolled and selected through a random, unbiased process that prohibits an evaluation of whether or not the student should be enrolled based on his or her individual academic or athletic performance or any other characteristic protected under Education Code section 200 (e.g., disability, gender, nationality, race or ethnicity, religion, or sexual orientation), except that students applying for a transfer under this policy shall be assigned priority as follows:
 - a. First Priority: Siblings of children who already attend the desired school.
 - b. Second Priority: Students transferring from a program improvement school ranked in decile 1 on the API as determined pursuant to Education Code section 48352(a).
2. If the number of students who request a particular District school exceeds the number of spaces available at that school, a lottery shall be conducted in the group priority order stated above to select students at random until all available spaces are filled.
3. The initial application of a student for transfer under this policy shall not be approved if the transfer would require the displacement from the desired school of another pupil who resides within the attendance area of that school or is currently enrolled in that school.

Accepted Applications

1. If an application is accepted, the student may enroll in the school or program approved by the District at the start of the school year immediately following the approval of the application. Once enrolled, the student is not required to re-apply to remain enrolled.
2. A student approved for a Romero Bill transfer into the District shall be deemed to have fulfilled residency requirements for attendance in the District set out in Education Code section 48204 and shall not be required to submit another application in order to remain enrolled.
3. For any student approved for a Romero Bill transfer, the District shall accept credits toward graduation that were awarded to the student by another school district and shall graduate the student, if the student meets the graduation requirements of the District.
4. Once enrolled, a student attending a school in the District pursuant to a Romero Bill transfer shall be

subject to all rules, policies and regulations applicable to all students in the District.

5. The District does not provide transportation for students accepted for enrollment under the Romero Bill. Transportation is the responsibility of the parents.

Denied Applications

1. If an application is denied, the District shall notify the applicant parent and school district of residence in writing that the application has been denied. Such notification shall state the reason(s) for the denial.
2. The District’s decision regarding the denial of a Romero Bill transfer application is final and may not be overturned absent a finding by a court of competent jurisdiction that the District Governing Board acted in an arbitrary and capricious manner. There is no right of appeal to the County Office of Education.

Notice of Eligibility to Transfer

1. On or before the first day of school each year, or if later, on the date the District received notice of program improvement, corrective action, or restructuring status under federal law, the District shall provide the parents or guardians of all students enrolled in a designated “low-achieving school” notice of the option to transfer to another public school in the District or another school district.

Prohibiting or Limiting the Number of Transfers Out of the District

1. In the event that a school within the District is designated as a “low-achieving school,” the District may prohibit or limit the number of students who transfer out of the District under the Romero Bill, if the Governing Board of the District determines that the transfer would negatively impact either of the following:
 - a. A court-ordered or voluntary desegregation plan of the District.
 - b. The racial and ethnic balance of the District consistent with federal and state law. [BP 5118, 2011]

● General Absences

Children cannot learn if they are not in school. Children learn early about being on time and not missing school. For students 6 to 18 years old, daily school attendance is compulsory. Daily school attendance improves student achievement. Teach your child to be on time and that school attendance is an important family value.

It is also important that you know the state only awards funding to school districts for actual attendance. The state no longer funds districts for the excused absences listed below. Always review the school calendar and plan activities and vacations during days off. No pupil whose attendance is excused shall have grades or academic credit lost if assignments and tests can be reasonably completed.

Other attendance reports, such as truancy, still rely on excused and unexcused absences. There are legal consequences if your child misses too much school. You must send a note and/or phone the school within 72 hours to clear any excusable absences. Parents/Guardians have the right to be notified on a timely basis if their child is absent from school without permission. Unexcused absences result in a recorded truancy.

1. Notwithstanding EC 48200, a pupil shall be excused from school when the absence is:
 - A. Due to his or her illness.
 - B. Due to quarantine under the direction of a county or city health officer.
 - C. For the purpose of having medical, dental, optometric, or chiropractic services rendered.
 - D. 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.
 - E. For the purpose of jury duty in the manner provided for by law.
 - F. Due to the illness or medical appointment during school hours of a child of whom the pupil is the custodial parent.
 - G. 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 the pupil's 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.
 - H. For the purpose of serving as a member of a precinct board for an election pursuant to Section 12302 of the Elections Code.

- I. 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 Section 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.
 - J. For the purpose of attending the pupil's naturalization ceremony to become a United States citizen.
 - K. Participation in religious instruction or exercises in accordance with district policy.
2. 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 thereof. The teacher of any class from which a pupil is absent shall determine the tests and assignments, which shall be reasonably equivalent to, but not necessarily identical to, the tests and assignments that the pupil missed during the absence.
 3. For purposes of this section, attendance at religious retreats shall not exceed four hours per semester.
 4. Absences pursuant to this section are deemed to be absences in computing average daily attendance and shall not generate state apportionment payments.
 5. "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." [EC 48205, 51101]

Districts may allow students, with parental or guardian consent to be excused to participate in moral or religious exercises or instruction. [EC 46014]

Minimum Days/Pupil Free Staff Development Days

If your child will be affected by minimum days or staff development days, we will give you at least one month's notice. The dates that were known at press time are printed in the calendar in this booklet. [EC 48980(c)]

Leaving School at Lunch Time

"The governing board of the El Monte Union High School District, pursuant to Section 44808.5 of the Education Code, has decided to permit pupils enrolled

at Arroyo, El Monte, Mountain View, Rosemead, and South El Monte High Schools to leave the school grounds during the lunch period. Neither the school district nor any officer or employee thereof shall be liable for the conduct or safety of any pupil during such time as the pupil has left the school grounds pursuant to this section.” The district permits students in grades 11 through 12 this privilege. Students in grades 9 through 10, or students enrolled at Fernando R. Ledesma High School, may not leave campus. [EC 44808.5]

● Attendance Where Caregiver Resides

If your child lives in the home of a caregiving adult, as defined by law, or a foster home, your child may attend the school district in which that residence is located. Execution of an affidavit under penalty of perjury pursuant to the Family Code by the caregiving adult is required to determine that your child lives in the caregiver’s home. [EC 48204(a), 48980(h); FC 6550-6552]

● Attendance in District in Which Parent/Guardian is Employed

The district may, but is not required to accept a transfer student whose parent/guardian resides outside the boundaries of the school district but is employed and lives with the student at the place of his/her employment within the boundaries of the school district for a minimum of three days during the school week; or a student whose parent/guardian physically works within the boundaries of the school district for a minimum of 10 hours during the school week. [EC 48204(a)(7), 48980(i)]

● Enrollment of Homeless or Foster Youth

Foster and homeless children shall be permitted to attend a school in the District unless they: 1) stay enrolled at their school of origin, 2) their IEP indicates attendance elsewhere, or 3) the parent or guardian, with knowledge of all options, declares in writing otherwise. [EC 48850-48859; 5 CCR 4622; WIC 361, 726, 56055]

● Individualized Instruction

You must notify the school if your child has a temporary disability and cannot attend regular classrooms. The District will provide instruction in the home or in a hospital or other residential health facility if the student meets the District residency requirement. If your temporarily disabled child is located outside your school district, notify both the district where you reside and where the child is located. [EC 48206.3, 48207, 48208, 48980(b)]

● Truancy

Requires notification of parent on student’s first declared truancy. Parents are obligated to compel the attendance of the pupil at school, and school must advise parents of alternative education programs available.

The state defines three levels of truancy, each carrying more severe penalties for both the student and the parents or guardians. The three are truant, habitual truant, and chronic truant.

Truant: A student is truant after missing three days of school or three 30-minute periods without a valid excuse.

Chronic Truant: A chronically truant student has missed 10 percent or more school days in a school year.

Habitual Truant: If a student is truant three or more times in a school year and an effort is made to meet with parents, then the student is a habitual truant.

Interventions: Students who are habitually truant, miss a lot of school or are disorderly can be referred to a student attendance review board (SARB), a district attorney mediation program, or the county probation department. Through these programs the student can be given guidance to meet special needs for improving attendance or improving school behavior. The goal is to intervene before a student enters the juvenile justice system or drops out.

Student Penalties: First truancy may result in a one-day weekend class. Second truancy may be a written warning from a peace officer that remains in the student’s records. Third truancy may result in assignment to an after-school or weekend program, a SARB, a probation officer, or district attorney program. A fourth truancy may result in a chance to improve attendance, but may also result in the student being placed within the jurisdiction of, and as a ward of the juvenile court. Other actions may include required community service, payment of a fine of \$100, attend a truancy mediation program, and loss of driving privileges. A finding of truancy may be handled through available community services.

Parent Penalties: In Education Code; first conviction – up to \$100 fine; second conviction – up to \$200 fine; third – up to \$500 fine. In Penal Code; parents of elementary students who are chronic truants face a fine up to \$2,000; imprisonment up to one year; or both. They may also be scheduled to meet regularly with district staff and/or referred for help. It is recommended that the parent or guardian attend classes at school with the student for one day.

[EC 48260, 48260.5, 48261, 48262, 48263, 48263.5, 48263.6, 48264.5, 48291, 48293, 48320; PC 270.1, 830.1; WIC 256, 258, 601, 601.3; VC 13202.7]

● Notice of Alternative Schools

California state law authorizes all school districts to provide for alternative schools. Section 58500 of the Education Code defines alternative school as a school or separate class group within a school which is operated in a manner designed to: (a) Maximize the opportunity for students to develop the positive values of self-reliance, initiative, kindness, spontaneity, resourcefulness, courage, creativity, responsibility, and joy. (b) Recognize that the best learning takes place when the student learns because of his desire to learn. (c) Maintain a learning situation maximizing student self-motivation and encouraging the student in his own time to follow his own interests. These interests may be conceived by him totally and independently or may result in whole or in part from a presentation by his teachers of choices of learning projects. (d) Maximize the opportunity for teachers, parents and students to cooperatively develop the learning process and its subject matter. This opportunity shall be a continuous, permanent process. (e) Maximize the opportunity for the students, teachers, and parents to continuously react to the changing world, including but not limited to the community in which the school is located.

In the event any parent, pupil, or teacher is interested in further information concerning alternative schools, the county superintendent of schools, the administrative office of this district, and the principal's office in each attendance unit have copies of the law available for your information. This law particularly authorizes interested persons to request the governing board of the district to establish alternative school programs in each district. [EC 58501]

● Custody Issues

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

every attempt to reach the custodial parent when a parent or any other person not listed on the emergency card attempts to pick up a child.

INSTRUCTION AND CURRICULUM

● District Courses

Annually the District prepares curriculum, course titles, aims, and descriptions in a prospectus. The prospectus is available at each school site and may be reproduced at cost. Parents/Guardians have the right to review all course material. [EC 49091.14, 51101; PPRA]

● Academic and non-academic courses, classes, electives, activities, sports, and related facilities

State and federal law require academic and nonacademic courses, classes, electives, school-related activities, team sports, athletic competitions, and school facilities be available to all students without regard to their gender or gender identity, and irrespective of the gender listed in their records. Beginning in seventh grade counselors will meet with each student regarding course selection. Staff will not counsel students into programs, courses, or careers based on their gender or gender identity. The District Uniform Complaint Procedure may be used to file a complaint. [EC 221.5, 221.8, 49600, 48900; GC 11135, 11138; Title VI, Title IX; § 504; California Interscholastic Federation (CIF) 300D]

● California State Academic Standards

California along with most other States developed and adopted common academic standards in core curriculum areas. They are rigorous, internationally benchmarked, and research- and evidence-based.

Each state, and each district in California decides how they will teach and what resources they will use. More information can be found at www.cde.ca.gov/re/cc/ or www.corestandards.org. California launched a new computer-based student testing system that ties to the standards for English language arts, mathematics, and science called the California Assessment of Student Performance and Progress (CAASPP). The new tests include the Smarter Balanced Assessment Consortium Assessments, California Science Tests (CAST), California Alternate Assessments (CAA), and Standards-based Tests in Spanish (STS) for Reading/Language Arts. Parents can exempt their child(ren) from CAASPP testing by submitting a letter in writing. More information about the CAASPP can be found at www.cde.ca.gov/ta/tg/ca/. [EC 60119, 60604.5, 60615]

● LCFF and LCAP

The LCFF (Local Control Funding Formula) changes the way the State provides money to school districts. Under this new system, school districts receive a uniform base grant for every student, adjusted by grade level. Plus they receive adjustments for the number of students living in poverty, English learners, and foster youth. Then there are further adjustments for concentration of these groups if they are above 55% of the district's enrollment. More information about the LCFF is available at www.cde.ca.gov/fg/aa/lc/.

The LCAP (Local Control Accountability Plan) is a critical part of the LCFF. Each school district is required to engage parents, students, educators, employees, and the community to establish their plan. Anyone can comment to the school board regarding LCAP proposals or expenditures either by submitting comments in writing or at a public hearing held by the school board for that purpose. The plan must describe the overall vision for students, annual goals including language acquisition, and specific action to achieve these goals. The LCAP must focus on eight areas identified as State priorities. The plan will demonstrate how the district's budget will help achieve the goals, and annually assess how well the strategies improved outcomes. Complaints regarding LCAP may be filed anonymously. [EC 305, 52060, 52062, 52066]

Homeless, Foster, and Juvenile Court Youth

Foster, homeless, and juvenile court youth have special rights related to graduation and partial high school credits. They also have the right to an adult to help make educational decisions. More information can be found at the California Foster Youth Education Task Force, www.cde.ca.gov/ls/pf/fy/fosteryouthedrights.asp. Foster and homeless youth also have special rights associated with college, and certain considerations in school discipline. The District Uniform Complaint Procedure may be used to file a complaint. [EC 48645.3, 48645.5, 51225.1, 56055; 5 CCR 4622; WIC 361, 726]

Language Learning Programs

District language learning programs offered include:

Transitional — classes taught in both English and Spanish

Structured English Immersion — nearly all classroom instruction is in English. [EC 306, 310(b)(2); 5 CCR 11310]

● Curriculum and Personal Beliefs

Whenever any part of the instruction in health or family life education conflicts with your religious training

and beliefs or personal moral conviction, or those of your child, your child shall be excused from such instruction if you request an excuse in writing. [EC 51240]

Family Life, Human Development, and Sexual Health Education

Your child will be taking California Healthy Youth Act classes. They will include instruction in comprehensive sexual health education, HIV prevention education, and research on pupil health behaviors and risks. Any written and audio-visual educational materials planned for use are available for inspection prior to the start of classes. You may have copies of non-copyrighted material that will be presented by a consultant or guest speaker for ten cents (10¢) per page. You will be notified before such instruction, and have a right to request, in writing, that your child not participate in any or all activities. You may withdraw this request at any time. School districts must ensure that all pupils receive sexual health instruction from adequately trained personnel in appropriate courses. At the discretion of the District, staff give such instruction. If taught by a consultant or guest speaker, or in an assembly, parents will receive notice of the dates, name of organizations, and affiliation of speakers by mail or other commonly used method of notification at least 14 days prior to the dates of the class or assembly. During this class, students in grades 7 - 12 may be asked to anonymously, voluntarily, and confidentially fill out evaluation and research tools such as surveys, tests, questionnaires measuring student attitudes toward health, sex, and risk behaviors. Copies of Education Code Sections 51933, 51934, and 51938 can be requested from the District or can be obtained online at www.leginfo.legislature.ca.gov. [EC 51933, 51934, 51937-51939]

Dissection of Animals

If your child chooses not to participate in the dissection of animals, and if the teacher believes that an adequate alternative education project is possible, the teacher may work with the student to develop and agree upon an alternative education project for the purpose of providing your child an alternate avenue for obtaining the information required by the class. The school will need a signed note from you indicating your child's objection. [EC 32255]

Tests/Surveys on Personal Beliefs

You and/or your children over 18 will be notified and will be asked for written permission before your child is given any test, questionnaire, survey, examination, or marketing material containing questions about your

child’s, or his/her parents’ or guardians’ personal beliefs or practices in politics, mental health, anti-social, illegal, self-incriminating, or demeaning behavior, critical appraisals of others close to the family, about legally confidential relationships such as ministers or doctors, income (unless to determine eligibility in a program or for receiving assistance), sex, family life, morality, or religion. Parents may also opt out of their child supplying information to be used for marketing. Parents have the right to review any survey or educational materials related to the survey on any of the above items. The District has developed policies relating to the surveys and personal information. Notice will be sent to parents prior to any such test or survey. If you believe your rights have been violated, you may file a complaint with the Family Policy Compliance Office at U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202-5920. [EC 51513, 60614, 51938; 60615; PPR; 34 CFR 98; ESEA]

● California Consolidated Testing Program

The State Testing and Reporting program requires districts to provide information regarding assessments to pupils, parents, and guardians on a timely basis.

● Promotion/Acceleration/Retention

For purposes of class standings the following designations are:

- 9th grade – To 49 credits completed
- 10th grade– 50 to 99 credits completed
- 11th grade– 100 to 159 credits completed
- 12th grade– 160 to 220 credits completed

In addition, students must pass grade related required courses in which they were enrolled. Students in grades 9 through 12 shall be assigned an average of 2-3 hours of homework per academic subject per week.

Students who have been suspended or absent without authorization may make arrangements to complete any assignments or tests missed during these specific periods. Upon satisfactory completion of all assignments and tests missed during these periods, the student shall be given appropriate credit and grade therefore.

● Graduation Requirements

The high school graduation requirements represent a combination of courses prescribed by the State of California and by the Board of Trustees of the El Monte Union High School District.

<u>Subject</u>	<u>Credits</u>
English	40 credits
Mathematics One or two combined must meet standards for Algebra I	20 credits
Science One biological and one physical	20 credits
Social Studies Including US History & Geography, World or European History, American Government and Civics, and Economics	30 credits
Visual/Performing Arts / Foreign Language / Career Technical Education ‡	10 credits Δ
Physical Education	20 credits
Health	5 credits
Electives	65 credits
TOTAL:	220 credits

‡ The El Monte Union High School District has adopted a policy that allows Career Technical Education courses to be counted toward graduation.

Δ Graduation requires one approved CTE course; any two semesters of AVID with a “D” or higher fulfills this requirement.

Special recognition will be given to students who have distinguished themselves academically per 4.2.1.5:

- Red Trustee Seal - Have met model graduation requirements with a 2.0 GPA
- Blue Trustee Seal - Have met UC A-F required 240 credits and no D’s or F’s
- Gold Trustee Seal - Have qualified for CSF Life Membership
- Seal of Biliteracy - Recognition of students who have studied and attained proficiency in more than one language

UC “a-g” Subject Requirements Certificate – Blue Seal Diploma

To qualify for the University of California A-G Requirements Certificate, a student must complete all of the “a-g” Subject requirements of admission to the University of California. A student must earn a “C” or better in each of the A-G Subject Requirements in order to qualify. If a student meets these requirements, he/she will have a Blue Seal affixed on the certificate.

Golden State Seal Merit Diploma – Gold Seal

To be eligible for the GSSMD, students (1) must be eligible to receive a high school diploma; and (2) must have demonstrated the mastery of the curriculum in at least six subject areas, as follows:

1. English language arts/literacy (ELA) – students must have earned one of any of the following:

- a. A grade of B+ or above (or numerical equivalent) in a single course (each semester) completed in grade nine or ten or eleven
 - b. An achievement level of “Standard Met” or above for the high school Smarter Balanced Summative Assessment
2. Mathematics – students must have earned one of any of the following:
- a. A grade of B+ or above (or numeric equivalent) in a single course (each semester) completed in grade nine or ten or eleven
 - b. An achievement level of “Standard Met” or above for the high school Smarter Balanced Summative Assessment
3. Science – students must have earned one of any of the following:
- a. A grade of B+ or above (or numeric equivalent) in a single course (each semester) completed in grade nine or ten or eleven
 - b. A qualifying score that demonstrates mastery of the subject as determined by the LEA for an examination produced by a private provider or the LEA
4. U.S. history – students must have earned one of any of the following:
- a. A grade of B or above (or numerical equivalent) upon completion of the required U.S. history course (each semester)
 - b. A qualifying score that demonstrates mastery of the subject as determined by the LEA for an examination produced by a private provider or the LEA
5. Two additional subject areas – students may choose from any of the following:
- a. Any additional qualifying grade or score listed above, earned for the subject of ELA, mathematics, science, or U.S. history not already used to meet eligibility
 - b. A grade of B or above (or numerical equivalent) upon the completion of high school courses in other subjects
 - c. A qualifying score that demonstrates mastery of other subjects, as determined by the LEA, for an examination produced by a private provider or the LEA

AB2613 specifies the C-average requirement for co-curricular and extra-curricular participants. (See local

high school faculty handbooks.) Also, EMUHSD is compliant with AB552--EC 48980 regarding modification of a pupil’s academic program or course of study.

Graduation Requirements Compared to UC/CSU Requirements

	EC	CSU	UC	El Monte
History/Social Science (a)	3	2	2	3
English (b)	3	4	4	4
Mathematics (c)	2	3 ⁺¹	3 ⁺¹	2
Science (d)	2	2 †	2 †	2
Foreign Language (e)		2	2 ⁺¹	
Visual/Performing Arts (f)	1	1	1	1
Career Technical Education ‡				
Physical Education	2			2
Health				0.5
Career Technical Education				1 Δ
Elective (g)		1	1	

⁺¹ One additional year is recommended in Mathematics for both CSU and UC, and in Foreign Language for UC.

† Specifics of courses vary from CSU to UC.

‡ The El Monte Union High School District has adopted a policy that allows Career Technical Education courses to be counted toward graduation. Which “(a)-(g)” requirement applies varies by course.

Δ Any two semesters of AVID with a “D” or higher fulfills the CTE graduation requirement.

At this time El Monte Union High School District offers the following Career Technology Education courses that qualify toward the UC/CSU “(a)-(g)” requirements:

- Graphic Design (Sub-Pathway 111A)(f)
- Professional Music (Sub-Pathway 112B)(f)
- Film/Video Production (Sub-Pathway 113B)(f)
- Cabinetry, Millwork, and Woodworking (Pathway 120)(a)
- Financial Services (Pathway 180)(g)
- Engineering Design (Pathway 152)(g)
- Biotechnology (Pathway 196)(g)
- Patient Care (Pathway 198)(g)
- Software and Systems Development (Pathway 174)(g)

[BP/AR 6143.1, 6178 ; EC 35186, 37252, 37254, 48412, 48430, 49701, 51225.3, 51225.5, 51228, 51240-51246, 51410-51412, 51420-51427, 60850-60859; 5 CCR 1600-1651]

● Reporting results of norm referenced tests

This law has three fundamental parts: Administering standardized achievement tests, reporting of individual pupil's test scores on norm-referenced standardized achievement tests, and facilitating parent-school communications. The main intent of the legislation is to require that school districts use test score reporting procedures for parents of children taking norm-referenced standardized achievement tests and to facilitate better parent-school communication regarding the performance of children on these tests.

An example: standardized norm-referenced achievement tests may be given to identify students for Title I services, to assist teachers in selecting appropriate reading materials, and for other purposes. If your child is tested, you will receive his/her test scores along with an explanation of what these scores mean. If you wish additional information, please contact your child's counselor.

● University of California/California State University Admissions

Admission to the California State Universities requires a minimum 15-unit pattern of courses for admission as a first-time freshman. Each unit is equal to a year of study in a subject area. A GPA of 2.0 (C) or higher is required for regular admission. Admittance is based on an eligibility index that combines multiple items. Transfer students are accepted.

Admission to the University of California requires completion of the 15 yearlong high school course list. These courses are also known as the "a-g" subjects. At least seven of the 15 yearlong courses must be taken in the student's last two years of high school. A GPA of 3.0 (B) or higher is required for California residents. [EC 48980, 51229]

Links to University of California/California State University requirements:

<http://www.universityofcalifornia.edu/admissions/undergraduate.html>

<http://www.calstate.edu/datastore/admissions.shtml>

http://www.csumentor.edu/planning/high_school/

<http://www.ucop.edu/doorways/>

Definition of career technical education

A program of study that involves a multiyear sequence of courses that integrates core academic knowledge with technical and occupational knowledge to provide students with a pathway to postsecondary

education and careers. More information is available about Career Technical Education at California Department of Education, www.cde.ca.gov/ci/ct. [EC 48980(1), 51229]

College or Career Counseling

High school counselors are trained to help students prepare for college or career planning. They take students through all the steps so nothing is missed including information about financial aid, requirements, and careers. Most counselors are available by appointment and will meet with students and their families. [EC 48980, 51229]

● Cal Grant opt-out Procedure

The California Student Aid Commission (CSAC) processes student eligibility for Cal Grant awards that can be used toward the costs of a post-secondary education. Cal Grant funds are awarded to eligible seniors students who meet Grade Point Average (GPA) and family income requirements. Cal Grants can be used toward the cost of tuition, room and board, or books and other supplies for colleges/universities. Cal Grant applicants must also file the Free Application for Federal Student Aid (FAFSA) or the California Dream Act Application (CADAA) between October 1, 2018 and March 2, 2019.

The El Monte Union High School District will electronically submit GPA information for every senior (12th graders) in the district to CSAC so they may be considered for a Cal Grant Award.

If you **DO NOT** wish to have your student's information submitted electronically and thereby, not be considered for Cal Grant eligibility, please complete the **EMUHSD Opt-Out Form** which is available at your pupil's high school Career Center. **The Opt-Out Form must be returned to your pupil's High School's Career Center by Friday, September 15, 2018 no later than 2 pm.**

After September 15, 2018, the information for all seniors (12th graders) excluding those who opt-out, will be submitted electronically to the California Student Aid Commission for Cal Grant consideration. For more Cal Grant information visit: www.calgrants.org.

SCHOOL RECORDS AND STUDENT ACHIEVEMENT

● Pupil Records

Parents, guardians, foster parents, certain caregivers, and students over 18 have the right to review, get copies, and inspect school records within five business

days of a written or oral request or before any meeting regarding an individualized education program or a hearing. Those records are confidential, and privacy will be maintained. Student records are provided to schools where student transfers or wants to enroll. In some instances information about your child may be released to District staff, foster agencies, short-term residential treatment programs, after school programs, summer camps, lawyers, law enforcement, state researchers, and nonprofit researchers. Sharing of pupil records must conform to federal laws and in some cases must be approved by the State Committee for Protection of Human Subjects. The records include transcripts, discipline letters, commendations, attendance, and health information. The records are maintained at the school sites by the school registrar, and at the District office by the Office of Research and Curriculum. There is someone to help interpret the material. When more than one child is named in the records, parents may only see material related to their child. If requested, the district will provide a list of types and locations where materials are held. There is a log of who has viewed the records that is kept at the same location as the records. District policy or administrative regulation 5125(a) sets forth the criteria by which school officials and employees can look and change or delete the files and why. Files may be reviewed to identify students eligible for public school choice or supplemental educational services. You may have copies made for ten cents (10¢) per page. Official transcripts are available for five dollars (\$5.00) per copy. If you cannot afford the cost of copies they will be provided free of charge. You also have the right to file a written request with the superintendent challenging the records. You can challenge the records if you think there is an inaccuracy, unsubstantiated conclusion or inference, a conclusion outside the observer's expertise, comment not based on personal observation with time and date noted, misleading information, or violation of privacy rights. You can file a complaint about how your request was handled with the district or with United States Department of Education. You will get to meet with the superintendent or designee within 30 days. If your challenge is sustained, the changes will be made. If not, you can appeal to the school board, which has final authority. If you still have a different view, your view can be included in the student's record. [EC 8484.1, 49063, 49060, 49068, 49069, 49069.3, 49070-49079.7, 51101, 56043, 56504; CC 1798.24(t); FERPA; 20 USC 1232(g); 34 CFR Part 99]

Student Data from Social Media Websites

School Districts may now adopt a plan to gather student information from social media websites. The

Governing Board has not adopted such a plan, but may consider it in the future. The information would pertain only to student or school safety, and must be destroyed within one year of the student leaving the District or turning 18. [EC 49073.6]

Regulations Regarding Pupil Achievement

The Board of Education believes good communication between parents and teachers is important in the educational process. All appropriate forms of communication should be used. The six-week progress report should reflect student progress in class-work and proficiency levels and indicate educational growth in relation to the student's ability, citizenship and effort. [EC 49067]

Teacher Qualifications

A provision of federal Title I requires all districts to notify parents of children in Title I schools that they have the right to request and receive timely information on the professional qualifications of classroom teachers and paraprofessionals including state qualifications, licensing for the grade level or subject taught, any waivers for qualifications, emergency provisions, college major, graduate degrees and subject, and if paraprofessionals or aides are in the classroom and what their qualifications are. [ESEA; 20 USC 6311; 34 CFR 200.61]

Release of Directory Information

The law allows schools to release "directory information" to certain persons or organizations including military recruiters. Directory information includes a student's name, address, telephone number, electronic mail address, photograph, date of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous public or private school attended by the student. You may have the district withhold any of this information by submitting a request in writing by August 20, 2018. Written notification received after the date specified will be honored, but the student's information may have been released in the interim. In the case of students with exceptional needs or who are homeless, no material can be released without parent or guardian consent. [EC 49061(c), 49070, 49073(c), 56515; FERPA; ESEA]

School Safety Plan

Every year, each school shall review and update its plan by March 1. Each school shall make its plan public and shall share the plan with numerous community

leaders, school site personnel, and parent groups. Plans should, among other things, provide guidance for the response to and/or the prevention of bullying, child abuse, and disasters. Key elements are to be described in the School Accountability Report Card. Planned responses to criminal incidents need not be disclosed. The Uniform Complaint Procedure can be used regarding School Safety Plan compliance. [EC 32281, 32282.1, 32286, 32288, 32289, 51101]

STUDENT SERVICES

● Student Meal Program

The Nutrition Services Department serves breakfast and lunch daily. This year the department is participating in a special program that allows our students to eat both meals free. The program does require that we collect a Free and Reduced-Price lunch application from each family, which includes all students attending our district. More information and applications are available in the school office or online at the Nutrition Services website, www.emuhsd.org » Departments » Nutrition Services. For questions, call the Nutrition Services office. [EC 49510-49520, 49558; 42 USC 1761(a); ne]

● Student Use of Technology

The Board of Trustees intends that technological resources provided by the district be used in a responsible and proper manner in support of the instructional program and for the advancement of student learning.

The Superintendent or designee shall notify students and parents/guardians about authorized uses of district computers, user obligations and responsibilities, and consequences for unauthorized use and/or unlawful activities in accordance with district regulations and the district's Acceptable Use Agreement. The Superintendent or designee shall provide age-appropriate instruction regarding the district's acceptable use agreement, including instruction on the safe use of social networking sites and other internet services including, but not limited to, the dangers of posting personal information online, misrepresentation by online predators, and how to report inappropriate or offensive contact or threats. Such instruction shall include, but not be limited to, the dangers of posting personal information online, misrepresentation by online predators, how to report inappropriate or offensive content or threats, behaviors that constitute cyberbullying, and how to respond when subjected to cyberbullying. The Superintendent or designee, with input from the students and staff, will regularly review this policy, the accompanying administrative regulation, and other relevant procedures

to help ensure that the district adapts to changing technologies and circumstances.

On-Line Services/Internet Access

The Superintendent or designee shall ensure that all district computers with Internet access have a technology protection measure that blocks or filters Internet access to visual depictions that are obscene, child pornography, or harmful to minors, and that the operation of such measures is enforced.

The Board desires to protect students from access to harmful matter on the Internet or other on-line services. The Superintendent or designee shall implement rules and procedures designed to restrict students' access to harmful or inappropriate matter on the Internet. He/she also shall establish regulations to address the safety and security of students when using electronic mail, chat rooms and other forms of direct electronic communication. Student use of district computers to access social networking sites is prohibited. To the extent possible, the Superintendent or designee shall block access to such sites on district computers with Internet access.

Disclosure, use and dissemination of personal identification information regarding students is prohibited.

Staff shall supervise students while they are using on-line services and may ask teacher aides and student aides to assist in this supervision.

Before using the district's technological resources, each student and his/her parent/guardian shall sign and return an Acceptable Use Agreement specifying user obligations and responsibilities. In that agreement, the student and his/her parent/guardian shall agree to not hold the district responsible and shall agree to indemnify and hold harmless the district and all district personnel for the failure of any technology protection measures, violations of copyright restrictions, users' mistakes or negligence. They shall also agree to indemnify and hold harmless the district and district personnel for any damages or costs incurred. [BP 6163.4, March 2011; EC 48980, 51006, 51007, 51870-51874, 51870.5, 60044; Penal Code 313, 502, 632; 20 USC 7001, 47 USC 254; 16 CFR 312.1-312.12, 47 CFR 54.520; ESEA]

● School Accountability Report Card

The School Accountability Report Card is available on request, and is available annually by February 1st on the Internet at www.emuhsd.org. It contains information about the district and school regarding the quality of programs and its progress toward achieving stated goals.

A copy will be provided upon request. [EC 33126, 32286, 35256, 35258, 51101]

● **Services to Disabled Pupils**

If you have reason to believe your child (ages 0 through 21 years) has a disability requiring special services or accommodations, inform the school in writing. A team will discuss your concerns to determine if an evaluation will be conducted to determine whether he/she is eligible for free special education services.

The District wants to locate, identify and assess all children with disabilities whether homeless, wards of the state, enrolled in public or private schools. The District has policies guiding procedures for identification and referral. Students identified with special needs will receive a Free Appropriate Public Education in the least restrictive environment. [EC 48853, 56020 et seq., 56040, 56301; 5 CCR 4622; 20 USC 1412, (10)(A)(ii), 1412(a)(6)(A); 34 CFR 300.121; ne]

● **Advanced Placement Examination Fees**

State funding is available to qualified low-income students to assist in paying all or part of Advanced Placement exams. [EC 48980(j), 52240]

● **Pupil Fees**

While there are limited exceptions, families and students should not have to pay fees for most items related to public education. There are four types of fees identified in Education Code:

Pupil Fees: No fees or deposits can be required or collected for items including, but not limited to, materials, supplies, equipment, uniforms (i.e. band, cheerleading, basketball), lockers, locks, books, class apparatus, musical instruments.

Educational Activity Fees: No fees can be required or collected for student participation in an event or activity, either curricular or extracurricular, that is an essential part of a student's education or for transportation to those events. There can be no fees required for registering or participating in regular or extra classes.

Voluntary Donations: While voluntary donations may be suggested for activities, no student may be denied participation based on the family's ability to make a donation.

Exceptions – When fees may be required: By law, there are exceptions to the prohibition against charging of fees or deposits. These exceptions include, but are not limited to, transportation to non-essential activities, non-essential events where attendance is

optional (such as a school dance), food served to students, damage to district provided materials such as textbooks, cost of community service classes, and fingerprinting. Money may also be collected for material used for projects that a student will be taking home, such as, material used in a career class like woodshop or sewing. The Uniform Complaint Procedure can be used regarding pupil fee compliance. A complaint may be filed with the school principal, and may be filed anonymously.

[EC 17551, 17552, 19911, 32030-32033, 32220-32224, 32390, 35330, 35331, 35335, 38084, 38118, 38120, 39807.5, 48052, 48053, 48904, 49010-49013, 49063, 49065, 49066, 51815, 52373, 52612, 52615, 52920-52922, 60070; 5 CCR 4610, 4630]

HEALTH SERVICES

● **Immunizations**

Students may not be admitted to a classroom setting in school unless he/she has been fully immunized against diphtheria, hepatitis b, haemophilus influenza type b, measles, mumps, pertussis (whooping cough), poliomyelitis, rubella, tetanus, and varicella (chickenpox). Students must be immunized for varicella or provide proof from a doctor stating child has had the disease. All advancing students, new students, or transferring students in grades 7 through 12 must be fully immunized, including a required booster against pertussis (Tdap). They shall not be admitted without the Tdap booster.

It is this district's policy that there be no "conditional" admittance to schools. Documented proof that immunizations are up-to-date is required before admission to school is granted. This requirement does not apply in at least the following instances:

- If note from physician is supplied saying physical or medical condition does not allow vaccination.
- If a homeless student is enrolling.

The required immunizations are available through a usual source of medical care, County Health Department, a school nurse, or may be administered by a health care practitioner acting under the direction of a physician. Immunizations may be given at school. There may be funds for those who cannot access services.

If an outbreak of a communicable disease occurs at a school, the non-immunized student will be excluded for his/her own safety until such a time as directed by health officials or district administration.

Parents or guardians may refuse to allow the sharing of personal information related to their child's immunization records by notifying the County Health Department listed in this section. [HSC 120325, 120335, 120338, 120370, 120375, 120400, 120405, 120410, 120415, 120480; EC 48216, 49403, 48852.7; 17 CCR 6000-6075; 42 USC 11432(C)(i)]

● Physical Examinations

For each child enrolling in the District for the first time, the parent or guardian must present a certificate, signed by a physician, verifying that the child has received a physical examination within the last 18 months. If your child does not receive this exam, you must file a waiver with the school district stating the reasons you are unable to obtain such services. [EC 49450; HSC 124085, 124100, 124105]

If you want your child to be exempt from physical examinations at school, file a written statement annually with the school refusing such an exam. However, when there is a good reason to believe that your child is suffering from a recognized contagious or infectious disease, he/she may be sent home and shall not be permitted to return to school until the contagious or infectious disease does not exist. [EC 49451; PPRA]

● Vision and Hearing Appraisal

Your child's vision and hearing will be checked by an authorized person in grade 9, unless you present to the school a certificate from a physician or optometrist verifying prior testing or a letter stating it violates your faith in a recognized religious belief. [EC 49452, 49455; ne]

● Medication

Children may take medication, which is prescribed by a physician, and get help from school personnel during the school day if:

1. The district designee has received a written statement from the physician detailing the medication name, method, amount, and time schedules by which the medication is to be taken; and
2. Parent, guardian, or caregiver annually submits a written statement asking the school district to assist their child in taking the medication or allow the student to self-administer certain medications. This includes allowing a school staff member to volunteer to identify the need for, and administer glucagon and epinephrine to a student. The letter gives permission to a district representative to communicate with the health care provider, pharmacist and acknowledge understanding of

how the medication will be administered. Each school determines if it will have staff trained in the use and storage of auto-injectable epinephrine. The District will have a supply of epi-pens at each school site. [EC 49414, 49414.3, 49414.5, 49423, 49480]

Children may carry and self-administer a blood glucose level test, diabetes care, inhaled asthma medication, and auto-injectable epinephrine if the rules above are met and if a physician confirms in writing that the student is able to self-administer. [EC 49414, 49414.5, 49423, 49423.1, 49480]

School staff who may be required to administer anaphylactic injections shall receive training from qualified medical personnel. They will be authorized to administer the injections in accordance with administrative regulations and will be afforded appropriate liability protection.

If your child is on a continuing medication regimen for a non-episodic condition, you are required to notify the district designee of the medication being taken, the current dosage, and the name of the supervising physician. [EC 49480]

GUIDELINES for use in El Monte UHSD for persons without individual written physician orders.

- A. Severe, even fatal reactions can occur in previously unidentified students and staff; it is strongly recommended that at least one non-designated Epinephrine Auto-Injectors be kept in each school for such emergencies.
- B. All Epinephrine Auto-Injectors should be stored in a locked, easily accessible medicine cabinet.
- C. Expiration dates on EpiPen should be monitored regularly, by providing a log book for last check-up, time, and date for replacement of EpiPen. EpiPen expiration dates should last throughout the school year. EpiPen shelf-life is approximately two years. [EC 49423]

● Sun Protection

Students when outdoors can wear sun protective clothing, including, but not limited to school approved hats. [EC 35183.5] Students may also apply sunscreen during the day without a doctor's note or prescription. [EC 35291, 35294.6]

● Medical and Hospital Insurance for Students

The district DOES NOT provide insurance on individual students. However, you may purchase accident insurance through the district for medical and hospital

services covering your child. The insurance provides coverage for your child while on school grounds or in school buildings during the time your child is required to be there because of attendance during a regular school day of the district; or while being transported by the district to and from school or other place of instruction; or while at any other place as an incident to school-sponsored activities. The school district assumes no liability for accidents to pupils at school. [EC 32221.5, 49472]

Under state law, school districts are required to ensure that all members of school athletic teams have accidental injury insurance that covers medical and hospital expenses. This insurance requirement can be met by the school district offering insurance or other health benefits that cover medical and hospital expenses. Some pupils may qualify to enroll in no-cost or low-cost local, state, or federally sponsored health insurance programs. [EC 49471]

Enrollment in a Health Care Plan

All children enrolling in kindergarten, first grade, or transferring into the district and their families must be enrolled in a health care plan. There are several options for getting a health plan; through an insurance agent, or low cost provider such as Medi-Cal and Covered California at (800) 300-1506 or online at www.coveredca.com. [EC 49452.9; PPACA]

School-Sponsored Athletics

If student participates in school-sponsored athletics other than physical education or athletic event during the school day, parents/guardians and the student athlete are required to annually; (1) complete a concussion awareness form, and (2) complete a sudden cardiac arrest awareness form. [EC 33479, 49475]

● Tobacco Free Schools

The Governing Board recognizes the health hazards associated with tobacco products, including the breathing of second-hand smoke, and desires to provide a healthy environment for students and staff. Employees are encouraged to serve as models for good health practices that are consistent with the district's instructional programs. In accordance with state and federal law, smoking is prohibited in all district facilities and vehicles. The Board further prohibits the use of tobacco products at all times on district grounds. This prohibition applies to all employees, students and visitors at any activity or athletic event on property owned, leased or rented by or from the district. It is now illegal to possess synthetic marijuana; possession can lead to \$250 fine. The District

has adopted a policy banning electronic-cigarettes (e-cigarettes) and other vapor delivery devices. [20 USC 6083; LC 6404.5; ne]

Marijuana (Cannabis)

A student who unlawfully possessed, used, sold, otherwise furnished, or was under the influence of cannabis is subject to expulsion. Any person 18 or older who possesses, sells, dispenses, distributes, furnishes, administers, gives; or offers to sell, dispense, distribute, furnish, administer, or give; or possesses for sale any, concentrated cannabis, synthetic cannabinoid compound, or any synthetic cannabinoid derivative, to any person, can be imprisoned in a county jail not exceeding six (6) months, or by a fine not exceeding \$1,000, or by both. Any person 18 or older possessing marijuana on district property during the school day, depending on the amount and number of offenses, can face consequences including \$250 to \$500 fine and imprisonment for ten (10) days. Any person younger than 18 possessing marijuana, depending on amount and number of offenses, faces up to forty (40) hours of community service, ten (10) hours of drug education, sixty (60) hours of counseling. [EC 48900; HSC 11357, 11357.5]

● Steroid Prevention Program

High school athletes must sign a pledge they are not using steroids illegally or they will not be allowed to participate. Parents must sign a form notifying them of the restriction. [EC 49033, 60041; HSC 11032]

● Confidential Medical Services

School authorities may excuse any student in grades 7 through 12 from school for the purpose of obtaining confidential medical services without the consent of the pupil's parent or guardian. [EC 46010.1]

STUDENT BEHAVIOR

All pupils have the right to participate fully in the educational process, free from discrimination and harassment. Schools have an obligation to combat racism, sexism, and other forms of bias, and a responsibility to provide equal educational opportunity and ensure safe school sites.

● School Rules

You have a right to review school and district rules regarding student discipline. If you wish to do so, please contact the school office. [EC 35291, 48980, 51101]

● Student Dress

Pupil shall be clean and neat, and certificated personnel have the responsibility for proper and appropriate conditions conducive to learning. See EMUHSD Regulation 5132(a) for local school standards of conduct, rights & responsibilities, dress code, discipline, etc. Education Code authorizes school districts to adopt dress codes that would prohibit the wearing of “gang related clothing”.

● Electronic sending/receiving devices

The El Monte Union High School District acknowledges the importance of electronic communication between students and parents, particularly in school-wide emergency situations. The district further recognizes that instructional time is extremely precious and must be protected from unnecessary disruption.

Students, therefore, shall be permitted to have in their possession an electronic signaling device on campus during the school day, while attending school-sponsored activities, or while under the supervision and control of a school district employee. Such devices shall be deactivated and their use strictly prohibited on campus during class time, except:

- During an emergency affecting the school or community, excepting a bomb threat,
- Upon direction from a licensed physician and surgeon if carrying such a device is essential to, and the use is limited specifically to, the health of the student.

Electronic signaling devices include any device that operates through the transmission or receipt of radio waves including, but not limited to pagers, cellular telephones, and two-way radios. In permitting student possession of such devices, the district assumes no liability for the loss of or damage to the device or its misuse by another person.

The use or activation of any electronic signaling and/or recording devices with the capability to record voices, capture digital images, and/or take photographs of any kind shall be prohibited during class time unless prior approval has been granted (i.e. video productions, yearbook, school newspaper, special events, etc.)

Schools may, at their discretion, designate any non-mandated school activity as an event where participation is conditioned upon cell phones being deactivated during the event. [EC 48901.5]

● Civility on School Grounds

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

It is unlawful for any person, except a parent/guardian acting toward his/her minor child, to intentionally or to attempt to injure, intimidate, interfere by force, threat of force, physical obstruction, or nonviolent physical obstruction with any person attempting to enter or exit any public or private school grounds. [EC 32210; CC 1708.9]

● Safe Place to Learn

It is State and District policy to improve student safety, connections between students and supportive adults, and connections between schools and communities. These policies prohibit discrimination, harassment, intimidation, and bullying at all school sites and school activities based on actual or perceived characteristics: race, color, ancestry, nationality, national origin, immigration status, ethnicity, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, or association with a person or group with one or more of these actual or perceived characteristics at any school sponsored activity. School site staff trained in anti-bias shall be made known. When safe to do so, District employees must intervene immediately when they see discrimination, harassment, intimidation or bullying. Certificated staff, 7-12 grades get information about helping LBGQT students. Resources about bullying, intimidation, and violence are found through the District and online at www.cde.ca.gov, www.cde.ca.gov/ls/ss/se/bullyres.asp, www.cde.ca.gov/ls/ss/se/bullyfaq.asp, www.cde.ca.gov/ls/ss/vp/ssresources.asp, www.californiahealthykids.org

The District Uniform Complaint Procedure may be used to file a complaint. Contact the District Complaint Officer below for assistance. [EC 200, 220, 234, 234.1, 234.5, 51101; PC 422, 422.55; 5 CCR 4900; BP 1312.3, 5145.3]

DISCIPLINE

● Parent Responsibility

Parents or guardians are liable for all the damages caused by the willful misconduct of their minor children that result in death or injury to other students, school personnel, or damage to school property. Parents are also liable for any school property loaned to the student and willfully not returned. Parents’ or guardians’ liability may

be as much as \$19,600 in damages and another maximum of \$10,800 as adjusted annually by the California Department of Education for payment of a reward, if any. The school district may withhold the grades, diplomas, 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 your child commits an obscene act or engages in habitual profanity or vulgarity, disrupts school activities, or otherwise willfully defies the authority of school personnel, and is suspended for such misconduct, you may be required to attend a portion of a school day in your child's classroom. Civil penalties may also be enforced with fines up to \$25,000. [EC 48900.1, 48904, 51101; CC 1714.1; GC 53069.5]

Vandalism

Graffiti and scratching glass or other material on someone else's property is now considered vandalism and those convicted face fines, imprisonment and the requirement to clean up the damage or perform community service. Parents/Guardians may be liable to pay fines as high as \$10,000 and be required to participate in the clean up. [PC 594]

● Classroom Attendance by Parent or Guardian

A teacher may require the parent/guardian of a student suspended by that teacher to attend a portion of the school day in the student's classroom under certain circumstances: for (a) committing an obscene act or engaging in habitual profanity or vulgarity; or (b) disrupting school activities or otherwise willfully defying the valid authority of supervisors, teachers, administrators, other school officials, or other school personnel. [EMUHSD Administrative Directive #6]

● Impersonation on the Internet

Pretending to be another pupil or real person other than yourself on the Internet or through other electronic methods to harm, intimidate, threaten or defraud is punishable by a \$1,000 fine or imprisonment for up to one year. [EC 48900; PC 528.5]

● Suspensions/Expulsions

A pupil shall not be suspended from school or recommended for expulsion, unless the superintendent of the school district 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; or
 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) Stole 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 the 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.
 - (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 purposes of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both.
 - (p) Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
 - (q) Engaged in, or attempted to engage in, hazing. For purposes of this subdivision, “hazing” means a method of initiation or preinitiation into a pupil organization or body, whether or not the organization or body is officially recognized by an educational institution, that is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to a former, current, or prospective pupil. For purposes of this subdivision, “hazing” does not include athletic events or school-sanctioned events.
 - (r) Engaged in an act of bullying. For purposes of this subdivision, the following terms have the following meanings:
 - (1) “Bullying” means any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, and including one or more acts committed by a pupil or group of pupils as defined in Section 48900.2, 48900.3, or 48900.4, directed toward one or more pupils that has or can be reasonably predicted to have the effect of one or more of the following:
 - (A) Placing a reasonable pupil or pupils in fear of harm to that pupil’s or those pupils’ person or property.
 - (B) Causing a reasonable pupil to experience a substantially detrimental effect on his or her physical or mental health.
 - (C) Causing a reasonable pupil to experience substantial interference with his or her academic performance.
 - (D) Causing a reasonable pupil to experience substantial interference with his or her ability to participate in or benefit from the services, activities, or privileges provided by a school.
 - (2) (A) “Electronic act” means the creation and transmission originated on or off the schoolsite, by means of an electronic device, including, but not limited to, a telephone, wireless telephone, or other wireless communication device, computer, or pager, of a communication, including, but not limited to, any of the following:
 - (i) A message, text, sound, video, or image
 - (ii) A post on a social network Internet Web site, including, but not limited to: (I) Posting to or creating a burn page. “Burn page” means an Internet Web site created for the purpose of having one or more of the effects listed in paragraph (1); (II) Creating a credible impersonation of another actual pupil for the purpose of having one or more of the effects listed in paragraph (1). “Credible impersonation” means to knowingly and without consent impersonate a pupil for the purpose of bullying the pupil and such that another pupil would reasonably believe, or has reasonably believed, that the pupil was or is the pupil who was impersonated; (III) Creating a false profile for the purpose of having one or more of the effects listed in paragraph (1). “False profile” means a profile of a fictitious pupil or a profile using the likeness or attributes of an actual pupil other than the pupil who created the false profile.
 - (iii) An act of cyber sexual bullying. (I) For purposes of this clause, “cyber sexual bullying” means the dissemination of, or the solicitation or incitement to disseminate, a photograph or other visual

recording by a pupil to another pupil or to school personnel by means of an electronic act that has or can be reasonably predicted to have one or more of the effects described in subparagraphs (A) to (D), inclusive, of paragraph (1). A photograph or other visual recording, as described above, shall include the depiction of a nude, semi-nude, or sexually explicit photograph or other visual recording of a minor where the minor is identifiable from the photograph, visual recording, or other electronic act. (II) For purposes of this clause, “cyber sexual bullying” does not include a depiction, portrayal, or image that has any serious literary, artistic, educational, political, or scientific value or that involves athletic events or school-sanctioned activities.

(B) Notwithstanding paragraph (1) and subparagraph (A), an electronic act shall not constitute pervasive conduct solely on the basis that it has been transmitted on the Internet or is currently posted on the Internet.

- (3) “Reasonable pupil” means a pupil, including, but not limited to, an exceptional needs pupil, who exercises average care, skill, and judgment in conduct for a person of his or her age, or for a person of his or her age with his or her exceptional needs.
- (s) A pupil shall not be suspended or expelled for any of the acts enumerated in this section unless the act is related to a 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 a school activity or school 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 specific misbehavior as specified in Section 48900.5.
- (w) It is the intent of the Legislature that alternatives to suspension or expulsion be imposed against a pupil who is truant, tardy, or otherwise absent from school activities. [EC 35291, 48900, 48910]

Additionally, sexual harassment, hate violence, harassment, intimidation (grades 4-12) and threats and terroristic threats against school officials or school property or both (all students) may be recommended for suspension or expulsion. [EC 212.5, 233(e), 48900.2, 48900.3, 48900.4, 48900.7]

48900.2 Sexual harassment 48900.3 Act of Hate crime 48900.4 Harassment, bullying 48900.7 Terrorist threat

The governing board may order a pupil expelled upon finding that the pupil violated subdivision (a), (b), (c), or (d) of Section 48900.” [EC 48915]

The governing board may order a pupil expelled upon finding that a pupil violated subdivision (e), (f), (g), (h), (i), (j), or (k) of Section 48900 EC, and that other means of correction have repeatedly failed to bring about proper conduct; or due to the nature of the violation, the presence of the pupil causes a continuing danger to the physical safety of the pupil or others, and that other means of correction are not feasible. [EC 48915]

Principal or Superintendent must immediately suspend and shall recommend expulsion of a student for (1) sale or furnishing a firearm; (2) brandishing a knife; (3) sale of a controlled substance; (4) committing or attempting to commit a sexual assault. The governing board shall order a pupil expelled upon finding that the pupil committed an act listed in subdivision (c).

● Student Search

The school principal or designee may search the person of a student, the student’s locker, backpack or purse if there is a reasonable suspicion to believe the

student may have a concealed weapon, narcotics, stolen property, or contraband. [U.S. Supreme Court Case: New Jersey v. T.L.O. (1985) 469 U.S. 325]

● **Release of Student to Peace Officer**

If a school official releases your child 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 you or a responsible relative of your child, 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 48906; PC 11165.6]

DISCRIMINATION, PROTECTIONS, COMPLAINTS AND PROCEDURES

The District is primarily responsible for compliance with local, state and federal laws and regulations and has procedures to address allegations of unlawful discrimination, harassment, intimidation, or bullying against any protected individual or group including actual or perceived sex, sexual orientation, gender, gender identity, gender expression, ethnic group identification, race or ethnicity, ancestry, national origin, nationality, religion, mental or physical disability, 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 local, state and federal financial assistance.

● **Nondiscrimination/Harassment**

The Governing Board desires to provide a safe school environment that allows all students equal access and opportunities in the district's academic and other educational support programs, services, and activities. The Board prohibits, at any district school or school activity, unlawful discrimination, harassment, intimidation, and bullying of any student based on the student's actual race, color, ancestry, national origin, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, or gender expression; the perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics.

This policy shall apply to all acts related to school activity or to school attendance occurring within a district school.

Prohibited discrimination, harassment, intimidation, cyber bullying or bullying includes physical, verbal, nonverbal, or written conduct based on one of the

categories listed above that is so severe or pervasive that it affects a student's ability to participate in or benefit from an educational program or activity; creates an intimidating, threatening, hostile, or offensive educational environment; has the effect of substantially or unreasonably interfering with a student's academic performance; or otherwise adversely affects a student's educational opportunities.

The Board also prohibits any form of retaliation against any student who files a complaint or report regarding an incident of discrimination, harassment, intimidation, or bullying.

The Superintendent or designee shall facilitate students' access to the educational program by publicizing the district's nondiscrimination policy and related complaint procedures to students, parents/guardians, and employees. He/she shall provide training and information on the scope and use of the policy and complaint procedures and take other measures designed to increase the school community's understanding of the requirements of law related to discrimination. The Superintendent or designee shall regularly review the implementation of the district's nondiscrimination policies and practices and, as necessary, shall take action to remove any identified barrier to student access to or participation in the educational program. He/she shall report his/her findings and recommendations to the Board after each review.

Students who engage in discrimination, harassment, intimidation, bullying, cyber bullying, or retaliation in violation of law, Board policy, or administrative regulation shall be subject to appropriate consequences or discipline. Any employee who permits or engages in prohibited discrimination, harassment, intimidation, bullying, cyber bullying, or retaliation shall be subject to disciplinary action, up to and including dismissal. [BP 5145.3 February 2014; EC 200-262.4, 48900.3, 48900.4, 48904, 48907, 48950, 48985, 49020-49023, 51500, 51501, 60044 ; CC 1714.1; PC 422.55, 422.6; 5 CCR 432, 4600-4687, 4900-4965; 20 USC 1681-1688; Title VI; Title VII; Title IX; 34 CFR 100.3a, 104.7, 106.8, 106.9]

● **Sexual Harassment**

The district is committed to providing an educational environment free of unlawful harassment. The district maintains a strict policy prohibiting harassment of students because of sex, race, color, national origin, ethnicity, religion, age, physical or mental disability, blindness or severely impaired vision, or any other basis protected by federal, state, or local law, ordinance or regulation. All such harassment is unlawful. Irrespective

of law, the district believes that all such harassment is offensive. The district's anti-harassment policy applies to all persons involved in the operations of the district and prohibits unlawful harassment by any district student or any employee of the district, including administrators, supervisors, certificated employees, and classified employees. Unlawful harassment in any form, including verbal, physical and visual conduct, threats, demands, and retaliation is prohibited. Violation of this policy by an employee may result in discipline which may include discharge depending on the seriousness of the violation. Violation of this policy by a student or students may result in discipline, which may include suspension or expulsion, depending on the nature and seriousness of the violation. [EC 48900, 48900.2]

11.1 Unlawful harassment because of sex, race, ancestry, physical or mental disability, age, or any other protected basis includes, but is not limited to:

- a. Verbal conduct such as epithets, derogatory comments, slurs or unwanted sexual advances, invitations or comments.
- b. Visual conduct such as derogatory posters, photography, cartoons, drawings or gestures.
- c. Physical conduct such as assault, unwanted touching, blocking normal movement, or interfering with academic performance or progress directed at a student because of sex or race or any other protected basis.
- d. Threats and demands to submit to sexual requests in order to receive a good grade or other benefit or avoid some other loss, and offers of good grades or other benefits in return for sexual favors.
- e. Retaliation for having reported or threatened to report harassment.

11.2 Sexual Harassment as Defined in the Education Code

- a. Unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature, made by someone from or in the work or educational setting, under any of the following conditions:
 - 1. Submission to the conduct is explicitly or implicitly made a term or a condition of an individual's academic status, or progress.
 - 2. Submission to, or rejection of, the conduct by the individual is used as the basis of academic decisions affecting the individual.
 - 3. The conduct has the purpose or effect of having a negative impact upon the individual's academic

performance, or of creating an intimidating, hostile, or offensive educational 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 educational institution.

Students may have a claim of harassment even if they have not lost an economic benefit. The law prohibits any form of protected-basis harassment which impairs the educational environment or their emotional well-being at school.

If a student thinks they are being harassed because of their sex, race, ancestry, or other protected basis, they should use the procedure outlined in this policy to file a complaint and have it investigated.

Students have a right to redress for unlawful harassment. In order to secure this right, provide a complaint, preferably but not necessarily in writing to a staff member, a counselor, the school site principal, or the Assistant Superintendent for Educational Services, El Monte Union High School District, 3537 Johnson Avenue, El Monte, CA 91731, (626) 444-9005, as soon as possible, but at least within six months of the date the alleged harassment occurred or within six months of the date the student first obtained knowledge regarding the alleged harassment. Students' complaints should include the details of the incident or incidents, the names of the individuals involved and the names of any witnesses. (See Attachment A, Sexual Harassment - Initial Incident Report). The district will immediately undertake an effective, thorough, and objective investigation of the harassment allegations. The investigation will be conducted in a manner that protects the confidentiality of the parties and the facts. This investigation will be completed and determination regarding the alleged harassment will be made and communicated to the student within sixty days after the district receives the complaint.

If the district determines that unlawful harassment has occurred, it will take effective remedial action commensurate with the severity of the offense. Appropriate action will also be taken to deter any future harassment. The district will not retaliate against the student for filing a complaint and will not knowingly permit retaliation by any district employee or another student.

The district encourages all students to report any incidents of harassment forbidden by this policy immediately so that complaints can be resolved quickly and fairly. A complaint may be filed directly

with the State Superintendent of Public Instruction in a variety of circumstances. More information on this complaint process may be obtained from the Assistant Superintendent for Educational Services,, El Monte Union High School District, 3537 Johnson Avenue, El Monte, CA 91731, (626) 444-9005, or the Superintendent, El Monte Union High School District, 3537 Johnson Avenue, El Monte, CA 91731, (626) 444-9005.

Students should also be aware that the U.S. Office of Civil Rights also investigates complaints of harassment on the basis of sex, race, color, national origin, blindness or severely impaired vision, or other protected basis in educational programs that receive federal financial assistance. If any student thinks they have been harassed or retaliated against for resisting or complaining about harassment, the student may file a complaint with the U.S. Office of Civil Rights. Information on beginning this complaint process may be obtained from the Assistant Superintendent for Educational Services, El Monte Union High School District, 3537 Johnson Avenue, El Monte, CA 91731, (626) 444-9005, or by calling the U.S. Office of Civil Rights directly.

11.3 Harassment Complaint Procedure

- a. Any individual, public agency or organization may file a written complaint with the designated school official. An investigation of the alleged unlawful discrimination shall be initiated by filing a complaint not later than six months from the date the alleged discrimination occurred or the date the complainant first obtained knowledge of the facts of the alleged discrimination, unless such time is extended by the Superintendent of Public Instruction. The investigation shall be conducted in a manner that protects confidentiality of the parties and facts.
- b. Within sixty days of the receipt of the complaint, the local superintendent or designee shall complete the investigation of the complaint and prepare a written local educational agency decision. This decision shall be in writing and sent to the complainant within sixty days after receiving the complaint. The decision shall contain the findings and disposition of the complaint, including corrective actions if any, the rationale for the disposition, notice of the complainant's right to appeal, and procedures for initiating the appeal.
- c. Any complainant may appeal the local educational agency decision to the Superintendent of Public Instruction by filing a written appeal with the Superintendent of Public Instruction within fifteen days of receiving the local decision. Extensions for filing appeals may be granted in writing for good cause. The

complainant must specify the reason for appealing the local decision and shall include a copy of the locally filed complaint and a copy of the local decision.

- d. After the Superintendent of Public Instruction receives an appeal, the local agency shall be notified. The local agency shall forward the following documents to the Superintendent of Public Instruction: the original complaint, a copy of the local educational agency's decision, a summary of the nature and extent of the investigation conducted by the local agency, a report of any action taken to resolve the complaint, a copy of the local agency's complaint procedures, and such other relevant information as the Superintendent of Public Instruction may require.
- e. If a complaint is erroneously sent to the Superintendent of Public Instruction before the local superintendent or designee has investigated the complaint, the Superintendent of Public Instruction will refer the complaint to the local designee. There are some circumstances, however, when filing a complaint with the Superintendent of Public Instruction is appropriate before a local investigation has taken place. These circumstances include, but are not limited to, when the complainant requests anonymity and presents clear and convincing evidence that he or she would be in danger of retaliation if the complaint were filed locally or has been retaliated against because of past or present complaints, the complainant alleges facts that indicate that he or she will suffer an immediate loss of some benefit such as employment or education if the Department of Education does not intervene, the local agency refuses to respond to the Superintendent of Public Instruction's request for information regarding the complaint, no action has been taken by the local designee within sixty calendar days of the date the complaint was filed locally, and in several situations relating to special education.

Refer to Board Policy 5144.1 for possible required suspension or expulsion and Board Policy 5145.7 for sexual harassment complaint procedures concerning students. Board Policies are available at the district office and at the high school sites.

● Complaints Regarding Discrimination, Harassment, Intimidation, Bullying, Exceptional Needs Students, Categorical Programs, Federally Funded Programs

The El Monte Union High School District has the primary responsibility for compliance with federal and state laws and regulations. We have established Uniform Complaint Procedures (UCP) to address allegations of unlawful discrimination, harassment, intimidation,

and bullying, and complaints alleging violation of state or federal laws governing educational programs, the charging of unlawful pupil fees and the non-compliance of our Local Control and Accountability Plan (LCAP).

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

The UCP shall also be used when addressing complaints alleging failure to comply with state and/or federal laws in Adult Education, After School Education and Safety, Agricultural Vocational Education, American Indian Education Centers and Early Childhood Education Program Assessments, Bilingual Education, California Peer Assistance and Review Programs for Teachers, Career Technical and Technical Education, Career Technical, Technical Training, Career Technical Education, Child Care and Development, Child Nutrition, Compensatory Education, Consolidated Categorical Aid, Course Periods without Educational Content, Economic Impact Aid, Education of Pupils in Foster Care, Pupils who are Homeless, and former Juvenile Court Pupils now enrolled in a school district, English Learner Programs, Every Student Succeeds Act/No Child Left Behind (Titles I-VII), Local Control and Accountability Plans (LCAP), Migrant Education, Physical Education Instructional Minutes, Pupil Fees, Reasonable Accommodations to a Lactating Pupil, Regional Occupational Centers and Programs, School Safety Plans, Special Education, State Preschool, and Tobacco-Use Prevention Education.

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

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

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

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

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

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

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

For Student Issues — Larry Cecil, Assistant Superintendent - Educational Services
For Staff Issues — Felipe Ibarra, Assistant Superintendent - Human Resources
3537 Johnson Avenue, El Monte, CA 91731
(626) 444- 9005

A pupil fees complaint is filed with the El Monte Union High School District and/or the principal of a school.

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

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

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

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

A copy of our UCP complaint policies and procedures is available free of charge and is also available on the district website: www.emuhsd.org. [EC 200, 201, 220, 234, 260 et seq., 262.3, 48853, 48853.5, 49010-49013, 49069.5, 51210, 51223, 51225.2, 51228.3, 52334.7, 56500.2, 56501; PC 422.55; 5 CCR 4600- 4687; CC 51-53; GC 11135, 12900; 20 USC 1400 et seq.; EOA; Title VI, Title IX; § 504; IDEA; 42 USC 2000d, 2000e, 2000h; 34 CFR 106.9; ne]

District's Uniform Complaint Process

The Board of Trustees recognizes that the district has the primary responsibility to ensure compliance with applicable state and federal laws and regulations governing educational programs. The Board encourages the early, informal resolution of complaints whenever possible and appropriate. To resolve complaints which cannot be resolved through such informal process, the Board shall adopt a uniform system of complaint processes specified in 5 CCR 4600-4670 and the accompanying administrative regulation.

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

1. Any complaint alleging district violation of applicable state or federal law or regulations governing adult education programs, consolidated categorical aid programs, migrant education, career technical and technical education and training programs, child care and development programs, child nutrition programs, and special education programs
2. Any complaint alleging unlawful discrimination, including discriminatory harassment, intimidation, or bullying, in district programs and activities against any person based on his/her actual or perceived characteristics of race or ethnicity, color, ancestry, nationality, national origin, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, or genetic information, or any other characteristic identified in Education Code 200 or 220, Government Code 11135, or Penal Code 422.55, or based on his/her association with a person or group with one or more of these actual or perceived characteristics

3. Any complaint alleging bullying in district programs and activities, regardless of whether the bullying is based on a person's actual or perceived characteristics of race or ethnicity, color, ancestry, nationality, national origin, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, or genetic information, or any other characteristic identified in Education Code 200 or 220, Government Code 11135, or Penal Code 422.55, or based on his/her association with a person or group with one or more of these actual or perceived characteristics
4. Any complaint alleging district violation of the prohibition against requiring students to pay fees, deposits, or other charges for participation in educational activities
5. Any complaint alleging that the district has not complied with legal requirements related to the implementation of the local control and accountability plan
6. Any complaint alleging retaliation against a complainant or other participant in the complaint process or anyone who has acted to uncover or report a violation subject to this policy
7. Any other complaint as specified in a district policy

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

In filing and investigating complaints, the confidentiality of the parties involved shall be protected as required by law. As appropriate for any complaint alleging retaliation, unlawful discrimination, or bullying, the Superintendent or designee shall keep confidential the identity of the complainant and/or the subject of the complaint, if he/she is different from the complainant, as long as the integrity of the complaint process is maintained.

When an allegation that is not subject to the UCP is included in a UCP complaint, the district shall refer the non-UCP allegation to the appropriate staff or agency and

shall resolve the UCP-related allegation(s) through the district's UCP.

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

The Superintendent or designee shall maintain records of all UCP complaints and the investigations of those complaints. All such records shall be destroyed in accordance with applicable state law and district policy.

Non-UCP Complaints

The following complaints shall not be subject to the district's UCP but shall be referred to the specified agency:

1. Any complaint alleging child abuse or neglect shall be referred to the County Department of Social Services, the County Protective Services Division, and the appropriate law enforcement agency.
2. Any complaint alleging health and safety violations by a child development program shall, for licensed facilities, be referred to Department of Social Services and shall, for licensing-exempt facilities, be referred to the appropriate Child Development regional administrator.
3. Any complaint alleging employment discrimination shall be sent to the California Department of Fair Employment and Housing and the compliance officer shall notify the complainant by first class mail of the transfer.
4. Any complaint alleging fraud shall be referred to the California Department of Education.

In addition, the district's Williams Uniform Complaint Procedures, AR 1312.4, shall be used to investigate and resolve any complaint 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, or teacher vacancies and misassignments.

More information is available online at www.boarddocs.com/ca/caemuhsd/Board.nsf/Public.

[BP 1312.3 March 2015; EC 200-262.3, 8200-8498, 8500-8538, 18100-18179, 32289, 35186, 48985, 49010-49013, 49060-49079, 49490-49590, 52060-52077, 52075, 52160-52178, 52300-52490, 52500-52616.24, 52800-52870, 54400-54425, 54440-54445, 54460-54529, 56000-56867, 59000-59300, 64000-64001; GC 11135, 12900-12996; PC 422.55, 422.6; 5 CCR 3080, 4600-4687, 4900-4965;

FERPA; 20 USC 1221, 1681-1688, 6301-6577, 6801-6871, 7101-7184, 7201-7283g, 7301-7372, 12101-12213; § 504; Title VI; Title VII; Title IX; 20 USC 6101-6107; 28 CFR 35.107; 34 CFR 100.3, 104.7, 106.8, 106.9, 110.25]

Complaints Regarding the Williams Settlement, Instructional Materials, Teacher Placement, and School Facilities

Parents should use the District Uniform Complaint Procedure with modifications as necessary, to identify and resolve any deficiencies regarding instructional materials; facility cleanliness, safety, emergency or urgent facility conditions that pose a health or safety threat to students; or staff, teacher vacancies or misassignments. [EC 35186]

Williams Settlement complaint procedure

Types of Complaints

The district shall use the following procedures to investigate and resolve complaints when the complainant alleges that any of the following has occurred:

1. Textbooks and instructional materials
 - a. A pupil, including an English learner, does not have standards-aligned textbooks or instructional materials or state- or district-adopted textbooks or other required instructional materials to use in class.
 - b. A pupil does not have access to textbooks or instructional materials to use at home or after school.
 - c. Textbooks or instructional materials are in poor or unusable condition, have missing pages, or are unreadable due to damage.
2. Teacher vacancy or misassignment
 - a. A semester begins and a teacher vacancy exists.
 - b. A teacher who lacks credentials or training to teach English learners is assigned to teach a class with more than 20 percent English learner pupils in the class.
 - c. A teacher is assigned to teach a class for which the teacher lacks subject matter competency.

Teacher vacancy means a position to which a single designated certificated employee has not been assigned at the beginning of the year for an entire year or, if the position is for a one-semester course, a position to which a single designated certificated employee has not been assigned at the beginning of the semester for an entire semester.

Beginning of the year or semester means the first day classes necessary to serve all the pupils enrolled are established with a single designated certificated employee assigned for the duration of the class, but not later than 20 working days after the first day pupils attend classes for that semester.

Misassignment means the placement of a certificated employee in a teaching or services position for which the employee does not hold a legally recognized certificate or credential or the placement of a certificated employee in a teaching or services position that the employee is not otherwise authorized by statute to hold.

3. Facilities

- a. A condition poses an emergency or urgent threat to the health or safety of pupils or staff.

Emergency or urgent threat means structures or systems that are in a condition that poses a threat to the health and safety of pupils or staff while at school, including, but not limited to, gas leaks; nonfunctioning heating, ventilation, fire sprinklers, or air-conditioning systems; electrical power failure; major sewer line stoppage; major pest or vermin infestation; broken windows or exterior doors or gates that will not lock and that pose a security risk; abatement of hazardous materials previously undiscovered that pose an immediate threat to pupils or staff; or structural damage creating a hazardous or uninhabitable condition.

- b. A school restroom has not been cleaned, maintained, or kept open in accordance with Education Code 35292.5.

Clean or maintained school restroom means a school restroom has been cleaned or maintained regularly, is fully operational, or has been stocked at all times with toilet paper, soap, and paper towels or functional hand dryers.

Open restroom means, except as necessary for pupil safety or to make repairs, the school has kept all restrooms open during school hours when pupils are not in classes and has kept a sufficient number of restrooms open during school hours when pupils are in classes.

4. High school exit examination intensive instruction and services

A pupil, including an English learner, who has not passed the exit exam by the end of grade 12 was not provided the opportunity to receive intensive instruction and services pursuant to Education Code 37254(d)(4) and (5) after completion of grade 12 for two consecutive academic years or until the pupil has passed both parts of the exam, whichever comes first.

Filing of Complaint

A complaint alleging any condition(s) specified in items #1-3 above shall be filed with the principal or designee at the school in which the complaint arises. The principal or designee shall forward a complaint about problems beyond his/her authority to the Superintendent or designee in a timely manner, but not to exceed 10 working days.

A complaint alleging any deficiency specified in item #4 above shall be filed with a district official designated by the Superintendent. Such complaints may be filed at the district office or at a school site and shall be immediately forwarded to the Superintendent or designee.

Investigation and Response

The principal or designee shall make all reasonable efforts to investigate any problem within his/her authority. He/she shall remedy a valid complaint within a reasonable time period not to exceed 30 working days from the date the complaint was received.

Complaints may be filed anonymously. If the complainant has indicated on the complaint form that he/she would like a response to the complaint, the principal or designee shall report the resolution of the complaint to him/her within 45 working days of the initial filing of the complaint. If a response is requested, the response shall be made to the mailing address of the complainant as indicated on the complaint form. At the same time, the principal or designee shall report the same information to the Superintendent or designee.

When Education Code 48985 is applicable and the complainant has requested a response, the response shall be written in English and in the primary language in which the complaint was filed.

If a complainant is not satisfied with the resolution of a complaint, he/she has the right to describe the complaint to the Governing Board at a regularly scheduled meeting.

For any complaint concerning a facilities condition that poses an emergency or urgent threat to the health or safety of pupils or staff as described in item #3a above, a complainant who is not satisfied with the resolution proffered by the principal or Superintendent or designee may file an appeal to the Superintendent of Public Instruction within 15 days of receiving the district's response. The complainant shall comply with the appeal requirements specified in 5 CCR 4632.

All complaints and written responses shall be public records.

Reports

The Superintendent or designee shall report summarized data on the nature and resolution of all complaints to the Board and the County Superintendent of Schools on a quarterly basis. The report shall include the number of complaints by general subject area with the number of resolved and unresolved complaints. These summaries shall be publicly reported on a quarterly basis at a regularly scheduled Board meeting.

Forms and Notices

The Superintendent or designee shall ensure that the district's complaint form contains a space to indicate whether the complainant desires a response to his/her complaint and specifies the location for filing a complaint. A complainant may add as much text to explain the complaint as he/she wishes. However, complainants need not use the district's Williams complaint form in order to file a complaint.

The Superintendent or designee shall ensure that a notice is posted in each classroom in each school containing the components specified in Education Code 35186. [EC 17592.72, 35186, 35292.5; 5 CCR 4600, 4680, 4681, 4682, 4683, 4685, 4686, 4687]

Further Information is Available

Further information regarding our district schools, programs, policies, and procedures is available to any interested person upon request to our district office. [FERPA; 34 CFR 99.7(b)]

DISTRICT FACILITIES

Management Plan for Asbestos-Containing Material

The district has available upon request a complete and updated management plan for asbestos-containing material. [40 CFR 763.93]

Pesticide Use

The District is providing parents the name of all pesticide products expected to be applied at school facilities this school year. The identification includes the name and active ingredients. Only fully certified pesticides can be used on school grounds. The school's Integrated Pest Management Plan (IPM) is updated by December each year. The IPM, pesticide names and active ingredients, and application dates are posted on the school and/or district website at www.emuhsd.org.

Parents and guardians may register with the school or district if they wish to receive notification of pesticide applications at a particular school or facility. Notice of an application and written notice of unlisted pesticide use will be given 72 hours in advance. For an emergency application, 72 hours notice will be the goal. Each area of the school where pesticide is being used will be identified by a posted warning 24 hours before (or upon application, if an emergency) through 72 hours after use. Further information is available from the California Department of Pesticide Regulation, P.O. Box 4015, Sacramento, CA 95812-4015, www.cdpr.ca.gov. [EC 17610.1, 17612, 48980; FAC 13184]

<u>Product</u>	<u>Active Ingredient</u>
CB-80	Pyrethrins, Piperonyl butoxide
Advion Anti Bait	Indoxacarb
Advion Roach	Indoxacarb
Cy-Kick CS	Cyfluthrin
Dragnet SFR	Permethrin
Eco Exempt G	Eugenol, Thyme Oil
EcoExempt IC-2	Rosemary & Peppermint oils
EcoPCO AR-X	Pyrethrins, Phenylethyl Propionate
EcoPCO D-X	Pyrethrins, Phenylethyl Propionate
EcoPCO JET-X	Eugenol Phenylethyl Propionate
EcoPCO WP-X	2-Phenylethyl Propionate, thyme oil, pyrethrins
Essentria G	Eugenol, Thyme Oil
Essentria IC-3	Rosemary Oil, Peppermint Oil, Geraniol
Fumitoxin	Aluminum phosphide
Masterline	Bifenthrin 7.9%
Maxforce FC Ant Bait	Fipronil
Maxforce FC Select Roach	Fipronil
P.C.Q.	Diphacinone
Suspend SC	Deltamethrin
Tempo Ultra WP	Beta-Cyfluthrin
Termidor SC	Fipronil
Wilco gopher bait	Bromadiolone
Zinc Phoshide	Zinc Phoshide

El Monte Union High School District

School Calendar

2018 – 2019

Calendario Escolar

July 1	Fiscal Year Begins	Dec. 26-Jan. 4	Winter Break
July 4	Independence Day Holiday	January 1	New Year's Day Holiday
July 12	Summer School for 2018 Closes	January 7	School Reopens for Students Second Semester Begins
August 1	First Day for Counselors/CWAs/ Psychologists/EL TOSAs	January 21	Martin Luther King, Jr. Birthday Holiday
August 14	First Day for Teachers	February 11	Lincoln Day Holiday
August 20	School Opens, First Day for Students	February 18	President's Day Holiday
September 3	Labor Day Holiday	February 22	First Grading Period Ends
September 28	First Grading Period Ends	April 1	Student/Teacher Free Day
November 9	Second Grading Period Ends	April 5	Second Grading Period Ends
November 12	Veteran's Day Holiday	April 19	Student/Teacher Free Day
November 19	Student Free Day	April 22-26	Spring Break
November 20	Student Free Day	April 26	Classified Holiday
November 21	Student/Teacher Free Day	May 27	Memorial Day Holiday
November 22	Thanksgiving Day	June 4	Final Exams for Students
November 23	Thanksgiving Day Holiday	June 5	Final Exams and Minimum Day for Students
December 18	Final Exams for Students	June 6	Final Exams and Minimum Day for Students Last Day of School for Students Commencement Ceremonies Second Semester Ends
December 19	Final Exams and Minimum Day for Students	June 7	Last Day for Teachers/Counselors/CWAs/ Psychologists
December 20	Final Exams and Minimum Day for Students First Semester Ends	June 29	Fiscal Year Ends
December 21	Student/Teacher Free Day		
December 24	Christmas Day Holiday		
December 25	Christmas Day		

El Monte Union High School District Locations

ADMINISTRATION BUILDING

3537 Johnson Avenue
El Monte, CA 91731-3290
444-9005
Dr. Edward Zuniga, Superintendent

ADULT EDUCATION

10807 Ramona Boulevard
El Monte, CA 91731
258-5800
Dr. Deborah Kerr, Principal

ARROYO HIGH SCHOOL

4921 North Cedar Avenue
El Monte, CA 91732
444-9201
Ms. Angelita Gonzales-Hernandez, Principal

EL MONTE HIGH SCHOOL

3048 North Tyler Avenue
El Monte, CA 91731-3399
444-7701
Ms. Robin Torres, Principal

MOUNTAIN VIEW HIGH SCHOOL

2900 Parkway Drive
El Monte, CA 91732
443-6181
Mr. Jose Marquez, Principal

ROSEMEAD HIGH SCHOOL

9063 East Mission Drive
Rosemead, CA 91770
286-3141
Dr. Brian Bristol, Principal

SOUTH EL MONTE HIGH SCHOOL

1001 Durfee Avenue
South El Monte, CA 91733
258-6500
Dr. Amy Avina, Principal

FERNANDO R. LEDESMA HIGH SCHOOL

12347 Ramona Boulevard
El Monte, CA 91732
442-0481
Mr. Freddy Arteaga, Principal

Localizaciones del Distrito Escolar de El Monte Union High