

***Temple City Unified
School District***



“A District of Distinguished Schools”

***Student/Parent Handbook
2011-2012***

TABLE OF CONTENTS

Superintendent's Welcome	
T.C.U.S.D. Board of Education and Administration	
District Campuses/Offices	
School Calendar	2
Attendance	3
General Absences; Attendance Options: Inter-District/Intra-District;	
Attendance Where Caregiver Resides; Individualized Instruction;	
Pupils in Hospitals Outside of School District; Leaving School at Lunch Time	
Minimum Days/Pupil Free Staff Development Days; Notice of Alternative Schools	
Discipline	5
School Rules; General Disciplinary Policies; Release of Student to Peace Officer;	
Parent Responsibility; Student Search;	
Cell Phones, Pagers, Electronic Signaling Devices; Suspension/Expulsion	
Student Services	9
Advanced Placement and International Baccalaureate Exam Fees;	
Services to Disabled Pupils; Student Lunch Program; Career Counseling;	
Student Use of Technology; School Accountability Report Card	
Health Services	11
Kindergarten and First Grade Physical Exam; Immunizations;	
Medication; Physical Examinations; Scoliosis Screening; Vision/Hearing Appraisal;	
Sun Protection; Confidential Medical Services;	
Medical and Hospital Insurance for Students; Steroid Prevention Program;	
Drug, Alcohol, and Tobacco Prevention Programs;	
Curriculum and Personal Beliefs	14
Comprehensive Sexual Health and HIV/AIDS Prevention; Dissection of Animals;	
Excused from Instruction Due to Religious Belief; Tests/Surveys on Personal Beliefs	
School Records and Student Achievement	15
District Courses; Regulations Regarding Pupil Achievement; Teacher Qualifications;	
Promotion and Retention of Students; High School Exit Exam;	
Pupil Records; Release of Directory Information; School Safety Plan	
University Admissions	17
University of California/California State University Admissions;	
Definition of Career Technical Education; Talking with a Counselor	
Due Process Protections and Complaints	18
Complaints Regarding Discrimination, Exceptional Need Students,	
Categorical Programs, Federally Funded Programs;	
District's Uniform Complaint Process;	
Complaints Regarding the Williams Settlement, Instructional Materials, Teacher	
Placement, and School Facilities	
Sexual Harassment	20
Miscellaneous	21
Management Plan for Asbestos-Containing Material; Pesticide Use; Further Information	
Acknowledgement of Receipt, Review and Release Form	22



Temple City Unified School District • 9700 Las Tunas Drive • Temple City CA 91780 • 626-548-5000

August 2011

Temple City Unified School District provides a rigorous, comprehensive education in a safe learning environment. Our commitment is to serve our community by modeling honesty and integrity and our passion is grounded in the knowledge that all students can succeed and be self-reliant, lifelong learners. Through cultural and individual awareness, we respect the diversity in everyone.

TCUSD received a 2010 Spotlight Governor's Challenge Award from the Governor's Council on Physical Fitness and was named School District of the Year for the Los Angeles region. *Bloomberg* reported Temple City as the runner-up for the best city in California in which to raise children. In 2011, the Center for American Progress reported that TCUSD is 1 of only 17 districts in California to fall into the highest productivity category in measuring the academic achievement of the District relative to its spending. With school budgets continually shrinking, our District continues to maximize student achievement.

Teachers are working together in professional learning communities to assist students and provide interventions at all grade levels. We know that our District's focus on standards has resulted in higher student achievement; we continue to use data to improve instruction and student learning. We use this information to design support and intervention programs to ensure that all students have the opportunity to achieve. We continue to develop our technology/networking infrastructure. Please visit our District's website at www.tcusd.net; we continually update it to keep you informed.

At TCUSD, we have high expectations for our students in academics and extracurricular activities. TCUSD continues to excel in the California Department of Education's Academic Performance Index, scoring 885 in 2010. Emperor and La Rosa Elementary Schools received 2010 California Distinguished School Awards; La Rosa also received a prestigious 2011 Title I Academic Achievement Award. Temple City High School received the 2011 Silver Award from *U.S. News and World Report* as one of America's best high schools. Students excel in outstanding visual, performing arts, and athletic programs. TCHS's Band, Auxiliary, and Brighter Side Singers won numerous awards for outstanding performances.

Our positive family environment is promoted at every one of our schools in building a strong character education program. We work together in open collaboration to promote community service projects so our students become contributors and leaders of the future.

This booklet outlines basic information ranging from parents' and students' rights and responsibilities, as contained in the California Education Code, to information regarding disciplinary policies and District guidelines. It is important for you and your child(ren) to review this information and have knowledge of its content. It is also essential that you communicate with your child(ren)'s school by returning the appropriate sign-off sheet accompanying this booklet. This sheet will indicate to both District and school site personnel that you and your child(ren) have read the contents.

Should you have any questions, please contact your child(ren)'s teacher or school Principal. Our collaboration will ensure student success during the 2011-2012 school year. On behalf of our staff and Board of Education, I wish to thank you for your commitment and support for all students.

Sincerely,
Dr. Chelsea Kang-Smith, Ed.D.
Superintendent

BOARD OF EDUCATION

Mr. Matt Smith
Mrs. Janet Rhee
Mr. Bob Ridley
Ms. Rachel LaSota
Mr. Joe Walker

DISTRICT CAMPUSES/OFFICES

District Office

9700 Las Tunas Drive
Temple City, CA 91780
Phone: (626) 548-5000
Fax: (626) 548-5022
www.tcusd.net
Superintendent: Chelsea Kang-Smith, Ed.D.

Temple City High School

9501 Lemon Avenue
Temple City, CA 91780
Phone: (626) 548-5040
Principal: Mrs. Mary Jo Fosselman-King

Oak Avenue Intermediate School

6623 Oak Avenue
Temple City, CA 91780
Phone: (626) 548-5060
Principal: Mr. Lawton Gray

Cloverly Elementary School (4-6)

5476 Cloverly Avenue
Temple City, CA 91780
Phone: (626) 548-5092
Principal: Mr. Stephen Edo

Emperor Elementary School (K-6)

6415 N. Muscatel Avenue
San Gabriel, CA 91775
Phone: (626) 548-5084
Principal: Ms. Kathy Perini

DISTRICT ADMINISTRATION

Dr. Chelsea Kang-Smith, Superintendent
Vacant, Assistant Superintendent, Personnel
Dr. Kate Franceschini, Assistant
Superintendent, Instructional Services
Mr. David Jaynes, Chief Business Official
Mrs. Cheryl Busick, Coordinator of Curriculum
Ms. Vickie Park, Coordinator of Curriculum
Mrs. Cheri Chan, Supervisor of Food Services
Mrs. Ann Keyes, Coordinator-Special Education/
Student Services

La Rosa Elementary School (K-3)

9301 LaRosa Drive
Temple City, CA 91780
Phone: (626) 548-5076
Principal: Mr. Michael Lin

Longden Elementary School (K-6)

9501 Longden Avenue
Temple City, CA 91780
Phone: (626) 548-5068
Principal: Mrs. Tina Cunningham

Temple City Alternative School (10-12)

Dr. Doug Sears Community Learning Center
9229 Pentland Avenue
Temple City, CA 91780
Phone: (626) 548-5113
Principal: Mr. Stephen Edo

Temple City Adult School

9229 Pentland Avenue
Temple City, CA 91780
Phone: (626) 548-5113
Principal: Mr. Stephen Edo

Quality Care Office

9700 Las Tunas Drive
Temple City, CA 91780
Phone: (626) 548-5000 Ext. 1159
Supervisor: Vacant

SCHOOL CALENDAR

First Day of School.....	Thursday, September 1
Labor Day Holiday.....	Monday, September 5
*Staff Development Day	Friday, September 23
*Staff Development Day.....	Monday, October 31
Veteran’s Day Holiday.....	Friday, November 11
Thanksgiving Holidays.....	Thursday and Friday November 24 & 25
Winter Break.....	Thursday, December 22through Wednesday, January 4
Martin Luther King, Jr. Holiday.....	Monday, January 16
Lincoln’s Birthday.....	Friday, February 17
Washington’s Birthday.....	Monday, February 20
*Staff Development Day.....	Monday, March 12
Spring Break.....	Monday, April 2through Friday, April 6
Memorial Day.....	Monday, May 28
Last Day of School.....	Thursday, June 14

* Staff Development Days, no school for students

MINIMUM DAYS

Elementary (K-6).....	Nov. 23; Dec. 5-9; Dec. 21; June 14
Oak Avenue (7-8).....	Nov. 16-17; Nov. 23; Dec. 21; May 9-11; June 14
TCHS (9-12).....	Oct. 25; Nov. 23; Dec. 21; Jan. 25-27; June 12-14

MODIFIED WEDNESDAY SCHEDULE

Cloverly.....	8:15 a.m. – 1:00 p.m.
Emperor Kinder.....	8:00 a.m. – 11:30 a.m.
Grades 1-3.....	8:15 a.m. – 12:35 p.m.
Grades 4-6.....	8:15 a.m. – 12:40 p.m.
La Rosa Kinder.....	8:20 a.m. – 12:30 p.m.
Grades 1-3.....	8:10 a.m. – 1:00 p.m.
Longden Kinder.....	9:35 a.m. – 1:00 p.m.
Grades 1-6.....	8:15 a.m. – 1:00 p.m.
Temple City High School.....	9:10 a.m. – 2:55 p.m.
Dr. Doug Sears Learning Center.....	8:00 a.m. – 11:20 a.m.

MODIFIED TUESDAY SCHEDULE

Oak Avenue (7-8).....	8:35 a.m. – 2:05 p.m.
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GENERAL INFORMATION

ATTENDANCE

General Absences

Children cannot learn if they are not in school. California schools no longer receive funding for students who are sick or excused. Whenever possible, it is essential that your child attend school for part of a day after or before appointments. However, other attendance requirements still rely on excused and unexcused tallies. No pupil whose attendance is excused shall have grades or academic credit lost if assignments and tests can be reasonably completed.

1. Notwithstanding Section 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, optometrical, 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 his or her religion, attendance at religious retreats, attendance at an employment conference, or attendance at an educational conference on the legislative or judicial process offered by a nonprofit organization when the pupil's absence is requested in writing by the parent or guardian and approved by the principal or a designated representative pursuant to uniform standards established by the governing board.
 - h. For any student 16 years old or older, with a GPA of 2.5 or higher, for the purposes of serving as a member of a precinct board for an election pursuant to Section 13202 of the Elections Code.
 - i. 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." [E.C. 46014, 48205]

Attendance Options

The governing board annually reviews attendance options including how students may attend a district school outside their attendance (intradistrict). This district has non-arbitrary rules explaining how students may apply, be accepted or denied transfer to district schools. Many

districts also allow the transfer of students from or to other districts (interdistrict). In some cases the district must provide transportation. [E.C. 35160.5, 46600, 48204, 48206.3, 48301, 48306, 48980]

Inter-District Attendance

Although students generally must attend school in the District where their residence has been established, the Board of Education recognizes justifiable reasons for inter-district transfers, and may, through District staff, approve inter-district attendance transfers which are in the best interest of the student and are consistent with District needs, subject to the requirements of the regulation accompanying this policy. The parent or legal guardian of a pupil may seek release from the home district to attend a school in any other school district. School districts may enter into agreements for the interdistrict transfer of one or more pupils for a period of up to five years. The agreement must specify the terms and conditions for granting or denying transfers, and may contain standards of reapplication and specify the terms and conditions under which a permit may be revoked. Unless otherwise specified in the agreement, a pupil will not have to reapply for an interdistrict transfer, and the school board of the district of enrollment must allow the pupil to continue to attend the school in which he/she is enrolled.

The Board recognizes that the District may be capable of serving additional students. Therefore, the Superintendent or designee may approve inter-district attendance agreements with other districts. [E.C. 46600 et. seq., BP5117]

Intra-District Open Enrollment

The Governing Board desires to provide enrollment options that meet the diverse needs and interests of District students. The Superintendent or designee shall establish procedures for the selection and transfer of students among District schools in accordance with law, Board Policy, and Administrative Regulation. The parents/guardians of students who reside within District boundaries may apply for enrollment in any District school, regardless of the location of residence within the District. (E.C. 35160.5) The Superintendent or designee shall determine the capacity of each school and establish a random, unbiased selection process for the admission of students from outside a school's attendance area. In accordance with law, no student currently residing within a school's attendance area shall be displaced by another student transferring from outside the attendance area.

Attendance Where Caregiver Resides

If your child lives in the home of a care-giving adult, as defined by law, 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 care-giving adult is required to determine that your child lives in the caregiver's home. [E.C. 48204(d), 48980(g)]

Instruction for Pupils with Temporary Disabilities

A pupil, enrolled in the regular day classes or the alternative educational program, who has a temporary disability which makes attendance, impossible or inadvisable, may receive individualized instruction provided in the pupil's home for one hour a day.

Pupils in Hospitals Outside of School District

If, due to a temporary disability, your child is in a hospital or other residential health facility, which is located outside your school district, he/she may be eligible to attend the school district in which the hospital is located. [E.C. 48207] If this situation should arise, you should notify both the district where you reside and where the hospital is located so that individualized instruction, if possible, can be provided. [E.C.48208]

Leaving School at Lunch Time

“The governing board of the Temple City Unified School District, pursuant to Section 44808.5 of the Education Code, has decided to permit pupils enrolled at Temple City High School 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 nor has safety of any pupil during such time as the pupil left the school grounds pursuant to this section.” The district permits students in grades 11 through 12 this privilege, with parent permission. [E.C. 44808.5]

Minimum Days/Pupil Free Staff Development Days

If your child will be affected by minimum days or staff development days, the District 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. [E.C. 48980(c)]

Notice of Alternative Schools

California state law authorizes all school districts to provide for alternative schools. Section 58500 of the Education Code defines 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. [E.C. 58501]

DISCIPLINE

School Rules

You have a right to review school and district rules regarding student discipline. If you wish to do so, please contact your school site’s office. [E.C. 35291, 48980]

General Disciplinary Policies

Students may be suspended or expelled from school for any of the acts listed in Education Code Section 48900 if the activity or attendance occurring within this District or any other school district. A student may be suspended or expelled for any of the acts listed in Education Code 48900 that are related to school activity or attendance and occur at any time, including but not limited to: 1) while on the school grounds; 2) while going to and from school; 3) during the lunch period whether on or off campus; and 4) during, or while going to or coming from a school sponsored activity.

The District Board of Trustees and staff of Temple City Unified School District believe that all students have the right to attend a safe and secure school. The District will not tolerate any gestures, comments, threats, or actions, written, verbal or physical, which cause, threaten to cause or

are likely to cause bodily harm or personal degradation. Such actions will not be acceptable on any school campus or at any school activities on or off camp. Every threat of violence is taken seriously, even false threats or those made in jest. Any student who makes a threat, regardless of age or grade, will be subject to discipline, suspension, expulsion, and/or arrest.

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. [E.C. 48906; Penal Code 11165.6]

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 \$16,765 in damages and another maximum of \$10,000 for payment of a reward, if any. The school district may withhold 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. [E.C. 48900.1, 48904; Civil Code 1714.1; government Code 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 court orders to clean up the damage or perform community service. Parents may be liable to pay fines as high as \$50,000 and be required to participate in the clean up. [Penal Code 594]

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]

Cell phone, Pagers, Electronic Signaling Devices

Districts may regulate the possession or use of any cellphone, pager or electronic signaling device while pupils are on campus, while attending school-sponsored activities, or while under the supervision and control of school district employees. [E.C. 48901.5]

Grounds for Suspension or Expulsion

A pupil may not be suspended from school or recommended for expulsion unless the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has committed an act as defined pursuant to one or more divisions:

- (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 any firearm, knife, explosive, or other dangerous object unless, in the case of possession of any such object of this type, the pupil had obtained written permission to possess the item from a certificated school employee, which

- is concurred by the principal or the designee of the principal.
- (c) Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of, any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind.
 - (d) Unlawfully offered, arranged, or negotiated to sell any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code and Penal Code 257 an alcoholic beverage, or an intoxicant of any kind, and then either sold, delivered, or otherwise furnished to any person another liquid, substance, or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant.
 - (e) Committed or attempted to commit robbery or extortion.
 - (f) Caused or attempted to cause damage to school property or private property.
 - (g) Stolen or attempted to steal school property or private property.
 - (h) Possessed or used tobacco, or any products containing tobacco or nicotine products, including, but not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel. However, this section does not prohibit use or possession by a pupil of his or her own prescription products.
 - (i) Committed an obscene act or engaged in habitual profanity or vulgarity.
 - (j) Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Section 11014.5 of the Health and Safety Code.
 - (k) 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.
 - (l) Knowingly received stolen school property or private property.
 - (m) Possessed an imitation firearm. An “imitation firearm” means a replica of a firearm so similar in physical properties to a firearm as to lead a reasonable person to conclude that the replica is a firearm. Displaying an imitation weapon at a school can result in a misdemeanor or fines.
 - (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 witness in a school disciplinary proceeding for the purpose of either preventing that pupil from being a witness or retaliating against that pupil for being a witness or both.
 - (p) Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
 - (q) Engaged in, or attempted to engage in, hazing. For purposes of this subdivision, “hazing” means a method of initiation or pre-initiation into a pupil organization or body, whether or not the organization or body is officially recognized by an education institution, which is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to a former, current, or prospective pupil. For purposes of this subdivision, “hazing” does not include athletic events or school-sanctioned events.
[Penal Code 245.6]
 - (r) Engaged in an act of bullying, including, but not limited to, bullying committed by means of an electronic act directed specifically toward a pupil or school personnel as defined in subdivisions (f) and (g) of Section 32261. Such activity may result in a misdemeanor charge.
 - (s) A pupil may not be suspended or expelled for any of the acts enumerated unless that act is related to school activity of school attendance occurring within a school under the jurisdiction of the superintendent or principal or occurring within any other school district. A pupil may be suspended or expelled for acts which are enumerated in this section and related to school activity or attendance that occurs 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 suffer suspension, but not expulsion, pursuant to the provisions of 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).

Additionally, sexual harassment, hate violence, harassment, intimidation (only grades 4-12) and threats and terroristic threats against school officials or school property or both (all students). [E.C. 212.5, 233(e), E.C. 48900.2, 48900.3, 48900.4, 48900.7]

- (u) As used in this section, “school property” includes, but is not limited to, electronic files and databases.
- (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.

Mandatory Suspension/Expulsion

Education Code Section 48915(a): Except as provided in subdivisions (c) and (e), the principal or the superintendent of schools shall recommend the expulsion of a pupil for any of the following acts committed at school or at a school activity off school grounds, unless the principal or superintendent finds that the expulsion is inappropriate, due to the particular circumstance:

- 1) Causing serious physical injury to another person, except in self-defense.
- 2) Possession of any knife, explosive, or other dangerous object of no reasonable use to the pupil.
- 3) Unlawful possession of any controlled substance listed in Chapter 2(commencing with section 1053) of Division 10 of the Health and Safety Code, except for the first offense for the sale of not more than one avoirdupois ounce of marijuana, other than concentrated cannabis.
- 4) Robbery or extortion.
- 5) Assault or battery, as defined in Sections 240 and 242 of the Penal Code, upon any school employee.

Education Code Section 48915©: The principal or superintendent of schools shall immediately suspend, pursuant to Section 48911, and shall recommend expulsion of a pupil that he or she determines has committed any of the following acts at school or at a school activity off school grounds:

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

STUDENT SERVICES

Advanced Placement and International Baccalaureate Exam Fees

State funding is available to qualified low-income students to cover the costs of advanced placement exam fees. A grant program also exists to defray costs to low-income students taking the International Baccalaureate and advanced placement exams; however, the state budget crisis has given districts flexibility in providing these services. [E.C. 48980, 52240, 52244]

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, tell or write the school. Your child will be evaluated to determine whether he/she is eligible for free special instruction or 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 in order to provide a free and appropriate education. [E.C. 56020 et seq., 56040, 56301; 20 USC 1412, (10) (A) (ii); 34CFR 300.121]

Student Lunch Program

Your child may be eligible for free or reduced cost lunch. An application will be sent to all students' homes. [E.C. 49510 – 49520]

Career Counseling

Commencing grade 7, school personnel shall assist pupils with course selection or career counseling, exploring the possibility of careers, or courses leading to careers based on the interest and ability of the pupil and not on the pupil's gender. Parents or legal guardians are notified so that they may participate in such counseling sessions and decisions. [E.C.221.5(d)]

Student Use of Technology

The Board of Education 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 shall notify students and parents/guardians about authorized uses of District computers and consequences for unauthorized use and/or unlawful activities.

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.

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

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

Temple City Unified School District provides student access to the Internet for educational purposes. Access is used only for those purposes. Students are not permitted to use their names or photographic images on the Internet without parental consent. Internet access is a privilege, not a

right. Access will be withheld in cases of abuse, violation of the District's Internet Policy, violation of the rules of network etiquette ("Netiquette"), or any other prohibited activity on the Internet. Students are not permitted to access the Internet using any other person's account number and/or password. Inappropriate use may result in losing access to the Internet. Students may also be subject to progressive disciplinary action, up to and including suspension from school, expulsion from the District, and/or appropriate legal action.

On-Line Services

Before using the District's on-line 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, or any costs incurred by user. (cf. 6162.6-Use of Copyrighted Materials)

In order to help ensure that the District adapts to changing technologies and circumstances, the Superintendent or designee shall regularly review this policy, the accompanying administrative regulation and other procedures. He/she shall also monitor the District's filtering software to help ensure its effectiveness.

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

The Superintendent or designee shall establish administrative regulations governing use of the District's on-line services. He/she shall ensure that users have no expectation of privacy and understand that District staff may monitor or examine all system activities to ensure proper use of the system. Students who fail to abide by these regulations shall be subject to disciplinary action, revocation of the user account, and legal action as appropriate.

Netiquette – Rules for Internet Etiquette

- Be Polite. Never send, or encourage others to send abusive messages.
- Use Appropriate Language. Remember that you are a representative of not only yourself but also your school on a publicly accessible system. You may be alone with your computer, but what you say and do can be viewed globally! Never swear, use vulgarities, or any other inappropriate language. Illegal activities of any kind are strictly forbidden.
- Privacy. No student names, addresses, or images are to be used on the Internet.
- Electronic Mail. Electronic mail (e-mail) is not guaranteed to be private. Messages relating to or in support of illegal or unethical activities must be report to the District.

Recommended Practices

- Use accurate and descriptive titles for your articles and subject lines for your e-mail. Do not use your name if you are an elementary or middle school student.
- Get the most appropriate audience for your message, not the widest. Do not use your name if you are an elementary or middle school student.
- Remember that if you post to multiple groups; specify all groups in a single message.
- Be brief.
- Minimize spelling errors and make sure your message is easy to understand and read.
- Forgive the spelling and grammatical errors of others.
- Remember that humor and satire is very often misinterpreted.
- Post only to groups you know.
- Cite reference for any facts you present.

Prohibited Internet Activities

The Internet may not be used for any purpose which conflicts with the goals of the Internet Policy (6520) of the Temple City Unified School District or for illegal or unethical purposes.

You may not:

- A. Send or receive messages that are likely to be obscene, pornographic, racist, sexist, illegal, unethical, or inappropriate in language for the school environment. The District reserves the right to determine whether any message violates this prohibition.
- B. Send any message or image that is inconsistent with the schools' conduct code of practices.
- C. Send any material in violation of any federal or state law or regulation. This includes non-exclusively copyrighted material, threatening or obscene material, or material protected by trade secret.
- D. Impair or damage District system operations or disrupt the use of the system by another user.
- E. Share your individual account and/or password.

All of these policies apply to internet or Local Area Networks within schools.

Penalty for Inappropriate Use

Inappropriate use will result in loss of access to the Internet. It may also be subject to progressive disciplinary action, up to and including suspension from school, expulsion from the District, and/or appropriate legal action.

The Internet is a worldwide collection of thousands of computer systems that are able to communicate together and access information from each other. Millions of persons use the Internet daily to access and share information.

Parents must provide written permission for their students to access the District's Internet system, and to publish work on a school site's Internet home page.

Parents' signature on the enclosed Acknowledgement and consent form grants permission for the student to access the Internet using the District's Internet system.

School Accountability Report Card

The School Accountability Report Card is available on request and is available on the Internet at www.tcusd.net. It contains information about the District and school regarding the quality of programs and its progress toward achieving state goals. A copy will be provided upon request. [E.C. 33126, 32286, 35256, 35258, 52056]

HEALTH SERVICES

Kindergarten and First Grade Physical Exam

State law requires that for each child enrolling in the first grade, the parent 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 with the School District a waiver stating the reasons that you are unable to obtain such services. You must understand that your child may be sent home if you fail to provide the certificate or waiver, if your child is suspected to be suffering from a contagious disease. You may find it convenient to have your child immunized at the same time that the physical examination is conducted. [E.C. 4940; Health and Safety Code 124085, 124100, 124105, 120475]

These services may be available to you at no cost through the child Health and Disability Prevention Program (CHDP). For information, you may contact:

Monrovia Health Center
300 West Maple, Monrovia, CA
(626) 256-1600

Immunizations

A pupil may not be admitted to school unless he/she has been fully immunized. The required immunizations are available from the County Health Department or a physician. Documented proof of immunization is required upon admission. It is the policy of this District that there be no "conditional" admittance to schools; immunizations must be up-to-date before admission to school is granted. This requirement does not apply if a District provided waiver is signed stating that the immunization is contrary to the beliefs of the parent or guardian, or a licensed physician writes a letter indicating the immunizations are contraindicated. 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. [Health and Safety Code Sec. 120335, 120440; E.C. 49403]

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

- a) All new students to the Temple City Unified must provide proof of polio, diphtheria pertussis, tetanus, measles, mumps and rubella immunizations.
- b) All kindergarten students must also provide proof of vaccination against hepatitis B and varicella (chickenpox).
- c) All seventh grade students must also provide proof of a second measles, mumps, and rubella vaccination.
- d) All seventh through twelve grade students must also provide proof of pertussis booster.
- e) A tuberculosis skin test (mantoux) is required for all kindergarten students and all new students who have never attended a California school.

Medication

Children may take medication that 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 method, amount, and time schedules by which the medication is to be taken; and
- 2) Parent submits a written statement indicating his/her desire that the School District assist his/her child in taking the medication; and
- 3) Parent signs a release statement on a special form available from the District. [E.C. 49423, 49480]

Children may carry and self-administer inhaled asthma medication and/or auto-injectable epinephrine if the rules in one through three above are met.

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. [E.C. 49480]

Physical Examinations

If you want your child to be exempt from physical examinations at school, file a written statement 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. [E.C. 494451]

Fluoride Treatments

Children are eligible for fluoride treatments through a program organized by the county health officer. Parents will get a record that the treatment was applied. The county health officer will determine how to pay for the program. Parents or a student 18 years old or more have the right to refuse this program. This program is not meant to replace regular professional dental care. [Health and Safety Code 104855]

Scoliosis (curvature of the spine) Screening

Between grades 6 and 8, your child may be screened for scoliosis (curvature of the spine), unless you submit a written denial of consent. [E.C. 49452.5]

Vision and Hearing Appraisal

Your child's vision and hearing will be checked by an authorized person between grades kindergarten through 8, 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. [E.C. 49455, 49452]

Sun Protection

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

Confidential Medical Services

According to the Education Code, 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. School districts are permitted to grant such excuses, but are not required to do so. TCUSD does not grant such excuses. [E.C. 46010.11]

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. [E.C. 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. Information about these programs may be obtained by calling Healthy Families/Medi-Cal for Families (888) 747-1222.

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.

Drug, Alcohol, and Tobacco Prevention Programs

This notice is provided in compliance with the requirements of state and federal law as a part of the District's drug, alcohol, and tobacco prevention programs. The unlawful manufacture, distribution, dispensation, possession, or use of any of its activities is wrong, harmful and is strictly prohibited. Tobacco use is prohibited. All pupils will abide by this prohibition as a condition of attendance. Any violations of the District or school standards of conduct, rules and regulations or state or federal laws regarding illicit drugs, alcohol and tobacco will be investigated. Violators will be subject to prosecution in accordance with local, state, and federal law and District disciplinary action up to and including expulsion, and/or required to satisfactorily complete a drug abuse assistance, tobacco cessation program, or rehabilitation program selected by the District in conformance with law.

The District's drug, alcohol and tobacco education and prevention programs are designed to address the legal, social and health consequences of drug, alcohol and tobacco use and to provide pupils with effective techniques for resisting peer pressure to use illicit drugs, alcohol or tobacco. Information about any drug, alcohol and tobacco counseling, rehabilitation, and re-entry programs available to pupils may be obtained by contacting their school. This information may include programs sponsored or maintained by various community groups or agencies. The District neither supports nor endorses any specific program, agency or firm. The information is provided only to assist parents and pupils who may desire information regarding the resources available to assist them. [E.C. 49033, 60041; Health and Safety Code 11032]

CURRICULUM AND PERSONAL BELIEFS

Comprehensive Sexual Health and HIV/AIDS Prevention

In the California Comprehensive Sexual Health and HIV/AIDS Prevention classes, written and audio-visual educational material will be used and are available for inspection prior to the start of the classes. School districts must ensure that all pupils receive sexual health instruction from adequately trained personnel in appropriate courses. Certificated teachers provide the instruction. If taught by a consultant or in an assembly, parents will be given the dates, name of organizations and affiliation of speakers in this booklet or receive notice at least 14 days prior to the dates of the class or assembly. Contractor's material will be accurate and age appropriate. Although the Board recognizes that such information is best provided by parents, the Board desires to support parents by providing a well planned sequence of instruction on comprehensive sexual health and HIV/AIDS prevention. This instruction will emphasize that sexual abstinence and abstinence from intravenous drug use as the most effective means for AIDS prevention and avoiding sexually transmitted diseases. The instruction will also include development of refusal skills to assist pupils to overcome peer pressure and use effective decision-making skills to avoid high-risk activities. During this class, students in grades 7-12 may be asked anonymously, voluntarily, and confidentially fill out evaluation and research tools such as surveys, tests, and questionnaires measuring student attitudes toward, health, sex, and risk behaviors. Parents will be notified in writing and given the opportunity to review the material. Parent or legal guardians shall be asked to sign and return to the school an acknowledgment that they have received notification. If a student does not return a signed parental acknowledgment, the student will not participate in the activity. Copies of this Education Code Sections (51938) can be requested from the School or District Office or can be obtained online at 222.leginfo.ca.gov. [E.C. 51933, 51934, 51937-51939; Health and Safety Code 15100]

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 the

child an alternate avenue for obtaining the information required by the class. The school will need a signed note from the parent indicating the child's objection. [E.C. 32255]

Excused from Instruction Due to Religious Belief

Whenever any part of the instruction in health or family life education conflicts with the parents' religious training and beliefs or personal moral conviction, or those of the child; the child shall be excused from such instruction upon the parents' written request. [E.C. 51240]

Tests/Surveys on Personal Beliefs

Unless the parents and children over 18 give written permission, the child will not be given any test, questionnaire, survey, examination, or marketing material containing questions about the 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 of 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. [E.C. 60650, 51513, 60614, 60615; PPRA, 20 U.S.C.; No Child Left Behind Act (NCLB)]

SCHOOL RECORDS AND STUDENT ACHIEVEMENT

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. [E.C. 49063, 49091.14]

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 progress report should reflect student progress in classwork and proficiency levels and indicated education growth in relation to the student's ability, citizenship and effort. [E.C. 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. [No Child Left Behind Act (NCLB)]

Promotion and Retention of Students

The Temple City Unified School District has adopted a promotion policy based on student performance. This policy requires the student to meet minimum performance levels in reading, language arts and mathematics in grades 1-8 before being promoted to the next grade. Minimum proficiency will be determined by a variety of measures including the student's score on the STAR Test, or the student's grades or performance on District-wide performance-based assessments.

Parents will be informed early in the school year if their student is considered at risk of retention. Parents will need to work with their student's teacher or a site's Student Study Team to ensure that all necessary steps are taken prior to a student's retention.

All Temple City Unified schools implement after-school programs to provide maximum assistance for students who do not meet minimum proficiency standards. In addition, students may be enrolled in summer intervention programs, and/or tutoring if they do not meet minimum proficiency in reading, language arts, and mathematics. Details of these programs are available at each school site.

The major purpose of the pupil promotion and retention policy in temple City is to improve student learning and support students who are at risk of failure. The Student Study Team's decision to retain a student may be appealed consistent with Board policy, administrative regulation, and law. The burden shall be on the appealing party to show why the Team's decision should be overruled. Adopted by Board of Education: [BP 5123] (Adopted 3/9/05)

High School Exit Exam

In addition to other graduation requirements, each student is required to pass the California High School Exit Exam (CAHSEE) to receive a high school diploma. Students must have completed all other graduation requirements. Students must pass both the English and Mathematics sections. Each pupil shall take the CAHSEE beginning in 10th grade and may retake the examination as follows – two opportunities in 11th grade and three in 12th grade. If they do not pass while in high school, students may take the CAHSEE up to three times a year until they pass it, no matter how many times that takes. There is help for students for up to two consecutive years after completion of grade 12; however, the state budget crisis has given districts flexibility in providing these services [E.C. 48980, 60850] CAHSEE testing dates for 2011-12:

English-Language Arts	Mathematics
October 4, 2011	October 5, 2011
February 7, 2012	February 8, 2012
March 13, 2012	March 14, 2012
May 8, 2012	May 9, 2012

Pupil Records

You and your children over 18 have the right to review, get copies, and inspect their school records within five business days of a written request or oral request or before any meeting regarding an individualized education program or a hearing. Those records are confidential, and privacy will be maintained, except in some instances such as when your child transfers to another school. The records include transcripts, discipline letters, commendations, attendance, health information, and cumulative file. The records are maintained at the school office by office staff. There is someone to help 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 of administrative regulation 5125 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. Parents may have copies made for ten cents per page. If you cannot afford the cost of copies they will provided free of charge.

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

of Education, 400 Maryland Ave., SW, Washington, D.C. 20202-4605. [E.C. 49063, 59060, 59069, 59070, 56043, 56504; Family Educational Rights and Privacy Act (FERPA); 34 CFR Part 99]

For a smoother transition through transition, through a relationship established with the Department of Defense and the California Department of Education, the District has established guidelines for transferring credits and meeting graduation requirements of students from military families. [E.C. 51250]

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, photographic, date and place 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 September 30, 2011. 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, no material can be released without parent or guardian consent. [E.C. 49061©, 49070, 56515; FERPA; No Child Left Behind Act (NCLB)]

School Safety Plan

Every year, each school shall review and update its plan by March 1. The plan will include an earthquake emergency procedure system and disaster policy for buildings with a capacity of 50 or more people. Each school shall report on the status of its school safety plan to numerous community leaders and include a description of its key elements in the school accountability report card. [E.C. 32281, 32286, 32288]

UNIVERSITY ADMISSIONS

University of California/California State University Admissions

The State of California offers community colleges, California State Universities (CSU), and Universities of California (UC) for students who wish to continue their education after high school.

In order to attend a community college you need only be a high school graduate or 18 years of age. In order to attend a CSU you have to take specific high school courses, have the appropriate grades and test scores, and have graduated from high school. Test scores are not required if your GPA is 3.0 or above. In order to attend a UC you must meet requirements for coursework, GPA, and test scores, or rank in the top four percent at a participating high school, or qualify by examination alone. You may also transfer to a CSU or UC after attending a community college. For more information on college admission requirements, please refer to the following webpages:

www.ccco.edu - This is the official website of the California Community College system. It offers links to all of the California Community Colleges.

www.assist.org – This interactive site provides course transfer information for students planning to transfer from a California Community College to a CSU or UC.

www.csumentor.edu – This extensive online site offers assistance to students and their families on the CSU system, including the ability to apply online, and links to all CSU campuses.

www.universityofcalifornia.edu – This massive website offers information regarding admissions, online application, and links to all UC campuses.

Students may also explore career options through career technical education. These are programs and classes offered by a school that are specifically focused on career preparation and/or preparation for work. The programs and classes are integrated with academic courses and support academic achievement. Students can learn more about career technical education by referring to the following webpage: www.cde.ca.gov/ds/si/rp.

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, <http://www.cde.ca.gov/ci/ct>. [E.C. 48980, 51229]

Talking with a Counselor

High School counselors are trained to help students prepare for college or career training. 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. [E.C. 48980, 51229]

DUE PROCESS PROTECTIONS AND COMPLAINTS

The District is primarily responsible for compliance with state and federal laws and regulations and has procedures to address allegations of unlawful discrimination and complaints alleging violation of laws governing educational programs. Employees, students, parents or guardians, advisory committees, and other interested parties are advised how to file a complaint if they so desire.

Complaints Regarding Discrimination, Exceptional Needs Students, Categorical Programs, Federally Funded Programs

The District shall follow uniform complaint procedures when addressing complaints alleging unlawful discrimination against any protected group as identified under Education Code, California Code of Regulations and Government Code including actual or perceived sex, sexual orientation, gender, ethnic group, identification, race, ancestry, national origin, religion, color, or mental or physical disability, or age, or on the basis of a person's association with a person or group with one or more of these actual or perceived characteristics in any district program or activity that receives or benefits from state financial assistance.

The District shall promote programs that ensure non-discriminatory practices in all District activities. If you want further details in this regard, or wish to file a complaint, please contact the District's Uniform Complaint Officer. The Governing Board designates the following compliance officer(s) to receive and investigate all complaints and ensure district compliance with law:

Chelsea Kang-Smith, Ed.D., Superintendent
9700 E. Las Tunas Avenue, Temple City, CA 91780
(626) 548-5000

District's Uniform Complaint Process

The complaint procedure can be used for a variety of issues not mention in the previous section including but not limited to employee issues, school safety planning requirements in the No Child Left Behind Act, and policies and procedures of the District. Confidentiality and privacy shall be respected in all complaint investigations. Complaints alleging discrimination may be filed by a person on their own behalf or on behalf of another person or group of people within six months of the occurrence or when facts became known. Complaints regarding a special needs student may be filed with 12 months of the occurrence. Staff has been trained to deal with these types of complaints. [E.C. 56500.2]

1. Complaints made under this procedure shall be directed to the Uniform Complaint Officer (UCP) who is responsible for processing the claims. A complaint under the Uniform

Complaint Procedure should be completed within 60 days from the receipt of the complaint unless the complainant agrees in writing to extend the timeline.

2. The UCP Officer may be contacted to obtain a copy of the complaint process.
3. Complainant may choose to have your complaint mediated.
4. There shall be an investigative meeting after receiving the complaint.
5. The UCP Officer shall send a written report about the investigation and decision. There are then five days to appeal to the Board of Education.
6. If you are not satisfied with the results the complainant then has 15 days to appeal to the California Department of Education. The appeal must include a copy of the locally filed complaint and a copy of the LEA decision.
7. You may forward your complaint directly to CDE, and they may choose to intervene immediately based on established criteria.
8. There is nothing in this process to preclude a complainant from pursuing available civil law remedies outside of the District's complaint procedures. Such remedies may include mediation, attorneys, and legal remedies. Civil law remedies may include, but are not limited to: injunctions and restraining orders.

For discrimination complaints, 60 days must elapse from the time an appeal is filed with CDE before pursuing civil remedies except for an injunction. Complaints may also be forwarded to appropriate state or federal agencies in the following cases:

American Civil Liberties Act 504 – Office of Civil Rights

Child Abuse -- Department of Social Services, Protective Services Division, or law Enforcement

Discrimination/Nutritional Services – U.S. Secretary of Agriculture

Employment Discrimination – Department of Fair Employment and Housing, Equal Employment Opportunity Commission

General Education – This School District, Temple City Unified School District

Health and Safety/Child Development – Department of Social Services

Student Records – Family Policy Compliance Office (FPCO), U.S. Department of Education [20 USC 7114(D)(7) (No Child Left Behind), 20 USC 11138; 34 CFR 300.510-511, 300.513; E.C. 232.262.3, 33031, 33032, 33381, 48985, 56000-56885, 59000-593000, 64000(a); 5 CCR 4600; 5CCR 4620-4632]

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

Parents should use the District Uniform Complain Procedure to identify and resolve any deficiencies regarding instructional materials, facility cleanliness and safety, emergency or urgent facility conditions that pose a health or safety threat to students or staff, and teacher vacancies or misassignments. The procedure may be used for complaints regarding instruction and services provided to pupils who have not passed one or both parts of the high school exit examination after the completion of grade 12; however, the state budget crisis has given districts flexibility in providing these services. [E.C. 35186, 37254, 52378]

Williams Settlement Complaint Procedure

Free forms are available, at the school, but the form need not be used to make a complaint. The Uniform Complaint Procedure shall be used for filing Williams related complaints with the following special circumstances applying:

1. Forms can be turned into the principal or designee who will make every reasonable attempt to investigate.
2. Complaints beyond the site authority will be forwarded to the District within 10 days.
3. Complaints may be filed anonymously. A response may be requested if complainant is identified and will be sent to the mailing address on complaint.

4. If the District is required to provide material in a foreign language based on California Department of Education census data and if requested, the response and report shall be written in English and the primary language in which the complaint was filed.
 5. The form will have a box to request a response and indicate where to file the form.
 6. Valid complaints should be remedied within 30 days of receipt.
 7. With 45 days of resolution, notice should be sent to complainant when a response was requested. A principal will also inform the Superintendent of resolution in the same timeframe.
 8. If unsatisfied with resolution a complainant may describe the complaint to the governing board at a regularly scheduled meeting.
 9. The district will report quarterly on the number of resolved and unresolved complaints and summarize data regarding complaints and resolutions to the county superintendent and the local governing board in public session making it part of the public records.
- [E.C. 35186, 48985]

SEXUAL HARASSMENT

The Board of Education is committed to maintaining a school environment that is free from harassment. The Board prohibits sexual harassment of any student by another student, employee or other person, at school, or at a school-sponsored or school-related activity. The Board also prohibits retaliatory behavior or action against any person who complains, testifies, assists or otherwise participates in the complaint process established in accordance with this policy.

Any student who engages in sexual harassment of anyone at school or at a school-sponsored or school-related activity is in violation of this policy and shall be subject to disciplinary action. For students in grades 4 through 12, disciplinary action may include suspension and/or expulsion, provided that in imposing such discipline the entire circumstances of the incident(s) shall be taken into account. Such circumstances shall include but are not limited to:

1. Age and maturity of the victim and the perpetrator;
2. Pervasiveness of the alleged harassing conduct (i.e. how many times the act(s) occurred, how many individuals were involved, etc.);
3. Prior complaints against the perpetrator.

The Superintendent or designee shall ensure that all District students receive age-appropriate instruction and information on sexual harassment. Such instruction and information shall include:

1. What acts and behavior constitute sexual harassment, including the fact that sexual harassment could occur between two people of the same gender;
2. A clear message that students do not have to endure sexual harassment; students should be encouraged to report observed instances of sexual harassment, even where the victim of the harassment has not complained;
3. Information about the person(s) to whom a report of sexual harassment should be made.

Any student who feels that he/she is being or has been subjected to sexual harassment shall immediately contact a school employee. A school employee to whom a complaint is made shall, within 24 hours of his/her getting the complaint, report it to the principal or designee. Any school employee who observes any incident of sexual harassment on any student shall similarly report his/her observation to the principal or designee, whether or not the victim makes a complaint. If the alleged harasser is the principal or designee, the employee may report the complaint or his/her observation of the incident to the Superintendent or designees who shall investigate the complaint.

The principal or designee to whom a complaint of sexual harassment is reported shall immediately investigate the complaint. Where the principal or designee finds that sexual harassment occurred, he/she shall take prompt, appropriate action to end the harassment and address its effects on the victim. The principal or designee shall also advise the victim of any other remedies that may be available. The principal or designee shall file a report with the Superintendent or designee and refer the matter to law enforcement authorities, where necessary. In addition, the

student may file a formal complaint with the Superintendent or designee in accordance with the uniform complaint procedures.

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

Information gathered in the course of investigating a sexual harassment complaint shall be kept confidential to the extent possible.

MISCELLANEOUS

Management Plan for Asbestos-Containing Material

The District has available upon request a complete and updated management plan for asbestos-containing material. [Code of Federal Regulations: 40 CFR 763.93]

Pesticide Use

The District does not plan to use any pesticides.

Parents and guardians may register with the District if they wish to receive notification of pesticide applications at a particular school or facility. Please request a REQUEST FOR INDIVIDUAL PESTICIDE APPLICATION NOTIFICATION from the school. Further information is available from the California Department of Pesticide Regulation, P.O. Box 4015, Sacramento, CA 95812-4015, www.cdpr.ca.gov. [E.C. 17610.1, 17612, 48980]

Further Information Available

Further information regarding our district schools, programs, policies, and procedures is available to any interested person upon request to our district office. [E.C. 48209.13, FERPA, 34 CFR Section 99.7(b)]



Annual Notice to Parents/Guardians Regarding Your Rights

Dear Parents/Guardians:

As required by law, we wish to notify you, as parents and/or guardians of students enrolled in our schools, of your rights and responsibilities. Please take a moment to carefully review the information provided on our district website at www.tcusd.net -- click on the link at the bottom right of the Home Page entitled, "Annual Notice to Parents/Guardians Regarding Your Rights."

After your review, please sign and return this acknowledgement to your child(ren)'s school, indicating you have received and reviewed your rights.

If you have any questions regarding this information, please contact our District Office at (626) 548-5020.

Parent/Guardian Acknowledgement

Education Code Section 48980 requires parents/guardians to sign and return this acknowledgement.

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 annual notice regarding my rights relating to activities which might affect my child(ren), including: *(please check all that apply):*

<p style="text-align: center;">(1)</p> <p><input type="checkbox"/> Acknowledgement of Receipt and Review of Annual Notification of Programs and Services</p> <hr/> <p style="text-align: center;">(2)</p> <p><input type="checkbox"/> Acknowledgement of Student Discipline Policy and Uniform Complaint Procedures</p>	<p style="text-align: center;">(3)</p> <p style="text-align: center;"><u>Media Release (check one)</u></p> <p>My child: <input type="checkbox"/> MAY <input type="checkbox"/> MAY NOT</p> <p>be interviewed, photographed, or filmed by members of the media.</p>	<p style="text-align: center;">(4) Student Directory Information</p> <p><input type="checkbox"/> I DO NOT wish to have any directory information released to any individual organization.</p> <p><input type="checkbox"/> I DO NOT wish to release the name, address and telephone number of my child to the agency(ies) checked below:</p> <p><input type="checkbox"/> PTA (if applicable) <input type="checkbox"/> Health Dept. <input type="checkbox"/> U.S. Armed Forces <input type="checkbox"/> Elected Officials <input type="checkbox"/> Universities / other institutions of higher education</p>
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Student Name: _____ Student ID: _____ Grade: _____

Student's Signature: _____ Date: _____

Mother's Signature

Print Mother's Name

Date

Father's Signature

Print Father's Name

Date

Guardian's Signature

Print Guardian's Name

Date

***** Please complete and return this page to your child's school*****