Acknowledgement of receipt of the 2021-2022 Annual Parent and Student Notification

I have received the Notice of the Rights and Responsibilities of Parents, Guardians and Students from the Duarte Unified School District.

Child’s name: ____________________________________________________

School: _________________________________________________________

Printed name of parent/legal guardian: ______________________________

Signature of parent/legal guardian: _________________________________

Date: ______________________
Notice of the Rights and Responsibilities of Parents, Guardians, and Students

Board of Education

Kenneth Bell
Ceci Carroll
Reyna Diaz
Dr. James Finlay
Jacqueline Ku

Meetings are held in the Duarte Community Center
1600 Huntington Dr., Duarte,
on a Thursday of each month, at 7:00 p.m.
(Dates and times are subject to change)
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VISION

21st Century schools producing 21st Century students

MISSION

Provide the knowledge, skills and inspiration for each student for success in college, career and life

OUR BELIEFS

We believe we are a community of learners
We believe learning occurs in a culture of caring and respect
We believe all students are motivated to learn when they are engaged in meaningful work that connects to their lives
We believe expectations do influence performances and outcomes
We believe learning increases when there are high expectations for performance and conduct
We believe we have the responsibility to find solutions that enable all students to learn

BOARD GOALS

PREPARE STUDENTS FOR SUCCESS
Focus on student achievement by defining and articulating a clear, concise curriculum that reflects high expectations and common standards for all students.

PROVIDE HIGH QUALITY SERVICE TO ALL STUDENTS
Improve job performance by providing on-going staff development opportunities that are focused and research-based.
Recruit and retain the highest quality professional staff for our students.
Establish the highest level of support and assistance to all staff, students and parents.

CREATE A 21ST CENTURY LEARNING ENVIRONMENT
Create a working and learning environment of respect, assistance, and open communication.
Construct, modernize and maintain educational facilities that will support and enhance a productive and functional learning environment.

CREATE A CULTURE OF PARENT AND COMMUNITY SUPPORT AND INVOLVEMENT
The school learning community implements systems that promote parent and community support for student achievement
SCHOOL AND PARENT COMPACT

The purpose of this compact is to emphasize the importance of partnerships to support student achievement. We all share responsibility; the student, the family, and the school. Please review and discuss this compact with your child and display it in a prominent place for reference.

THE STUDENT'S PLEDGE:
I understand that education is important. I am the one responsible for my own success.

A successful student:
1. Comes to school every day, prepared, and on time.
2. Makes maximum use of daily instruction to achieve proficiency on California State standards.
3. Is responsible for giving all school communications to their family.
4. Returns completed homework on time.
5. Uses all available resources to get help.
6. Understands and follows all classroom and school rules.
7. Spends time at home reading and studying daily.

THE PARENT'S/GUARDIANS’ PLEDGE:
We understand that our participation in our son’s/daughter’s education is necessary to support successful achievement and a positive attitude towards school.

A supportive parent/guardian:
1. Assures that their child is at school every day prepared, and on time.
2. Provides an appropriate place to do homework with all necessary materials, thus promoting high academic standards and study habits.
3. Promotes nightly reading and limits time spent watching television and video games.
4. Supports their child by responding to questions from school or teacher, attending school events, parent training, conferences, and volunteering when possible.
5. Provides guidance in learning good health habits, such as eating a healthy diet, sufficient sleep, personal care and grooming.
6. Partners with the school on important issues and concerns with their child.
7. Reviews and supports the school's policies relating to homework, discipline, and dress code.
8. Participates in at least one annual conference, parent meeting and/or site opportunities to volunteer.

THE STAFF'S PLEDGE:
We understand the importance of: ● a quality education for every student ● our role as professional educators and positive role models ● communication in a long professional format comprehensible for all.

A positive and professional staff:
1. Provides a safe, positive and healthy learning environment for all students.
2. Provides a challenging instructional program that promotes proficiency of all students in the California content standards.
3. Communicates with parents/guardians regularly. Is accessible through email or phone.
4. Provides homework that extends learning.
5. Provides immediate feedback to parents of at-risk students and provides specific feedback on an ongoing basis to each student, during annual parent conferences, progress reports and/or written communication.
6. Continues through professional growth opportunities, to strengthen repertoire of instructional strategies.
7. Actively encourages parent participation and observation.
8. Encourages flexible opportunities for all parents to participate in the decision making process concerning school programs and student achievement.
DISTRICT DIRECTORY

District Administrative Offices .............................................................. 599-5000
Alternative Education .............................................................................. 599-5900
Business Services ................................................................................... 599-5025
Educational Services ............................................................................... 599-5012
Facilities, Maintenance & Transportation .............................................. 599-5040
Food Services .......................................................................................... 599-5022
Health Services Center ........................................................................... 599-5222
Personnel Services ................................................................................... 599-5001
Special Education ..................................................................................... 599-5006
Student Services ....................................................................................... 599-5010
Superintendent's Office .......................................................................... 599-5037
Technology Services ............................................................................... 599-5059
SCHOOL DIRECTORY

Andres Duarte Arts Academy (TK-8)
1433 Crestfield Dr.
(626) 599-5100

Beardslee Dual Language Academy (TK-8)
1212 E. Kellwil Way
(626) 599-5200

Duarte High School
1565 E. Central Ave.
(626) 599-5700

Duarte Preschool (PreK)
1433 Crestfield Dr.
(626) 599-5120

Maxwell Academy & IB World School (K-8)
733 Euclid Ave.
(626) 599-5300

Mt. Olive Innovation & Technology High School
1400 Mt. Olive Dr.
(626) 599-5900

Royal Oaks STEAM Academy (K-8)
2499 Royal Oaks Dr.
(626) 599-5400

Valley View Academy of Technology & Creative Learning (TK-6)
237 Melcanyon Rd.
(626) 599-5500
## 2021-2022 SCHOOL CALENDAR

<table>
<thead>
<tr>
<th>Date Range</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mon, August 02 - Fri, August 06</td>
<td>Room Prep Days (Pick one day)</td>
</tr>
<tr>
<td>Wed, August 11</td>
<td>New Teacher Training</td>
</tr>
<tr>
<td>New Teachers must pick a room prep day after this date</td>
<td>Room Prep Days (Pick one day)</td>
</tr>
<tr>
<td>Mon, August 09</td>
<td>Staff Development Day</td>
</tr>
<tr>
<td>Tue, August 10</td>
<td>Site Meeting/District Orientation</td>
</tr>
<tr>
<td>Thu, August 12</td>
<td>First Day of School</td>
</tr>
<tr>
<td>Mon, September 06</td>
<td>Labor Day/Legal Holiday</td>
</tr>
<tr>
<td>Mon, October 04</td>
<td>Staff Development Day</td>
</tr>
<tr>
<td>Thu, November 11</td>
<td>Veteran's Day/Legal Holiday</td>
</tr>
<tr>
<td>Mon, November 22 - Wed, November 24</td>
<td>Non-Student/Non-Teaching Days</td>
</tr>
<tr>
<td>Thu, November 25</td>
<td>Thanksgiving/Legal Holiday</td>
</tr>
<tr>
<td>Fri, November 26</td>
<td>Local Holiday</td>
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<tr>
<td>Mon, December 20 - Fri, December 31</td>
<td>Winter Break</td>
</tr>
<tr>
<td>Fri, January 14</td>
<td>6 Non-Student/Non-Teaching, 2 Legal &amp; 2 Local Holidays</td>
</tr>
<tr>
<td>Mon, January 17</td>
<td>Staff Development Day</td>
</tr>
<tr>
<td>Fri, February 11</td>
<td>MLK Birthday/Legal Holiday</td>
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<tr>
<td>Mon, February 21</td>
<td>Lincoln's Birthday/Legal Holiday</td>
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<tr>
<td>Mon, March 28 - Fri, April 01</td>
<td>President's Day/Legal Holiday</td>
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<tr>
<td>Fri, May 27</td>
<td>Spring Break</td>
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<tr>
<td></td>
<td>Student and Teacher Last Day</td>
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<tr>
<td><strong>MINIMUM DAYS</strong></td>
<td></td>
</tr>
</tbody>
</table>

### Grades TK - 5 & Valley View 6 Grade
- (5) Fall Conferences
  - (1) Fri, November 19
  - (1) Fri, December 17
- (5) Spring Conferences
  - (3) Wed, May 25 - Fri, May 27

### Grades 6 - 8 & High School 9-12
- (1) Fri, November 19
- (3) Wed, December 15 - Fri, December 17
- (1) Wed, May 11
- (3) Wed, May 25 - Fri, May 27

### TK - 5 & VV 6 Gr. Parent Conferences
- F Mon, September 27 - Fri, October 01
- S Mon, March 07 - Fri, March 11

### TRIMESTER DATES (TK-5, VV 6, MIT)
- (60) 1st Trimester Ends Fri, November 05
- (59) 2nd Trimester Ends Fri, February 25
- (61) 3rd Trimester Ends Fri, May 27

### QUARTER DATES (6-8)
- (41) 1st Quarter Ends Fri, October 08
- (43) 2nd Quarter Ends Fri, December 17
- (47) 3rd Quarter End Fri, March 11
- (49) 4th Quarter Ends Fri, May 27

### High School Final Exams
- Wed, December 15 - Fri, December 17
- Wed, May 25 - Fri, May 27

### SEMESTERS (DHS 9-12)
- (84) 1st Semester Ends - Fri, December 17
- (96) 2nd Semester Ends - Fri, May 27
ADMISSIONS

Residency Requirements for School Attendance EC 48200, 48204, 48204.3, 48204.4, 48204.6, 48204.7, 48207, 48852.7, and 48980 (g)

A minor between the ages of 6 and 18 years is subject to compulsory education and, unless exempted, must enroll in school in the school district in which the residence of either the parent or legal guardian is located. A student complies with the residency requirements for school attendance in the Duarte Unified School District if he/she meets any of the following criteria:

1. The student’s parent/guardian resides within the District’s boundaries.
2. The student is placed within the District’s boundaries in a regularly established licensed children’s institution, licensed foster home, or a family home pursuant to a court-ordered commitment or placement.
3. The student is an emancipated minor residing within the District’s boundaries.
4. The student lives with a caregiving adult within the District’s boundaries and the caregiving adult submits the Caregiver’s Authorization Affidavit and Extension of Rights form.
5. The student resides in a state hospital located within the District’s boundaries.
6. The student is confined to a hospital or other residential health facility within the District’s boundaries for treatment of a temporary disability.
7. The student’s parent/guardian resides outside of the District’s boundaries but is employed within the District’s boundaries and lives with the student at the place of employment for a minimum of three days during the school week.
8. The student’s parent/guardian resides outside of the District’s boundaries but is physically employed within the boundaries of the District for a minimum of 10 hours during the school week.
9. The student’s parent/guardian was a resident of California who departed the state against his/her will due to a transfer by a government agency that had custody of the parent/guardian, a lawful order from a court or government agency authorizing his/her removal, or removal or departure pursuant to the federal Immigration and Nationality Act, and the student lived in California immediately before moving out of state as a result of his/her parent/guardian's departure.
10. The student is a homeless or foster child who remains in his/her school of origin.
11. The student is a child of a military family who continues to attend his/her school or origin.
12. A migratory child may continue to attend his/her school of origin or reside within the boundaries of the school district.

A student also complies with residency requirements if his/her parent/guardian, while on active military duty pursuant to an official military order, is transferred or is pending transfer to a military installation within California. The school must accept enrollment applications by electronic means, and the parent/guardian must provide proof of residence within 10 days after the published arrival date provided on official documentation.

Residency Changes

Students who move within the attendance boundaries of the Duarte Unified School District during the school year must complete an intradistrict application to remain at the school of enrollment. A student, who moves outside the District during the school year, may be permitted to stay if an interdistrict permit is
obtained from the new district of residence and the student meets the reasons for which the District approves a permit request.

Address Verification EC 48204.1(a)
Any parent/guardian enrolling a student in the District must provide proof that he/she lives within the District’s boundaries. Acceptable proofs are a parent’s name and address on utility bills, personal mail, cable bill, bank statement, credit card statement, California I.D. with current address, CA Driver’s license with current address, post office change of address card, car registration, car insurance, and voter registration card.

A parent/guardian seeking residency status on the basis of his/her employment within the District’s boundaries must submit proof of employment, which may include a paycheck stub or letter from the employer listing a physical address within the District’s boundaries. The evidence must also indicate the number of days per school week that the parent/guardian is employed at that location.

The District will not solicit or collect information or documents regarding the citizenship or immigration status of students or their family members for the purpose of determining residency within the District.

Intradistrict Choice Policy EC 35160.5 (b)
The Duarte Unified School District Board of Education endorses the neighborhood school concept. The Board recognizes that parents may wish to choose a school of attendance other than the assigned school. Residents of the school district may apply to other schools that serve the same grade levels within the district. DUSD students residing in any Board-approved attendance area shall first be provided the option of attending their neighborhood school. Once those students have been accommodated, remaining placement requests will be honored using the following criteria in order of priority: (1) A student who is enrolled in a district school designated by the California Department of Education (CDE) as “persistently dangerous”; (2) Any student who is a victim of a violent crime while on school grounds; (3) The student is a victim of an act of bullying committed by another district student, as determined through an investigation following the parent/guardian’s submission of a written complaint with the school, District, or local law enforcement agency; (4) A student who is currently enrolled in a district school identified by CDE for comprehensive support and improvement, with priority given to the lowest academically achieving students from low-income families; (5) A student who is experiencing special circumstances that might be harmful or dangerous to the student in the current attendance area, and such circumstances can be supported by a court order or written statement from a representative from an appropriate state or local agency; (6) A student who has a sibling already attending that school; and (7) A student who has a parent/guardian whose primary place of employment is that school. Transportation is provided by the parent or guardian for students attending outside their home school boundaries. No student who currently resides in the attendance area of a school can be displaced by students transferring from outside the attendance area. The intradistrict application is available on the Student Services web page under “Departments” - https://www.duarteusd.org/page/4075. Application for the preceding year may be submitted starting October 31 ending February 28. For more information about intradistrict transfer policies and procedures please call 626-599-5009.
Interdistrict Attendance EC 46600 et seq.
The parent/guardian of a student may seek release from the school district of residence to attend a school in any other school district. Unless otherwise specified in the agreement, once a transfer is approved by the district of residence and the district of enrollment, a student will not have to reapply for an interdistrict transfer, and the district of enrollment must allow the student to continue to attend the school in which he/she is enrolled. A school district may not rescind a student’s existing permit after June 30th following his/her completion of the 10th grade, or during his/her 11th or 12th grade year.

Regardless of whether an agreement exists, or a permit is issued, the school district of residence cannot prohibit the transfer of a student who is a child of an active military duty parent to a school district of proposed enrollment if that district approves the application for transfer.

A student who has been determined by personnel of either the school district of residence or the district of proposed enrollment to have been the victim of an act of bullying shall, at the request of the parent/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 attendance agreement. The term “bullying” is defined under EC 48900(r), and a student is determined to be a “victim of an act of bullying” through an investigation following the parent/guardian’s submission of a written complaint with the school, District, or local law enforcement agency. Upon request by the parent/guardian, a receiving district must provide transportation assistance to a student who is both eligible for free or reduced-price meals and either a victim of an act of bullying or a child of an active-duty military parent. For all other students, transportation will not be provided for students attending school through an interdistrict permit.

For information regarding the procedures and timelines, including a copy of the Duarte Unified School District board policy, related to the request for an interdistrict permit, please visit the District website at: https://www.duarteusd.org/Page/4075. You may also contact the Student Services Department at 626-599-5009.

Transfer of Students Convicted of Violent Felony or Misdemeanor EC 48929, 48980(m)
Duarte Unified School District may transfer a student who has been convicted of a violent felony or misdemeanor to another school in the District if the student and the victim of the crime are enrolled in the same school. Before transferring the student, the parent will be notified of the right to request a meeting with the principal or designee. The Governing Board, based on the recommendations of the Superintendent and principal, or designees, will render the final decision as to whether or not to transfer the student.
ATTENDANCE

School District Attendance Policy EC 48200 et seq.
Students should be in attendance at all times. This includes being at school every day, on time and for the complete school day. Student absences must be verified. If a student is absent his/her parent must, in person, in writing, or by phone, contact the school with a reason for the absence. Any student subject to compulsory education shall be classified as a truant and shall be reported to the Supervisor of Attendance after three absences or three tardies of more than 30 minutes each time or any combination thereof and the absences or tardies are unexcused. Continued absences and /or tardies will result in parent conferences and may result in a referral to one or all of the following:

Home Visits The Duarte Unified School District may conduct home visits to verify a student’s address and/or to determine that he/she lives in the caregiver’s home. Home visits may occur before or after school, over weekends and holidays. Home visits may be conducted by school staff and/or the Student Resource Officer.

SART The Student Attendance Review Team is the last attempt of the school site to try and resolve attendance concerns before the case is referred to SARB.

SARB The Student Attendance Review Board summons parents and students who have been unable to resolve attendance concerns at the school site level or who have established a pattern of excessive absences or tardies. Failure to adequately improve attendance can result in a citation by the Los Angeles Sheriff’s Department or criminal prosecution by the Los Angeles County District Attorney’s Office. Students will not be excused for absences due to family vacation, business trips or personal trips unless arrangements are made with the Principal to temporarily place a student on Independent Study and the student completes and returns all assignments upon return to school.

Confidential Medical Services (7-12 Students) EC 46010.1
School authorities may excuse any student in grades 7-12 from the school for the purpose of obtaining confidential medical services without the consent of the student’s parent or guardian.

Excused Absences EC 48205
In order for an absence to be excused, the reason for such absence must meet the criteria specified under EC 48205, as provided below:

(a) Notwithstanding Section 48200, a pupil shall be excused from school when the absence is:
(1) Due to the pupil's illness.
(2) Due to quarantine under the direction of a county or city health officer.
(3) For the purpose of having medical, dental, optometric, or chiropractic services rendered.
(4) For the purpose of attending the funeral services of a member of the pupil’s 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.
Due to the illness or medical appointment during school hours of a child of whom the pupil is the custodial parent, including absences to care for a sick child for which the school shall not require a note from the doctor.

For justifiable personal reasons, including, but not limited to, an appearance in court, attendance at a funeral service, observance of a holiday or ceremony of the pupil’s religion, attendance at religious retreats, attendance at an employment conference, or attendance at an educational conference on the legislative or judicial process offered by a nonprofit organization when the pupil’s absence is requested in writing by the parent or guardian and approved by the principal or a designated representative pursuant to uniform standards established by the governing board.

For the purpose of serving as a member of a precinct board for an election pursuant to Section 12302 of the Elections Code.

For the purpose of spending time with a member of the pupil’s immediate family, who is an active duty member of the uniformed services, as defined in Section 49701, and has been called to duty for, is on leave from, or has immediately returned from, deployment to a combat zone or combat support position. Absences granted pursuant to this paragraph shall be granted for a period of time to be determined at the discretion of the superintendent of the school district.

For the purpose of attending the pupil’s naturalization ceremony to become a United States citizen.

Authorized at the discretion of a school administrator, as described in subdivision (c) of Section 48260.

A pupil absent from school under this section shall be allowed to complete all assignments and tests missed during the absence that can be reasonably provided and, upon satisfactory completion within a reasonable period of time, shall be given full credit therefore. The teacher of the class from which a pupil is absent shall determine which tests and assignments shall be reasonably equivalent to, but not necessarily identical to, the tests and assignments that the pupil missed during the absence.

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 of guardian, brother or sister, grandparent, or any other relative living in the household of the pupil.

Parents Consequences for Non-Attendance EC 48291-48293, 48453-48454 and Penal Code 272

Parents who fail to send their children to school or who contribute to their child’s absences and/or tardies can be ordered to attend parent education, fined and/or criminally prosecuted. The fines and penalties can range from $50 to $2,500, plus the adult can be sentenced to a misdemeanor and up to a year in jail.

Individual Instruction for Students with Temporary Disabilities EC 48206.3, 48208

Temporary disability means a physical, mental, or emotional disability incurred while a student is enrolled and after which the student can reasonably be expected to return without special intervention. Temporary disability is not a disability for which a student is identified as an individual with exceptional needs.

A student with a temporary disability which makes attendance in the regular day classes or the alternative educational program in which the student is enrolled impossible or inadvisable may receive individual instruction provided in the student’s home for one hour a day.
If a student with a temporary disability is in a hospital or other residential health facility (“qualifying hospital”), excluding a state hospital, that is located outside the school district in which the student’s parent resides, it is the parent’s responsibility to notify the school district in which the qualifying hospital is located of the student’s presence. The location of the qualifying hospital is considered the student’s place of residence during his/her stay there; therefore, the student will receive individual instruction by the school district in which he/she is temporarily residing.

Once notified that a student with a temporary disability is in a qualifying hospital, the school district must determine, within five working days, whether the student should receive individual instruction. If determined that individual instruction is appropriate, the instruction will begin within five working days from the date the determination was made. The school district may enter into an agreement with the student’s previous school district to have that district provide the student with individual instruction.

A school district or charter school may continue to enroll a student with a temporary disability who is receiving individual instruction in a qualifying hospital to facilitate the timely reentry of the student in his/her prior school after the hospitalization has ended, or to provide a partial week of instruction at school or at home to a student who is no longer confined to the hospital setting. The total days of instruction may not exceed the maximum of five days in the combined setting, and attendance may not be duplicated. The supervisor of attendance will ensure that absences from the regular school program are excused until the student is able to return to that program.

Please contact the school principal for further information regarding instruction for students with temporary disabilities.

**Education of Foster Youth EC 48204, 48853, 48853.5, 51215.1 and 51225.2**

A foster youth means a child who has been removed from his or her home pursuant to Welfare and Institutions Code (WIC) 309, is the subject of a petition filed under WIC 300 or 602, or has been removed from his or her home and is the subject of a petition filed under WIC 300 or 602, or is a nonminor who is under the transition jurisdiction of a juvenile court, as described in WIC 450, who satisfies the criteria specified in Education Code 42238.01. The Director of Student Services has been designated as the District educational liaison for foster youth. Each school site has a designated education liaison. Visit the Student Services Webpage at [https://www.duarteusd.org/](https://www.duarteusd.org/) for the list of liaisons by site. The role of the educational liaison is to: (1) ensure and facilitate the proper educational placement, enrollment in school, and checkout from school of foster youth; (2) assist foster youth when transferring from one school or school district to another school or school district in ensuring proper transfer of credits, records, and grades; (3) notify a foster youth’s attorney and county welfare agency representative(s) when the foster youth is undergoing any expulsion or other disciplinary proceeding, including a manifestation determination review, when he or she is a student with a disability; and (4) address any disputes over school selection or enrollment. The California Department of Education has posted on its Web site a standardized notice of the rights afforded to foster youth. The notice can be obtained by visiting the following link: [https://www.cde.ca.gov/ls/pf/fy/documents/fosteryouthedrights.pdf](https://www.cde.ca.gov/ls/pf/fy/documents/fosteryouthedrights.pdf). The following is a brief summary of a foster youth’s rights:

1. Right to attend either the “school of origin” or the current school of residence. The school of origin can be the school attended when the student first entered foster care, the school most recently attended, or any school the foster youth attended in the last 15 months.
2. Right to immediate enrollment even if the foster youth is unable to produce records normally required for enrollment (e.g., proof of residency, birth certificate, transcript, immunization), does not have clothing normally required by the school (e.g., school uniforms), or has outstanding fees, fines, textbooks, or other monies due to the school last attended.

3. Issuance and acceptance of partial credits for courses that have been satisfactorily completed by the foster youth. The foster youth shall not be required to retake the portion of the course already completed unless it has been determined that he or she is reasonably able to complete the requirements in time to graduate from high school.

4. Notified of the possibility of graduating from high school by completing only the state graduation requirements instead of the District’s graduation requirements.

5. Right to file a complaint through the Uniform Complaint Procedures (see Appendix D) if there is allegation that the District has not complied with requirements regarding the education of foster youth.

**Education of Homeless Youth 42 US 11432.49069, 51225.1 and 51225.2**

The McKinney-Vento Homeless Assistance Act for Homeless Children and Youth entitles all homeless school-aged children to the same free and appropriate public education that is provided to non-homeless students. A homeless youth is defined as a child who lacks a fixed, regular, and adequate nighttime residence and includes children and youth who: are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; may be living in motels, hotels, trailer parkers, or shelters; have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings; are living in cars, parks, public spaces abandoned buildings, substandard housing, bus or train stations, or similar settings; or are migratory children who qualify as homeless because of similar living circumstances.

The Director of Student Services has been designated as the District educational liaison for homeless youth. Each school site has a designated foster educational liaison. For more information visit the Student Services web page at [https://www.duarteusd.org/](https://www.duarteusd.org/). The role of the educational liaison is to: (1) ensure that homeless students are identified so that they have access to and receive educational services for which they are eligible; (2) assist homeless youth when transferring from one school or school district to another school or school district in ensuring proper transfer of credits, records, and grades; (3) ensure that homeless families and students receive referrals for services, such as health care, dental, mental health, and housing; (4) assist, facilitate, or represent a homeless student who is undergoing disciplinary proceeding that could result in his or her expulsion; (5) participate in an individualized education program or Section 504 team meeting to make a manifestation determination regarding the behavior of a student with disability; and (6) address any disputes over school selection or enrollment.

The following is a brief summary of a homeless youth’s rights:

1. Right to attend either the “school of origin” or the current school of residence. The school of origin can be the school attended when the student had permanent housing, the school most recently attended, or any school the foster youth attended in the last 15 months.

2. Right to immediate enrollment even if the homeless youth is unable to produce records normally required for enrollment (e.g., proof of residency, birth certificate, transcript, immunization), does not
have clothing normally required by the school (e.g., school uniforms), or has outstanding fees, fines, textbooks, or other monies due to the school last attended.

3. Issuance and acceptance of partial credits for courses that have been satisfactorily completed by the homeless youth. The homeless youth shall not be required to retake the portion of the course already completed unless it has been determined that he or she is reasonably able to complete the requirements in time to graduate from high school.

4. Notified of the possibility of graduating from high school by completing only the state graduation requirements instead of the District’s graduation requirements.

5. Right to file a complaint through the Uniform Complaint Procedures (see Appendix D) if there is allegation that the District has not complied with requirements regarding the education of homeless youth. Unaccompanied youth who meet the definition of homeless youth are also eligible for rights and services under the McKinney-Vento Act. An unaccompanied youth is defined as a minor who is not in the physical custody of a parent or guardian.

Before and After School Programs EC 8482.6, 8483, 8483.1
The After School Education and Safety Program serves students in kindergarten through grade 8 at participating schools. The grades served by the program may be determined by local needs. Programs that charge family fees shall not charge for a child who is homeless or in foster care. In any before or after school program, first priority for enrollment goes to students who are identified by the program as homeless at the time they apply or at any time during the school year, and students who are identified by the program as being in foster care; second priority in programs serving middle and junior high school students goes to those who attend daily. To request priority enrollment, please contact the Director of Student Services at Duarte Unified School District (626) 599-5910.

Immunizations EC 49403 and 48216, HSC 120325, 120335, 120383, 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. The district may use any funds, property, or personnel and may permit any person licensed as a physician or registered nurse to administer an immunizing agent to any student whose parents have consented in writing.

Parents of students in any school may not 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.

Medical exemptions can only be issued through the California Immunization Registry - Medical Exemption (CAIR-ME) website. A medical exemption filed at the school before January 1, 2020, will remain valid until the earliest of:

● When the student enrolls in the next grade span (TK/K-6th grade or 7th-12th grade).
● The expiration date on the temporary medical exemption.
Revocation of the exemption because the issuing physician has been subject to disciplinary action from the physician’s licensing entity.

Students are not required to have immunizations if they attend a home-based private school or an independent study program and do not receive classroom-based instruction. However, parents must continue to provide immunizations records for these students to their schools. The immunization requirements do not prohibit students from accessing special education and related services required by their individualized education programs.

A student not fully immunized may be temporarily excluded from a 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.

State law requires the following immunizations before a child may attend school, and written documentation from a child’s healthcare provider that the immunizations were administered:

(a) All new students, in transitional kindergarten through grade 12, to the Duarte Unified School District must provide proof of polio, diphtheria, whooping cough (pertussis), tetanus, measles, mumps, rubella, and chicken pox (varicella) immunizations.

(b) All transitional kindergarten, kindergarten, and first grade students new to the district must also provide proof of vaccination against hepatitis B.

(c) All seventh grade students must also provide proof of a second immunization with measles-containing vaccine, a second chickenpox (varicella) vaccine and a Tdap booster vaccine.

Free, or low-cost immunizations for children are available at the DUSD Health Services Center. Please call 626-599-5222 for information or dial 211 toll free for other locations.

For more information about immunization requirements in California, please visit www.shotsforschool.org. Information about a medical exemption or personal beliefs exemption from immunizations for your student is also available at your child’s school office.

Open Campus Lunch Period EC 44808.5

The governing board of the Duarte Unified School District, pursuant to Education Code 44808.5, may permit grade 12 students enrolled at district high schools to leave the school grounds during the lunch period. Neither the school district nor any officer or employee thereof shall be liable for the conduct or safety of any student during such time as the student has left the school grounds pursuant to EC 44808.5.
CURRICULUM AND INSTRUCTION

Alternative Schools EC 58501
California state law authorizes all school districts to provide for alternative schools. Section 58500 of the Education Code defines alternative school as a school or separate class group within a school which is operated in a manner designed to:

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

In the event any parent, student, or teacher is interested in further information concerning alternative schools, the county superintendent of schools, the administrative office of this district, and the principal's office in each 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.

Further, a copy shall be posted in at least two places normally visible to students, teachers, and visiting parents in each attendance unit for the entire month of March in each year.

Availability of Prospectus EC 49063 and 49091.14
Each school must annually compile a prospectus of the curriculum to include titles, descriptions and instructional goals for every course offered by the school. Please contact your school principal or view the district website http://www.duarteusd.org for a copy of the prospectus.

Bilingual Education EC 52173; 5 CCR 11303
Bilingual education serves pupils in Grades TK-5 at participating schools Beardslee Academy. Parents must give permission for their child to participate. For more information, contact the Assistant Superintendent Educational Services at 626-599-5011.

California Healthy Youth act EC 51930-51939
The purpose of the California Healthy Youth Act (Education Codes 51930 through 51939) is to provide every student 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 students in grades 7-12 are provided with the knowledge and skills necessary to protect their sexual and reproductive health from HIV, other sexually transmitted infections, unintended pregnancy, sexual harrassment, sexual
assault, sexual abuse, and human trafficking and to have healthy, positive, and safe relationships and behaviors. It also promotes healthy attitudes concerning adolescent growth and development, body image, gender, sexual orientation, relationships, marriage, and family; and having 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. When a parent does not permit their child to receive such education, the child may not be subject to disciplinary action, academic penalty, or other sanction.
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.

The District may administer to pupils in grades 7 through 12 anonymous, voluntary, and confidential research and evaluation tools to measure pupils’ health behavior and risks, including tests, questionnaires, and surveys, containing age-appropriate questions about their attitudes or practices relating to sex. Parents or legal guardians will be notified in writing about the administration of, the right to review, and the right to excuse their child from any test, questionnaire, or survey.

Career Counseling and Course Selection EC 221.5(d)
Commencing grade 7, school personnel shall assist students with course selection or career counseling, exploring the possibility of careers, or courses leading to careers based on the interest and ability of the student and not on the student’s gender. Parents or legal guardians are notified so that they may participate in such counseling sessions and decisions.

Child Find System EC 56301
Child find activities are the responsibility of each district and occur prior to a referral for special education services. These activities are designed to locate individuals, from birth through 21 years of age, including children not enrolled in public school programs as well as children who are homeless or wards of the state and reside in the district and may be eligible for and in need of special education and/or related services. Child find activities also foster awareness and understanding on the part of educators, parents and other community members of the referral procedures for special education, the eligibility criteria, and the continuum of special education programs and services available. Child find activities inform educators, community agencies, and parents/guardians of their right to refer their child for a special education
assessment to determine eligibility and the need for special education services. For a copy of your rights and safeguards, please contact the office of the Director of Special Education.

**College and Career Technical Education EC 48980(l)**
The district elects to allow a career technical course to satisfy the graduation requirements and shall provide notification of career technical education courses offered that satisfy the subject matter requirements for admission to the California State University and the University of California, and which of the specific college admission requirements these courses satisfy. The programs and classes are integrated with academic courses and support academic achievement. Students may meet with a school counselor to choose courses at their school that will meet college admission requirements or enroll in career technical education courses, or both. For information about the high school graduation requirements of the district and how each requirement satisfies or does not satisfy the subject matter requirements for admission to the California State University and the University of California, please contact the office of Career and Technology Education at 626-599-5737, or view the district website [http://www.duarteusd.org](http://www.duarteusd.org). Students can learn more about Career Technical Education by referring to the following webpage: [www.cde.ca.gov/ci/ct/gi/](http://www.cde.ca.gov/ci/ct/gi/)

**Coursework and Exemption from DUSD Graduation Requirements: EC 51225.1 and 51225.2**
A student who is in foster care, a homeless child, a former juvenile court school student, a child of a military family, a migratory child, or participating in a newcomer program may qualify for an exemption from the Duarte Unified School District coursework requirements that are beyond the California minimum requirements for high school graduation if he/she meets certain eligibility criteria after the second year of high school. Full and partial credits for coursework completed while attending another public school, a juvenile court school, a charter school, a school in a country other than the United States, or a nonpublic, nonsectarian school or agency will be accepted and applied to the same or equivalent course, if applicable. The District will not require the student who is in foster care, a homeless child, a former juvenile court school student, a child of a military family, a migratory child, or participating in a newcomer program to retake a course, or the portion of a course, that he/she has satisfactorily completed unless determined that the student is reasonably able to complete the requirements in time to graduate from high school. When partial credit is awarded in a particular course, the student will be enrolled in the same or equivalent course, if applicable, so that the student may continue and complete the entire course. No student will be prevented from retaking or taking a course to meet the eligibility requirements for admission to the California State University or the University of California. For more information, or to review your student’s options for graduation, make an appointment with the school counselor.

**Harm or Destruction of Animals EC 32255**
Any student with a moral objection to dissecting or otherwise harming or destroying an animal, or any part thereof, must inform his or her teacher of the objection. Objections must be substantiated by a note from the student’s parent or guardian. If the teacher believes that an adequate alternative education project is possible, then the teacher may work with the student to develop and agree upon an alternate education project for the purpose of providing the student an alternate avenue for obtaining the knowledge, information, or experience required by the course of study in question.
Identification and Education Under Section 504: 29 USC 794, 34 CFR 104.32

Section 504 of the Rehabilitation Act of 1973 is a federal law which prohibits discrimination against persons with a disability. The Duarte Unified School District provides a free and appropriate public education to all pupils regardless of the nature or severity of their disability. The District has a responsibility to identify, evaluate, and if eligible, provide pupils with disabilities the same opportunity to benefit from education programs, services, or activities as provided to their non-disabled peers. To qualify for Section 504 protections, the pupil must have a mental or physical impairment which substantially limits one or more major life activities. For additional information about the rights of parents of eligible pupils, or questions regarding the identification, evaluation, and eligibility of Section 504 protections, please contact the site principal or the Special Education Department.

Instruction for Pupils with Temporary Disabilities – EC 48206.3, 48207, and 48208

A pupil with a temporary disability which makes attendance in the regular day classes or the alternative educational program in which the pupil is enrolled impossible or inadvisable may receive individualized instruction provided in the pupil’s home for one hour a day. Please contact the following for further information:

Director of Special Education
Duarte Unified School District
1620 Huntington Drive
Duarte, CA 91010
www.duarteusd.org

A pupil with a temporary disability, who is in a hospital or other residential health facility, excluding a state hospital, may be deemed to have complied with the residency requirements for school attendance in the school district in which the hospital is located.

It is the responsibility of the parent or guardian to notify the school district in which the hospital or other residential health facility is located of the presence of a pupil with a temporary disability. Upon receipt of the notification, the district will within five working days determine whether the pupil will be able to receive individualized instruction pursuant to EC 48206.3 and, if so, provide the instruction within five working days or less.

A pupil with a temporary disability may remain enrolled in the district of residence or charter school and may attend regular classes when not confined to the hospital setting, the total days of instruction may not exceed the maximum of five days with both school settings and attendance may not be duplicated. If necessary, the district of residence may provide instruction in the home for the days not receiving instruction in the hospital setting, depending upon the temporary doctor orders. The supervisor of attendance shall ensure that absences from the regular school program are excused until the pupil is able to return to the regular school program.

An honorary high school diploma which is clearly distinguishable from the regular diploma of graduation may be awarded to a pupil who is terminally ill, from the resident governing school board, a county office of education or a charter school.
All parents and guardians will be notified annually of their child’s placement in a structured English immersion program and of their right to request a waiver. Parents who wish to request a waiver may contact the school principal and request a meeting to be fully informed of the programs and services available in order to facilitate parental choice of program.

Parents or legal guardians may choose a language acquisition program that best suits their child. Parents or legal guardians of 30 pupils or more any Duarte school or the parents or legal guardians of 20 pupils or more in any grade may request a language acquisition program that is designed to provide language instruction. Duarte Unified School District shall be required to offer such a program to the extent possible, based upon the requirements of EC 305. To request a language acquisition program under this provision, contact the Assistant Superintendent Educational Services at 626-599-5011.

Our schools provide age-appropriate instruction for students in kindergarten through grade 12, in sexual abuse, sexual assault awareness, sex trafficking, strategies to reduce their risk, techniques to set healthy boundaries, and how to safely report an incident through prevention education. Parents or guardians may submit a written request to excuse their child from participation in any class and assessments related to that education.

Anonymous, voluntary and confidential research and evaluation tools to measure student’s health behaviors and risks, including tests, questionnaires, and surveys containing age-appropriate questions about the student’s attitudes and practices relating to sex, family life, morality, and religion may be administered to students if the parent is notified in writing that 1) this test, questionnaire, or survey is to be administered, 2) the student’s parent is given the opportunity to review the test, questionnaire, or survey, and 3) the parent consents in writing. Questions pertaining to the sexual orientation and gender identity of a student shall not be removed from a survey that already includes them.
TESTING

California High School Proficiency Exam 5 CCR 11523
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 students who pass the CHSPE are awarded a Certificate of Proficiency by the State Board of Education. A student 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. Students 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 student is eligible to take the CHSPE only if he or she meets one of the following requirements on the test date: is at least 16 years old; has been enrolled in the tenth grade for one academic year or longer; or 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 homeless or foster youth under the age of 25. For more information, including administration dates and registration deadlines, visit the following website: http://www.chspe.net/.

Advanced Placement Examination Fees EC 48980 (i)
Eligible high school students may receive financial assistance to cover the costs of the advanced placement examination fees. Please contact the high school counselor for information.

Cal Grant Program EC 69432.9
A Cal Grant is money for college that does not have to be paid back. To qualify, a student must meet the eligibility and financial requirements as well as any minimum grade point average (GPA) requirements. Cal Grants can be used at any University of California, California State University or California Community College. Some independent and career colleges or technical schools in California also take Cal Grants. In order to assist students applying for financial aid, all students in grade 12 are automatically considered a Cal Grant applicant and each grade 12 student’s GPA will be submitted by the October 1 deadline to the California Student Aid Commission (CASC) electronically by a school or school district official. A student, or the parent/guardian of a student under 18 years of age, may complete a form to indicate that he/she does not wish for the school to electronically send CASC the student’s GPA. Until a student turns 18 years of age, only the parent/guardian may opt out the student. Once a student turns 18 years of age, only the student may opt himself/herself out, and can opt in if the parent/guardian had previously decided to opt out the student. Notification regarding CASC and the opportunity to opt out of being automatically deemed a Cal Grant applicant will be provided to all students and their parents or guardians by January 1 of the students’ 11th grade year.
DISCIPLINE AND STUDENT BEHAVIOR

School Rules (Appendix G) EC 35291, 48900, et seq.
Students shall conform to school regulations, obey all directions, be diligent in study and respectful to teachers and others in authority, and refrain from the use of profane and vulgar language. Reasons for suspensions and expulsions of students are listed in Appendix “G”.

Suspension EC 48900.1, 48900.5, 48910, 48911.1
A student, including an individual with exceptional needs, may be suspended for any of the reasons enumerated in EC 48900 upon a first offense, if the principal determines that the student violated subdivision (a),(b), (c), (d), or (e) of section 48900 or that the student’s presence causes a danger to persons or property or threatens to disrupt the instructional process. Suspension, including supervised suspension, as described in EC 48911.1, shall be imposed only when other means of correction fail to bring about proper conduct. A school district may document the other means of correction used and place that documentation in the student’s record, which may be accessed pursuant to Section 49069.7. Teachers may suspend students for the day of suspension and the following day. The suspension must be reported to the Principal, and teachers are required to ask the parent/guardian to attend a conference. Reasonable effort will be made to notify parents in person or by telephone of all suspensions. Whenever a student is assigned to supervised suspension (in-school suspension), a school employee shall notify the parent in person or by telephone. If the student is assigned to supervised suspension for longer than one class period, a school employee shall notify parents or guardians in writing. [EC 48911.1(d)] If your child commits an obscene act or engages in habitual profanity or vulgarity, disrupts school activities, or otherwise willfully defies the authority of school personnel, and is suspended for such misconduct, you may be required to attend a portion of a school day in your child’s classroom.

Homework Assignments during a Suspension EC 48913, 48913.5
The teacher of any class from which a student is suspended may require the suspended student to complete any assignments and tests missed during the suspension. However, a teacher shall provide a student that has been suspended from school for two or more days the homework that the student would otherwise have been assigned if the student or the student’s parent, guardian, or other person holding educational rights makes a request to the teacher. Whenever homework assignment that is requested and turned into the teacher either upon the student’s return to school from suspension or by the deadline prescribed by the teacher, whichever is later, is not graded before the end of the academic term, that assignment cannot be included in the calculation of the student’s overall grade in class.

Student Search
The School Principal or designee may search the person of a student, the student’s locker, desk, backpack or purse if there is reasonable suspicion that the student may have a concealed weapon, narcotics, stolen property, or contraband. [U.S. Supreme Court Case: New Jersey v T.L.O. (1985) 469 U.S. 325; BP/AR 5145.12]

Sexual Harassment Policy (Appendix A) EC 231.5 and 48980(f)
The Duarte Unified School District is committed to maintaining a learning and working environment that is free from sexual harassment. Any student who engages in sexual harassment of anyone in or from the
district may be subject to disciplinary action up to and including expulsion. Any employee who permits, engages in, or fails to report sexual harassment shall be subject to disciplinary action up to and including dismissal. See Appendix “A” for information on how to report claims of sexual harassment.

**Bullying EC 234.1, 32283.5**

The Duarte Unified School District is committed to the prohibition of discrimination, harassment, intimidation, and bullying based on the actual or perceived characteristics set forth in Penal Code 422.55, including immigration status, 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. All school staff who witness an act of discrimination, harassment, intimidation, or bullying must take immediate steps to intervene when safe to do so. Any student who engages in acts of discrimination, harassment, violence, intimidation, or bullying related to school activity or school attendance occurring within a District school may be subject to disciplinary action up to and including expulsion. Annual training will be provided to all staff who work with students to prevent bullying and cyberbullying. If your child should experience any bullying on campus, at school events, or on the way to or from school, please contact the school principal, who is available to assist you in identifying and stopping this behavior. To file a complaint alleging unlawful discrimination, harassment, intimidation, or bullying against any student, employee, or other person participating in District programs and activities, please contact the Principal or submit a report anonymously at https://www.duarteusd.org/Domain/890.

**Dress Codes/School Uniforms (Appendix B, C) EC 35183, 35183.5**

Duarte Unified School District’s dress code guidelines have been established to reinforce a safe and productive learning environment for all students. The specific descriptions of the uniform dress guidelines for students in grades TK-5 attending Andres Duarte Arts Academy, Beardslee Dual Language Academy, Maxwell Academy & IB World School and Royal Oaks STEAM Academy, as well as students in Grades TK-6 attending Valley View Academy of Technology & Creative Learning are provided in Appendix “B”. Each school site shall allow for outdoor use during the school day, articles of sun-protective clothing. Sunscreen may be used during the school day without a physician note or prescription. All issues surrounding enforcement of the uniform dress code policy shall be referred to the site administrator. For a complete description of the dress and grooming standards for grades 6-12, see Appendix “C”.

**Property Damage EC 48904**

When school property has been willfully damaged or not returned upon demand, the principal or designee shall inform the parent or guardian in writing of the alleged misconduct and the damages due. The notice will include a statement that the district may withhold grades, diploma, or transcripts until the damages have been reimbursed. When materials are lost or so damaged that they are no longer usable, the student shall be immediately issued a replacement material. The Superintendent or designee shall determine an appropriate charge or a voluntary work program in lieu of payment of money.

**Dangerous Objects PC 417.27, 12550 and 12556**

Often, students like to bring objects, such as a collector’s item, to school to show their friends. Examples of these objects include, but are not limited to, laser pointers, mini baseball bats, martial arts weapons (e.g., nunchaku/nunchucks, throwing stars), or any other sharp, pointy objects. Students should refrain from
bringing objects that have the potential to inflict serious bodily injury to others. The Penal Code makes it a criminal offense to openly display or expose any imitation firearm in a public place, including a public school.

**Notification to Law Enforcement EC 48902**

When a student is being considered for suspension as a result of weapons possession, assault with a deadly weapon, narcotics violation, or assault on an employee of the District, the School Principal is required to report the violation to the appropriate law enforcement authorities within specified timelines. Whenever the Principal or designee reports a criminal act committed by a student with exceptional needs, the Principal or designee will ensure that copies of the student’s special education and disciplinary records are provided to law enforcement authorities for consideration.

**Release of Student to Peace Officer EC 48906**

When a principal or other school official releases a minor pupil to a peace officer for the purpose of removing the minor from the school premises, the school official shall take immediate steps to notify the parent, guardian, or responsible relative of the minor regarding the release of the minor to the officer, and regarding the place to which the minor is reportedly being taken, except when a minor has been taken into custody as a victim of suspected child abuse, as defined in Section 11165.6 of the Penal Code, or pursuant to Section 305 of the Welfare and Institutions Code. In those cases, the school official shall provide the peace officer with the address and telephone number of the minor’s parent or guardian. The peace officer shall take immediate steps to notify the parent, guardian, or responsible relative of the minor that the minor is in custody and the place where he or she is being held. If the officer has a reasonable belief that the minor would be endangered by a disclosure of the place where the minor is being held, or that the disclosure would cause the custody of the minor to be disturbed, the officer may refuse to disclose the place where the minor is being held for a period not to exceed 24 hours. The officer shall, however, inform the parent, guardian, or responsible relative whether the child requires and is receiving medical or other treatment.

**Electronic Signaling Devices/Cell Phones EC 48901.5, 48901.7**

Districts may regulate the possession or use of any phone, pager, or electronic signaling devices while students are on campus, attending school-sponsored activities or under the supervision and control of school district employees. Cellular phones and other personal electronic and/or wireless devices shall be turned off at all times and unable to receive or send any communications during school. This includes and specifically prohibits the following:

- Text-messaging or any type of instant messaging.
- Photographing, audio taping or videotaping other individuals at school or at school-sponsored activities without the knowledge and consent of the individual being photographed, videotaped, or audiotaped, except for activities considered to be in the public arena such as sporting events or public performances.
- E-mailing, posting to the Internet, or otherwise electronically or wirelessly transmitting images of other individuals taken at school.
- Using cellular phones or other electronic and/or wireless devices in any way that may cause a teacher or staff member to question whether the student may be cheating on tests or academic work or violating copyright policy.
Using cellular phones or other personal electronic and/or wireless devices that violate any other District policy including those regarding student privacy, copyright, cheating, plagiarism, civility, student code of conduct, electronic technologies, acceptable use, or harassment/cyber bullying.

No student shall be prohibited from possessing or using a smartphone or other electronic signaling device under the following circumstances:

- In case of an emergency, or in response to a perceived threat of danger.
- When a teacher or administrator grants permission to the student, subject to any reasonable limitation imposed by that teacher or administrator.
- When a licensed physician and surgeon determines it is necessary for the student’s health or well-being.
- When it is required in a student’s IEP or Section 504 plan.

**Electronic Nicotine Delivery Systems (e-cigarettes) PC 308**

The Duarte Unified School District prohibits the use of electronic nicotine delivery systems (ENDS) such as e-cigarettes, hookah pens, cigarillos, and other vapor-emitting devices, with or without nicotine content, that mimic the use of tobacco products on all district property and in District vehicles at all times. ENDS are often made to look like cigarettes, cigars and pipes, but can also be made to look like everyday items such as pens, asthma inhalers and beverage containers. These devices are not limited to vaporizing nicotine; they can be used to vaporize other drugs such as marijuana, cocaine, and heroin. Students using, in possession of, or offering, arranging or negotiating to sell ENDS can be subject to disciplinary action, particularly because ENDS are considered drug paraphernalia, as defined by 11014.5 of the Health and Safety Code.
HEALTH AND WELFARE

Safe Place to Learn Act EC 234 and 234.1
The Duarte Unified School District is committed to maintaining a learning environment that is free from discrimination, harassment, violence, intimidation, and bullying based on actual or perceived characteristics set forth in Section 422.55 of the Penal Code, including immigration status, 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 the actual perceived characteristics. All school personnel who witness an act of discrimination, harassment, intimidation, or bullying must take immediate steps to intervene when safe to do so. Any student who engages in acts of discrimination, harassment, violence, intimidation, or bullying related to school activity or school attendance occurring within a school of the school district may be subject to disciplinary action up to and including expulsion. To report an incident and/or to receive a copy of the district’s antidiscrimination, anti-harassment, anti-intimidation, and anti-bullying policies, please contact the Assistant Superintendent Personnel.

For a list of statewide resources, including community-based organizations, that provide support to youth, and their families, who have been subjected to school-based discrimination, harassment, intimidation, or bullying, please visit the following California Department of Education webpage: https://www.cde.ca.gov/ls/ss/se/bullyingprev.asp

Disaster Preparedness Educational Materials EC 32282.5
Natural and human-caused disasters affect everyone which is why it is important to be prepared at home, at school, at work, and in the community. Parents and guardians are encouraged to review the safety educational materials provided on the California Department of Education Web page at https://www.cde.ca.gov/ls/ep/schoolemergencyres.asp. The materials are available in multiple languages and can be used to help families prepare for different types of emergencies and crises.

Civility On School Grounds CC 1708.9, EC 32210
Any person who willfully disturbs any public school or any public school meeting is guilty of a misdemeanor, and shall be punished by a fine of not more than five hundred dollars ($500). It is unlawful for any person, except a parent/guardian acting toward his/her minor child, to intentionally or to attempt to injure, intimidate, interfere by force, threat of force, physical obstruction, or nonviolent physical obstruction with any person attempting to enter or exit any public or private school grounds.

Megan’s Law PC 290 et seq.
Information about registered sex offenders in California can be found on the California Department of Justice's website, http://meganslaw.ca.gov/. The website also provides information on how to protect yourself and your family, facts about sex offenders, frequently asked questions, and sex offender registration requirements in California.

Gun-free School Zone PC 626.9 and 30310
California prohibits any person from possessing a firearm on, or within 1,000 feet from, the grounds of a public or private school. This does not apply to:
1. Law enforcement officers, any active or honorably retired peace officers, members of the military forces of California or the United States, or armored vehicle guards engaged in the performance of, or acting in the scope of, their duties.

2. Activities of a program involving shooting sports or activities, including, but not limited to, trap shooting, skeet shooting, sporting clays, and pistol shooting, that are sanctioned by a school, school district, college, university, or other governing body of the institution, that occur on the grounds of a public or private school or university or college campus.

3. Activities of a state-certified hunter education program pursuant to Section 3051 of the Fish and Game Code if all firearms are unloaded and participants do not possess live ammunition in a school building.

Lactation Accommodations EC 222
Any student who is lactating will have reasonable accommodations made at her campus to express breast milk, breast-feed an infant child, or address other needs related to breast-feeding. These reasonable accommodations include, but are not limited to, access to a private and secure room, other than a restroom, to express breast milk or breast-feed an infant child, permission to bring onto a school campus any equipment used to express breast milk and access to a place to safely store expressed breast milk.

A lactating student will also be given a reasonable amount of time to accommodate the need to express breast milk or breast-feed an infant child. A lactating student will not incur an academic penalty as a result of her use, during the school day, of these reasonable accommodations.

Pesticide Products (Appendix F) EC 17612 and 48980.3
Pursuant to the Healthy Schools Act of 2000, EC 48980.3: Requires the annual notification to include information on pesticides products as specified in EC 17612(a). Requires a school to annually provide to all staff and to parents or guardians of students enrolled at the school written notification of all pesticide products expected to be applied during the upcoming year. See Appendix “F”.

School Bus Safety EC 39831.5
All students in pre-kindergarten, kindergarten, and grades 1 to 6, inclusive, in public or private school who are transported in a school bus or school student activity bus shall receive written instruction in school bus safety. Prior to departure on a school activity trip, all students riding on a school bus or school student activity bus shall receive safety instruction that includes, but is not limited to, location of emergency exits, and location and use of emergency equipment. Instruction also may include responsibilities of passengers seated next to an emergency exit.

School Visiting Procedures EC 51101(a)(12)
All visitors to a school campus must first report to the main office to sign in and provide information regarding the purpose for being on campus. An outsider shall upon request furnish the principal or designee requested information per PC 627.3. The principal or his or her designee may refuse to register an outsider if he or she has a reasonable basis for concluding that the outsider’s presence or acts would disrupt the school. Visitors will be given a visitors pass.
Emergency Treatment for Anaphylaxis EC 49414

Anaphylaxis is a severe and potentially life-threatening allergic reaction that can occur after encountering an allergic trigger, such as food, medicine, an insect bite, latex or exercise. Symptoms include narrowing of the airways, rashes or hives, nausea or vomiting, a weak pulse and dizziness. It is estimated that approximately 25% of the anaphylactic reactions occur during school hours to students who had not previously been diagnosed with a food or other allergy. Without immediate administration of epinephrine followed by calling emergency medical services, death can occur. Being able to recognize and treat it quickly can save lives.

School districts are required to provide epinephrine auto-injectors to school nurses and trained personnel who are authorized to use epinephrine auto-injectors for any student who may be experiencing anaphylaxis, regardless of known history.

Medication Regimen EC 49423, 49480

A student may not be in possession of any prescription or over-the-counter medication at school without appropriate documentation which includes permission from parent and physician. The parent or legal guardian of any student taking medication on a regular basis must inform the school nurse or another authorized school employee of the medication being taken, the current dosage, and the name of the supervising physician. With the consent of the parent or legal guardian, the school nurse may communicate with the physician and may counsel with the school personnel regarding the possible effects of the medication on the student.

The school nurse or other designated school employee may assist students who need to take prescribed medication during school hours only upon written request of both physician/surgeon and the parent. The written request from the physician/surgeon must include details as to the name of the medication, method, amount, and time schedules by which the medication is to be administered and a written statement from the parent/guardian indicating the desire that the District assist the student in matters set forth in the statement of the physician/surgeon.

In order for a student to carry and self-administer prescription auto-injectable epinephrine or inhaled asthma medication at school, the parent/guardian must provide a written statement consenting to the self-administration and a written statement from the physician/surgeon or physician assistant detailing the medication, method, amount, and time schedules by which the medication is to be taken, and confirming that the student is able to self-administer the auto-injectable epinephrine or inhaled asthma medication. The parent/guardian’s written statement must provide a release for the school nurse or other designated school personnel to consult with the student’s health care provider regarding any questions that may arise with regard to the medication and releasing the District and school personnel from civil liability if the self-administering student suffers an adverse reaction as a result of self-administering medication. A student may be subject to disciplinary action if the student uses auto-injectable epinephrine or inhaled asthma medication in a manner other than as prescribed.
Our forms are located online https://www.duarteusd.org/Page/4070. Medication must be provided in its original container with proper labeling.

The California Department of Education has posted on its Web site a sample checklist for parents and guardians to refer to when their children need to take medication before school or take medication at school. The notice can be obtained by visiting https://www.cde.ca.gov/ls/he/hn/medassist.asp

Physical Examination: Parent Refusal To Consent EC 49451
A parent or guardian having control or harge of any child enrolled in the public schools may file annually with the principal of the school in which the child is enrolled a statement in writing, signed by the parent or guardian, stating that the parent or guardian will not consent to a physical examination of the child. Thereupon the child shall be exempt from any physical examination, but whenever there is a good reason to believe that the child is suffering from a recognized contagious or infectious disease, he shall be sent home and shall not be permitted to return until the school authorities are satisfied that any contagious or infectious disease does not exist.

Screening For Sight, Hearing and Scoliosis EC 49452
Physical examinations of students that schools are required to conduct include vision and hearing testing and scoliosis screening. Vision and Hearing screening are conducted for students in grades TK/K, 2, 5, 8 and in Special Education. Hearing Screening is also conducted in grade 10. Color Vision Screening is conducted for 1st grade boys. Scoliosis, unless suspended by the California Department of Finance, is conducted in grade 7 for girls and grade 8 for boys. Contact your child’s school for further information.

Student Health, Oral Health Assessment EC 49452.8
Record of a dental assessment done by a dental professional is required for all kindergarteners and first graders attending public school for the first time. Dental assessments must be completed in the 12 months prior to entry or by May 31 of the student’s first school year. The district annually attempts to partner with local dentists to provide this service at no charge, please contact your child’s school for further information. For children with Medi-Cal/Denti-Cal insurance, parents/guardians can find a dentist who takes this insurance by calling (800) 322-6384 or by visiting the Denti-Cal website at https://www.denti-cal.ca.gov/. To find a low, or no-cost clinic in the community, visit www.californiahealthplus.org or www.211.org, or call 2-1-1 or call the DUSD Health Services Center at 626-599-5222.

Health Care Coverage EC 49452.9
Your child and family may be eligible for free or low-cost health coverage. For information about health care coverage options and enrollment assistance, contact the Duarte Unified School District Health Services Center at 626-599-5222 or go to www.CoveredCA.com.

Medical and Hospital Services For Students EC 49471 and 49472
Students may be subject to injury when engaged in school activities. The district does not provide or make available medical and hospital services for students who are injured in accidents related to school activity or attendance.
Type 2 Diabetes EC 49452.7
Type 2 diabetes in children is a chronic disease that affects the way your child's body processes sugar (glucose). Its long-term consequences can be disabling or even life-threatening. Although more commonly associated with adults, type 2 diabetes in children is on the rise, fueled largely by the obesity epidemic. Type 2 diabetes in children is a preventable/treatable disease. Please review the information provided in Appendix "H", which includes a description of type 2 diabetes, risk factors and warning signs, prevention methods and treatments, and types of screening tests that are available.

Free & Reduced Priced Meals EC 49510 et seq.
The school offers healthy meals every school day because children need healthy meals to learn. Free or reduced-price lunches are available at school for students whose parents or legal guardians qualify, based on annual household income, and complete the required application form. Students participating in the program will not be identified, and the information on the application will be kept confidential. Through the Food Services Department, school staff will provide parents and guardians’ information for qualifying for free and reduced meals. Applications may be submitted at any time during school hours or online at www.schoolcafe.com.

Student Meals - Child Hunger Prevention and Fair Treatment Act Of 2017 EC 49557.5
The Duarte Unified School District has a Meal Charge Policy about how students who pay the full or reduced cost of a school meal are impacted by not having enough cash on hand or in their account to purchase a meal. The meal charge policy may be viewed at www.duarteusd.org/domain/55 or contact the Food Services Department.

Tobacco-free Campus BPC 22950.5; EC 48901; HSC 104420, 104495, 104559
In accordance with state and federal law, the use of tobacco and nicotine products is prohibited at any time in District buildings, on District property and in District vehicles. This prohibition applies to all employees, students and visitors at any instructional program, activity or athletic event. Information about smoking cessation programs or counseling is available to all students and adults. Tobacco products include, but are not limited to, cigarettes, cigars, little cigars, chewing tobacco, pipe tobacco, snuff, or an electronic device (e.g., electronic cigarette, cigar, pipe, or hookah) that delivers nicotine or other vaporized liquids.

Entrance Health Screening HSC 124085, 124100 and 124105
State law requires that the parent or legal guardian of each student provide the school documentary proof that the student has received a health screening examination by a doctor within 90 days after entrance to first grade. Students may be excluded up to 5 days from school for failing to comply or not providing a waiver. Free health screening is available for students without health insurance at the Duarte Unified School District Health Services Center (626) 599-5222 or through the local health department (dial 211).

Access to Student Mental Health Services EC 49428
A child’s mental health is essential to his/her social and cognitive development, and to learning healthy social skills and how to cope when there are problems. Mentally healthy children have a positive quality of life and can function well at home, in school, and in their communities. Mental health problems that are not recognized and treated in childhood can lead to severe consequences, including exhibiting serious behavior problems, at higher risk of dropping out of school, and increased risk of engaging in substance abuse,
criminal behavior, and other risk-taking behaviors. As such, the Duarte Unified School District is committed to promoting the well-being of its students by ensuring that, at least twice a year, students and parents/guardians are provided with information on how to initiate access to available student mental health services at school and/or in the community.

To inquire about Mental Health Services, contact your school of attendance. DUSD is partnered with community based mental health facilities that help provide access to counseling services. Qualification for services may vary with insurance. Mental health referrals are available on the DUSD website https://www.duarteusd.org/Page/4148.

**Victim Of A Violent Crime 20 USC 7912 (a)**
A student who becomes a victim of a violent crime while in or on the school grounds must be offered the opportunity to transfer to a safe public school within the school district, including a public charter school, within ten calendar days. If there is not another school within the area served by the district, the district is encouraged, but not required, to explore other appropriate options such as an agreement with a neighboring school district to accept students through an interdistrict transfer. Primary examples of violent criminal offenses in the Penal Code include attempted murder, battery with serious bodily injury, assault with a deadly weapon, rape, sexual battery, robbery, extortion, and hate crimes. For more information, please contact the Assistant Superintendent Personnel, or the Director of Student Services.

**Asbestos Management Plan 40 CFR 763.93**
The district maintains and annually updates its management plan for asbestos-containing material in school buildings. For more information or a copy of the asbestos management plan, contact the Chief Facilities Officer.

**Walking Or Riding A Bike To School VC 21212**
Parents of children who walk or ride their bicycles to school are asked to go over a safe route to school with their children. California law requires persons under 18 years of age to wear properly fitted and fastened bicycle helmets that meet specified standards when riding bicycles. When a student violates this law, their parent/guardian would also be held liable for the amount of fine imposed. Walkers may not take shortcuts through private property. All children are expected to display good behavior on the way to and from school.

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

**Child Abuse and Neglect Reporting PC 11164**
The Duarte Unified School District is committed to protecting all students in its care. All employees of the
District are considered mandated reporters, required by law to report cases of child abuse and neglect whenever there is reasonable suspicion abuse or neglect has occurred. District employees may not investigate to confirm a suspicion. All complaints must be filed through a formal report, over the telephone, in person, or in writing, with an appropriate local law enforcement agency (i.e., Police or Sheriff’s Department, County Probation Department, or County Welfare Department/County Child Protective Services). Both the name of the person filing the complaint and the report itself are confidential and cannot be disclosed except to authorized agencies.

Parents and guardians of students also have a right to file a complaint against a school employee or other person that they suspect has engaged in abuse of a child at a school site. Complaints may be filed with the local law enforcement agency; you may also notify the District of an incident by contacting the Assistant Superintendent Personnel.

Child abuse does not include an injury caused by any force that is reasonable and necessary for a person employed by or engaged in a school:

1. To stop a disturbance threatening physical injury to people or damage to property;
2. For purposes of self-defense;
3. To obtain possession of weapons or other dangerous objects within control of a student;
4. To exercise the degree of control reasonably necessary to maintain order, protect property, protect the health and safety of students, and maintain proper and appropriate conditions conducive to learning.

California Medicaid Program For Local Education Agencies

The District, in cooperation with the California Departments of Health Care Services and Education, participates in a program that allows the district to be reimbursed with federal Medicaid dollars for select health services provided to enrolled Medi-Cal students at school. The money received through this program is directly reinvested into expanding and improving health and social services for all students.

In accordance with state and federal rules and guidelines, we are notifying you that some information may be released from your student’s records to our reimbursement recovery vendor, Paradigm Healthcare Services, LLC and to the Department of Health Care Services (DHCS) for claiming purposes only (and your child’s Medi-Cal benefits may be accessed). This information is only released if we have received your consent to do so. Your consent may have been provided to the district when you registered your student for school, as part of your back-to-school paperwork, or during the IEP/IFSP development and review process (if applicable).

All information that is shared is encrypted and transmitted securely to both our vendor and to DHCS. The education records that may be shared as a result of our participation in this program include:

- Student name, date of birth, and health-related evaluation, intervention, and referral information (for services received at school)
- Practitioners’ notes related to these health services and select data from child’s IEP/IFSP (if applicable)
You have the right to withdraw your consent to disclose your student’s information at any time—feel free to visit your school’s front desk to discuss this program. Please note that students will not be denied services they require to attend school, and parents will never be billed by the school district for services provided as a result of your consent, or nonconsent. Further, while Medi-Cal is reimbursing the district for select health services, your child’s Medi-Cal benefits should not be impacted in any way. We participate in this program in an effort to obtain federal funding for the Medi-Cal reimbursable health services already being performed at school, and then use this funding to expand services that are available to all students.

Additional notes:

Confidentiality & Privacy. The district’s reimbursement recovery vendor is bound by a contract that contains specific provisions to keep student records confidential, ensuring information is not used or disclosed inappropriately; further, our vendor is HIPAA compliant. In addition, the district and DHCS are bound by agreements that include specific provisions about the use of the information shared in this program, and governing security protocols.

Third Party Liability. If your student is enrolled in Medi-Cal and is also covered by a third party insurer, DHCS may attempt to recover third party liability if they pay a school-based claim submitted by us. This occurs due to the assignment of third-party liability rights that was provided when your application to Medi-Cal was approved.
ATHLETICS

California Youth Football Act HSC 124241 (6-12) Under state law, students who participate in tackle 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 extracurricular athletics offered at the middle or high school.

Competitive Athletes Seeking Higher Education Athletic Programs EC 67455
Under state law, students who witness or are the victim of any wrongdoing condoned by the higher education athletic organization, have a right to make a report, file, or otherwise assist the reporting of any violation of student athlete rights involving the program, participants, or staff. This right to make such reports is guaranteed by the “Student Athlete Bill of Rights” and may not result in retribution or removal of any benefits if the report has been made in good faith and truthfulness.

Competitive Athletics EC 221.9
Commencing with the 2015-2016 school year and every year thereafter, at the end of the school year the high school shall publicly make available by posting on the school or district website (1) the total enrollment of the school, classified by gender, (2) the number of students enrolled at the high school who participated in competitive athletics, classified by gender, (3) and the number of boys’ and girls’ teams, classified by sport and by competition level.

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, charter school, or private school that elects to offer an athletic program 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 healthcare provider. If the licensed health care provider determines the athlete has a concussion or head injury, the athlete shall also complete a graduated return-to-play protocol of no less than 7 days in duration under the supervision of a licensed health care provider. On a yearly basis, a concussion and head injury information sheet must be signed and returned by the athlete and the athlete’s parent or guardian before the athlete initiates practice or competition. This requirement does not apply to an athlete engaging in an athletic activity during the regular school day or as a part of a physical education course.

Health Insurance for Athletes EC 32221.5
Under state law, school districts are required to ensure that all members of school athletic teams have accidental injury insurance that covers medical and hospital expenses. This insurance requirement can be met by the school district offering insurance or other health benefits that cover medical and hospital expenses. Some students may qualify to enroll in no-cost or low-cost local, state, or federally sponsored health insurance programs. For assistance in applying for state or federally sponsored health insurance, call
the DUSD health services center at 626-599-5222 or dial 211 toll free. Information about insurance programs may also be obtained by calling the school Athletics Director.

**Opioids EC 49476**
Opioid is a controlled substance that can be prescribed by a health care provider to relieve moderate-to-severe pain, after a surgery or injury, or for certain health conditions. Opioids include prescription drugs such as hydrocodone, oxycodone, morphine, and codeine. Although these medications can be an important part of treatment, they carry serious risks of addiction and overdose, especially with prolonged use. A school district, charter school, or private school that elects to offer an athletic program must provide the Opioid Factsheet for Patients published by the Centers for Disease Control and Prevention to each athlete. On a yearly basis, an acknowledgement of receipt of the Fact Sheet must be signed and returned by the athlete and the athlete’s parent or guardian before the athlete initiates practice or competition.

**Sudden Cardiac Arrest EC 33479 et seq.**
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 student 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 student 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 student 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 student and the student’s parent or guardian before a student participates Health participates in specific types of athletic activities which generally does not apply to those conducted during the regular school day or as part of a physical education course.
RIGHTS INFORMATION

Parent Engagement-School Accountability – EC 11500, 11501, 11502, 11503
The Duarte Unified School District strongly believes that parental involvement and support in the education of children plays an important and effective role in improving academic achievement. Each school’s parent and family engagement program will provide regular and periodic training, instruction, and information throughout the year on the following:

1. Ability for parents and family members to directly affect the success of their children’s learning through the support they give their children at home and at school.
2. Explanation of curriculum, state academic achievement standards, and state and local assessments.
3. Home activities, strategies, and materials that can be used to assist and enhance the learning of children both at home and at school.
4. Skills to assist parents and family members in understanding the development needs of their children and in understanding how to provide positive discipline for, and build healthy relationships with, their children.
5. Developing consistent and effective communications between the school and the parents and family members concerning the progress of the children in school and concerning school programs.

The District will ensure that parents and family members are consulted and participate in the planning, design, implementation, and evaluation of the parent and family engagement program. To participate in the district offerings of parent education and to provide parental input to the local training programs for parents, please contact the following district representative for more information on how you may contribute: Assistant Superintendent Educational Services at 626-599-5011.

Federal Student Aid – EC 51225.8 (9-12)
Under state law, school districts are to ensure that students prior to entering 12th grade are entitled to information on how to properly complete and submit the Free Application for Federal Student Aid (FAFSA) or the California Dream Act Application at least once. This information should be available in a timely manner as financial aid is awarded in order of submission according to deadlines, on a first-come, first served basis. All family and student personal information will be protected according to state and federal privacy laws and regulations. [The district or charter school shall describe how and when information is disseminated here – in-class instruction, existing program, family information sessions, or counseling sessions may be shared in groups or individually, or any other way district or charter school decides.]

Uniform Complaint Policy and Procedure (Appendix D) 5 CCR 4600 et seq., 4622, EC 234.1, 32289 & 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 or 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 (EC) sections 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 or physical disability, or age,
or on the basis of a person's association with a person or group with one or more of these actual or perceived characteristics, in any program or activity conducted by a 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 characteristics 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; 5) unlawful imposition of pupil fees for participation in educational activities in public schools; 6) failure to comply with the requirements established through the Local Control Funding Formula related to the Local Control and Accountability Plan as described in EC sections 52060 through 52076 or sections 47606.5 and 47607.3; 7) noncompliance with physical education instructional minutes at specified grade levels; 8) inappropriate assignment of a pupil to courses without educational content or previously completed and received a grade sufficient for satisfying the requirements for high school graduation and admission into post-secondary education; 9) noncompliance with education provisions for pupils in foster care, who are homeless, or who are former juvenile court school students; and 10) failure to reasonably accommodate lactating pupils.

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 Assistant Superintendent Personnel who will coordinate an investigation and response within 60 calendar days of receipt of the written complaint, unless the complainant agrees in writing to extend the timeline. If the District finds merit in a complaint, the District shall provide a remedy to all affected pupils, parents/guardians.

A complainant may appeal the District’s decision to the California Department of Education (CDE) by filing a written appeal within 30 calendar 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 calendar 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 the Assistant Superintendent Personnel at 626-599-5005 for additional information or assistance. See Appendix “D”.

Rights of Pregnant and Parenting Students EC 221.51, 222.5, 46015, 48205, and 48980(a)

Pregnant and parenting students often face overwhelming obstacles to graduating and receiving an education of equal quality to that of their peers, placing them at higher risk of dropping out of school. The Duarte Unified School District supports pregnant and parenting students by providing them with the opportunity to succeed academically while protecting their health and the health of their children in the following ways:

1. The District will not adopt any rule concerning a student’s actual or potential parental, family, or marital status that treats students differently on the basis of sex.
2. The District will not exclude or deny any student from an educational program or activity, including any class or extracurricular activity, solely on the basis of his/her pregnancy, childbirth, false pregnancy, termination of pregnancy, or related recovery; the District will treat pregnancy,
childbirth, false pregnancy, termination of pregnancy, or related recovery in the same manner and under the same policies as any other temporary disabling condition.

3. Pregnant and parenting students have the right to participate in the regular education program and will not be required to participate in a pregnant minor program or alternative education program. Students who voluntarily participate in an alternative education program must be given educational programs, activities, and courses equal to those they would have been in if participating in the regular education program.

4. The District may require a pregnant or parenting student to obtain the certification of a physician or nurse practitioner that he/she is physically and emotionally able to participate, or continue to participate, in the regular education program or activity.

5. The school shall provide reasonable accommodations to any lactating student to express breast milk, breastfeed an infant child, or address other needs related to breastfeeding. A student shall not incur an academic penalty for using any of these reasonable accommodations and shall be provided the opportunity to make up any work missed due to such use. Reasonable accommodations include, but are not limited to:
   a. Access to a private and secure room, other than a restroom, to express breast milk or breastfeed an infant child
   b. Permission to bring onto a school campus a breast pump and any other equipment used to express breast milk
   c. Access to a power source for a breast pump or any other equipment used to express breast milk
   d. Access to a place to store expressed breast milk safely

6. A reasonable amount of time to accommodate the student’s need to express breast milk or breastfeed an infant child

7. A pregnant or parenting student will be excused from school when the absence is due to the illness or medical appointment of his/her child, including absences to care for a sick child.

8. During the school year in which the birth of the student’s infant takes place, a pregnant or parenting student is entitled to eight weeks of parental leave, which the student may take before childbirth if there is a medical necessity and after childbirth to care for and bond with the infant. If deemed medically necessary by the student’s physician, parental leave may be extended beyond eight weeks.

9. Specific to parental leave:
   a. No student is required to take all or part of the parental leave.
   b. A student on parental leave cannot be required to complete academic work or other school requirements but has the right to make up work missed upon return to school.
   c. The student has the right to return to the school and course of study in which he/she was enrolled before taking parental leave.
   d. The District’s Supervisor of Attendance will ensure that absences from school, as a result of the parental leave, are excused until the student returns to school.

A student cannot be penalized for exercising the rights listed above. A complaint of noncompliance by the District can be filed through the Uniform Complaint Procedures, as described in this document.

Educational Equity: Immigration and Citizenship Status EC 200, 220, 234.1 and 234.7
All students, regardless of their immigration status or religious beliefs, have the right to a free public education. As such, the Duarte Unified School District (1) prohibits discrimination, harassment,
intimidation, and bullying based on actual or perceived immigration status; (2) shall receive and investigate related complaints based on immigration status in accordance with its Uniform Complaint Procedures (see Appendix “D”); (3) prohibits the collection of information or documents regarding the citizenship or immigration status of students or their family members unless required to administer a state or federal program; (4) requires reporting to the Governing Board any requests to gain information or access to a school site by an officer or employee of a law enforcement agency for immigration enforcement purposes; and (5) shall first exhaust parents’ instruction concerning a student’s care in the emergency contact information in the parents’ absence and to avoid contacting Child Protective Services unless the District is unable to arrange for care based on parental instruction.

The California Attorney General has provided the following “Know Your Rights” information:

Your Child has the Right to a Free Public Education

- All children in the United States have a Constitutional right to equal access to free public education, regardless of immigration status and regardless of the immigration status of the students’ parents or guardians.

- In California:
  - All children have the right to a free public education.
  - All children ages 6 to 18 years must be enrolled in school.
  - All students and staff have the right to attend safe, secure, and peaceful schools.
  - All students have a right to be in a public school learning environment free from discrimination, harassment, bullying, violence, and intimidation.
  - All students have equal opportunity to participate in any program or activity offered by the school, and cannot be discriminated against based on their race, nationality, gender, religion, or immigration status, among other characteristics.

Information Required for School Enrollment

- When enrolling a child, schools must accept a variety of documents from the student’s parent or guardian to demonstrate proof of the child's age or residency.

- You never have to provide information about citizenship/immigration status to have your child enrolled in school. Also, you never have to provide a Social Security number to have your child enrolled in school.

Confidentiality of Personal Information

- Federal and state laws protect student education records and personal information. These laws generally require that schools get written consent from parents or guardians before releasing student information, unless the release of information is for educational purposes, is already public, or is in response to a court order or subpoena.

- Some schools collect and provide publicly basic student “directory information.” If they do, then each year, your child’s school district must provide parents/guardians with written notice of the school’s directory information policy, and let you know of your option to refuse release of your child’s information in the directory.

Family Safety Plans if You Are Detained or Deported

- You have the option to provide your child’s school with emergency contact information, including the information of secondary contacts, to identify a trusted adult guardian who can care for your child in the event you are detained or deported.
● You have the option to complete a Caregiver’s Authorization Affidavit or a Petition for Appointment of Temporary Guardian of the Person, which may enable a trusted adult the authority to make educational and medical decisions for your child.

**Right to File a Complaint**

● Your child has the right to report a hate crime or file a complaint to the school district if he or she is discriminated against, harassed, intimidated, or bullied on the basis of his or her actual or perceived nationality, ethnicity, or immigration status.

**Student Records EC 49063 and 49069, 34 CFR 99.7, 20 USC 1232g**

A cumulative record, whether recorded by handwriting, print, tapes, film, microfilm or other means, must be maintained on the history of a student’s development and educational progress. The District will protect the privacy of such records. Parents/guardians have the right to 1) inspect and review the student’s educational record maintained by the school, 2) request that a school correct records which they believe to be inaccurate or misleading, and 3) have some control over the disclosure of information from educational records. School officials with legitimate educational interests may access student records without parental consent as long as the official needs to review the records in order to fulfill his/her professional responsibility. Upon request from officials of another school district in which a student seeks or intends to enroll, the District shall disclose educational records without parental consent.

Parents’ request to access their student’s educational records must be submitted in a written form to the school site and they will have five (5) business days from the day of receipt of the request to provide access to the records. Copies of student records are available to parents.

Per state and federal law, the District keeps the following mandatory permanent records indefinitely: student’s legal name, date and place of birth, sex, enter and leave date each school year, subjects taken, marks or number of credits toward graduation, verification of or exemption from required immunization, date of high school graduation or equivalent, and parent/guardian’s name and address (including the student’s address if different, and the annual verification of residency for both the student and the parent/guardian). The District also keeps the following mandatory interim records until three years after the student leaves or graduates, or their usefulness has ceased: log identifying persons or agencies who have requested or received information from the student record, health information, information on participation in special education programs, language training records, progress slips/notices, parental authorization/restrictions/waivers, rejoinders to challenged records, results of standardized tests administered within the past three years, expulsion orders, and independent study evaluation and findings. Permissive records, which are records that the District has determined important to maintain, may include, but are not limited to, objective counselor and teacher ratings, standardized test results older than three years, routine discipline data, verified reports of relevant behavior patterns, disciplinary notices, and attendance records.

The District will not collect or solicit social security numbers or the last four digits of social security numbers of students or parent/guardians, except as required by state or federal law or as required to establish eligibility for a federal benefit program. Additionally, the District will not collect information or documents regarding the citizenship or immigration status of students or their family members, unless required by state or federal law or as required to administer a state or federally supported educational program.
On an annual basis, records that are not designated as mandatory permanent records are reviewed to determine any records that still need to be retained and those that are appropriate for destruction.

A parent challenging school records must show that the records are (1) inaccurate, (2) an unsubstantiated personal conclusion or inference, (3) a conclusion or inference outside the observer’s area of competence, (4) not based on the personal observation of a named person with the time and place of the observation noted, (5) misleading, or (6) in violation of the privacy or other rights of the student. Parents have the right to file a complaint with the United States Department of Education concerning an alleged failure by the District to comply with the provisions of the United States Family Educational Rights and Privacy Act (FERPA) by writing to: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Ave., SW, Washington, D.C. 20202-4605.

The Director of Student Services has been designated as the custodian of records for all schools operated by Duarte Unified, and at each school site, the principal serves as the custodian of records for students enrolled at their school. The custodian of records is responsible for implementing the policies and procedures related to student records; in particular, they must protect the student and the student’s family from invasion of privacy by ensuring only authorized persons may access student records.

**Rights of Parents and Guardians to Information - EC 51101**

The parents and guardians of pupils enrolled in public schools have the right and should have the opportunity, as mutually supportive and respectful partners in the education of their children within the public schools, to be informed by the school, and to participate in the education of their children, as follows:

1. Within a reasonable period of time after making the request, to observe their child’s classroom(s).
2. Within a reasonable time of their request, to meet with their child's teacher(s) and the principal.
3. To volunteer their time and resources for the improvement of school facilities and school programs under the supervision of district employees, including, but not limited to, providing assistance in the classroom with the approval, and under the direct supervision, of the teacher.
4. To be notified on a timely basis if their child is absent from school without permission.
5. To receive the results of their child’s performance on standardized tests and statewide tests and information on the performance of their child’s school on standardized statewide tests.
6. To request a particular school for their child, and to receive a response from the school district.
7. To have a school environment for their child that is safe and supportive of learning.
8. To examine the curriculum materials of their child’s class(es).
9. To be informed of their child’s progress in school and of the appropriate school personnel whom they should contact if problems arise with their child.
10. To have access to the school records of their child.
11. To receive information concerning the academic performance standards, proficiencies, or skills their child is expected to accomplish.
12. To be informed in advance about school rules, including disciplinary rules and procedures, attendance policies, dress codes, and procedures for visiting the school.
13. To receive information about any psychological testing the school does involving their child and to deny permission to give the test.
(14) To participate as a member of a parent advisory committee, school site council, or site-based management leadership team.

(15) To question anything in their child's record that the parent feels is inaccurate or misleading or is an invasion of privacy and to receive a response from the school.

(16) To be notified, as early in the school year as practicable, if their child is identified as being at risk of retention and of their right to consult with school personnel responsible for a decision to promote or retain their child and to appeal a decision to retain or promote their child.

**Directory Information EC 49073**

“Directory Information” includes one or more of the following items: student’s name, address, telephone number, e-mail address, date of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent public or private school attended by the student. Directory information may also include a student identification number, user identification, or other personal identifier used by the student for purposes of accessing or communicating in electronic systems as long as the identifier cannot be used to gain access to education records except when used in conjunction with a personal identification number, password, or other factor known or possessed only by the authorized user.

Directory information does not include a student’s social security number. Directory information also does not include the student’s citizenship status, immigration status, place of birth, or any other information indicating national origin. The District will not release such information without parental consent or a court order.

The District has determined that the following individuals, officials, or organizations may receive directory information: Parent Teacher Association (PTA), the Student Resource Officer (SRO), elected officials, public health, etc. No information may be released to private profit making entities other than employers, prospective employers and representatives of the news media, including, but not limited to, newspapers, magazines, and radio and television stations. Directory information may be disclosed without prior consent from the parent or legal guardian unless the parent or legal guardian submits a written notice to the school to deny access to his/her student’s directory information. Directory information regarding a student identified as a homeless child or youth shall not be released unless a parent, or student given parental rights, has provided written consent that directory information may be released.

**Title IX EC 221.61**

Title IX of the Education Amendments of 1972 is one of several federal and state anti-discrimination laws that ensure equality in educational programs and activities that receive federal funding. Specifically, Title IX protects male and female pupils and employees, as well as transgender pupils and pupils who do not conform to sex stereotypes, against discrimination based on sex, including sexual harassment. California law also prohibits discrimination based on gender, gender expression, gender identity, and sexual orientation. Under Title IX, pupils may not be discriminated against based on their parental, family, or marital status, and pregnant and parenting pupils may not be excluded from participating in any educational program, including extracurricular activities, for which they qualify. For more information about Title IX, or how to file a complaint of noncompliance with Title IX, contact: the Assistant Superintendent Personnel 626-599-5000
Williams Complaint Policy and Procedure (Appendix E) EC 35186
There are established policies and procedures regarding deficiencies related to instructional materials, emergency or urgent facilities conditions that pose a threat to the health and safety of students or staff, and teacher vacancies or mis assignments. These policies are posted in every classroom (see Appendix “E”). Parents have the right to file a complaint if they believe any of these areas are not properly addressed. Complaint forms are available in each school office and at the district office. It is highly encouraged that parents express their concerns to the site principal before completing the complaint forms to allow the district to respond to the parent concern.

Teacher Qualifications 20 USC 6312
Parents/guardians of each student attending a school receiving Title I funds may request information regarding the professional qualifications of their child's classroom teacher including, but not limited to, whether the teacher:

1. Has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction
2. Is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived
3. Is teaching in the field of discipline of his/her certification

To request information regarding professional qualifications of a classroom teacher, contact the Assistant Superintendent Personnel at 626-599-5005.

Nondiscrimination Statement EC 221.8
The Duarte Unified School District is committed to providing a safe school environment where all individuals in education are afforded equal access and opportunities. The District’s academic and other educational support programs, services and activities shall be free from discrimination, harassment, intimidation, and bullying of any individual based on the person’s actual race, color, ancestry, national origin, ethnic group identification, immigration status, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, or gender expression; the perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics. Specifically, state law prohibits discrimination on the basis of gender enrollment, counseling, and the availability of physical education, athletic activities, and sports. Transgender students shall be permitted to participate in gender-segregated school programs and activities (e.g., athletic teams, sports, competitions, and field trips) and to use facilities consistent with their gender identity. The District assures that lack of English language skills will not be a barrier to admission or participation in District programs. Complaints of unlawful discrimination are investigated through the Uniform Complaint Process. Such complaints must be filed no later than six months after knowledge of the alleged discrimination was first obtained. For a complaint form or additional information, contact the Personnel office.
APPENDIX A

Sexual Harassment

The Board of Education is committed to maintaining an educational environment that is free from harassment. The Board prohibits sexual harassment of students by other students, employees or other persons, at school or at school-sponsored or school-related activities. The Board also prohibits retaliatory behavior or action against persons who complain, testify, assist or otherwise participate in the complaint process established pursuant to this policy and the administrative regulation.

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

1. What acts and behavior constitute sexual harassment, including the fact that sexual harassment could occur between people of the same gender and could involve sexual violence

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

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

4. Information about the person(s) to whom a report of sexual harassment should be made

5. Information about the rights of students and parents/guardians to file a criminal complaint, as applicable

Complaint Process
Any student who feels that he/she is being or has been sexually harassed by a school employee, another student, or a non-employee on school grounds or at a school sponsored or school related activity (e.g., visiting athlete or coach) shall immediately contact his/her teacher or any other employee. An employee to whom a complaint is made shall, within 24 hours of receiving the complaint, report it to the principal or designee in accordance with administrative regulation.

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

Disciplinary Measures
Any student who engages in sexual harassment or sexual violence at school or at a school-sponsored or school-related activity is in violation of this policy and shall be subject to disciplinary action. For students in grades 4 through 12, disciplinary action may include suspension and/or expulsion, provided that in imposing such discipline the entire circumstances of the incident(s) shall be taken into account.
Confidentiality and Record-Keeping
All complaints and allegations of sexual harassment shall be kept confidential except as necessary to carry out the investigation or take other subsequent necessary action. (5 CCR 4964)

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

DUARTE UNIFIED SCHOOL DISTRICT
2021-2022 STANDARDIZED DRESS/UNIFORM REQUIREMENTS

Duarte Unified School District’s dress guidelines have been established to reinforce a safe and productive learning environment for all students.

The guidelines outlined below apply to students in Grades TK-5 attending Andres Duarte Arts Academy, Beardslee Dual Language Academy, Maxwell Academy & IB World School and Royal Oaks STEAM Academy, as well as students in Grades TK-6 attending Valley View Academy of Technology & Creative Learning School.

**Pants/Shorts:**
- **Color:** Navy, Khaki
- **Style:** Properly hemmed and must not be worn more than one size too large. Shorts should be just above or below knees. If wearing shorts, socks are worn below the hemline.
- **Fabric:** Cotton, blends of wool, polyester or cotton or corduroy. No jeans or sweats.
- **Note:** For safety reasons, belts that are too large are not to be worn.

**Jumpers/Skirts/Skorts:**
- **Color:** Navy, Khaki
- **Fabric:** Cotton, blends of wool, polyester, cotton or corduroy. No denim.
- **Note:** Jumpers, skirts, skorts must be at least fingertip length and no longer than mid-calf.

**Shirts:**
- **Color:** White, Light Blue, Navy, Khaki
- **Style:** Plain polo or knit turtlenecks, short or long sleeves; oxford shirts or blouses.
- **Fabric:** Cotton, cotton/polyester blend.
- **Note:** All shirts and blouses must have collars and sleeves. Shirts must also cover the waist and waist and the top of pants/skirts, etc.

**Shoes:**
- **Style:** Closed toe and closed heel shoes.
- **Note:** For safety reasons, the heels of shoes must be flat.

**Sweaters/Sweatshirts:**
- **Color:** Plain colors including white, navy, light blue or khaki are recommended and preferred.
- **Style:** Cardigan, crew neck and V-neck sweaters, sweatshirts.
- **Note:** Must be worn no more than one size too large. Jackets and coats are not subject to uniform colors.

Each school determines when specific spirit clothing (shirts/sweatshirts) may be worn.

All issues surrounding the enforcement of the dress policy shall be referred to the site administrator.
APPENDIX C

DUARTE UNIFIED SCHOOL DISTRICT
2021-2022 DRESS AND GROOMING STANDARDS, GRADES *6-12

Duarte Unified School District subscribes to the philosophy that all students have a right to quality education in a safe, secure environment. Students’ appearance should be neat, acceptable and in keeping with school activities. In this regard, certain types of clothing and attire that have potential to cause a disruption of school activities will be prohibited.

The school administration will determine the nature of clothing that is not appropriate for school in consultation with local authorities. Apparel, hats, jewelry, bandanas, insignia, colors, or paraphernalia that indicate an affiliation with a group or gang which may provoke others to act violently or be intimidated by fear of violence may not be possessed or worn on campus or at school activities. The nature of this clothing, apparel, and paraphernalia that are not appropriate for school will vary from time to time and may change from year to year.

In recognition of our instructional responsibilities and goals, the dress code applies to all students in Grades 6-12 at all Duarte Unified schools with the exception of students in *Grade 6 at Valley View Academy who will adhere to the district’s standardized dress/uniform requirements. To maintain a productive instructional environment, to promote a safe school, and to demonstrate a positive direction away from drugs, alcohol, tobacco, and gang affiliation, shoes must be worn at all times and students may not wear:

1. Clothing that is dangerous to self or others.
2. Clothing which is distracting or revealing.
3. Clothing that makes reference to sex, drugs, alcohol, tobacco, weapons, violence, or any illegal activities.
4. Clothing with symbols or slogans which degrade cultures, genders, races, religions, or ethnic values.
5. Clothing that displays gang-related symbols or language that is associated with gang affiliation.
6. Hats in the classrooms.
7. Other inappropriate clothing or accessories, determined by the school administration to disrupt the safety or detract from the educational process.

In order to comply with our policy and avoid dress code violations, parents are encouraged to provide guidance in the student’s selection of appropriate dress.
APPENDIX D

ANNUAL NOTIFICATION OF
THE UNIFORM COMPLAINT PROCEDURES (UCP)
2021 - 2022

Duarte Unified School District

For students, employees, parents/guardians, school and district advisory committee members, private school officials, and other interested parties

The Duarte Unified School District has the primary responsibility for compliance with federal and state laws and regulations. We have established Uniform Complaint Procedures (UCP) to address allegations of unlawful discrimination, harassment, intimidation, and bullying, and complaints alleging violation of state or federal laws governing educational programs, the charging of unlawful student fees and the non-compliance of our Local Control and Accountability Plan (LCAP), including the development of a local control funding formula budget overview for parents/guardians.

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

The UCP shall also be used when addressing complaints alleging failure to comply with state and/or federal laws related to Accommodations for a Pregnant or Parenting Student, Adult Education, After School Education and Safety, Bilingual Education, California Peer Assistance and Review Programs for Teachers, State Career Technical and Technical Education, Career Technical, and Technical Training programs; Federal Career Technical Education; Child Care and Development, Child Nutrition, Compensatory Education, Consolidated Categorical Aid, Course Periods without Educational Content, Development of a School Plan for Student Achievement or the Establishment of a School Site Council, Economic Impact Aid, Education of Students in Foster Care, Students who are Homeless, Children of Military Families, and Former Juvenile Court School Students, Every Student Succeeds Act, Local Control Accountability Plans (including Charter Schools as described in EC §§ 47606.5 and 47607.3); Migrant Education, Physical Education Instructional Minutes, Student Fees, Reasonable Accommodations to a Lactating Student, Regional Occupational Centers and Programs, School Safety Plans, Special Education, State Preschool, Tobacco-Use Prevention Education.

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

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

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

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

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

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

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

Assistant Superintendent Personnel
Duarte Unified School District
1620 Huntington Drive
Duarte, CA 91010
www.duarteusd.org

A student fees complaint is filed with the Duarte Unified School District and/or the principal of a school.

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

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

The complainant has a right to appeal our Decision of complaints regarding specific programs, student fees and the LCAP to the California Department of Education (CDE) by filing a written appeal within 30 days of receiving our Decision. The appeal must be accompanied by a copy of the originally-filed complaint and a copy of our Decision.
The complainant is advised of civil law remedies, including, but not limited to, injunctions, restraining orders, or other remedies or orders that may be available under state or federal discrimination, harassment, intimidation or bullying laws, if applicable.

A copy of our UCP compliant policies and procedures is available free of charge.
APPENDIX E

WILLIAMS COMPLAINT POLICY AND PROCEDURE NOTICE TO PARENTS/GUARDIANS, STUDENTS, AND TEACHERS

Parents/Guardians, Students, and Teachers:

Pursuant to Education Code 35186, you are hereby notified that:

1. There should be sufficient textbooks and instructional materials. For there to be sufficient textbooks and instructional materials, each student, including English learners, must have a textbook or instructional material, or both, to use in class and to take home.

2. School facilities must be clean, safe, and maintained in good repair.

3. There should be no teacher vacancies or mis assignments. "Mis assignment" means the placement of a certificated employee in a teaching or services position for which the employee does not hold a legally recognized certificate or credential or the placement of a certificated employee in a teaching or services position that the employee is not otherwise authorized by statute to hold. "Teacher vacancy" means a position to which a single designated certificated employee has not been assigned at the beginning of the year for an entire year or, if the position is for a one-semester course, a position to which a single designated certificated employee has not been assigned at the beginning of a semester for an entire semester.

4. A complaint form can be obtained at the school office or district office, or downloaded from the school or district website. You may also download a copy of the California Department of Education complaint form from the following web site: http://www.cde.ca.gov/re/cp/uc
APPENDIX F

June, 2021

Dear Parents/Guardians and Staff,

To meet the requirements of the Healthy Schools Act of 2000, the Duarte Unified School District is required to provide annual written notification to all staff, parents or guardians of students regarding the intended applications of pest management products. For the 2021-2022 school year, Duarte Unified School District may apply the following pest management products as necessity dictates.

<table>
<thead>
<tr>
<th>Product</th>
<th>Active Ingredient</th>
<th>Use</th>
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<tbody>
<tr>
<td>Fumitoxin</td>
<td>Aluminum Phosphide</td>
<td>Burrowing Rodents</td>
</tr>
<tr>
<td>Gopher Getter</td>
<td>Strychnine</td>
<td>Gopher Control</td>
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<tr>
<td>Roundup Hecide</td>
<td>Glyphosate</td>
<td>Weed Control</td>
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<tr>
<td>Maxforce Select</td>
<td>Fipronil</td>
<td>Roach Bait Gel</td>
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<tr>
<td>Talstar One</td>
<td>Bifenthrin</td>
<td>Insects</td>
</tr>
<tr>
<td>Tempo Ultra WP</td>
<td>Cyfluthrin</td>
<td>Insects</td>
</tr>
<tr>
<td>CB-80 Extra</td>
<td>Pyrethrins</td>
<td>Insects</td>
</tr>
</tbody>
</table>

For additional information on pest management products you may access the California Department of Pesticide Regulation website at [http://www.cdpr.ca.gov](http://www.cdpr.ca.gov)

The Duarte Unified School District does not use pest management products with the signal word “danger”, and in the majority of cases the products used fall into the safest category, “caution”. Pest management products are applied when children are not present. Applicators receive annual safety training, strictly follow the U.S. EPA label instructions, and only apply pesticides when they are necessary.

If you would like to register with the school district to receive notification of individual pest management product applications please complete the “Request for Notification” portion provided below and return it to the school. Registrants will be notified of individual applications at least 72 hours in advance. For further information, please contact Osberto Geno, Director of Facilities at (626) 599-5041.

REQUEST FOR NOTIFICATION

I would like to be notified each time a pest management material is applied at my child’s school.

Child’s name: _________________________________________________________
School: ______________________________________________________________
Printed Name of parent/guardian: _________________________________________
Contact phone number or e-mail address: _________________________________
Signature of parent/guardian: _________________________________________
Date: ________________________________________________________________

For Office use only: Please date stamp and send to the Director of Facilities.
APPENDIX G

Grounds for Suspension and Expulsion EC 35291, 48900 et seq.

Per EC 48900(s), students may be suspended or expelled for acts listed below which occur at any time, if the act is related to school activity or school attendance.

“Suspension” means removal of a student from ongoing instruction for adjustment purposes. EC 48925 (d)

A student can be suspended if he or she commits any of the following acts described under Education Code (EC) 48900:

a.1 Caused, attempted to cause, or threatened to cause physical injury to another person
a.2 Willfully used force or violence upon the person of another, except in self-defense
b. Possessed, sold, or otherwise furnished a firearm, knife, explosive, or other dangerous object, unless, in the case of possession of an object of this type, the student had obtained written permission to possess the item from a certificated school employee, which is concurred in by the principal or the designee of the principal.
c. Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of, a controlled substance, an alcoholic beverage, or an intoxicant of any kind.
d. Unlawfully offered, arranged or negotiated to sell a controlled substance, alcoholic beverage, or an intoxicant of any kind, and either sold, delivered, or otherwise furnished to a person an imitation.
e. Committed or attempted to commit robbery or extortion.
f. Caused or attempted to cause damage to school property or private property.
g. Stolen or attempted to steal school property or private property.
h. Possessed or used tobacco, or products containing tobacco or nicotine products, including, but not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel. However, this section does not prohibit the use or possession by a student of his or her own prescription products.
i. Committed an obscene act or engaged in habitual profanity or vulgarity.
j. Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell drug paraphernalia.
k. Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties. (Grades 9-12 only)
l. Knowingly received stolen school property or private property.
m. Possessed an imitation firearm.
n. Committed or attempted to commit a sexual assault or committed a sexual battery.
o. Harassed, threatened, or intimidated a student who is a complaining witness or witness in a school disciplinary proceeding, for the purpose of either preventing that student from being a witness or retaliating against that student 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.
r. Engaged in an act of bullying.
48900.2 Committed sexual harassment (Grades 4-12 only).
48900.3 Caused, attempted to cause, threatened to cause, or participated in an act of, hate violence (Grades 4-12 only).
48900.4 Intentionally harassed, threatened, or intimidated, creating a hostile educational environment (Grades 4-12 only).
48900.7 Made terroristic threats against school officials and/or school property.
“Expulsion” means removal of a student from (1) the immediate supervision and control, or (2) the general supervision of school personnel under Education Code (EC) 48925 (b). The principal or the superintendent of schools shall recommend a student’s expulsion for the following acts:

EC 48915(a) (1) requires a recommendation for expulsion for any of the following acts committed by a student unless expulsion is found to be inappropriate due to the circumstances:

A. Causing serious physical injury to another person, except in self-defense.
B. Possession of a knife or other dangerous object of no reasonable use to the student.
C. Unlawful possession of any controlled substance, except for either of the following: (i) the first offense for the possession of not more than one avoirdupois ounce of marijuana, other than concentrated cannabis. (ii) the possession of over-the-counter medication for use by the student for medical purposes or medication prescribed for the student by a physician.
D. Robbery or extortion.
E. Assault or battery upon a school employee.

EC 48915(c) requires mandatory suspension and a recommendation for expulsion for any of the following acts committed by a student:

1. Possessing, selling or otherwise furnishing a firearm.
2. Brandishing a knife at another person.
3. Unlawfully selling a controlled substance.
4. Committing or attempting to commit a sexual assault or commit a sexual battery.
5. Possession of an explosive.
APPENDIX H
GRADE 7 TYPE 2 DIABETES INFORMATION FOR PARENTS/GUARDIANS

Developed by the California Department of Education (CDE) in collaboration with the California Department of Public Health, American Diabetes Association, California School Nurses Organization, and Children’s Hospital of Orange County.

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

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

- **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 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
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 fat levels

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.

APPENDIX I

2021-2022 PRESCRIPTION OPIOIDS INFORMATION SHEET
(Applicable Only for the Current School Year)

Prescription opioids may be used to help relieve moderate-to-severe pain and are often prescribed following a surgery or injury, or for certain health conditions. These medications can be an important part of treatment but also come with serious risks. It is important to work with your healthcare provider to make sure you are getting the safest, most effective care.

WHAT ARE THE RISKS AND SIDE EFFECTS OF OPIOID USE?
Prescription opioids carry serious risks of addiction and overdose, especially with prolonged use. An opioid overdose, often marked by slowed breathing, can cause sudden death.

The use of prescription opioids can have a number of side effects as well, even when taken as directed:
· Tolerance – meaning you might need to take more of a medication for the same pain relief.
· Physical dependence – meaning you have symptoms of withdrawal when a medication is stopped.
· Increased sensitivity to pain
· Constipation
· Nausea, vomiting, and dry mouth
· Sleepiness and dizziness
· Confusion
· Depression
· Low levels of testosterone that can result in lower sex drive, energy, and strength
· Itching and sweating

RISKS ARE GREATER WITH:
· History of drug misuse, substance use disorder, or overdose
· Mental health conditions (such as depression or anxiety)
· Sleep apnea
· Pregnancy

Avoid alcohol while taking prescription opioids. Also, unless specifically advised by your healthcare provider, medications to avoid include:
· Benzodiazepines (such as Xanax or Valium)
· Muscle relaxants (such as Soma or Flexeril)
· Hypnotics (such as Ambien or Lunesta)
· Other prescription opioids

KNOW YOUR OPTIONS
Talk to your health care provider about ways to manage your pain that don’t involve prescription opioids. Some of these options may actually work better and have fewer risks and side effects. Options may include:
· Pain relievers such as acetaminophen, ibuprofen, and naproxen
· Some medications that are also used for depression or seizures
Physical therapy and exercise

Cognitive behavioral therapy, a psychological, goal-directed approach, in which patients learn how to modify physical, behavioral, and emotional triggers of pain and stress.

IF YOU ARE PRESCRIBED OPIOIDS FOR PAIN

- Never take opioids in greater amounts or more often than prescribed.
- Follow up with your primary health care provider.
- Work together to create a plan on how to manage your pain.
- Talk about ways to help manage your pain that doesn’t involve prescription opioids.
- Talk about any and all concerns and side effects.
- Help prevent misuse and abuse.
- Never sell or share prescription opioids.
- Never use another person’s prescription opioids.
- Store prescription opioids in a secure place and out of reach of others including visitors, children, friends, and family.
- Safely dispose of unused prescription opioids: Find your community drug take-back program or your pharmacy mail-back program, or flush them down the toilet, following guidance from the Food and Drug Administration [www.fda.gov/Drugs/ResourcesForYou](http://www.fda.gov/Drugs/ResourcesForYou).
- Visit [www.cdc.gov/drugoverdose](http://www.cdc.gov/drugoverdose) to learn about the risks of opioid abuse and overdose.
- If you believe you may be struggling with addiction, tell your health care provider and ask for guidance or call SAMHSA's National Helpline at 1-800-662-HELP.

Be Informed! Make sure you know the name of your medication, how much and how often to take it, and its potential risks and side effects.

For more information, visit: [www.cdc.gov/drugoverdose/prescribing/guideline.html](http://www.cdc.gov/drugoverdose/prescribing/guideline.html)

Please cut and RETURN the bottom portion only. Keep the above information for your records.

I have reviewed and understand the provided document regarding prescription opioid information:

_________________________  ___________________________  __________
Student-athlete Name           Student-athlete Signature   Date

_________________________  ___________________________  __________
Parent or Legal Guardian Name  Parent or Legal Guardian Signature  Date
APPENDIX J

DUARTE UNIFIED SCHOOL DISTRICT
2021-2022 CHARTER SCHOOL COMPLAINT FORM

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<th>Name of student and parent / guardian:</th>
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<th>Charter School (including address)</th>
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California Education Code (EC) Section 47605(d)(4) allows a parent or guardian to submit a complaint to the charter school authorizer when a charter school discourages a pupil's enrollment, requires records before enrollment, or encourages a pupil to disenroll. Please identify the basis for this complaint below, with specific facts, which support your complaint.

Basis of complaint (check all that apply):

- [ ] Pupil was discouraged from enrolling or seeking to enroll in the charter school.
- [ ] Records were requested to be submitted to the charter school before enrollment.
- [ ] Pupil was encouraged to disenroll from the charter school or transfer to another school.
- [ ] Please provide further details:

Please file this complaint with the authorizer of the charter school electronically or in hard copy. If you have any questions or concerns, please contact: Assistant Superintendent Educational Services (626) 599-5011. For more information: [https://www.cde.ca.gov/sp/ch/cscomplaint.asp](https://www.cde.ca.gov/sp/ch/cscomplaint.asp)