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Annual Legal Notifications

Absences:

Truancy Definitions – EC 48260, 48262 and 48263.6
A student is considered truant after three absences or three tardies of more than 30 minutes each time and the absences or tardies are unexcused. After a student has been reported as a truant three or more times in a school year, the student is considered a habitual truant. A student who is absent from school without a valid excuse for 10% or more of the schooldays in one school year, from the date of enrollment to the current date, is considered a chronic truant. Unexcused absences are all absences that do not fall within EC 48205.

Truant Consequences – EC 48263, 48267, 48268, and 48269; WIC 236, 601, 601.3, 653.5, 654, and 651.5
Any student who is identified as “Truant” may be assigned as a ward of the court, if the available community resources do not resolve the students’ continued problem of truancy, by a Probation Officer or Deputy District Attorney.

Excused Absence Other than Illness - EC § 48205
(a) Notwithstanding Section 48200, a pupil shall be excused from school when the absence is:
   (1) Due to his or her illness, including an absence for the benefit of the pupil’s mental or behavioral health.
   (2) Due to quarantine under the direction of a county or city health officer.
   (3) For the purpose of having medical, dental, optometrical, or chiropractic services rendered.
   (4) For the purpose of attending the funeral services of a member of his or her immediate family, so long as the absence is not more than one day if the service is conducted in California and not more than three days if the service is conducted outside California.
   (5) For the purpose of jury duty in the manner provided for by law.
   (6) Due to the illness or medical appointment during school hours of a child of whom the pupil is the custodial parent.
   (7) For justifiable personal reasons, including, but not limited to, an appearance in court, attendance at a funeral service, observance of a holiday or ceremony of his or her religion, attendance at religious retreats, attendance at an employment conference, or attendance at an educational conference on the legislative or judicial process offered by a nonprofit organization when the pupil’s absence has been requested in writing by the parent or guardian and approved by the principal or a designated representative pursuant to uniform standards established by the governing board.
   (8) For the purpose of serving as a member of a precinct board for an election pursuant to Section 12302 of the Elections Code.
   (9) For the purpose of spending time with a member of the pupil’s immediate family, who is an active duty member of the uniform services, as defined in EC § 49701, and has been called to duty for, is on leave from, or has immediately returned from, deployment to a combat zone or combat support position. Absences granted pursuant to this paragraph shall be granted for a period of time to be determined at the discretion of the superintendent of the school district.
   (10) For the purpose of attending the pupil’s naturalization ceremony to become a United States citizen.
   (11) For the purpose of participating in a cultural ceremony or event.
   (12) Authorized at the discretion of a school administrator, as described in subdivision (c) of Section 48260.
(b) A pupil absent from school under this section shall be allowed to complete all assignments and tests missed during the absence that can be reasonably provided and, upon satisfactory completion within a reasonable period of time, shall be given full credit therefore. As the teacher of any class from which a pupil is absent shall determine the tests and assignments shall be reasonably equivalent to, but not necessarily identical to, the tests and assignments that the pupil missed during the absence.
(c) For purposes of this section, attendance at religious retreats shall not exceed four hours per semester.
Absences pursuant to this section are deemed to be absences in computing average daily attendance and shall not generate state apportionment payments.

“Immediate family,” as used in this section, means the parent or guardian, brother or sister, grandparent, or other relative living in the household of the pupil.

**Solutions - EC § 48260.5** - Upon a pupil's initial classification as a truant, the school district shall notify the pupil's parent or guardian, by first-class mail or other reasonable means, of the following:

(a) That the pupil is truant.
(b) That the parent or guardian is obligated to compel the attendance of the pupil at school.
(c) That parents or guardians who fail to meet this obligation may be guilty of an infraction and subject to prosecution pursuant to Article 6 (commencing with Section 48290) of Chapter 2 of Part 27.
(d) That alternative educational programs are available in the district.
(e) That the parent or guardian has the right to meet with appropriate school personnel to discuss solutions to the pupil's truancy.
(f) That the pupil may be subject to prosecution under Section 48264.
(g) That the pupil may be subject to suspension, restriction, or delay of the pupil's driving privilege pursuant to Section 13202.7 of the Vehicle Code.
(h) That it is recommended that the parent or guardian accompany the pupil to school and attend classes with the pupil for the day.

**Confidential Medical Services - EC § 46010.1** - Students in grades 7-12 may be excused to obtain confidential medical services without consent of parent.

**Religious Purposes - EC § 46014** - With written parental consent a pupil may be excused from his regular classes to participate in religious exercises at a place designated by the church.

**Advanced Placement Examination Fees - EC § 48980 (m)** - Any pupil enrolled in an advanced placement course and who needs financial assistance to pay for the advanced placement exam may apply to the Claremont High School administrative staff for a scholarship to pay part of the fees.

**Alcohol, Tobacco, and Other Drug Policies:**
(a) The District prohibits students from unlawfully possessing, using, or distributing illicit drugs or alcohol on school property or any school sponsored activity. Violation of this policy can lead to recommendation for expulsion, referral for prosecution, and completion of a rehabilitation or cessation program.
(b) The District prohibits students from using tobacco products anywhere, anytime on district property. Violation of this policy can lead to recommendation for expulsion, referral for prosecution, and completion of a rehabilitation or cessation program.
(c) The District prohibits all persons from using tobacco products at all school facilities and on all school grounds anytime. The District is a tobacco-free district, pursuant to the Tobacco Use Prevention Education Act.
(d) When students are identified as having drug, alcohol, or tobacco abuse-related problems, the District may refer them to intervention and/or counseling programs.

**Alternative Educational Programs/ Solutions:**
Independent Study:

Notice of Alternative Schools - EC § 58501 & EC § 51553 - 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/her desire to learn.

(c) Maintain a learning situation maximizing student self-motivation and encouraging the student in his/her own time to follow his/her own interests. These interests may be conceived by him/her totally and independently or may result in whole or in part from a presentation by his/her teachers of choices of learning projects.

(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.

Request by Parent or Guardian to Establish Program - EC § 58502 - The parent or guardian of any pupil may request the governing board of a school district to establish an alternative school program or programs in the district pursuant to this chapter.

Graduation Requirements - EC § 51225 - Requirements for graduation and alternative modes for completing the prescribed course of study are on file in the Educational Services Office at 170 W. San Jose Avenue, Claremont, CA 91711.

Attendance at Alternate Schools:

Intradistrict/Open Enrollment- EC § 35160.5(b) - The Board of Education per Education Code 35160.5c has adopted a policy which allows any resident of the District to request attendance at an alternative school site of the same grade level. Priority is given first to students who reside within the school's attendance area and then follow specific criteria including random selection and assignment that will not create racial and ethnic imbalance. The District does not transport any students where parents have requested a movement to an alternative school site. This process is governed by Board Policy No. 5116.1. At the current time, the Claremont Unified School District does not participate in the "District of Choice" as outlined in Education Code 48209.

Interdistrict Attendance – EC 46600 et seq.
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.
A pupil who has been determined by personnel of either the home or receiving district to have been the victim of an act of bullying, as defined in EC 48900(r), shall, at the request of the parent or legal guardian, be given priority for interdistrict attendance under any existing agreement or, in the absence of an agreement, be given additional consideration for the creation of an interdistrict agreement.

Hospitalized Students - EC § 48207 & EC § 40208 - Hospitalized pupils become residents of the District in which the hospital is located. Parents are required to notify the District of (new) residency.

Asbestos Management Plan - 40 CFR § 763.93
The Claremont Unified School District maintains and annually updates its management plan for asbestos-containing material in school buildings. For a copy of the asbestos management plan, please contact Rick Cota at (909) 398-0609 ext. 71002.

California Healthy Youth Act – EC 51930-51939

The California Healthy Youth Act requires school districts to provide pupils with integrated, comprehensive, accurate, and unbiased sexual health and HIV prevention education at least once in middle school and once in high school. It is intended to ensure that pupils in grades 7-12 are provided with the knowledge and skills necessary to: 1) protect their sexual and reproductive health from HIV, other sexually transmitted infections, and unintended pregnancy; 2) develop healthy attitudes concerning adolescent growth and development, body image, gender, sexual orientation, relationships, marriage, and family; and 3) have healthy, positive, and safe relationships and behaviors. It also promotes understanding of sexuality as a normal part of human development.

Parents or legal guardians have the right to:
1. Inspect the written and audiovisual educational materials used in the comprehensive sexual health and HIV prevention education.
2. Request in writing that their child not receive comprehensive sexual health or HIV prevention education.
3. Request a copy of Education Codes 51930 through 51939, the California Healthy Youth Act.
4. Be informed whether the comprehensive sexual health or HIV prevention education will be taught by district personnel or outside consultants.
5. Receive notice by mail or another commonly used method of notification no fewer than 14 days before the instruction is delivered if arrangements for the instruction are made after the beginning of the school year.
6. When the district chooses to use outside consultants or to hold an assembly with guest speakers to teach comprehensive sexual health or HIV prevention education, be informed of:
   a. The date of the instruction
   b. The name of the organization or affiliation of each guest speaker

California High School Exit Exam (CAHSEE) – EC § 48980(e)
Due to recent changes in legislation, the California High School Exit Exam is no longer required to earn a high school diploma in California. No replacement exam has been identified at this point by the State Board of Education.
Additional information about the CAHSEE can be found on the California Department of Education web site by following this link: http://www.cde.ca.gov/ta/tg/hs

California High School Proficiency Exam (CHSPE)
The California High School Proficiency Exam (CHSPE) is a voluntary test that assesses proficiency in basic reading, writing, and mathematics skills taught in public schools. Eligible pupils who pass the CHSPE are awarded a Certificate of
Proficiency by the State Board of Education. A pupil who receives a Certificate of Proficiency may, with verified approval from the parent or legal guardian, leave high school early. The Certificate of Proficiency is equivalent to a high school diploma; however, it is not equivalent to completing all course work required for regular graduation from high school. Pupils planning to continue his or her studies in a college or university should contact the admissions office of the institution to find out if the Certificate of Proficiency will meet admission requirements.

A pupil is eligible to take the CHSPE only if he or she meets one of the following requirements on the test date: 1) is at least 16 years old; 2) has been enrolled in the tenth grade for one academic year or longer; or 3) will complete one academic year of enrollment in the tenth grade at the end of the semester during which the CHSPE regular administration will be conducted. A fee for each examination application shall not be charged to a student experiencing homelessness or placed in foster care who is also under the age of 25. For more information, including administration dates and registration deadlines, visit the following website: http://www.chspe.net/.

California Longitudinal Pupil Achievement Data System (CALPADS)

The Claremont Unified School District is participating with the California Longitudinal Pupil Achievement Data System (CALPADS) Program in the electronic transfer of student data for state reporting to the California Department of Education and to districts and/or public postsecondary institutions to which the student is transferring or applying for admission. All data maintained by the CALPADS Program is in compliance with federal and state privacy and confidentiality requirements. Student information is encoded such that no personally identifiable information is retained by CALPADS.

The benefits of participation to the student and parent are that student records can be transferred much more promptly, and that information about student assessment and academic placement will be available at the time of transfer. Schools and districts will benefit from the streamlining and reduction of required state reporting.

Parents have the right to inspect student information maintained by the CALPADS program. Contact the Assistant Superintendent of Educational Services, to initiate this procedure.

Career Counseling - EC § 40 - All students have opportunities to receive career counseling and equal opportunity for course selection without regard to their gender. Parents have the right to participate in all counseling sessions and decisions related to course selection and career counseling.

Child Abuse Prevention Training Program - WIC 18976.5 - All kindergarten students are offered the opportunity to participate in a Child Abuse Prevention Program. Parents are notified prior to the program and have the opportunity to request that their child not participate in the program.

Discipline Rules - EC § 35291, EC § 35291.5, EC § 35291.7 - Each school has adopted a set of discipline rules which are on file in the Principal's office and the office of the Assistant Superintendent of Student Services.

Duty Concerning Conduct of Students - EC § 44807 - Every teacher in the Claremont Unified School District shall hold students to a strict account of their conduct on the way to and from school, on the playground, or during recess.

Duties of Pupils - CAC Title V § 300 - Every pupil shall attend school punctually and regularly; conform to the regulations of the school; obey promptly all the directions of his teacher and others in authority; observe proper deportment; be diligent in study; respectful to his teacher and others in authority; kind and courteous to schoolmates; and refrain entirely from the use of profane and vulgar language.

Foster Pupils - EC §§ 48850 et seq. - The District’s educational liaison ensures that pupils in foster care receive stable school placements which are in the best interests of the child, placement in least restrictive educational programs, access to academic resources, services, and extracurricular and enrichment activities available to all pupils, full and partial credits for coursework taken, and meaningful opportunity to meet state pupil academic achievement standards.

Grade Reduction/Loss of Academic Credit - EC § 48980(k) - No pupil shall have grade reduced/loss of credit for any absence or absences excused pursuant to §48205, for missed assignments/tests that can reasonably be provided/completed. Excused absences are defined by §48205, which is printed under absences.
Health Instruction - EC § 51240 - By written request a student may be excused from any part of health instruction which conflicts with religious training and belief of the parent.

Immunizations – EC 49403 and 48216, HSC 120325, 120335, 120365, 120370 and 120375

Students must be immunized against certain communicable diseases. Students are prohibited from attending school unless immunization requirements are met for age and grade. The school district shall cooperate with local health officials in measures necessary for the prevention and control of communicable diseases in school age children.

Beginning January 1, 2016, parents of students in any school will no longer be allowed to submit a personal beliefs exemption to a currently required vaccine. A personal beliefs exemption on file at school prior to January 1, 2016 will continue to be valid until the student enters the next grade span at kindergarten (including transitional kindergarten) or 7th grade.

A student not fully immunized may be temporarily excluded from school or other institution when that child has been exposed to a specified disease and whose documentary proof of immunization status does not show proof of immunization against one of the communicable diseases described above.

Note: School districts must apply the immunization requirements in concert with the immediate enrollment mandates for homeless and foster youth.

The school district shall cooperate with local health officials in measures necessary for the prevention and control of communicable diseases in school age children.

Insurance for Athletic Teams - CEC § 32221.5 Requires school districts that operate interscholastic athletic teams to include a statement regarding no- or low-cost health insurance programs in offers of insurance coverage that are sent to athletic team members. For further information please contact Claremont High School ASB.

Internet Services Student Access - EC § 51870.5 -The Governing Board recognizes that technology provides ways for teachers and students to access current and extensive sources of information. Technology also enables students to practice skills and to develop reasoning and problem-solving abilities. Effort shall be made to provide equal access to technology throughout the District.

The Board intends that the Internet and other on-line resources provided by the District be used to support the instructional program and further student learning.

The District regulations prohibit access to harmful matter on the Internet, which may be obscene or pornographic and preclude other misuses of the system to obtain inappropriate material/information. In addition, these regulations establish the fact that users have no expectation of privacy and that District staff may monitor or examine all system activities to ensure proper use of the system. Students who fail to abide by District rules shall be subject to disciplinary action including expulsion, revocation of the user account and legal action as appropriate.

Because the Internet contains an unregulated collection of resources, the District cannot guarantee the accuracy of the information or the appropriateness of any material that a student may encounter. Therefore, before using the District’s on-line resources, each student and his/her parent/guardian shall sign and return an Acceptable Use Agreement. The agreement specifies the user’s obligations and responsibilities and indemnifies the District from any damages. The parent/guardian shall agree to not hold the District responsible for materials acquired by the student on the system, for violations of copyright restrictions, users’ mistakes or negligence of any costs incurred by users.

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

Laser Pointers PC - EC § 417.27 - State law prohibits possession of a laser pointer by any student on any Claremont Unified School District elementary or secondary school premise, unless possession is for valid
instruction. Further prohibits directing the beam of a laser pointer into the eyes of another or into a moving vehicle or into the eyes of a guide dog.

**Mailing Labels - EC § 49073** - The District, from time to time, provides “To the Parents of” mailing labels to outside youth organizations. In addition, the District is required by Federal Law to provide directory information consisting of name, address, birth date and grade level to military recruiters. If you do NOT want the District to supply a label for your student or directory information to military recruiters, you must notify the District in writing by October 1, 2022. Please send your request to the Assistant Superintendent of Educational Services.

**Medical Insurance - EC § 49472** - Any school district may make available medical or hospital insurance through nonprofit membership corporations defraying the cost through group, blanket or individual policies of accident insurance. No student shall be compelled to accept such services.

**Notice of Non-discrimination and Compliance to Parents - EC § 40; Title VI, Civil Rights Act of 1964, & Title IX, Educational Amendment Act (IDEA)** - In compliance with federal law, the Board of Education of the Claremont Unified School District has adopted the following policies:

- It shall be the policy of the Claremont Unified School District not to discriminate on the basis of race, creed, color, national origin, sex, age or handicap in its educational programs, including vocational education, nor in the activities which it operates. (Claremont Unified School District Policy 0100 and 0110)

- It shall further be the policy of the Claremont Unified School District to provide equal opportunity in employment for all persons and to prohibit discrimination based upon race, color, religion, age, physical handicap, ancestry, national origin or sex in every aspect of personnel policy and practice in employment, development, advancement and treatment of employees and to promote the total realization of non-discrimination through an active recruitment process. (Claremont Unified School District Policy 4121)

An Affirmative Action Plan is coordinated and facilitated through the office of the Assistant Superintendent, Personnel. The ethnicity and gender equity of staff is constantly monitored to be a reflection of those qualities among the student population and reflected in the employed population within the District boundaries. Efforts are made in recruiting and retention practices to address discrepancies. The parents and community are involved in activities to stimulate and promote the integration of multi-culturalism into the behaviors of staff and students.

Inquiries concerning the application of Title VI, Title IX, Section 504 and the implementing regulations to the District or questions concerning the District's employment process may be referred to Mr. Kevin Ward, the District's Compliance Officer at the Richard S. Kirkendall Education Center, (909) 398-0609, Ext. 70302.

Inquiries also may be directed to the Director of the Office for Civil Rights, Department of Health, Education and Welfare.

**Notices to Parents or Guardians in Languages Other than English - EC§ 48985** - If 15% or more of the pupils enrolled in a public school that provides instruction in kindergarten or any grades 1 to 12, inclusive, speak a single primary language other than English, as determined from the census data submitted to the department pursuant to Section 52164 in the preceding year, all notices, reports, statements, or records sent to the parent/guardian of any such pupil by the school district shall, in addition to being written in English, be written in the primary language, and may be responded to either in English or the primary language.

**Parent Involvement Policy – EC§11503** – (See Attachment B)

**Parents’ Rights Brochure** - The California Department of Education has approved a Parents’ Rights brochure. An electronic copy may be found on the California Department of Education web site at http://www.cde.ca.gov/iasa/partntrts.html.

**Persistently Dangerous Schools – 20 USC 7912** – If while on school grounds a student becomes a victim of a violent criminal offense, he/she shall be provided an option to transfer to another district school or charter school. (20 USC 7912)
If a student attends a school designated by the California Department of Education as “persistently dangerous,” he/she shall be provided an option to transfer to another district school or charter school.

Physical Examination - EC § 49451 - A parent or legal guardian may file annually with the principal of the school a statement in writing stating that they do not consent to a physical examination. However, when there is reason to believe that the pupil is suffering from a recognized contagious or infectious disease, the pupil shall be sent home and shall not be permitted to return until school authorities are satisfied that a contagious or infectious disease does not exist.

Private Schooling for Handicapped - EC § 56031 - Any handicapped pupil for whom a special education placement is unavailable or inappropriate may receive services in a private nonsectarian school. Please contact the Director of Special Education for more information.

Property Damage - EC § 48904 - The Board of Education has adopted policies and procedures allowing schools to withhold grades, diplomas, and transcripts if students damage any materials or property of the District and appropriate restitution is not made.

Proposition 187 Notification - The Federal Court has issued a preliminary injunction prohibiting the implementation of Proposition 187. This means that no student who lives in California can be kept out of school (from Transitional Kindergarten through 12th grade) just because of his/her citizenship or immigration status. Schools must use the same rules they used before Proposition 187 was passed. No school employee may ask any student, parent, or guardian about his/her citizenship or immigration status. No school employee may report or give information about the citizenship or immigration status of a student, parent, or guardian to the Immigration and Naturalization Service, the Attorney General, or any government agency. This preliminary injunction against Proposition 187 will stay in effect unless otherwise ordered.

Public Health, Oral Health Assessment - EC § 49452.8 - Requires that a pupil while enrolled in kindergarten in a public school, or while enrolled in first grade in a public school if the pupil was not previously enrolled in kindergarten in a public school, to no later than May 31 of the school year present proof of having received an oral health assessment that was performed no earlier than 12 months prior to the date of the initial enrollment of the pupil.

Concussion and Head Injuries – EC 49475 – A concussion is a brain injury that can be caused by a bump, blow, or jolt to the head or by a blow to another part of the body with the force transmitted to the head. Even though most concussions are mild, all concussions are potentially serious and may result in complications including prolonged brain damage and death if not recognized and managed properly. A school district that elects to offer athletic programs must immediately remove from a school-sponsored athletic activity for the remainder of the day an athlete who is suspected of sustaining a concussion or head injury during that activity. The athlete may not return to that activity until he or she is evaluated by, and receives written clearance from, a licensed health care provider. On a yearly base, a concussion and head injury information sheet must be signed and returned by the athlete and athlete’s parent or guardian before the athlete’s initiating practice or competition. This requirement does not apply to an athlete engaging in an athletic activity during the regular school day or as part of the physical education course.

Sudden Cardiac Arrest – EC 33479

Sudden cardiac arrest (SCA) is when the heart stops beating, suddenly and unexpectedly. When this happens, blood stops flowing to the brain and other vital organs. SCA is not a heart attack; it is a malfunction in the heart’s electrical system, causing the victim to collapse. The malfunction is caused by a congenital or genetic defect in the heart’s structure. SCA is more likely to occur during exercise or sports activity, so athletes are at greater risk. These symptoms can be unclear and confusing in athletes. Often, people confuse these warning signs with physical exhaustion. If not properly treated within minutes, SCA is fatal in 92 percent of cases. In a school district, charter school, or private school that elects to conduct athletic activities, the athletic director, coach, athletic trainer, or authorized person must remove from participation a pupil who passes out or faints, or who is known to have passed out or fainted, while participating in or immediately following an athletic activity. A pupil who exhibits any of the other
symptoms of SCA during an athletic activity may be removed from participation if the athletic trainer or authorized person reasonably believes that the symptoms are cardiac related. A pupil who is removed from play may not return to that activity until he or she is evaluated by, and receives written clearance from, a physician or surgeon. On a yearly basis, an acknowledgement of receipt and review of information regarding SCA must be signed and returned by the pupil and the pupil’s parent or guardian before a pupil participates in specific types of athletic activities which generally do not apply to those conducted during the regular school day or as part of a physical education course.

Pupil Medication - EC 2 § 49480 - The California Education Code Section 49480 includes the following information regarding pupils who require medications:

The parent or legal guardian of any public school pupil on a continuing medication regimen for a non-episodic condition shall inform the school nurse or other designated certificated school employee of the medication being taken, the current dosage and the name of the supervising physician. **(This shall be done by providing the medication to the school in the pharmacy's original container.)** With the consent of the parent or legal guardian of the pupil, the school nurse may communicate with the physician and may counsel with the school personnel regarding the possible effects of the drug on the child's physical, intellectual, and social behavior, as well as possible behavioral signs and symptoms of adverse side effects, omission or overdose.

Please be advised that should you have a child attending one of Claremont Unified School District's schools who falls in the Special Pupil Medication category, to contact your child's school to obtain the proper form which will enable you to give the necessary information regarding your child's medication.

Please return the completed form to your child's school.

Administration of Medication at School - EC § 49423 - Any pupil who is required during the school day to take medication prescribed by a physician may be assisted by the school nurse or other designated school personnel provided the school district receives:

(a) A written statement from the student's physician detailing the method, amount and time schedule by which the medication is to be taken and,

(b) A written statement from the parent requesting that the school district assist the pupil in taking the medication prescribed by the physician.

Note: Pupil may self-administer auto-injectable epinephrine or inhaled asthma medication at school as prescribed by a physician.

California Youth Football Act – HSC 124241 (6-12)

Under state law, students who participate in football games in grades 6-12 must have a licensed medical professional present during the game, whether playing at a home game or away at another school. This does not include Physical Education classes or intramural football games outside of extra-curricular athletics offered at the middle or high school.

Reciprocal Withholding of Grades, etc. - EC § 48904.3 - The District will honor requests of other school districts on the withholding of grades, diplomas, and transcripts when a request is received. Parents will be informed if requests are received.

Education of Homeless Youth - The federal McKinney-Vento Act protects the rights of children and youth in homeless situations to attend and to succeed in school, including pre-school. The McKinney-Vento Act applies to all children and youth who do not have a fixed, regular and adequate residence, including children and youth who are: staying with friends or relatives because they lost their housing; awaiting foster placement; or living in emergency or transitional shelters, motels, domestic violence shelters, campgrounds, inadequate trailer parks, cars, public spaces, abandoned buildings and bus/train stations.

Children and youth in homeless situations have the right to:
• Go to school, no matter where they live or how long they have lived there;
• Choose between the local school where they are living, the school they attended before they lost their housing, or the school where they were last enrolled; whichever is in the best interest of the child;
• Enroll in school without delay awaiting proof of residency, immunizations, school records, or other documents;
• Receive assistance in finding transportation to school;
• Receive all the school services they need; and
• Be free from harassment and isolation.

Enrollment issues will be immediately referred to Brad Cuff, Assistant Superintendent, Student Services, (909) 398–0609, Ext.75001.

Education of Homeless Youth: Right to Apply for Financial Aid - EC 69432.7, 69519, 69731, 69956, 70032, 78220, and 88931

Students experiencing homelessness have a right to apply for financial aid to seek education beyond high school. Please contact: Rosa Leong Homeless/Foster Youth Liaison (909)-398-0609 Ext.70246 for more information of services and policies related to homeless education rights.

Right to Refrain from Harmful or Destructive Use of Animals - EC § 32255 -

No student shall be required to participate in a program, which involves harmful or destructive use of animals. Alternative programs will be provided. The California Education Code section 32255.1 states the following concerning a student's rights to object to the dissection, harming, or destroying of animals.

(a) Any pupil with a moral objection to dissecting or otherwise harming or destroying animals, or any parts thereof, shall notify his or her teacher regarding this objection. This section does not apply to agricultural education classes that provide instruction on the care, management and evaluation of domestic animals.

(b) If the pupil chooses to refrain from participation in an education project involving the harmful or destructive use of animals, and if the teacher believes that an adequate alternative education project is possible, then the teacher may work with the pupil to develop and agree upon an alternate education project for the purpose of providing the pupil an alternate avenue for obtaining the knowledge, information, or experience required by the course of study in question.

(c) The alternative education project shall require a comparable time and effort investment by the pupil. It shall not, as a means of penalizing the pupil be more arduous than the original education project.

(d) The pupil shall not be discriminated against based upon his or her decision to exercise his or her rights pursuant to this chapter.

(e) Pupils choosing an alternative educational project shall pass all of the respective course of study in order to receive credit for that course of study. However, if tests require the harmful or destructive use of animals, a pupil may, similarly, seek alternative tests pursuant to this chapter.

(f) A pupil's objection to participating in an educational project pursuant to this section shall be substantiated by a note from his or her parent or guardian.

School Accountability Report Card (SARC) - EC § 35256 - Copies of the previous year School Accountability Report Card are available upon request once they have been published and are available on the District web site www.cusd.claremont.edu by February 1.

School Safety Plan - EC 32280
Each Claremont Unified School District school site has a Comprehensive School Safety Plan, which includes a disaster preparedness plan and emergency procedures. Copies are available to read at each school office. Fire and emergency drills are held periodically at each school.

**Sexual Harassment Policy - EC § 231.5 (See Attachment A)**

**Special Education** - Claremont School Board Policy 6540 provides parents of special education children the right and means to file a complaint alleging violation by Claremont Unified School District of any federal or state law or regulation governing special education. A written statement alleging a violation should include all relevant facts in the complainant's possession and should be addressed to:

Superintendent  
Claremont Unified School District  
170 W San Jose Avenue  
Claremont, CA 91711

or to:

Consultant Services, South  
Office of Special Education  
California State Department of Education  
601 W. Fifth Street, Suite 1014  
Los Angeles, CA 90017

Claremont Unified School District policy outlines procedures for processing the complaint. Copies of the policy are available at all school sites.

The District continues to search for individuals between the ages of birth and twenty-one years who may have exceptional learning needs, which are not presently being met.

If you know of someone whose behavior suggests physical or sensory handicaps, intellectual or emotional problems, please refer directly to any school principal or contact the Director of Special Education at (909) 398-0609, Ext. 72002.

**Due Process Procedure:**

It is your right and option to appeal any decision regarding the identification, assessment or placement of children with special education needs. The following steps will help you with this process:

(a) You may request a voluntary pre-hearing mediation.

(b) Submit a written request to the Special Education Hearing Office, 3200 Fifth Ave., Sacramento, CA 95817.

(c) Within 15 days of receipt of the request, a pre-hearing mediation will be scheduled; within 30 days the mediation conference will be scheduled.

(d) You may request a due process hearing by writing to the above address, which includes the right to a mediation conference, the right to examine pupil records, and the right to a fair and impartial administrative hearing at the state level.

(e) Any party who disagrees with a decision made by a hearing officer has the right to bring civil action.

The above is a brief summary of the Due Process procedures followed to protect parent and student rights under the law in special education. For further details, please consult your local school or Special Education Office.

**Section 504** - It is the policy of the Claremont Unified School District to ensure that students, who are handicapped within the meaning of Section 504 of the Rehabilitation Act of 1973, are identified, and provided with accommodations in the regular education program including reasonable and related aids.
and/or services. Any questions about Section 504 requirements should be referred to the site principal and will be implemented through the Student Study Team (SST) process. Parents may request from principals copies of the District Policy on Section 504, Board Policy 6143.

**Student Calendar - EC § 48980(c)** - A Board approved student calendar is available at [www.cusd.claremont.edu](http://www.cusd.claremont.edu) this calendar contains dates for all scheduled minimum days and pupil-free staff development days.

**CUSD Hot Weather Guidelines**

Use these guidelines and the attached School Air Quality Activity Recommendations to support your planning and decision making in times of hot weather.

1. Evaluate the weather conditions related to temperature, shade availability, breeze factor, humidity and pollutants when the temperatures are between 85° and 95°.
2. When temperatures are 95° and above, consider a reduction of PE activities such as running, jumping, prolonged exposure to the sun. Activities should be adjusted to reduce strenuous exercises. Lunch should be under shade structures or in a building, with limited time given for free outdoor play.
3. When temperatures reach 100° or over, outside activities should be discontinued.
4. High humidity is a factor related to the comfort level and can increase possible harmful effects of hot weather on students. When the relative humidity reaches 50% the above temperatures should be lowered by 5° when considering or taking action.
5. With all warm days, teachers and aides should be encouraged to remind students to reduce running/exertion activities and allow any student who complains of overheating to go to the office for rest and observation.
6. With direct sun, certain areas of school site may increase heat exposure, such as blacktop. Caution should be taken to observe all students for signs of over exposure.
7. Students who are abnormally affected by high temperatures and humidity should be given special consideration, and require follow-up by the school health aide. These students are identified by parents, health providers, and teachers.

**Guidelines for consideration in modifying instructional programs, physical activity and school schedules.**

<table>
<thead>
<tr>
<th>Category</th>
<th>Temp (F°)</th>
<th>Possible Heat Stress Effects</th>
<th>Humidity &lt; 50%</th>
<th>Humidity &gt; 50%</th>
</tr>
</thead>
<tbody>
<tr>
<td>Normal</td>
<td>82° or less</td>
<td>Good learning conditions; No effect.</td>
<td>Regular school day.</td>
<td>Regular school day.</td>
</tr>
<tr>
<td>Alert</td>
<td>82° - 92°</td>
<td>Learning may decrease with long exposure; Fatigue may increase after 4-6 hours.</td>
<td>Regular school Day. Limit duration and intensity of or modify physical activity and closely monitor.</td>
<td>Regular school day. Limit duration and intensity of or modify physical activity and closely monitor.</td>
</tr>
<tr>
<td>Caution</td>
<td>93° - 95°**</td>
<td>Early heat stress and possible cramps; heat exhaustion or heat stroke possible with long exposure.</td>
<td>Regular school Day. Limit duration and intensity of or modify physical activity and closely monitor.</td>
<td>Regular school day. Limit duration and intensity of and modify physical activity and closely monitor.</td>
</tr>
</tbody>
</table>
Extreme Caution 96° or above** Heat stroke or heat exhaustion possible. Consider schedule change. Prohibit or limit duration and intensity of, modify physical activity and closely monitor. Consider schedule change. Prohibit physical activity.

When temperatures reach 100° or over, outside activities should be discontinued.
* Air pollution alerts apply to all categories.
** If air circulation (or wind velocity) is 10 mph or greater, the effects of temperatures may be less severe.

These guidelines are not to be considered exhaustive. Reason and good judgement must be used at each site to ensure that students’ health and safety needs are being met.

**Student Records Information - EC § 49063** - California Education Code 49063 stipulates that parents shall be notified of certain rights at the time of initial school enrollment and once each year thereafter. The following is information, which pertains specifically to student records:

The Claremont Unified School District’s Assistant Superintendent of Student Services has been designated as the official custodian of the student records. The student's cumulative files are maintained at the school site under the direction of the site principal until three years after the student graduates. After that time, only the permanent records are maintained at the Student Services Department. If a pupil transfers prior to graduation, the permanent record is maintained; the mandatory interim records and a copy of the permanent record are forwarded to the requesting school. Table I indicates the types of records kept and the transfer of records procedure. Table II describes directory information and the parties to whom this information will be made available, unless the school is notified, in writing, to the contrary. Once a parent has notified the District as to what can or cannot be disclosed as directory information for his or her child, that notification will be honored until such time as the parent notifies the District, in writing, of a different designation.

Parents have the right of access to records. This request should be made to the site principal, who will provide consultation for your review of the records. A parent may request removal of any information therein that is alleged to be (1) inaccurate, (2) an unsubstantiated personal conclusion or inference, (3) a conclusion or inference outside of the observer's area of competence, or (4) not based on the personal observation of a named person with the time and place of the observation noted. A written request for removal of information should be addressed to the District Assistant Superintendent of Student Services, who will establish a meeting within thirty (30) days of such request to review the allegation. Further appeal to the governing board would follow the same procedure.

A copy of the District's student records policy is available at each school site and at the District Student Services Department. Parents and eligible students may review the policy at those locations and obtain copies.

Education Code 49065 stipulates that charges for reproducing records for parents should not exceed the actual cost of reproduction.

In addition to the provisions of the Education Code, a parent's right to access to pupil records, as well as a parent's right to control the disclosure of student records, is contained in the Family Educational Rights and Privacy Act of 1974. If you feel that any rights accorded you by the Family Educational Rights and Privacy Act of 1974 are being violated, you have a right to file a complaint with the Department of Health, Education and Welfare, Room 526 F, Hubert Humphrey Building, Washington, D.C. 20201.

The Family Education Rights and Privacy Act (FERPA) and EC 49073 requires that school districts release names, addresses and telephone numbers of high school students upon request by military recruiters and
institutions of higher learning, i.e., colleges, universities and trade schools, unless an individual student who is 18 years old or their parents request in writing that the information not be released. Any student, who is 18 years old or their parent in case of a student less than 18 years old, may send a request in writing to the District Assistant Superintendent of Student Services Department 170 W. San Jose Avenue, Claremont, CA 91711, to withhold releasing of information to military recruiters and/or institutions of higher learning.

If you know a parent who will not understand this notice, notify the District. The parent will be provided this information in his or her home language.

Through the cooperative efforts of the Claremont Police Department, we are able to provide a fingerprinting service for student identification. With parent permission, one set of prints will be taken on an identification card and provided to the parents for their records. The potential value is obvious.

Student Safety Procedures:

Bicycle Helmets - California law requires all persons under the age of 18 to wear a helmet while riding a bicycle. This law is enforced by the Claremont Police Department.

Guidelines with City of Claremont - Claremont Unified School District and the City of Claremont have jointly developed a set of guidelines and procedures that the District and Police Department will use to address the following issues: tobacco, drugs/alcohol, weapons, and police interviewing students on campus, student truancy, and campus incidents requiring police assistance. For details, see your principal.

Sun Protection - 35183 and 35183.5 - Students may wear appropriate sun protective clothing that does not interfere with the educational program. In addition, students may use sun screen in a manner that does not interfere with the educational process.

Suspension/Expulsion - EC § 48900 - A student may be suspended and or expelled for:

(a) Attempting or threatening to cause physical injury to another person.
   1. Caused, attempted to cause, or threatened to cause physical injury to another person.
   2. Willfully used force or violence upon the person of another except in self-defense.
(b) Possessing, selling or otherwise furnishing any firearm, knife, explosive, or other dangerous object.
(c) Unlawfully possessing, using, selling or otherwise furnishing or being under the influence of any controlled substance, alcoholic beverage or an intoxicant of any kind.
(d) Unlawfully offering, arranging or negotiating to sell any controlled substance, alcoholic beverage, or an intoxicant of any kind and either selling, delivering or otherwise furnishing another liquid, substance or material representing to be the controlled substance, alcoholic beverage, or intoxicant of any kind.
(e) Committing or attempting to commit robbery or extortion.
(f) Causing or attempting to cause damage to school property or private property.
(g) Stealing or attempting to steal school property or private property.
(h) Possessing or using tobacco.
(i) Committing an obscene act or engaging in habitual profanity or vulgarity.
(j) Unlawful possession of or negotiating to sell any drug paraphernalia.
(k) (1) Disrupted school activities or otherwise willfully defying 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 paragraph (1), and those acts shall not constitute grounds for a pupil enrolled in kindergarten or any of grades 1 to 12, inclusive, to be recommended for expulsion. This paragraph is inoperative on July 1, 2020.
(3) Except as provided in Section 48910, commencing July 1, 2020, a pupil enrolled in kindergarten or any of grades 1 to 5, inclusive, shall not be suspended for any of the acts specified in paragraph (1), and those acts shall not constitute grounds for a pupil enrolled in kindergarten or any of grades 1 to 12, inclusive, to be recommended for expulsion.
(4) Except as provided in Section 48910, commencing July 1, 2020, a pupil enrolled in any of grades 6 to 8, inclusive, shall not be suspended for any of the acts specified in paragraph (1). This paragraph is inoperative on

(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, 287, 288, or 289 of, or former Section 288a 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 the pupil’s physical or mental health.

(C) Causing a reasonable pupil to experience substantial interference with the pupil’s academic performance.

(D) Causing a reasonable pupil to experience substantial interference with the pupil’s ability to participate in or benefit from the services, activities, or privileges provided by a school.

(2) (A) “Electronic act” means the creation or transmission originated on or off the school site, 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 website, including, but not limited to:

(I) Posting to or creating a burn page. “Burn page” means an internet website 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) (I) An act of cyber sexual bullying.

(II) 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 in this sub clause, 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.

(III) 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, a pupil with exceptional needs, who exercises average care, skill, and judgment in conduct for a person of that age, or for a person of that age with the pupil’s 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 is encouraged to provide alternatives to suspension or expulsion, using a research-based framework with strategies that improve behavioral and academic outcomes that are age appropriate and designed to address and correct the pupil’s specific misbehavior as specified in Section 48900.5.

(w) (1) 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.
(2) It is further the intent of the Legislature that the Multi-Tiered System of Supports, which includes restorative justice practices, trauma-informed practices, social and emotional learning, and schoolwide positive behavior interventions and support, may be used to help pupils gain critical social and emotional skills, receive support to help transform trauma-related responses, understand the impact of their actions, and develop meaningful methods for repairing harm to the school community.

EC § 48915(c) - A student shall be recommended for expulsion who:

(1) Possesses, sells, or otherwise furnishes a firearm.
(2) Brandishes a knife at another person.
(3) Unlawfully sells a controlled substance.
(4) Commits or attempts to commit a sexual assault or commits a sexual battery.
(5) Possesses an explosive.

Any pupil in possession of a firearm shall be expelled per Ed Code 48915.

Attendance of Suspended Pupil's Parent for Part of School Day - EC § 48900.1

Requires the Board of Education to establish a policy related to parents of suspended child attending pupil's classes.

Temporary Disability - EC § 48206.3 - A pupil with a temporary disability, which makes attendance in the regular day classes or alternative education program in which the pupil is enrolled impossible or inadvisable, shall receive individual instruction provided by the district in which the pupil is deemed to reside.
Tolerance Policy - EC § 48900.5 - The Governing Board of the Claremont Unified School District, through the adoption of policy 5145 Tolerance, affirms the right for all students, staff and parents/guardians to be free from abusive statements, hate crimes, or any activity which degrades the unique qualities of an individual such as race, ethnicity, culture, heritage, sexuality, sexual orientation, physical/mental attributes, religious beliefs and practices. Such verbal or physical acts jeopardize the safe environment of the school, are damaging to self-esteem, and will not be tolerated in the educational setting.

The Board further recognizes that one of the district’s educational objectives is to develop students who appreciate and respect diversity, understand the roles and contributions of people of diverse groups, and who are prepared to interact harmoniously, work productively, and thrive personally in a pluralistic society.

Students making hate crime statements, threats, committing physical assaults or damaging property are subject to disciplinary actions including suspension or recommendation for expulsion where appropriate.

Hate crimes are defined under specific penal code sections as an act or an attempted act by any person against the person or property of another individual or group which in any way constitutes an expression of hostility toward the victim because of his or her race, religion, disability, gender, ethnicity or sexual orientation. This includes, but is not limited to, threatening phone calls, hate mail, physical assault, vandalism, cross burning, destruction of religious symbols and fire bombings.

Transcripts - The High Schools will send the first two transcripts requested free of charge. Any transcripts after that, including the ones attached to staff recommendations, have a fee of $5.00 each. A written parent permission form must be on file before any transcripts will be sent to any agency. For questions concerning transcripts, please contact Claremont Unified School District Student Services Department at (909) 398-0609 ext 75001.

Uniform Complaint Procedures for Addressing Alleged Violation of Specified Federal and State 5 CCR § 4622, EC 234.1,32289 and 49013

The Uniform Complaint Procedures apply to the filing, investigation and resolution of complaints regarding alleged: 1) failure to comply with federal or state law regulations governing adult education, consolidated categorical aid programs, migrant education, vocational education, child care and developmental programs, child nutrition programs and special education programs; 2) unlawful discrimination against any protected group as identified under Education Code section 200 and 220 and Government Code section 11135, including actual or perceived sex, sexual orientation, gender, ethnic group identification, race, ancestry, national origin, religion, color, or mental of 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 program or activity conducted by local agency, which is funded directly by, or that receives or benefits from any state financial assistance; 3) failure to comply with school safety planning requirements as specified in Section 7114 of title 20 of the United States Code; 4) unlawful discrimination, harassment, intimidation, and bullying, based on actual or perceived characters set forth in section 422.55 of the Penal Code and EC 220, and disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or association with a person or group with one or more of these actual or perceived characteristics; and 5) unlawful imposition of pupil fees for participation in educational activities in public schools.

A complaint must be filed no later than six months from the date the complainant first obtains knowledge of the concern. These uniform procedures require the complainant to submit a written complaint to Kevin Ward Assistant Superintendent, Human Resources who will coordinate an investigation and response within 60 days of receipt of the written complaint, unless the complainant agrees in writing to extend the time line. A complainant may appeal the District’s decision to the California Department of Education (CDE) by filing a written appeal within 15 days after receiving the District’s decision. The CDE may directly intervene in the complaint without waiting for action by the district when one of the conditions listed in Section 4650 of Title 5 of the California Code of Regulations exists, including cases in which the district has not taken action within 60 days of the date the complaint was filed with the district. If a district is found to have violated a state or federal law and/or regulation, and the District does not take corrective action to comply, then various
civil remedies may be available. Contact Kevin Ward Assistant Superintendent, Human Resources at (909) 398-0609 Ext 70302 for additional information or assistance.

**Violence and Vandalism - EC § 48909 & EC § 48910** - California law authorizes any school district to withhold the grades, diploma and transcripts of any pupil who willfully damages or defaces real or personal school property. The school district may provide a program of voluntary work for the minor in lieu of the payment of monetary damages. The District will follow the same procedure for due process as in suspension or expulsion.

**Vision Screening - EC § 49451 & EC § 49455** - On first admission to school and at least every third year following up to the eighth grade, each student shall have his vision appraised by the school nurse. This may be waived upon receipt of a report from a physician, surgeon or an optometrist giving status of the child's visual acuity and color vision, or upon the parent or guardian's written statement that such examination is a violation of their religious beliefs. The provisions of 49451 apply here.

**C.A.C. Title V. Sec. § 3302** - All parents have the right to initiate a referral for assessment to determine eligibility for special education programs. Such requests may be made by notifying in writing the Director of Special Education of such request and the behaviors that led to the parent's concern.

**C.A.C. Title V** - Any individual, public agency or organization may file a written complaint with the Superintendent of Public Instruction or the Superintendent of the concerned public education agency alleging a matter which, if true, would constitute a violation by that public agency of federal or state law or regulation governing Special Education or related services.

**P.L. 99-372** - A court may award reasonable attorney fees to parents/guardian of a handicapped pupil who is the prevailing party in any action or proceeding brought under the procedural safeguards section (1415) of P.L. 94-142.

**Brown Act: Required Notices and Agendas for Open Public Meetings**
*GC 54954.2, 54956, 54956.5, 54954.2, GC 54954.5, GC 54957.1, 54957.7, and GC 54954.2(b)*

**REGULAR MEETINGS**: Agenda in 20 words or less, posted within 72 hours of meeting.

**SPECIAL MEETINGS**: Twenty-four hour notice must be provided to members of legislative body and media outlets including brief general description of matters to be considered or discussed.

**EMERGENCY MEETINGS**: One hour notice in case of work stoppage or crippling activity, except in the case of a dire emergency.

**CLOSED SESSION AGENDAS**: All items to be considered in closed session must be described in the notice or agenda for the meeting. The body must orally announce the subject matter of the closed session. If final action is taken in closed session, the body generally must report the action at the conclusion of the closed session.

**AGENDA EXCEPTION**: Special procedures permit a body to proceed without an agenda in the case of emergency circumstances, or where a need for immediate action came to the attention of the body after posting of the agenda.
Table I
Pupil Records
(Note: directory information and informal notes kept solely for personal use are not records)

<table>
<thead>
<tr>
<th>Classification</th>
<th>Mandatory Permanent Records (Minimum Requirements)</th>
<th>Mandatory Interim Records</th>
<th>Records Permitted for Educational Purposes</th>
</tr>
</thead>
<tbody>
<tr>
<td>CAC Title 5 Section 432</td>
<td>A. Legal Name</td>
<td>A. Access Log</td>
<td>A. Objective Staff Ratings</td>
</tr>
<tr>
<td></td>
<td>B. Date of Birth</td>
<td>B. Special Education</td>
<td>B. Standardized Test Results more than three years old</td>
</tr>
<tr>
<td></td>
<td>C. Verification of Birth Date</td>
<td>1. Tests</td>
<td>C. Routine Disciplinary Data</td>
</tr>
<tr>
<td></td>
<td>D. Gender</td>
<td>2. Forms</td>
<td>D. Behavior Observations</td>
</tr>
<tr>
<td></td>
<td>E. Place of Birth</td>
<td>3. Case Studies</td>
<td>E. Disciplinary Notices</td>
</tr>
<tr>
<td></td>
<td>F. Name and Address of Parent</td>
<td>4. Authorizations and Actions</td>
<td>F. Attendance Records not otherwise required</td>
</tr>
<tr>
<td></td>
<td>1. Pupil’s residence if different</td>
<td>C. Language Training Records</td>
<td></td>
</tr>
<tr>
<td></td>
<td>2. Annual Verification</td>
<td>D. Progress Reports</td>
<td></td>
</tr>
<tr>
<td></td>
<td>G. Dates of Enrollment</td>
<td>E. Directory Information Prohibitions</td>
<td></td>
</tr>
<tr>
<td></td>
<td>H. Subjects Taken</td>
<td>F. Rejoiners to Records</td>
<td></td>
</tr>
<tr>
<td></td>
<td>I. Grades and Credits Toward Graduation</td>
<td>G. Other Parental Authorizations or Prohibitions</td>
<td></td>
</tr>
<tr>
<td></td>
<td>J. Immunizations/Exemptions</td>
<td>H. Required Standardized Tests less than three years old</td>
<td></td>
</tr>
<tr>
<td></td>
<td>K. Date of High School Graduation or Equivalent</td>
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<tr>
<td></td>
<td>L. Health Records</td>
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</table>

Transfer of Records

<table>
<thead>
<tr>
<th>Classification</th>
<th>Mandatory To California Public Schools</th>
<th>Mandatory To California Public Schools</th>
<th>Optional To California Public Schools</th>
</tr>
</thead>
<tbody>
<tr>
<td>To Private Schools</td>
<td>Optional To Private Schools</td>
<td>Optional To Out-of-State Public Schools</td>
<td>To Private Schools</td>
</tr>
<tr>
<td>To Out-of-State Public Schools</td>
<td></td>
<td></td>
<td>To Out-of-State Public Schools</td>
</tr>
</tbody>
</table>

Table II
Directory Information

The Claremont Unified School District permits the release of limited directory information to organizations similar to those listed below. If you do not wish this information regarding your child to be released, please notify the Assistant Superintendent of Student Services in writing by October 1, 2022.

<table>
<thead>
<tr>
<th>Organization</th>
<th>Information to Be Released</th>
</tr>
</thead>
<tbody>
<tr>
<td>School support organizations specifically endorsed by the Board of Education and participants in District partnerships</td>
<td>Names, addresses</td>
</tr>
<tr>
<td>Military Recruiters</td>
<td>Names, addresses, grade levels, birth dates, telephone numbers of high school students</td>
</tr>
<tr>
<td>Post-secondary educational institutions</td>
<td>List of all students providing names, addresses, birthdates, telephone numbers, grade levels and schools of enrollment.</td>
</tr>
<tr>
<td>Claremont Police Department, Detective Bureau</td>
<td></td>
</tr>
</tbody>
</table>

Table III
Press Release

At various times throughout the year, individual schools will host representatives from newspapers, television stations, radio programs and/or other press-related organizations and provide information about students. If you DO NOT wish to have your student participate in these activities or have their picture published, it is imperative that you sign and return the publicity authorization to your student’s school of attendance by October 1, 2022. Release of information may include honor lists, student activities, athletic activities, music programs, drama programs, etc.
Type 2 Diabetes Information

Pursuant to California Education Code Section 49452.7, this type 2 diabetes information is for local educational agencies to provide to parents and guardians of incoming seventh grade students beginning July 1, 2010.

DESCRIPTION

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

Until a few years ago, type 2 diabetes was rare in children, but it is becoming more common, especially for overweight teens.

According to the U.S. Centers for Disease Control and Prevention (CDC), one in three American children born after 2000 will develop type 2 diabetes in his or her lifetime.

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

The body turns the carbohydrates in food into glucose, the basic fuel for the body’s cells.

The pancreas makes insulin, a hormone that moves glucose from the blood to the cells.

In type 2 diabetes, the body’s cells resist the effects of insulin, and blood glucose levels rise.

Over time, glucose reaches dangerously high levels in the blood, which is called hyperglycemia. Hyperglycemia can lead to health problems like heart disease, blindness, and kidney failure.

Risk Factors Associated with Type 2 Diabetes

It is recommended that students displaying or possibly experiencing the risk factors and warning signs associated with type 2 diabetes be screened (tested) for the disease.

Risk Factors

Researchers do not completely understand why some people develop type 2 diabetes and others do not; however, the following risk factors are associated with an increased risk of type 2 diabetes in children:

- **Being overweight.** The single greatest risk factor for type 2 diabetes in children is excess weight. In the U.S., almost one out of every five children is overweight. The chances are more than double that an overweight child will develop diabetes.

- **Family history of diabetes.** Many affected children and youth have at least one parent with diabetes or have a significant family history of the disease.

- **Inactivity.** Being inactive further reduces the body's ability to respond to insulin.

- **Specific racial/ethnic groups.** Native Americans, African Americans, Hispanics/Latinos, or Asian/Pacific Islanders are more prone than other ethnic groups to develop type 2 diabetes.

- **Puberty.** Young people in puberty are more likely to develop type 2 diabetes than younger children, probably because of normal rises in hormone levels that can cause insulin resistance during this stage of rapid growth and physical development.

Warning Signs and Symptoms Associated with Type 2 Diabetes

Warning signs and symptoms of type 2 diabetes in children develop slowly, and initially there may be no symptoms. However, not everyone with insulin resistance or type 2 diabetes develops these warning signs, and not everyone who has these symptoms necessarily has type 2 diabetes.
Increased hunger, even after eating
Unexplained weight loss
Increased thirst, dry mouth, and frequent urination
Feeling very tired
Blurred vision
Slow healing of sores or cuts
Dark velvety or ridged patches of skin, especially on the back of the neck or under the arms
Irregular periods, no periods, and/or excess facial and body hair growth in girls
High blood pressure or abnormal blood fats levels

**Type 2 Diabetes Prevention Methods and Treatments**

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

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

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

**Types of Diabetes Screening Tests That Are Available**

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

**Random (non-fasting) blood sugar test.** A blood sample is taken at a random time. A random blood sugar level of 200 milligrams per deciliter (mg/dL) or higher suggests diabetes. This test must be confirmed with a fasting blood glucose test.

**Fasting blood sugar test.** A blood sample is taken after an overnight fast. A fasting blood sugar level less than 100 mg/dL is normal. A level of 100 to 125 mg/dL is considered pre-diabetes. A level of 126 mg/dL or higher on two separate tests indicates diabetes.

**Oral glucose tolerance test.** A test measuring the fasting blood sugar level after an overnight fast with periodic testing for the next several hours after drinking a sugary liquid. A reading of more than 200 mg/dL after two hours indicates diabetes.

Type 2 diabetes in children is a preventable/treatable disease and the guidance provided in this information sheet is intended to raise awareness about this disease. Contact your student's school nurse, school administrator, or health care provider if you have questions.
BLAST and ASES
The Best Learning After-School Time (BLAST) program is a fee-based program that provides care and enrichment activities for students enrolled in grades TK-6th at each of the seven elementary school sites. Services are provided Monday-Friday, from 7:00am until school begins and again after school until 6:00pm. The program is closed for all legal holidays and school closures.

Children enrolled at Vista del Valle Elementary have the option of being enrolled in our state funded ASES Program. The ASES Program has limited spaces and operates from dismissal until 6:00pm. Families picking up their child/ren before 6:00 pm, must indicate the reason for early release.

Qualified staff provides a balanced selection of fun activities that integrate several developmental areas such as cognitive, linguistic, social-emotional, physical, and creativity. Activities include supervised outdoor play and organized games, art, music, cooking, science, dramatic arts, quiet time, and homework time. A nutritious snack is provided daily.

Special Offering: The BLAST program offers a full day program at a selected school site from 7:30 a.m. to 5:30 p.m. during summer vacation contingent upon enrollment.

Mt. View Preschool Program
The Mt. View Preschool Program is an inclusion and school-readiness program that operates from on the campus of Mountain View Elementary. This is a state preschool program, with limited parent fee options that is open to all children three and four years of age. Families enrolled in the program have the option of attending either an AM or PM session. A nutritious breakfast or lunch is served daily.

The Preschool Program is a collaborative child development program in which students with special needs can attend school with their typically developing peers. The program addresses each child’s developmental needs including social/emotional, physical, cognitive, language, creative development and any special education or related services. The classes are designed to provide all children with direct access to learning opportunities, individualized accommodations and supports to participate, and collaborative support systems to ensure that all children reach their full potential.

Priority enrollment is given to families residing in Claremont. Up-to-date immunizations are required for each child. (3 Polio, 4 DTP, 3 Hep B, 1 MMR, 1 Varicella, 1HIB must have been given on or after 1st birthday, and a current Mantoux TB Test within the past year). Parents must have a current Mantoux TB Test or current Chest x-ray, and provide proof of immunizations for influenza, pertussis, and measles if they would like to volunteer in the classroom or accompany their child on off-site field trips. Influenza may be declined by writing a declination statement.

Sumner State Preschool Program
The State Preschool Program is a three-hour school-readiness program that operates on the campus of Sumner/Danbury elementary school. Families enrolled in the State Preschool Program have the option of attending either an AM or PM session. A nutritious breakfast or lunch is served daily.

The State Preschool Program is a comprehensive child development program, serving income-eligible children and families. The program activities address each child’s developmental needs including social/emotional,
physical, cognitive, language and creative development. The classes are designed to provide a developmentally appropriate, early learning experience to children three and four years of age at no-cost.

State Preschool classes are located at Sumner-Danbury Elementary School and Mountain View Elementary School. Up-to-date immunizations are required for each child. (3 Polio, 4 DTP, 3 Hep B, 1 MMR, 1 Varicella, 1HIB must have been given on or after 1st birthday, and a current Mantoux TB Test within the past year). Parents must have a current Mantoux TB Test or current Chest x-ray and provide proof of immunizations for influenza, pertussis, and measles if they would like to volunteer in the classroom or accompany their child on off-site field trips. Influenza may be declined by writing a declination statement.

Due to limited enrollment in the Child Development Programs, it is suggested that parents contact the Child Development Office immediately to obtain applications for registration. You may call the office at (909) 398-0373 or visit us at 170 W. San Jose Ave, 3rd floor, Claremont, CA 91711.
SEXUAL HARASSMENT
The Board of Education is committed to maintaining a safe school environment that is free from harassment and discrimination. The Board prohibits, at school or at school-sponsored or school-related activities, sexual harassment targeted at any student by anyone. The Board also prohibits retaliatory behavior or action against any person who reports, files a complaint or testifies about, or otherwise supports a complainant in alleging sexual harassment.

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

(cf. 0410 - Nondiscrimination in District Programs and Activities)
(cf. 1312.1 - Complaints Concerning District Employees)
(cf. 5131 - Conduct)
(cf. 5131.2 - Bullying)
(cf. 5137 - Positive School Climate)
(cf. 5141.4 - Child Abuse Prevention and Reporting)
(cf. 5145.3 - Nondiscrimination/Harassment)
(cf. 6142.1 - Sexual Health and HIV/AIDS Prevention Instruction)

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

Instruction/Information
The Superintendent or designee shall ensure that all district students receive age-appropriate 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 people of the same sex and could involve sexual violence

2. A clear message that students do not have to endure sexual harassment under any circumstance

3. Encouragement to report observed incidents of sexual harassment even where the alleged victim of the harassment has not complained

4. A clear message that student safety is the district's primary concern, and that any separate rule violation involving an alleged victim or any other person reporting a sexual harassment incident will be addressed separately and will not affect the manner in which the sexual harassment complaint will be received, investigated, or resolved

5. A clear message that, regardless of a complainant's noncompliance with the writing, timeline, or other formal filing requirements, every sexual harassment allegation that involves a student, whether as the complainant, respondent, or victim of the harassment, shall be investigated and prompt action shall be taken to stop any harassment, prevent recurrence, and address any continuing effect on students
6. Information about the district's procedure for investigating complaints and the person(s) to whom a report of sexual harassment should be made

7. Information about the rights of students and parents/guardians to file a civil or criminal complaint, as applicable, including the right to file a civil or criminal complaint while the district investigation of a sexual harassment complaint continues

8. A clear message that, when needed, the district will take interim measures to ensure a safe school environment for a student who is the complainant or victim of sexual harassment and/or other students during an investigation and that, to the extent possible, when such interim measures are taken, they shall not disadvantage the complainant or victim of the alleged harassment

Complaint Process and Disciplinary Actions

Sexual harassment complaints by and against students shall be investigated and resolved in accordance with law and district procedures specified in AR 1312.3 - Uniform Complaint Procedures. Principals are responsible for notifying students and parents/guardians that complaints of sexual harassment can be filed under AR 1312.3 and where to obtain a copy of the procedures.

(cf. 1312.3 - Uniform Complaint Procedures)

Upon investigation of a sexual harassment complaint, any student found to have engaged in sexual harassment or sexual violence is in violation of this policy shall be subject to disciplinary action. For students in grades 4-12, disciplinary action may include suspension and/or expulsion, provided that, in imposing such discipline, the entire circumstances of the incident(s) shall be taken into account.

(cf. 5144 - Discipline)
(cf. 5144.1 - Suspension and Expulsion/Due Process)
(cf. 5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities))

Upon investigation of a sexual harassment complaint, any employee found to have engaged in sexual harassment or sexual violence toward any student shall have his/her employment terminated in accordance with, law, and the applicable collective bargaining agreement.

(cf. 4117.4 - Dismissal)
(cf. 4117.7 - Employment Status Report)
(cf. 4118 - Suspension/Disciplinary Action)
(cf. 4218 - Dismissal/Suspension/Disciplinary Action)
(cf. 4119.11/4219.11/4319.11 - Sexual Harassment)

Record-Keeping

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

(cf. 3580 - District Records)

Legal Reference:
EDUCATION CODE
200-262.4 Prohibition of discrimination on the basis of sex
48900 Grounds for suspension or expulsion
48900.2 Additional grounds for suspension or expulsion; sexual harassment
48904 Liability of parent/guardian for willful student misconduct
48980 Notice at beginning of term

CIVIL CODE
51.9 Liability for sexual harassment; business, service and professional relationships
1714.1 Liability of parents/guardians for willful misconduct of minor

GOVERNMENT CODE
12950.1 Sexual harassment training

CODE OF REGULATIONS, TITLE 5
4600-4687 Uniform complaint procedures
4900-4965 Nondiscrimination in elementary and secondary education programs receiving state financial assistance

UNITED STATES CODE, TITLE 20
1221 Application of laws
1232g Family Educational Rights and Privacy Act
1681-1688 Title IX, Discrimination

UNITED STATES CODE, TITLE 42
1983 Civil action for deprivation of rights
2000d-2000d-7 Title VI, Civil Rights Act of 1964
2000e-2000e-17 Title VII, Civil Rights Act of 1964 as amended

CODE OF FEDERAL REGULATIONS, TITLE 34
99.1-99.67 Family Educational Rights and Privacy
106.1-106.71 Nondiscrimination on the basis of sex in education programs

COURT DECISIONS
Flores v. Morgan Hill Unified School District, (2003, 9th Cir.) 324 F.3d 1130
Nabozny v. Podlesny, (1996, 7th Cir.) 92 F.3d 446
Doe v. Petaluma City School District, (1995, 9th Cir.) 54 F.3d 1447

Management Resources:
CSBA PUBLICATIONS
Providing a Safe, Nondiscriminatory School Environment for Transgender and Gender-Nonconforming Students, Policy Brief, February 2014
Safe Schools: Strategies for Boards of Education to Ensure Student Success, 2011
U.S. DEPARTMENT OF EDUCATION, OFFICE FOR CIVIL RIGHTS PUBLICATIONS
Dear Colleague Letter: Transgender Students, May 2016
Dear Colleague Letter: Title IX Coordinators, April 2015
Questions and Answers on Title IX and Sexual Violence, April 2014
Dear Colleague Letter: Sexual Violence, April 4, 2011
Sexual Harassment: It's Not Academic, September 2008
Revised Sexual Harassment Guidance: Harassment of Students by School Employees, Other Students, or Third Parties, January 2001

WEB SITES
CSBA: http://www.csba.org
California Department of Education: http://www.cde.ca.gov
Parent Involvement

The Board of Education recognizes that parents/guardians are their children's first and most influential teachers and that sustained parent involvement in the education of their children contributes greatly to student achievement and a positive school environment. The Superintendent or designee shall work with staff and parents/guardians to develop meaningful opportunities at all grade levels for parents/guardians to be involved in district and school activities; advisory, decision-making, and advocacy roles; and activities to support learning at home.

(cf. 0420 - School Plans/Site Councils)
(cf. 1220 - Citizen Advisory Committees)
(cf. 1230 - School-Connected Organizations)
(cf. 1240 - Volunteer Assistance)
(cf. 1250 - Visitors/Outsiders)

Parents/guardians shall be notified of their rights to be informed about and to participate in their children's education and of the opportunities available to them to do so.

(cf. 5020 - Parent Rights and Responsibilities)

The district's local control and accountability plan shall include goals and strategies for parent/guardian involvement, including district efforts to seek parent/guardian input in district and school site decision making and to promote parent/guardian participation in programs for English learners, foster youth, students eligible for free and reduced-price meals, and students with disabilities. (Education Code 42238.02, 52060)

(cf. 0460 - Local Control and Accountability Plan)

The Superintendent or designee shall regularly evaluate and report to the Board on the effectiveness of the district's parent/guardian and family engagement efforts, including, but not limited to, input from parents/guardians, family members, and school staff on the adequacy of involvement opportunities and on barriers that may inhibit participation.

(cf. 0500 - Accountability)

Title I Schools

The Superintendent or designee shall involve parents/guardians and family members in establishing district expectations and objectives for meaningful parent/guardian and family engagement in schools supported by Title I funding, developing strategies that describe how the district will carry out each activity listed in 20 USC 6318, as contained in the accompanying administrative regulation, and implementing and evaluating such
programs, activities, and procedures. As appropriate, the Superintendent or designee shall conduct outreach to all parents/guardians and family members. (Education Code 11503; 20 USC 6318)

(cf. 6171 - Title I Programs)

When the district's Title I, Part A allocation exceeds the amount specified in 20 USC 6318, the Board shall reserve at least one percent of the funding to implement parent/guardian and family engagement activities. The Superintendent or designee shall involve parents/guardians and family members of participating students in decisions regarding how the district's Title I funds will be allotted for parent/guardian and family engagement activities and shall ensure that priority is given to schools in high poverty areas in accordance with law. (20 USC 6318, 6631)

(cf. 3100 - Budget)

Expenditures of such funds shall be consistent with the activities specified in this policy and shall include at least one of the following: (20 USC 6318)

1. Support for schools and nonprofit organizations in providing professional development for district and school staff regarding parent/guardian and family engagement strategies, which may be provided jointly to teachers, principals, other school leaders, specialized instructional support personnel, paraprofessionals, early childhood educators, and parents/guardians and family members

2. Support for programs that reach parents/guardians and family members at home, in the community, and at school

3. Dissemination of information on best practices focused on parent/guardian and family engagement, especially best practices for increasing the engagement of economically disadvantaged parents/guardians and family members

4. Collaboration with community-based or other organizations or employers with a record of success in improving and increasing parent and family engagement

5. Any other activities and strategies that the district determines are appropriate and consistent with this policy

The Superintendent or designee shall ensure that each school receiving Title I funds develops a school-level parent involvement policy in accordance with 20 USC 6318.

Non-Title I Schools

The Superintendent or designee shall develop and implement strategies applicable to each school that does not receive federal Title I funds to encourage the involvement and support of parents/guardians in the education of their children, including, but not limited to, strategies describing how the district and schools will address the purposes and goals described in Education Code 11502. (Education Code 11504)

Legal Reference:
EDUCATION CODE
11500-11506 Programs to encourage parent involvement
48985 Notices in languages other than English
51101 Parent rights and responsibilities
Local control and accountability plan
Parent advisory councils, services to migrant children
Community advisory committee, special education
Single plan for student achievement

LABOR CODE
230.8 Time off to visit child's school
CODE OF REGULATIONS, TITLE 5
18275 Child care and development programs, parent involvement and education
UNITED STATES CODE, TITLE 20
6311 State plan
6312 Local educational agency plan
6314 Schoolwide programs
6318 Parent and family engagement
6631 Teacher and school leader incentive program, purposes and definitions
CODE OF FEDERAL REGULATIONS, TITLE 28
35.104 Definitions, auxiliary aids and services
35.160 Communications

Management Resources:
CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS
Title I School-Level Parental Involvement Policy
U.S. DEPARTMENT OF EDUCATION PUBLICATIONS
Parental Involvement: Title I, Part A, Non-Regulatory Guidance, April 23, 2004
WEB SITES
CSBA: http://www.csba.org
California Department of Education, Family, School, Community Partnerships: http://www.cde.ca.gov/ls/pf
California Parent Center: http://parent.sdsu.edu
California State PTA: http://www.capta.org
National Coalition for Parent Involvement in Education: http://www.ncpie.org
National PTA: http://www.pta.org
Parent Information and Resource Centers: http://www.pirc-info.net
Parents as Teachers National Center: http://www.parentsasteachers.org

Policy CLAREMONT UNIFIED SCHOOL DISTRICT
adopted: December 4, 2006 Claremont, California
revised: October 18, 2018
Notice to: Parents/Guardians

Re: Written Annual Notification for expected Pest Management products in the Claremont Unified School District

PLEASE READ AND COMPLETE THE INFORMATION BELOW AND RETURN IT TO YOUR SCHOOL

Parents/guardian can register with the school to receive notification of individual pesticide applications. Persons who register for this notification shall be notified at least twenty-four hours prior to the application, except in emergencies, and will be provided the name and active ingredient(s) of the pesticide as well as the intended date of application.

Parents/guardians seeking access to information on pesticides and pesticide use reduction developed by the Department of Pesticide Regulation pursuant to California Food and Agricultural Code 13184, can do so by accessing the Department’s web-site at www.cdpr.ca.gov.

To access the Claremont Unified School District integrated pest management plan, please visit: www.cusd.claremont.edu under the Departments/Service Center tab.

Student Name: ______________________________________ Date of Birth: _________________________

Address: __________________________________________________________________________________

City: __________________________________ Zip Code: __________________________

Telephone No. __________________________________ Grade: _____________________________

School: ___________________________________________________________________________________

☐ I would like to be pre-notified every time a pesticide application is to take place at the school. I understand that the notification will be provided at least 24 hours before the application, except in emergencies.

☐ I do not need to be notified every time a pesticide application is to take place at the school. I understand that the notification will be posted at least 24 hours before the application, except in emergencies.

___________________________________________                _______________________________________
Signature of Parent/Guardian (if student is under 18)                  Signature of Student (If student is 18 or older)
ADA – Average Daily Attendance – is the lifeblood of virtually every public school in the state. School funding is based on actual student attendance, not student enrollment. For every day (or partial day) a student is in the classroom, funding is generated.

Whenever a student is absent, that revenue is lost. No longer is an “excused” absence funded. If a student is absent for any reason*, revenue is not generated. If a student is present for any part of the day, revenue is generated.

The district’s cost of doing business does not decrease when a student is absent. The lights are on, the staff is engaged, the seat is available, and the day goes on. An absence is expensive.

Attendance is important. There is a proven correlation between higher levels of achievement and higher levels of attendance. Students who keep current in their classrooms gain a sense of confidence, commitment, and joy in learning that lasts a lifetime.

*For Compulsory Education purposes (Ed Code 48205), student safety and truancy tracking, districts must verify the reason for every absence. The reason for the absence, however, does not affect the lack of funding.

The three most common reasons for absences and how you can help:

1. **Illness**
   Students should be kept home with the need arises. A general rule of thumb is to stay home with a fever or anything contagious. For something less significant, please send your child to school.

2. **Appointment**
   If at all possible, an appointment should be scheduled before or after hours. If the appointment must be made during the school day, it is advantageous for students to come to school before and/or after the appointment. A partial day of attendance is preferable to no attendance at all.

3. **Family Business**
   Family business also should be scheduled before or after school, on a weekend, or during a school break.

Thank you for making your student’s attendance in school a top priority!

High levels of attendance boost academic performance AND benefit the budget!

Claremont Unified School District
Technology Acceptable Use Policy
For Elementary Students

Introduction

Claremont Unified School District (CUSD) believes that all students should have access to technology as part of their educational development. To protect its students, the District uses technology measures to block or filter, to the extent practicable, access to visual depictions that are obscene, pornographic, or harmful to minors, as required by the Children’s Internet Protection Act (CIPA). Users should have no expectation of privacy regarding their use of District technology, network, and/or Internet access or files, including email. All students should be supervised by a staff member while using the Internet.

Terms of Agreement

District technology is for educational purposes only and should be used in a responsible, courteous and legal manner. Please review and discuss the following rules with your child regarding the use of CUSD technology. Ask your child to:

1. Use the computer only with the permission of the teacher and only for the purpose the teacher has requested.
2. Not use the computer to harass, frighten or bully anyone.
3. Not enter personal information about himself/herself into the computer.
4. Not agree to meet anyone over the Internet.
5. Not access or change another student’s files.
6. Tell the teacher about anything that he/she thinks isn’t appropriate or makes him/her feel uncomfortable.
7. Not attempt to access profane or obscene material. If he/she does so accidentally, he/she should tell a teacher right away.
8. Follow all rules stated in the Student Handbook for the school site.
9. Use all computer equipment carefully and try not to damage, tamper or change the settings on the computer. The computer should be considered as a friend.
10. Ask the teacher for help, if he/she does not know how to do something on the computer!

Penalties for Improper Use

Misuse of District technology may lead to disciplinary action up to and including the possible loss of technology use while at school and/or referral to law enforcement. Technology use is a privilege, not a right. Individual schools sites will apply disciplinary action based upon the seriousness of each violation.
Claremont Unified School District  
Technology Acceptable Use Policy  
For Students Grades 7-12

**Introduction**

Claremont Unified School District’s (“CUSD” or the “District”) Acceptable Use Policy (“AUP”) has been developed to ensure security and reliability of our systems and network, prevent unauthorized access and other unlawful activities by users online, and to prevent unauthorized disclosure of or access to sensitive information. Only current CUSD students and employees are authorized to use District technology resources.

To protect its students while using its network, the District uses technology measures to block or filter, to the extent practicable, access of visual depictions that are obscene, pornographic, or harmful to minors via District technology, as required by the Children’s Internet Protection Act (“CIPA”). Additionally, the District reserves the right to monitor users’ online activities and to access, review, copy, and store or delete any electronic communication or files and disclose them to others as it deems necessary. Users should have no expectation of privacy regarding their use of District technology, network, and/or Internet access or files, including email.

**Acceptable Uses of District Technology**

Students’ use of District and/or personal technology will be used to further their educational goals while on school grounds or accessing District technology resources. All students are required to follow this policy anytime they are on school ground or are accessing the District’s network or cloud based resources. Students are required to confirm their consent to this policy by signing and returning this form to their school with their registration information. Even without this confirmation, all users must follow this policy and report any misuse of technology or the Internet to a teacher/principal or other appropriate District personnel. If a user is uncertain about whether a particular use is acceptable or appropriate, he or she should contact Technology Support Services (“TSS”) or their school’s administration.

**Unacceptable Uses of District Technology**

The District reserves the right to take immediate action regarding activities (1) that create security and/or safety issues for the District, students, employees, schools, network or computing resources, or (2) that expend District resources on content the District in its sole discretion determines lacks legitimate educational content/purpose, or (3) other activities as determined by District as inappropriate.

The following are examples of unacceptable uses of technology on school grounds or accessing any of its resources:

- Transmitting on or through the network any material that is unlawful, threatening, abusive, libelous, or encourages conduct that would constitute a criminal offense, give rise to civil liability, or otherwise violate any local, state, or federal law, statute or regulation;
- Criminal activities that can be punished under the law;
- Selling or purchasing illegal items or substances;
- Obtaining and/or using anonymous email sites; spamming or “chain letters”; spreading viruses;
- Accessing or transmitting pornography of any kind, obscene depictions, harmful materials, materials that encourage others to violate the law, confidential information or copyrighted materials;
- Causing harm to others or damage to their property, such as:
  1. Using profane, abusive, or impolite language; threatening, harassing, or making damaging or false statements about others or accessing, transmitting, or downloading offensive, harassing, or disparaging materials;
2. Deleting, copying, modifying, or forging other users' names, emails, files, or data; disguising one's identity, impersonating other users, or sending anonymous email;
3. Damaging computer equipment, files, data or the network in any way, including intentionally accessing, transmitting or downloading computer viruses or other harmful files or programs, or disrupting any computer system performance;
4. Using any District computer to pursue “hacking,” internal or external to the District, or attempting to access information protected by privacy laws;
• Users may not attempt to circumvent user authentication, web filtering or security of or jeopardize services to any host, network, or account. Examples include:
  1. Accessing data the user is not expressly authorized to access;
  2. Probing the security of the District’s network and the networks of others, password sniffing, IP spoofing;
  3. Install network or server equipment not authorized by the District;
  4. Bypassing District web filtering services by use of outside proxy servers or alternate internet access including 3G/4G services or hotspots;
  5. Using another’s account password(s) or identifier(s), even with permission of said user;
  6. Interfering with other users’ ability to access their account(s);
  7. Disclosing anyone’s password to others or allowing them to use another’s account(s).
• Using the network or Internet for Commercial purposes:
  1. Using the Internet for personal financial gain;
  2. Using the Internet for personal advertising, promotion, or financial gain;
  3. Conducting for-profit business activities and/or engaging in non-government related fundraising or public relations activities such as solicitation for religious purposes, lobbying for personal political purposes.

**Penalties for Improper Use**

Misuse of District technology may lead to disciplinary and/or legal action including the possible loss of technology use while at school. Technology use is a privilege, not a right. Individual schools sites will apply disciplinary action based upon the seriousness of each violation.

**Disclaimer**

The District makes no guarantees about the quality of the services provided and is not responsible for any claims, losses, damages, costs, or other obligations arising from use of the network or accounts. Any additional charges a user accrues due to the use of the District’s network are to be borne by the user. The District also denies any responsibility for the accuracy or quality of the information obtained through user access. Any statement, accessible on the computer network or the Internet, is understood to be the author's individual point of view and not that of the District, its affiliates, or employees.
Language acquisition programs are educational programs designed to ensure English acquisition occurs as rapidly and effectively as possible and provide instruction to English learners based on the state-adopted academic content standards, including English language development (ELD) standards.

Description of Program Option for English Learners

A description of the language acquisition program provided in Claremont Unified School District is listed below.

- **Structured English Immersion (SEI) Program**: A language acquisition program for English learners in which nearly all classroom instruction is provided in English, but with curriculum and a presentation designed for pupils who are learning English. At minimum, students are offered ELD and access to grade level academic subject matter content.

- **Dual-Language Immersion (DLI) Program**: Also referred to as Two-Way Immersion. A language acquisition program that provides language learning and academic instruction for native speakers of English and native speakers of another language, with the goals of high academic achievement, first and second language proficiency, and cross-cultural understanding. This program, offered in Spanish at Mountain View Elementary School, begins in Kindergarten and continues to third grade.

The following language programs are not currently offered in Claremont Unified School District:

- **Transitional Bilingual Program**: A language acquisition program for English learners that provides instruction to pupils utilizing English and a pupil’s native language for literacy and academic instruction, enabling an English learner to achieve English proficiency and meet state-adopted academic achievement goals. This program begins in TK/K and continues to third grade where students transition to instruction all in English.

- **Developmental Bilingual Program**: Language acquisition program for English learners that provides instruction to pupils utilizing English and a pupil’s native language for literacy and academic instruction, enabling an English learner to achieve language proficiency and meet state academic achievement goals. This program begins in TK/K and continues with the goal of biliteracy to sixth grade.

- **Heritage Language Program**: Language acquisition program for English learners that provides instruction to pupils utilizing English and a pupil’s native language for literacy and academic instruction, enabling non-English speakers or students who have weak literacy skills in their native language to achieve language proficiency and meet academic achievement goals. This program is designed for grades 6-8 and 9-12.

Parents/Guardians may request a language program that best suits their child. Schools in which the parents or legal guardians of 30 pupils or more per school or the parents or legal guardians of 20 pupils or more in any grade request a language program that is designed to provide language instruction shall be required to offer such a program to the extent possible.

Parents may provide input regarding language programs during the development of the Local Control Accountability Plan. If interested in a program not currently offered in CUSD, please contact Natalie Taylor, Ed.D., Director of Intervention and English Learner Programs to ask about the request process.
Firearms Safety Memorandum

To: Parents and Guardians of Students in the Claremont Unified School District

From: Brad Cuff
Assistant Superintendent, Student Services

Subject: California Law Regarding Safe Storage of Firearms

The purpose of this memorandum is to inform and to remind parents and legal guardians of all students in the Claremont Unified School District of their responsibilities for keeping firearms out of the hands of children as required by California law. There have been many news reports of children bringing firearms to school. In many instances, the child obtained the firearm(s) from his or her home. These incidents can be easily prevented by storing firearms in a safe and secure manner, including keeping them locked up when not in use and storing them separately from ammunition.

To help everyone understand their legal responsibilities, this memorandum spells out California law regarding the storage of firearms. Please take some time to review this memorandum and evaluate your own personal practices to assure that you and your family are in compliance with California law.

California makes a person criminally liable for keeping a loaded firearm, under their custody and control, where that person knows or reasonably should know that a child is likely to gain access to the firearm without the permission of the child’s parent or legal guardian and the child obtains access to the firearm and thereby: (1) causes death or great bodily injury to the child or any other person; (2) carries the firearm to a public place, including to any preschool or school grades kindergarten through twelfth grade, including to any school-sponsored event, activity, or performance; or (3) brandishes a firearm to others. The criminal penalty may be greater if someone dies or suffers great bodily injury as a result of the child gaining access to the firearm.

As of 2014, California makes a person criminally liable if they negligently store or leave any loaded firearm on their premises where a child is likely to gain access to it—regardless of whether or not the child brings the gun to a public place.

A parent or guardian may also be civilly liable for damages resulting from the discharge of a firearm by that person’s child or ward. These damages may be up to $30,000 per victim.

Note: Gun owners may avoid criminal liability under California Penal Code Section 25100 by keeping their firearm in a locked container or secured with a locking device that renders the firearm inoperable.

- See California Penal Code sections 25100 through 25125; 25200 through 25220.
- See California Civil Penal Code Section 1714.3.
- See California Penal Code sections 25105; 25205.
Thank you for helping to keep our children and schools safe. Remember that the easiest and safest way to comply with the law is to keep firearms in a locked container or secured with a locking device that renders the firearm inoperable.

Sincerely,

Brad Cuff

Assistant Superintendent, Student Services

Date published: 11/15/19
California Department of Education