

2008- 2009

Parent / Guardian Notification Requirements

School Safety and Discipline (Rules & Regulations)

Acknowledgement of Receipt (Signature Page) EC§ 48982



Administration Center
325 E. Huntington Drive
Monrovia, CA 91016

Tel: (626) 471-2000
Fax: (626) 471-2077

Please promptly complete and return this form to your child's school. This is to acknowledge that you have been notified of the PARENT/GUARDIAN NOTIFICATION REQUIREMENTS as prescribed by the California Education Code §§ 48980, 48981 which requires each parent be notified of the attached code sections at the time of registration or for the first semester or quarter of the regular school term. Copies of Board Policies and Administrative Regulations and/or further explanation may be obtained from any school and/or district administrator.

Code Sections are as follows:

5 CCR	Title 5, California Code of Regulations
34 CFR	Title 34, Code of Federal Regulations
40 CFR	Title 40, Code of Federal Regulations
CEC	California Education Code
FERPA	Family Education Rights and Privacy Act of 1974
HSC	Health and Safety Code
IDEA	Individuals with Disabilities Education Act
PC	Penal Code
WIC	Welfare and Institutions Code
BP	Board Policies of the Monrovia Unified School District
AR	Administrative Regulations of the Monrovia Unified School District
USC	United States Code
VC	Vehicle Code
NCLB	No Child Left Behind Act

These notifications include, but are not limited to:

- Pesticide Products (CEC §17612)
- District Network & Internet Access Acceptable Use Agreement (CEC §§51870, 51874)
- Uniform Complaint Procedures (5 CCR 4622)

Per CEC§ 48982, this notice shall be signed by the parent or guardian and returned to the school. Signature of the notice is an acknowledgment by the parent or guardian that he has been informed of his rights but does not indicate that consent to participate in any particular program has either been given or withheld.

Parent/Guardian Name <i>(please print)</i>	Date	
Parent/Guardian Signature		
Student Name <i>(please print)</i>	School	Grade
Student Signature	Date	

Parent/Guardian:

PLEASE SIGN AND
RETURN THIS PAGE
TO YOUR CHILD'S
SCHOOL.

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Important Information: School Discipline

Acceptable Behavior:

- ❖ Appropriate conduct/dress/language
- ❖ Positive attitude
- ❖ Respect for self, others and property
- ❖ Personal & social responsibility
- ❖ Academic effort & success
- ❖ Attendance/punctuality

Unacceptable Behavior:

- Willful defiance/disruption of school activities
- Obscene acts/vulgarity/profanity
- Harassment/sexual harassment
- Threatening/Bullying (includes cyber-bullying)
- Causing physical injury/assault/battery
- Weapons/dangerous objects
- Illegal controlled substance/alcohol/tobacco
- Theft/robbery/extortion
- Damage of property
- Tardiness/truancy
- Gang-like behavior

Consequences for Unacceptable Behavior

Consequences for behavior during school; going to and from school and at school related activities will include some or all of the following:

- ✓ Verbal warning/counseling
- ✓ Detention
- ✓ Loss of privileges
- ✓ Suspension (1-5 days per incident; loss of privilege to attend school)
- ✓ Law enforcement
 - Investigation of incident
 - Possible citation
 - Citation will require parent/student appearance in Traffic Court (truancy) or Juvenile Court
 - Citation results in fine and/or community service
- ✓ School Attendance Review Board with District Attorney (Attendance & truancy problems)
- ✓ Expulsion (Loss of privilege to attend MUSD schools)

Thank you, MUSD families, for supporting safe, orderly, positive schools.

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Monrovia Unified School District
Parent/Guardian Notification Requirements 2008 – 2009

ATTENDANCE

Allowed Absences

CEC§ 48205

Besides absences excused for illness, quarantine, medical services, family funeral, or jury duty, parents may request permission in writing to the principal for their child to be excused for: (1) appearance in court; (2) observance of a religious holiday; (3) employment conference; or (4) pupil hardship situation as authorized by the principal. If approved prior to absence, a pupil may complete assignments and tests missed during this time. After completing a minimum school day, a student may leave the school for the purpose of attending a religious activity at a location away from school property no more than one (1) hour per week. The Monrovia Unified School District does not receive funding even if absence is allowable.

- a) Notwithstanding Section 48200, a pupil shall be excused from school when the absence is:
 - (1) Due to his or her illness;
 - (2) Due to quarantine under the direction of a county or city health officer;
 - (3) For the purpose of having medical, dental, optometrical, or chiropractic services rendered;
 - (4) For the purpose of attending the funeral services of a member of his or her immediate family, so long as the absence is not more than one day if the service is conducted in California and not more than three days if the service is conducted outside California;
 - (5) For the purpose of jury duty in the manner provided for by law;
 - (6) Due to the illness or medical appointment during school hours of a child of whom the pupil is the custodial parent;
 - (7) For justifiable personal reasons, including, but not limited to, an appearance in court, attendance at a funeral service, observance of a holiday or ceremony of his/her religion, attendance at religious retreats, attendance at an employment conference, or attendance at an educational conference on the legislative or judicial process offered by a nonprofit organization when the pupil's absence is requested in writing by the parent or guardian and approved by the principal or a designated representative pursuant to uniform standards established by the governing board;
 - (8) For the purpose of serving as member of a precinct board for an election pursuant to Section 12302 of the Elections Code.
- b) A pupil absent from school under this section shall be allowed to complete all assignments and tests missed during the absence that can be reasonably provided and, upon satisfactory completion within a reasonable period of time, shall be given full credit therefore. The teacher of the class from which a pupil is absent shall determine which tests and assignments that the pupil missed during the absence.
- c) For purposes of this section, attendance at religious retreats shall not exceed four hours per semester.
- d) Absences pursuant to this section are deemed to be absences in computing average daily attendance and shall not generate stated apportionment payments.
- e) "Immediate family," as used in this section, has the same meaning as that set forth in Section 45194, except that references therein to "employee" shall be deemed to be references to "pupil."

Avoiding Absences, Written Excuse

Monrovia Unified School District urges parents to make sure their children attend school regularly and to schedule medical and other appointments so that a student misses none, or only a small portion of the school day. The district also asks that travel or other absences be avoided during the time school is in session. The higher the district's daily attendance rate, the more a student will learn and the greater the amount of funding that the district will receive from the state for classroom instruction and academic programs. The school calendar is designed to minimize problems for families which plan vacations around traditional holiday periods, and thereby minimize student absences.

Following an absence, a student is required to bring a written excuse from home when returning to school. Illnesses, and doctor and dental appointments are considered excused absences. Children should not be sent to school when they are not feeling well. Absences without a written excuse are recorded as unexcused.

Tardiness

Children should be encouraged to be prompt as part of their training. They are expected to be at school on time. If a child is late, the child should bring an excuse from home to the school office. Three tardies without a valid excuse is considered truancy under state law.

Notice to Parent/Guardian of a Truant

CEC§ 48205

Any pupil subject to compulsory full-time education or to compulsory continuation education who is absent without valid excuse more than three days or tardy in excess of thirty minutes on each of more than three days in one school year is a truant and shall be reported to the attendance supervisor or to the superintendent of the school district. Upon a pupil's initial classification as a truant, the school district shall notify the pupil's parent/guardian, by first class mail or other reasonable means that: (1) the pupil is truant; (2) the parent/guardian is obligated to compel the attendance of the pupil at school; and (3) parents or guardians who fail to meet this obligation may be guilty of an infraction and subject to prosecution. The District shall also inform parents/guardians of alternative education programs available in the District and the right to meet with appropriate school personnel to discuss solutions to the pupil's truancy. If any minor is a habitual truant or is irregular in attendance at school, the pupil may be referred to a School Attendance Review Board (SARB). The principal or supervisor of attendance shall notify the minor and parent/guardian of the referral.

Notices at Beginning of Term

CEC§ 48980 (a)

Districts shall annually notify parents/guardians of a pupil of rights and responsibilities under CEC§§ 35291, 46014, 48205, 48207, 48208, 49403, 49423, 49451, 49472, 51938, and 31255 et seq.

Grade Reduction – Loss of Academic Credit
CEC§ 48980 (j);

Districts shall annually notify parents/guardians that a pupil shall not have his/her grade reduced or lose academic credit for any absence(s) excused pursuant to § 48205, for missed assignments/tests that can reasonably be provided/completed.

Religious Instruction
CEC§ 46014

Pupils with written consent of parent may be excused from school to participate in religious exercises or to receive moral or religious instructions.

Absence for Confidential Medical Service
CEC§ 46010.1

Requires district to notify pupils in grades 7 to 12, and their parents, that law permits school to excuse pupils for purpose of obtaining confidential medical services without consent of parent. The Monrovia Unified School District has not adopted a policy regarding CEC§ 46010.1 at this time.

CALENDAR

Minimum Pupil-Free Days
CEC§ 48980 (c)

Parents and guardians of all pupils attending a school within the District shall be notified at the beginning of the school year of the schedule of minimum days and pupil-free staff development days, and if any minimum or pupil-free staff development days are scheduled thereafter, the governing board of the district shall notify parents and guardians of the affected pupils as early as possible, but not later than one month before the scheduled minimum or pupil-free day.

Contents of Notice
CEC§ 48983

If any activity covered by the sections set forth in § 48980 will be undertaken by the school during the forthcoming school term, the notice shall state that fact and shall also state the approximate date upon which any of such activities will occur.

Activities Prohibited Unless Notice Given
CEC§ 48984

No school district shall undertake any activity covered by the sections set forth in § 48980 with respect to any particular pupil unless the parent or guardian has been informed of such action pursuant to this article or has received separate special notification.

CIVILITY

Disturbance
CEC § 32210

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

Custody

Custody disputes must be handled by the courts. The school has no legal jurisdiction to refuse a biological parent access to their 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

Child Abuse And Neglect Reporting
PC 11164 et seq.

Staff of the Monrovia Unified School District are required by law to report cases of child abuse and neglect whenever staff have a reasonable suspicion. Staff may not investigate to confirm the suspicion. Both the staff name and report itself are confidential and cannot be disclosed except to authorized agencies.

Child Abuse Prevention Training Program
WIC § 18976.5

If schools present a child abuse primary prevention program, parents/guardians will be notified regarding their parental right to refuse to allow their children to participate. Pupils whose parent/guardian has filed an objection in writing shall be excused from participation in such programs.

COMPLAINTS

Uniform Complaint Procedures
5 CCR § 4622; BP 1312.1; CEC§ 32289 ;CEC§ 35294.95

The Board of Education recognizes that the District has primary responsibility for ensuring that it complies with applicable State and Federal laws and regulations governing specified educational programs.

The District shall follow uniform complaint procedures pursuant to State regulations when addressing complaints alleging unlawful discrimination based on sex, sexual orientation, ethnic group identification, race, ancestry, national origin, religion, color, or mental or physical disability in any program or activity that receives or benefits from state financial assistance. The District shall also follow uniform complaint procedures when addressing complaints alleging unlawful discrimination or failure to comply with State or Federal law in adult basic education, consolidated categorical aid programs, vocational education, child care and development programs, child nutrition programs, and special education programs. However, due process hearing procedures are not governed by uniform complaint procedures.

Compliance Officer - The Board designates the Superintendent and the administrators of Instructional Services, Personnel Services, Business Services, and Pupil Personnel Services as the District's compliance officers to receive and investigate complaints, maintain records of complaints and subsequent related actions, and insure District compliance with the law. District offices may be reached by call (626) 471-2000.

Notifications - The District shall annually notify in writing its students, employees, parents and/or guardians, school advisory committees, and other interested parties of these procedures and the persons responsible for processing complaints.

Civil Law Remedies - Nothing in this policy precludes a complainant from pursuing available civil law remedies outside of the District's complaint procedures. For assistance you may contact the:

Los Angeles County Office of Education	Tel: (562) 922-6111
Legal Aid Foundation of Los Angeles	Tel: (800) 399-4529
Community Legal Center	Tel: (626) 338-5505

Informal Resolution - All parties are encouraged to resolve concerns or complaints on an informal basis by directly contacting the employee or supervisor involved.

If a complaint is not resolved at the informal level or if the complainant chooses to go directly to the formal procedure, a written complaint must be filed.

Filing of Complaint - A written complaint of alleged non-compliance with a Federal or State law, or regulation governing specified education programs, or unlawful discrimination must be filed with the school district's superintendent, who shall refer the complaint to the appropriate District compliance officer.

Complaints alleging unlawful discrimination may be filed by a person who alleges that he/she personally suffered unlawful discrimination, or by a person who believes that an individual or any specific class of individuals has been subjected to unlawful discrimination. The complaint must be filed no later than six months from the date when the alleged discrimination took place or when the complainant first obtained knowledge of the facts of the alleged discrimination. For good cause, the State Superintendent of Public Instruction, may grant an extension of up to ninety (90) days upon written request of the complainant.

If a complainant is unable to put a complaint in writing due to conditions such as illiteracy or other handicaps, District staff shall assist in filing the complaint.

The school district compliance officer may attempt to mediate the problem where appropriate.

Investigation of Complaint - The assigned school district compliance officer shall initiate an investigation within fifteen (15) working days of receipt of the complaint or within fifteen (15) working days of an unsuccessful mediation, unless a later date is agreed to by both parties.

The investigation shall provide opportunity for the complainant and/or representative and the District representatives to present information relevant to the complaint.

The school district shall complete an investigation of a complaint within sixty (60) days from receipt of the complaint.

Although it is not required, the investigation may include an opportunity for the parties to the dispute to meet to discuss the complaint.

Written Decision - Within sixty (60) days of receiving the complaint, the compliance officer shall prepare and send to the complainant a written report of the District's investigation and decision, including:

1. The findings and disposition of the complaint, including corrective actions, if any,
2. The rationale for the above disposition;
3. Notice of the complainant's right to appeal the decision to the California Department of Education within 15 days, and procedures to be followed for initiating such an appeal.

The report of the District's decision shall be written in English and in the language of the complainant whenever feasible or required by law.

Confidentiality and Individual Protections - The investigation of a discrimination complaint shall be conducted in a manner which protects, as much as possible and appropriate, the confidentiality of the parties and the facts.

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

Referring Complaint Issues to Appropriate Agencies - In accordance with Title 5 of the California Code of Regulations, Section 4611, the following complaints shall be referred to the specified agencies for appropriate resolution and not subject to these complaint procedures unless these procedures are made applicable by separate interagency agreements:

1. Allegations of child abuse;
2. Health and safety complaints regarding a child development program;
3. Discrimination issues involving child nutrition programs or Title IX of the Educational amendments of 1972 (when no state law or regulations are at issue);
4. Employment discrimination complaints;
5. Allegations of fraud shall be referred to the responsible State or Federal Department Division Director and its legal office.

Appeals to the California Department of Education - A complainant who is dissatisfied with the District's decision may appeal in writing to the California State Department of Education within fifteen (15) days of receiving the District's decision. For good cause, the Superintendent of Public Instruction may grant an extension for filing appeals.

When appealing to the California Department of Education, the complainant must specify the reason(s) for appealing the District's decision and must include copies of the complaint and the District's decision.

Upon notification by the Superintendent of Public Instruction that the District decision has been appealed, the compliance officer shall forward the following to the Superintendent of Public Instruction:

1. The original complaint;
2. A copy of the District decision;
3. A summary of the nature and extent of the investigation conducted by the District, if not covered in the decision;
4. A report of any action taken to resolve the complaint;
5. A copy of this complaint procedure; and
6. Such other relevant information as the Superintendent of Public Instruction may require.

New CEC§ 32289 to authorize filing of Uniform Complaint for non-compliance with school safety planning requirements of Title IV of the NCLB (20 USC § 7114(d) (7)). (Added by AB 2885, Ch. 272, Statutes of 2004).

COUNSELING

Career Planning CEC §221.5 (d)

The District will notify parents of course selection opportunities commencing with course selections for grade 7, and their right to participate in counseling sessions and decisions.

College Admission Requirements/Higher Education Information CEC §51229

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

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

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

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

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

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

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

Students may meet with a school counselor to choose courses at school that will meet college admission requirements or enroll in career technical education courses, or both.

DISCIPLINE

Notices at Beginning of Term CEC§ 48980 (a)

At the beginning of the first semester of the regular school term, the governing board of the school district shall notify the parents/guardians of a minor pupil regarding the rights and responsibilities under EC§§ 35291, 46014, 48205, 48207, 48208, 49403, 49423, 49451, 49472, 51938, and 32255 et seq.

Notification of Rules Pertaining to Student Discipline**CEC§ 35291; CEC§ 35291.5**

The rules pertaining to student discipline will be distributed to all new and continuing students at the beginning of each school year and to transfer students at the time of their enrollment in the school. These rules are available for review in the office of each school.

Student Conduct:**Duties of Pupils****5 CCR§ 300**

Pupils are required to 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.

Duty Concerning Conduct of Pupil**CEC§ 44807**

Parents/Guardians are advised that every teacher in the public schools shall hold pupils to a strict account for their conduct on the way to and from school, on the playgrounds or during recess.

Hazing Prohibition**CEC§ 32051; CEC§ 48900(q)**

Prohibits pupils or other persons in attendance at any public or private educational institution from conspiring to engage in hazing. Any student who is in violation of this prohibition shall be suspended and may be recommended for expulsion. For purposes of this subdivision, "hazing" means a method of initiation or preinitiation into a pupil organization or body, whether or not the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to a former, current, or prospective pupil. For purposes of this subdivision, "hazing" does not include athletic events or school-sanctioned events.

Possession of Marijuana on School Campuses**HSC**

Possession of not more than one ounce of marijuana on any K through 12 campus during school hours or at school-related functions is a misdemeanor. The maximum penalty for an adult is a fine of \$500 and/or 10 days in jail. The maximum penalty for a minor is a fine of \$250 for the first offense and a fine of \$500 and/or 10 days detention in a juvenile facility for the second and subsequent offenses.

Suspension – Notification of Parent/Guardian**CEC§ 48902; CEC§ 48903; CEC§ 48911; CEC§ 48911.1; CEC§ 48912**

Reasonable effort shall be made to notify parent/guardian in person or by telephone at the time of a suspension. The parent of a suspended student will be notified within one school day of the beginning of suspension of the following:

1. statement of facts leading to suspension;
2. date and time when pupil may return to school;
3. the right of the pupil or parent to request a meeting with the Superintendent or designee;
4. the right of the parent or pupil access to the pupil's records; and
5. a request of the parent or guardian to attend a conference with school officials, including notice that State law requires parents or guardians to respond to such request without delay. If a student is assigned to in-school suspension, a school employee shall notify the pupil's parent or guardian in person or by telephone, or in writing if longer than one class period. If the Board plans to conduct a closed hearing for disciplinary action, the parent/guardian must be notified in person or in writing by registered or certified mail.

The principal or designee (CEC 48902) shall report to appropriate law enforcement prior to suspension or expulsion of pupil for violations of Penal Code 245 (assaults) and may report violations of CEC§ 48900 (c) or (d) (controlled substance violations). The principal or designee is not held civilly or criminally responsible unless report was proven false and known to be false.

Attendance of Suspended Pupil's Parent/Guardian for Part of a School Day**CEC§ 48900.1; BP 5114.1**

The parent/guardian of a student who commits an obscene act; engages in habitual profanity or vulgarity; disrupts school activities or willfully defies authority (EC 48900, Sections (i) and (k), may be required to attend a portion of a school day in the student's classroom. Amended by AB 2855, Ch. 895, Statutes of 2004.

Release of Pupil to Peace Officer**CEC§ 48906**

School officials shall take immediate steps to attempt to notify parents when a child is taken into custody by a peace officer except when the child is taken into custody as a victim of a suspected child abuse. In such cases, law enforcement would assume all notification responsibilities.

Expulsion Request for Special Education Pupil**CEC§ 48915.5**

The District must provide 48 hours prior notification of an IEP meeting or that the meeting will be held without parent participation unless parent requests a postponement of up to three days. A parent must receive written notice of intent to conduct a pre-expulsion assessment and parent is required to make the pupil available without delay.

Expulsion – Readmission, Procedures, Hearings Notification**CEC§ 48916; CEC§ 48918**

If the Governing Board denies readmission of a student, the Board shall notify the parent/guardian in writing of the reasons of the denial. The District will include a notice of educational alternatives at the time of the expulsion. Parents of the pupil are required to notify any new district of the pupil's status in the expulsion process.

Notification of Rules Pertaining to Student Discipline

CEC§ 35291; CEC§ 35291.5

The rules pertaining to student discipline will be distributed to all new and continuing students at the beginning of each school year and to transfer students at the time of their enrollment in the school. These rules are available for review in the office of each school.

Electronic Signaling Device: Possession or Use

CEC§ 48901.5; BP 5134

Students shall be permitted to have in their possession an electronic signaling device on school campuses during the school day, while attending school-sponsored activities, or while under the supervision and control of a school district employee. Such devices shall be deactivated and their use strictly prohibited during instructional time, except: 1) During an emergency situation as authorized by school officials, and 2) Upon direction from a licensed physician if carrying such a device is essential to and use is limited specifically to the health of the student. In permitting such possession of electronic devices, the district assumes no liability for the loss of the device or its misuse.

Dangerous Objects on Campus:

Laser Pointers: Prohibitions on Sales, Possessions, and Usage

PC§ 417.27

No student may possess a laser pointer by on any school premise unless possession is for valid instruction and approved by site administrator. No student may direct beam of a laser pointer into the eyes of another or into a moving vehicle or into the eyes of a guide dog.

Imitation Firearms

PC§§ 12550, 12556

Adds §12550 to include BB device within definition of imitation firearm. Adds § 12556 to make it a criminal offense to openly display or expose any imitation firearm in a public place. Changes effective September 20, 2004 (Added by SB 1858, Ch. 607, Statutes of 2004).

Property Damage:

Grades – Withholding for Property Damage

CEC§ 48904; CEC§ 48904.3

Grades, diplomas, and transcripts of a pupil who has caused damage to school district property may be withheld until the pupil or the pupil's parent/guardian has paid for the damages. If a student transfers to a new district, that district will also withhold grades, diplomas, and transcripts upon receiving notice from the former district. The receiving district must notify parents in writing of the decision to withhold these items.

ENROLLMENT

Notices at Beginning of Term

CEC§ 48980 (a)

Districts shall annually notify parents/guardians of a pupil of rights and responsibilities under CEC§§ 35291, 46014, 48205, 48207, 48208, 49403, 49423, 49451, 49472, 51938, and 31255 et seq.

Pupils with Temporary Disabilities

CEC§ 48206.3; CEC§ 48207; CEC§ 48208

A pupil with a temporary disability who is not classified as exceptional child is eligible for individualized instruction. A pupil completes residency requirements of school attendance when admitted to a hospital or health facility in that district, even though the parents or legal guardians reside in another district. Those qualifying students who, through illness (other than a communicable disease) and/or temporary physical disability or handicapping condition, are home or hospital bound and are so certified by a licensed physician, shall receive instruction through the services of a home teacher.

Parent/Guardian should contact the school where the student attends and notify the principal, health assistant or counselor of the need for a home teacher.

Involuntary Transfer- Continuation Education

CEC§ 48432.5

Parents must be notified in writing of the opportunity to request a meeting with the designee of the superintendent prior to the student's transfer to a continuation/alternative program.

Attendance Options

CEC§ 48980 (h)

The Monrovia Unified School District currently provides comprehensive educational programs for school-age children enrolled in kindergarten and grades 1 through 12. These programs are available on a limited basis through statutory attendance options to students who reside outside district boundaries. Additional attendance options as described below are available on a limited basis to pupils whose parents/guardians currently reside within the district's attendance boundaries and to pupils who have established residency pursuant to provisions of CEC§ 48204 (f). Applications for inter/intra district transfers are available at each school.

Current statutory attendance and local attendance options available to district pupils are as follows:

CEC § 35160.5 INTRA-DISTRICT ATTENDANCE

Residents of the school district may apply to other schools within the district for their child to attend on a space available basis; following Monrovia Unified School District board policy 5118.4. Information on each school within the district is provided on the district website. Transportation to any other school is the responsibility of the parent.

CEC § 46600 INTER-DISTRICT ATTENDANCE

The parent or legal guardian of a pupil may seek release from the school district of residence to attend a school in any other school district; following Monrovia Unified School District board policy 5118.2. The terms and conditions for release or acceptance are set by the resident and accepting districts. Upon request by a parent or guardian to enter into an agreement, the school district is encouraged to consider the child care needs of the pupil. If the transfer application is denied, the appeal process will be provided.

CEC § 48200 ATTENDANCE

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.

CEC § 48204/48204(b) RESIDENCY REQUIREMENTS

A pupil may alternatively comply with the residency requirements for school attendance in a school district, if he or she is any of the following: placed in a foster home or licensed children's institution within the boundaries of the school district pursuant to a commitment or placement under the Welfare and Institutions Code; an emancipated pupil who resides within the boundaries of the school district; a pupil who lives in the home of a caregiving adult that is located within the boundaries of the school district; or a pupil residing in a state hospital located within the boundaries of the school district. A school district is not required to accept a transfer if one or both parents are employed within the boundaries of the district.

FACILITIES

Supplemental Uniform Complaint Procedure (Williams)

CEC§ 35186

Requires district to establish policies and procedures regarding deficiencies related to instructional materials, emergency or urgent facilities conditions that pose threat to the health and safety of students or staff, and teacher vacancy misassignments. District to adopt policies and post notices by January 1, 2005. Content of classroom notice amended to require mention that there should be no teacher vacancies or misassignments, as defined. Further requires District to use Uniform Complaint Procedures (5 CCR §§ 4600 et seq.) to identify and resolve complaints regarding those issues. Set forth different timelines for investigation and resolution of complaints than timelines specified under Uniform Complaint Procedures. Complaints must be submitted to the school principal. (CEC§ 35186 amended by AB 831, Ch. 831, Ch. 118, Statutes of 2005).

Use of Tobacco: Tobacco-Free Campus

HSC§§ 104420, 104495 (B.P. 4221)

All smoking and use of tobacco products are prohibited on all school property at all times by all persons. Smoking or use of any tobacco-related products and disposal of any tobacco-related waste within 25 feet of a school playground, except on a public sidewalk located within 25 feet of the playground is prohibited. (Amended by AB 1867, Ch. 227, Statutes of 2003).

Visitors to School Campus

PC§ 627.6

Requires district to post at every entrance to each school and school grounds a notice to setting forth visitor registration requirements, hours during which registration is required, the registration location, the route to take to that location, and the penalties for violation of registration requirements.

Search of School Lockers

School lockers remain the property of the Monrovia Unified School District even when assigned to students. The lockers are subject to search whenever the District finds a need to do so. The use of the school locker for other than school-related purposes is prohibited.

Pesticide Products: Internet Address to Access Information

EC§ 17612; EC§ 48980.3; EC§ 17610.1

Requires school districts to annually notify staff and parents of all pesticide products expected to be used at the school facility during the year. The notice shall identify the active ingredient(s) in each product and contain the internet access address on information about pesticides pursuant to § 13184 of the Food and Agricultural Code. CEC § 17610.1 added in 2005 to prohibit application of certain pesticides on school sites. (AB 405, Ch. 566, Statutes of 2005).

You may register with the school district if you wish to receive notification of individual pesticide applications at a school facility. To register, please send your name, address, student's name, and school site to the Facilities Department, located at 124 S. Madison Ave., Monrovia, CA 91016, "Attention: Pesticide Notification."

Pesticide products expected to be used by the Monrovia Unified School District during the 2005-2006 school year.

Name of Pesticide	Active Ingredient(s)
Roundup	Glyphosate
Deltadust	Deltamethrin
Talstar Ca Granular Insecticide	Bifenthrin
Demon WP	Cypermethrin, Calcium Silicate, Amorphous, Silica
Maki Rat & Mouse Bait Packs	Bromadiolone

Conquer Residual Insecticide	<i>Esfenvalerate</i>
Demand Pestab Insecticide	<i>Lambda-cyhalothrin</i>
Diazinon Insecticide	<i>Organophosphate</i>
Invader Insecticide	<i>Propoxur, Trichloroethane, Carbon Dioxide, Tert-Buytl</i>

You can find more information regarding these pesticides and pesticide use reduction at the Department of Pesticide Regulation's website at <http://www.cdpr.ca.gov>

Permission for Pupils to Leave School Grounds – HIGH SCHOOL ONLY

CEC§ 44808.5

High School students are permitted to leave school grounds only during lunch period and only with advance parent permission. Permits must be available for display before leaving school grounds and to officials when off-campus.

FOSTER/HOMELESS YOUTH

Foster Pupils

CEC§§ 48850

Requires district's educational liaison to ensure pupils in foster care receive stable school placements which are in the best interests of the child, placement in the least restrictive educational programs, access to academic resources, services, and extracurricular and enrichment activities available to all pupils, full and partial credits for coursework taken, and meaningful opportunity to meet state pupil academic achievement standards.

Homeless Pupils

42 USC § 11432

Requires the school district's homeless liaison to ensure parents of homeless pupils are informed of education and related opportunities available to their children and are provided with meaningful opportunities to participate in education of their children.

HEALTH RELATED

Notices at Beginning of Term

CEC§ 48980 (a)

Districts shall annually notify parents/guardians of a pupil of rights and responsibilities under CEC§§ 35291, 46014, 48205, 48207, 48208, 49403, 49423, 49451, 49472, 51938, and 31255 et seq.

Immunization for Communicable Diseases

CEC§ 49403

A pupil may be administered an immunizing agent for a disease by the District when done by a licensed physician or a registered nurse upon receiving parental consent. Effective August 1, 1997, all children entering kindergarten must be fully immunized against Hepatitis B. Also effective this date, kindergarten and child care entrants are required to have two doses of measles containing vaccine. Entering 7th graders are required to present evidence of hepatitis B and second dose of MMR.

Administration of Prescribed Medication

CEC§ 49423

Describes process by which school personnel may assist pupils in administering medication at school or by which pupils may self-administer auto-injectable epinephrine at school. (Amended by SB 1912, Ch. 846, Statutes of 2004).

Inhaled Asthma Medication

CEC§ 49423.1

Described process by which school personnel may assist pupils or by which pupils may self-administer inhaled asthma medication at school. (Added by AB 2132, Ch. 832, Statutes of 2004).

Physical Examination

CEC§ 49451

Physical examination may not be given to a student whose parent or guardian has filed an objection in writing. However, the pupil may be sent home for good reason if he/she is believed to be suffering from a recognized contagious or infectious disease. (BP 5146)

Excuse from Vision, Hearing and Scoliosis Screening

CEC§ 49452 CEC§ 49452.5

A pupil will be excused from screening for visual acuity and color vision, hearing and scoliosis if the parent/guardian states in writing that compliance with this requirement is in conflict with religious beliefs or moral convictions (BP 5145).

Exclusion of Pupils Not Immunized; Exceptions

CEC§ 48216; HSC§§ 120365, 120370

Requires district to exclude pupils not properly immunized and to notify parent or guardian that they have two weeks to supply evidence that pupil is properly immunized or that pupil is exempt from immunization requirements as specified in HSC§§ 120365 or 120370. Notification to also refer parent or guardian to usual sources of medical services to obtain immunizations. School districts must apply the immunizations requirements in concert with the immediate enrollment mandates for homeless and foster youth.

Immunization

CCR 17; EC§ 46010.5

All new students to the Monrovia Unified School District must present dates of immunization against polio, diphtheria, tetanus, pertussis (whooping cough), measles, rubella and mumps. All kindergarten and first grade students new to the district must also provide proof of vaccination against hepatitis B. All kindergarten students must also provide proof of vaccination against chicken pox. All seventh grade students must also provide proof of a hepatitis B series and a second measles, mumps, and rubella vaccination. Students may be exempted for medical reasons or because of personal beliefs upon written notification from the parent.

Pupils are to be excluded from attendance when immunization requirements are not met. The District shall notify parents of such requirements as established by the Health Department for compliance and shall refer parents or guardians to the usual sources of medical services to obtain such immunizations.

Tuberculosis Test

HSC 3400 (A); HSC 3502 (A)

Los Angeles County Health Office requires all children entering school for the first time to provide written evidence of a Mantoux tuberculosis skin test (TB test) or be excluded from school until such time as written evidence is presented.

Oral Health Assessment

CEC § 49452.8

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

Medical/Accident Insurance

CEC§§ 49471, 49472

A group plan of pupil accident insurance shall be made available on a voluntary basis to every pupil registered in the day school program of the District. Cost of the insurance shall be borne by the parent or guardian. Accident insurance is required for all pupils who participate in secondary athletic programs. (EC§ 32221; BP 5143)

Medication Regimen – Notification to School by Parent/Guardian

CEC§ 49480

The parent or legal guardian of any pupil on a continuing medication regimen for a nonepisodic condition, must inform the school nurse or school health clerk 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 of the pupil.

Child Health and Disabilities Prevention Program (CHDP); Health Screening

HSC §§ 124085; 124100, 124105, 120475

California State law requires all students entering school to have received a health screening examination within the 18 months preceding first grade or within 90 days after entry into first grade. Some children may be eligible for a free examination. The Child Health and Disability Prevention Program coordinator at the local health department can advise parents regarding income guidelines and eligibility. Failure to comply requires 5 days exclusion from school.

CEC § 32221.5

Some pupils may qualify to enroll in no-cost or low-cost local, state, or federally sponsored health insurance programs. Information about these programs may be obtained by calling Monrovia Unified School District Healthy Start Office at (626)471-3076.

Health Screening Notification

20 USC § 1232h

Requires notification to parents of pupils, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when any non-emergency, invasive physical examination or screening is scheduled or is expected to be scheduled that is required as a condition of attendance, administered by the school and scheduled by the school in advance, and is not necessary to protect the immediate health and safety of the pupil or other pupils. Notification to offer parents an opportunity to opt pupils out of participation in the activity.

Dress Code/Gang Apparel/Uniforms & Sun-protective clothing
CEC§ 35183; CEC§ 35183.5

School districts are authorized to adopt a dress code that would permit sun-protective clothing and prohibit the wearing of gang-related clothing. School districts are further authorized to adopt a dress code policy that would require pupils to wear a school-wide uniform and provides for the use of sunscreen by students, during the school day, without a physician's note or prescription.

INSTRUCTIONAL PROGRAMS

Notices at Beginning of Term
CEC§ 48980 (a)

Districts shall annually notify parents/guardians of a pupil of rights and responsibilities under CEC§§ 35291, 46014, 48205, 48207, 48208, 49403, 49423, 49451, 49472, 51938, and 31255 et seq.

Instruction in English
CEC§ 305

Requires the district to provide students designated as English learners or limited English proficient to be taught in English and to be placed in English language classrooms unless an exemption is granted under EC§ 310.

Designation of Pupil as Limited English Proficient or English Proficient
CEC§ 313

Requires the district to conduct an assessment of the pupil's English language proficiency upon initial enrollment, and annually, thereafter, until the pupil is redesignated as English proficient. Further requires parents to be notified of assessment results within 30 days from the first day of enrollment; and within 30 days of start of school thereafter.

Student Assessment
CEC§ 60602

The District will provide information regarding assessment to pupils, parents, and guardians on a timely basis. Schools will report each pupil's score in writing. Parents are invited to contact schools for further explanation regarding assessment.

Destructive Use of Animals
CEC§ 32255, et. seq.

A pupil enrolled in classes that utilize live or dead animals or animal parts shall inform his/her teacher if he/she has a moral objection to dissecting or otherwise harming or using animals as described; this request shall be substantiated by a note from the parent or guardian. The teacher may work with the pupil to develop an alternative if the teacher believes an adequate substitute is possible so that the pupil may obtain the knowledge, information, or experience required by course of study in question. A teacher's decision in granting or denying an alternative project shall not be arbitrary or capricious. The pupil shall not be discriminated against based on a decision to exercise his/her rights.

Advanced Placement Examination Fees
CEC§ 48980 (k); CEC§ 52244

Parents/guardians are advised of the availability of state funds to cover costs of advanced placement examination fees pursuant to CEC § 52244. Eligible high school students may receive financial assistance to cover the cost of advanced placement examination fees.

Availability of Individualized Instruction; Free and Reduced Meals
CEC§ 48980 (b)

Parents/guardians are advised of the availability of individualized instruction prescribed by § 48206.3 and of the program of free and reduced meals prescribed by §§ 49510, et. seq.

Pupils with Temporary Disabilities
CEC§ 48206.3; CEC§ 48207; CEC§ 48208

A pupil with a temporary disability who is not classified as exceptional child is eligible for individualized instruction. A pupil completes residency requirements of school attendance when admitted to a hospital or health facility in that district, even though the parents or legal guardians reside in

another district. Those qualifying students who, through illness (other than a communicable disease) and/or temporary physical disability or handicapping condition, are home or hospital bound and are so certified by a licensed physician, shall receive instruction through the services of a home teacher. Parent/Guardian should contact the school where the student attends and notify the principal, health assistant or counselor of the need for a home teacher.

Health Instruction

CEC§ 51550; CEC§ 51554; CEC§ 51820; CEC§ 51201.5

A wholesome, well-planned sequence of instruction about health, nutrition, and hygiene is essential to the general education of all students. The District's health education curriculum shall provide appropriate instruction to fully cover essential knowledge for each grade level. Factual information about AIDS and other sexually transmitted diseases shall be included as prescribed by law.

The parent or guardian shall be notified in writing if sex education classes or instructional units are offered in which human reproductive organs and their functions are discussed.

This requirement does not apply to the description or illustration of human reproductive organs which may appear in a textbook, adopted pursuant to law, on physiology, biology, zoology, general science, health, or personal hygiene (CEC§ 51550). The parent or guardian has the right to inspect and review the materials for sex education classes/instructional units.

Pupils may be excused from any part of the instruction in health, family life education, or sex education if the parent or guardian states in writing that the subjects conflict with the religious training and beliefs or moral convictions of the parent or guardian. Such requests shall be valid for the school year in which they are submitted, but may be withdrawn by the parent or guardian at any time. (BP 6140.1)

Excuse from Health Instruction on Religious Beliefs

CEC§ 51240

A student will be excused from instruction in certain areas of health, family life and sex education if the parent states in writing that those subjects are in conflict with religious training and beliefs and moral convictions.

Instruction on Sexually Transmitted Diseases, AIDS, Human Sexuality or Family Life

CEC§ 51555; CEC§ 51201.5 (d)

Requires written notification to parents regarding instruction on human sexuality, AIDS, etc., including the right to request copies of §§51201.5 and 51553, related to AIDS prevention instruction. Applies to kindergarten and grades 1 – 6 inclusive. Pupils may be excused from any part of the instruction in health, family life education or sex education if the parent or guardian states in writing that the subjects conflict with the religious training and beliefs or moral convictions of the parent or guardian. Such requests shall be valid for the school year in which they are submitted and may be withdrawn by the parent or guardian at any time. (BP 6140.1)

Sexual Health and HIV/AIDS Prevention Education: Parent/Guardian Notification

CEC§ 51933; CEC § 51934; CEC§ 51938

Requires notification before instruction in sexual health education, HIV/AIDS prevention, or assessments related to that education. Notification to include availability of written and audio/visual materials for inspection, right to request copy of EC§§ 51930 et seq., whether instruction by district staff or outside consultants, and that parents may, in writing, request exemption from such instruction. If a school elects to provide comprehensive sexual health education or HIV/AIDS prevention education by outside consultants or guest speakers, the notice shall include the date of the instruction, the name of the organization or affiliation of each guest speaker, and information stating the right of parent to request a copy of CEC§§ 51933, 51934 and 51938. If arrangements for this instruction are made after the beginning of the school year, notice shall be made by mail or another commonly used method of notification, no fewer than 14 days before instruction is delivered. (Amended by AB 1925, Ch. 323, Statutes of 2004).

Notice of Alternative School

CEC§ 58501; CEC§ 58502; CEC§ 51225.3

California State law authorizes all school districts to provide for alternative schools. CEC§ 58500 defines alternative school, separate class 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 a desire to learn;
- (c) maintain a learning situation maximizing student self-motivation and encourage the student to follow his/her own interest. These interests may be conceived by the student totally and independently or may result in whole or in part from a presentation by the 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; and

(e) maximize the opportunity for the students, teachers and parents to continuously react to the changing world, including but not limited to the community in which the school is located.

In the event any parent, pupil or teacher is interested in further information concerning alternative schools, the county superintendent of schools, the administrative office of this district and the principal's office in each attendance unit have copies of the law available for your information. This law particularly authorizes interested persons to request the Governing Board of the District to establish alternative school programs in each district. The parent/guardian of any pupil may request the Governing Board of a school district to establish an alternative school program or programs in the district pursuant to this chapter. Requirements for graduation and alternative modes for completing the described course of study must be made available to pupils, parents, and the public.

Parental Waiver Request
CEC§ 310; CEC§ 311

Requires the district to inform parents of their right to personally visit the school to apply for a waiver from an English language classroom in order to use alternative instructional methods that may include bilingual education techniques. The waiver may be granted by the principal if the student meets the conditions cited in EC§ 311 and an individual school with 20 or more pupils at a given grade shall be required to offer such a class or otherwise, be allowed to transfer to a public school in which such a class is offered.

Maintenance of Continuous School Program
CEC§§ 37611; 37616

Requires district to publish, not later than November 1st of preceding school year, intention to operate a continuous school program. Further requires public hearing with adequate notice given to employees and parents affected.

Gifted and Talented Pupil Program
5 CCR§ 3831

Requires district to develop a written plan for the GATE program which shall be available for public inspection.

Plan to include rationale for the district's method of identification of gifted and talented pupils; procedures for ensuring parent participation in recommending policy for planning, evaluating, and implementing GATE program, and procedure to inform parents of a pupil's participation or non-participation in the program.

Prospectus of School Curriculum
CEC§ 49063; CEC§ 49091.14

Requires each school district to compile annually a prospectus of the curriculum including titles, descriptions and instructional aims of every course offered by the school. Prospectus to be reproduced and made available, upon request by parent or guardian, for inspection.

Investing for Future Education
CEC§ 48980 (d)

Parents/guardians are advised of the importance of investing for future college or university education for their children and of considering appropriate investment options including, but not limited to, United States Savings Bond.

Reciprocal Withholding of Grades
CEC§ 48904.3

Requires district to which pupil transfers, upon receiving notice that a district has withheld records of pupil under CEC § 48904, to also withhold records until such time that it receives notice, from the district initiating decision to withhold, that decision has been rescinded.

MARKETING

Marketing Notification
20 USC § 1232h

Requires notification to parents of pupils, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when an activity involving the collection, disclosure, or use of

personal information collected from pupils for the purpose of marketing or selling that information is scheduled or expected to be scheduled. Notification to offer parents an opportunity to opt pupils out of participation in the activity. Monrovia Unified School District does not participate in marketing student information.

NO CHILD LEFT BEHIND

Qualification of Teachers, Parents' Right to Know **20 USC§ 6311; 34 CFR§ 200.61**

In January 2002, the United States Congress passed a new federal law, the No Child Left Behind Act of 2001, which allows parents to request information about the professional qualifications of their child's teachers and paraprofessionals providing services, including the following:

1. Whether the teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
2. Whether the teacher is teaching under emergency or other provisional status through which the State qualification or licensing criteria have been waived.
3. The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree.
4. Whether the child is provided services by paraprofessionals and, if so, their qualifications.

Currently, this law only applies to schools that receive Federal Title I funds. By 2006, Monrovia schools will be held to these requirements. For more information, please contact your child's school to obtain a form to assist you. If you have any questions about this law as it relates to the qualifications of school personnel, please contact Debby Collins, Associate Superintendent, Human Resources, at (626) 471-2020.

School Identified for Program Improvement, Notification, Option to Transfer or Receive Supplemental Educational Services **20 USC§ 6316**

NCLB requires schools identified for program improvement to promptly notify parents or guardians of students enrolled at the school of the following:

1. An explanation of what the identification means, and how the school compares in terms of academic achievement to other elementary or secondary schools in the district and state
2. The reasons for the identification
3. An explanation of what the school is doing to address the problem of low achievement
4. An explanation of what the district or state is doing to help the school address the achievement problem
5. An explanation of how parents or guardians can become involved in addressing the academic issues that caused the school to be identified for program improvement
6. An explanation of the option to transfer to another school district or charter school or to obtain supplemental educational services

Schools required to provide supplemental educational services must annually notify parents/guardians of:

1. The availability of supplemental educational services
2. The identity of approved providers that are within the district or are reasonable available in neighboring local educational agencies
3. The identity of approved providers that are accessible through technology, such as distance learning
4. The services, qualifications and demonstrated effectiveness of each provider
5. The procedures and timelines that parents/guardians must follow to select a provider

NONDISCRIMINATION/TOLERANCE

Non-discrimination

Title VI, Civil Rights Act of 1964, Title IX, Education Amendment Act of 1972; EC§§ 200 et seq. 5; CCR§§ 4900 et seq. 20; USC§§ 1681 et seq. 29; USC§ 794; 42 USC§§ 2000d et seq., 42 USC§§ 12101 t seq.

The District does not discriminate on the basis of race, color, national origin, sex, or handicap. The District will take steps to assure that lack of English will not be a barrier to admission and participation in district programs.

Sexual Harassment of or by Employees or Students ***CEC§ 231.5; 5 CCR§ 4917; EC§ 48980(g)***

It is the policy of the Monrovia Unified School District Board of Education that all persons, regardless of their sex, be afforded equal rights and opportunities and enjoy freedom from discrimination of any kind in our educational programs and settings. Furthermore, it is the policy of the Monrovia Unified School District Board of Education that sexual harassment of or by any employee or student shall not be tolerated. The Governing Board considers sexual harassment to be a major offense, which can result in disciplinary action to the offending employee or suspension or expulsion of the offending student. MUSD Board Policy 5144.1 is available for parent reference.

1. Pursuant to CEC §212.5, "Sexual Harassment" means unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature, made by someone from or in the work or educational setting, under any of the following conditions:
 - a. "Submission to the conduct is explicitly or implicitly made a term or a condition of an individual's employment, academic status, progress, or promotion."
 - b. "Submission to, or rejection of, the conduct by the individual is used as the basis for employment or academic decisions affecting the individual."

- c. "The conduct has the purpose or effect of having a negative impact upon the individual's work or academic performance, or of creating an intimidating, hostile, or offensive work or educational environment."
 - d. "Submission to, or rejection of, the conduct by the individual is used as a basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through the educational institution."
2. **Employees:** Any employee who has knowledge of conduct by other employees, volunteers, or individuals in the school community which may constitute sexual harassment of students is required to immediately report such conduct to any of the individuals specified in this policy. In addition, any manager, or supervisor who is aware of conduct in violation of this policy shall immediately report such conduct to the District Superintendent.

Students: In addition to the reasons specified in CEC §48900.2, a pupil may be suspended from school or recommended for expulsion if the superintendent or principal of the school in which the pupil is enrolled determines that the pupil has committed sexual harassment as described in CEC §212.5. The principal or administrator receiving the complaint shall immediately commence an investigation into the complaint. Any student who has knowledge of conduct by employees of the District, volunteers, or other individuals of the school community or students which may constitute sexual harassment as previously defined, are encouraged to immediately report such conduct to the principal or administrator of the school at which he/she is in attendance.

- a. For purposes of this policy, the conduct described in CEC §212.5 must be considered by a reasonable person of the same gender as the victim to be sufficiently severe or pervasive to have a negative impact upon the individual's academic performance or to create an intimidating, hostile, or offensive educational environment. This policy shall not apply to pupils enrolled in kindergarten and grades 1 to 3, inclusive.
- b. Any student who feels that he or she has been the victim of sexual harassment as previously defined in this policy pursuant to the provisions of CEC § 212.5 shall immediately report the same to the principal or administrator of the school in which he or she is in attendance. The principal or administrator receiving the complaint shall immediately commence an investigation into the complaint.

NUTRITION

Availability of Individualized Instruction; Free and Reduced Meals **CEC§ 48980 (b)**

Parents/guardians are advised of the availability of individualized instruction prescribed by § 48206.3 and of the program of free and reduced meals prescribed by §§ 49510, et. seq.

Pupil Nutrition; Notice of Free and Reduced-Priced Meals **CEC§ 49520**

Provisions for nutritionally adequate, free or reduced-priced meals are available. Applications are distributed at the beginning of each school year and should be completed and returned by the parent to determine eligibility for free or reduced-price meals.

RIGHTS OF PARENTS

Rights of Parents and Guardians to Information. Mutually Supportive Partnership Between Parents and Educators **CEC§ 51101**

Provides parents and legal guardians have the right to be informed by the school, and to participate in the education of their children, as follows:

- a) to observe classrooms as specified;
- b) within a reasonable time of their request to meet with teachers and the principal of the school;
- c) to volunteer their time and resources;
- d) to be notified on a timely basis if their child is absent from school without permission;
- e) to receive the results of their child's performance and the performance of their school on standardized tests;
- f) to request a particular school for their child and to receive a response from the district;
- g) to have a school environment for their child that is safe and supportive;
- h) to examine the curriculum materials of their child's classes;
- i) to be informed of their child's progress in school and of the appropriate staff to contact should a problem arise;
- j) to access school records of their child;
- k) to receive information about the academic performance standards, proficiencies, or skills their child is expected to accomplish;
- l) to be informed in advance about school rules including disciplinary rules and procedures in accordance with § 48980, attendance policies, dress codes, and procedures for visiting the school;
- m) to receive information about any psychological testing and to deny permission to test;
- n) to participate as a member of a parent advisory committee, school-site council, or site-based leadership team;
- o) to challenge anything in their child's record and to receive a response from the school; and
- p) to be notified as early in the year as practicable if their child is identified as being at risk of retention and their right to consult with school personnel regarding any decision to promote or retain and to appeal a decision to promote or retain.

SAFETY

Safety ***CEC§ 44808.5***

School districts may permit students enrolled at any high school to leave the school grounds during the lunch period. The school district and its officers or employees are not liable for the conduct or safety of any student who leaves school grounds during lunch period. In the event that a school district provides for an open campus lunch, it shall notify parents/guardians as required by Section 48980.

Comprehensive School Safety Plan ***CEC§ 32282.5***

Each Monrovia Unified School District school site has a Comprehensive School Safety Plan, which includes a comprehensive disaster preparedness plan. Copies are available to read at each school office. Fire drills are held monthly in elementary schools; emergency drills are held each semester throughout the district.

Megan's Law, Release of Sex Offender Information ***PC §§ 290 et seq.***

Penal Code § 290.4 requires Department of Justice to operate service where members of public may provide list of six persons on approved form and inquire whether any of the persons is required to register as sex offender and is subject to public notification. (Penal Code § 290.4 amended by AB 1323, Ch. 722, Statutes of 2005).

Information about registered sex offenders in California can be found on the California Department of Justice's Internet 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](#).

SCHOOL ACCOUNTABILITY REPORT CARD

School Accountability Report Card: Internet Accessibility ***CEC§ 33126; CEC§ 35256; CEC§ 35258***

Requires district to develop for each school a School Accountability Report Card. Content of report card defined under CEC § 33126, amended to include revised estimated expenditures per pupil and types of services funded, e.g., personnel salaries; schools identified by governing board as having insufficient textbooks or instructional materials including percentage of pupils lacking sufficient standards-aligned textbooks or instructional materials by subject area; and career technical education data measures, as specified. Content of report card defined under CEC§ 33126, to now include misassignments of teacher, number of vacant teacher positions, availability of sufficient textbooks and other instructional materials, and needed maintenance to ensure good repair of facilities. (CEC§ 33126 amended by SB 1108, Ch. 22, AB 1609, Ch. 354, and SB 687, Ch. 358, Statutes of 2005).

SPECIAL NEEDS STUDENTS

Rights of Parents Related to Special Education ***CEC§ 56301***

Requires special education local plan area (SELPA) to establish written policy and procedures for continuous child-find system including children with disabilities who are homeless or wards of the state. Policy and procedures to include written notification to all parents of their rights regarding identification, referral, assessment, instructional planning, implementation, review, and procedures for initiating referral for assessment. EC§ 56301 also requires notification of parent rights in specified circumstances. (Amended by AB 1662, Ch. 653, Statutes of 2005).

Special Education ***IDEA; CEC§ 56246***

Federal law requires that a free and appropriate education (FAPE) in the least restrictive environment (LRE) will be offered to qualified pupils with disabilities ages 3 – 21 years.

A continuum of specially designed instructional programs and related services is available, at no cost to the parent, for students whose unique needs qualify them for such services. A written parent consent is required before assessment is conducted. Parents participate in developing the Individual Education Plan (IEP) relative to the student's needs, eligibility, and placement in the least restrictive environment. Parents will be provided a copy of their rights may request a copy of the findings of the assessment. Parents may electronically record IEP meetings if written notice is received twenty-four (24) hours prior to the IEP meeting.

Identification and Education Under Section 504 ***29 USC§ 794; 34 CFR§§ 104.32, 104.36***

Section 504 of the Vocational Rehabilitation Act of 1973, and the Americans with Disabilities Act (42 USC 12101 et seq.) prohibit discrimination on the basis of disability. Section 504 requires district to identify and evaluate children with disabilities to ensure a free, appropriate public education. Individuals with physical or mental impairment that substantially limits one or major life activities, including learning, are eligible to receive services and aids designed to meet their needs to same extent needs of non-disabled students are met. District to designate person responsible for implementing requirements of Section 504 and to establish screening and evaluation procedures to use when pupil suspected to have disability that limits ability to attend or function at school. Requires district to notify eligible pupils and their parents of the schools duty under Section 504 and to provide parent notice of procedural safeguards, as specified.

STUDENT RECORDS

Pupil Records – Rights and Privacy Act; Notification of Rights

CEC§§ 49063, 49069, 49073; FERPA; 5 CCR 431 (e); 20 USC§ 1232g; 34 CFR§ 99.7

Federal law requires that parents and students over 18 be notified of their rights to inspect school educational records and to request removal of inaccurate, misleading or objectionable information. Requests for copies of student records will be provided within five business days. Access to records is restricted to certain individuals and agencies except by written authorization of parents or students over 18.

Educational agencies or institutions may now, subject to certain limitations, make public certain personally identifiable information concerning students. The Act refers to such information as “directory information” and defines this term to include the student’s name, address, telephone listing, place of birth, major field of study, participation in officially recognized-activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received and the most recent previous educational agency or institution attended by the student. Directory information may be released by the school principal unless written objection to all or part of the information is filed with the principal.

Designated recipients of directory information are the grantors of honors and awards, news media, Los Angeles County and State Health Department, Social Security Administration, PTA, advisory councils, work experience employers, present and potential employers, Veterans Administration, armed services recruiter, elected officials, State and Federal institutions and those County and State public agencies in pursuit of their duties involved with health, safety and welfare. The principal shall be the custodian of pupil records at his/her assigned school.

Release of Pupil Directory Information

CEC§ 49073; 20 USC§ 7908

Requires notice on annual basis of the categories of directory information that the school plans to release and of the persons or agencies who may receive such information. Authorizes parents to preclude release by notifying district. Note: Under the NCLB each district receiving assistance under NCLB shall provide military recruiters the same access to secondary school pupils as is provided generally to post secondary educational institutions or to prospective employers. A pupil or parent may request that the pupil's name, address, and telephone listing not be released without prior written parental consent, and the district shall notify parents of the option to make a request and shall comply with any request.

Disclosure of Immunization Status, Immunization Information Systems

HSC§ 120440

Provides that, notwithstanding CEC§§ 49075 and 49076 (relating to pupil records), schools may disclose information from pupils' medical record to local health departments operating countrywide or regional immunization information and reminder systems, and the State Department of Health Services. Authorizes parent to refuse to permit record sharing. Requires district that provides information to an immunization system to inform parent of the following: information shared; name and address of State Department of Health Services and immunization registry; information shared will be treated as confidential; right to examine any immunization-related information shared and to correct any errors; right to refuse to allow information to be shared; or to receive immunization reminder notifications at any time. Notification may be provided by ordinary mail and must include reasonable means for refusal, such as return form or contact telephone number.

Authority for Disclosure of Student Records

CEC§ 48980; CEC§ 49076

No pupil records shall be released to any other person or agency unless authorized by law. CEC § 49076, provides that: A school district is not authorized to permit access to pupil records to any person without a written parental consent or under judicial order except those particular records relevant to the legitimate educational interests of the requester. Access is limited to school officials and employees of the district provided that the person has a legitimate educational interest to inspect a record. (BP 5125; AR 5125)

SURVEYS

Personal Survey Regarding Sex, Family Life, Morality and Religion

CEC§ 51513

No test, questionnaire, survey or examination containing any questions about the pupil's personal beliefs or practices in sex, family life, morality and religion, or any questions about his/her parents' belief and practices in sex, family life, morality and religion, shall be administered to any pupil in K-12 unless the parent/guardian of

the pupil is notified in writing that such test, questionnaire, survey or examination is to be administered and the parent or guardian of the pupil gives written permission for the pupil to take such test, questionnaire, survey or examination.

Notification of Surveys

20 USC § 1232h

Provides that no pupil may be required to submit to a survey, analysis, or evaluation that reveals sensitive, personal information (i.e., political affiliations or beliefs, mental or psychological problems, sex behavior or attitudes, illegal, anti-social, self-incriminating, or demeaning behavior, critical appraisals of other individuals with whom respondents have close family relationships, legally recognized privileged or analogous relationships, religious practices, affiliations or beliefs, or income) without the prior written consent of the parent.

Requires notification to parents of pupils, at least annually at the beginning of the school year, of the specific or approximate dates when the administration of any survey that reveals sensitive, personal information is scheduled or is expected to be scheduled. Notification to offer parents an opportunity to opt pupils out of participation in the activity.

TECHNOLOGY

District Network and Internet Access Acceptable Use

CEC§ 51870; 51870.5

The Board of Education recognizes that local and wide area network services provide a wide variety of opportunities to achieve educational goals and objectives and therefore provides network access to its students. Access to the vast range of information resources on the Internet is an educational opportunity requiring responsible use by each individual student. As such, every Monrovia Unified School District (MUSD) network user should act in an ethical and legal manner consistent with District goals and objectives and should conform to educationally appropriate use and network etiquette that includes being polite, using appropriate language, and respecting the privacy of others.

It is possible for all student users of the Internet to access information that is intended for adults. MUSD has taken reasonable steps to ensure that network use is primarily for activities that support District goals and objectives. The District has selected the Bess Internet Filtering Solution from N2H2, Inc. as its Technology Protection Measure and has specified the manner in which it will be configured. Computer security cannot be made perfect and it is likely that a determined user can make use of District computer resources and network access for inappropriate purposes. Use of the District network or the Internet is a privilege that may be revoked at any time for inappropriate conduct. District network use is strictly limited to educational purposes.

Student users agree to:

- Report any known misuse of the network to a responsible person.
- Use my network access in an acceptable manner, following all District rules and regulations regarding network use, including being polite, using appropriate language, respecting others' privacy, and using electronic communications for educational purposes only.
- Use on-line time and other network resources efficiently.
- Assist in keeping the MUSD network free from virus attack by refraining from opening attachments from unknown sources and being alert to virus warnings.

Student users may not:

- Use the network for illegal activities, including unauthorized installation, use, storage, or distribution of copyrighted software or materials in violation of copyright laws;
- Access, post, submit, publish or display harmful or inappropriate matter that is threatening, obscene, disruptive or sexually explicit, or that could be construed as harassment or disparagement of others based on their race/ethnicity, national origin, gender, sexual orientation, age, disability, religion or political beliefs;
- Use the network for private business or commercial enterprise;
- Use the network for political activities;
- Unauthorized use of another individual's name or password or allow another user access to your account or password;
- Disclose, use or disseminate personal identification information about the student or others when using electronic mail, chat rooms, or other forms of direct electronic communication. Network users are also cautioned not to disclose such information by other means to individuals located on the Internet. Personal information includes the network users name, address, telephone number, Social Security number, or other individually identifiable information. Additionally, attempt to read or tamper with other users' electronic mail or files or their ability to send or receive electronic mail, or the deletion, copying, modification, or forging other users' e-mail or electronic communications;
- Vandalize equipment, data, or alter configuration and settings of District data processing equipment;
- Send or exchange messages that are inconsistent with school or District policies.
- Distribute electronic media in a manner that is likely to cause network congestion or significantly hamper the ability of other people to access and use the system (e.g., download files during prime time; send mass electronic messages; download video and audio files not directly related to District goals, excessive chat or instant message use for non-educational purposes).
- Distribute chain letters.
- Share electronic mail account passwords, leaving passwords available in obvious locations, or leaving "signed on" computers unattended.
- Intentionally upload, download or create computer viruses and/or maliciously attempt to harm or destroy District equipment or materials or manipulating the data of any other user, including so-called "hacking."
- Use electronic communication for other than educational purposes.

I understand and agree to abide by the provisions and conditions of this agreement as well as with any and all District rules and regulations which may relate to usage of District computers and equipment, including use of the Internet. I also understand that my use of the Internet and electronic communications through District computers and equipment is strictly limited to official educational purposes, that I am not guaranteed any rights to privacy with respect to electronic communications or Internet records, and that from time to time District administration may review such electronic communications or Internet records for general security purposes and in order to ensure my compliance with this agreement.

The District makes no warranties of any kind; either expressed or implied that the functions or the services provided by or through the District networks or Internet access will be error-free or without defect. The District will not be responsible for any damage students may suffer, including but not limited to, loss of data, interruptions of service, or exposure to inappropriate material or people. The District is not responsible for the accuracy or quality of the information obtained through its networks or the Internet. The District will not be responsible for financial obligations arising through the unauthorized use of its systems. Users or parents of users will indemnify and hold the District harmless from any losses sustained as the result of misuse of the system by student users.

Students who violate the *District Network and Internet Acceptable Use Agreement*, misuse electronic resources, or violate state or federal laws may be subject to disciplinary action, loss of access privileges and/or legal action in accordance with applicable law and Board policies (BP 6162.7, AR 6162.7).

TESTING

California High School Exit Exam (CAHSEE)
CEC§ 48980 (e); CEC§ 60850; 5 CCR § 1208

Each pupil completing the 12th grade is required to successfully complete the CAHSEE as a condition of graduation. Each fall, the parent will be notified of the examination date, requirements for passing, and consequences of not passing.

Prohibits district from administering exit examination to pupil who did not receive adequate notice of test. Adequate notice defined to mean pupil received written notice, at commencement of 9th grade, and each year thereafter pursuant to § 48980, or if transfer pupil, at time pupil transfers. Requires district to maintain documentation that parent received written notification.

Physical Performance Test
CEC§ 60800; 5 CCR§ 863

Requires governing board of school district to report aggregate results of its physical performance testing in annual school accountability report card.

TRANSPORTATION

School Buses: Passenger Safety
CEC§ 39831.5

Requires that, upon registration, parents or guardians of pupils not previously transported in a school bus shall receive written information on school bus safety as specified. Applies to pre-kindergarten, kindergarten, and grades 1 to 6.

No person under 18 years of age shall operate a bicycle, a non-motorized scooter, or a skateboard or ride as a passenger unless the person is wearing a properly fitted and fastened bicycle helmet that meets specified standards.

2008 - 2009
School Safety and Discipline
(Rules & Regulations)
Disciplina y Seguridad Escolar
(Reglas y Regulaciones)



Administration Center
325 E. Huntington Drive, Monrovia, CA
Tel: (626) 471-2000

Bradoaks Elementary School
930 E. Lemon Avenue
Tel: (626) 471-2100

Mayflower Elementary School
210 N. Mayflower Avenue
Tel: (626) 471-2200

Monroe Elementary School
402 W. Colorado Boulevard
Tel: (626) 471-2300

Plymouth Elementary School
1300 Boley Street
Tel: (626) 471-2400

Wild Rose Elementary School
232 Jasmine Avenue
Tel: (626) 471-2500

A safe school is everybody's business!

Una escuela segura es la responsabilidad de todos

If you know of weapons, drugs, or any activities which may threaten the safety and security of your school, students, staff, or any campus, CALL

Si usted sabe o tiene información sobre armas, drogas o cualquier actividad que pueda amenazar la seguridad de nuestros alumnos, el personal o cualquier sitio escolar su llamada es anónima, LLAME A LA:

MUSD ANONYMOUS HOTLINE

LINEA ANONIMA DE EMERGENCIA

TEL: (626) 471-2999

24 HOURS - 24 HORAS DEL DÍA

Civility Code AR 1240.1(b)

Código de Cortesía AR 1240.1(b)

In order to ensure a safe, orderly, positive learning and working environment for all students, staff, and visitors, the Monrovia Unified School District Board of Education asks visitors to check-in at the office and to be courteous, respectful, and civil in all interactions.

We appreciate your cooperation.

Para garantizar un ambiente seguro y disciplinado de aprendizaje y trabajo positivo para todos nuestros alumnos, personal y visitantes, la Mesa Directiva del Distrito Escolar Unificado de Monrovia les pide a los visitantes que pasen por la oficina y que sean atentos, respetuosos, y educados en todas las interacciones.

Apreciamos su cooperación.

Important Information: School Discipline

Acceptable Behavior:

- ❖ Appropriate conduct/dress/language
- ❖ Positive attitude
- ❖ Respect for self, others and property
- ❖ Personal & social responsibility
- ❖ Academic effort & success
- ❖ Attendance/punctuality

Unacceptable Behavior:

- Willful defiance/disruption of school activities
- Obscene acts/vulgarity/profanity
- Harassment/sexual harassment
- Threatening/Bullying (includes cyber-bullying)
- Causing physical injury/assault/battery
- Weapons/dangerous objects
- Illegal controlled substance/alcohol/tobacco
- Theft/robbery/extortion
- Damage of property
- Tardiness/truancy
- Gang-like behavior

Consequences for Unacceptable Behavior

Consequences for behavior during school; going to and from school and at school related activities will include some or all of the following:

- ✓ Verbal warning/counseling
- ✓ Detention
- ✓ Loss of privileges
- ✓ Suspension (1-5 days per incident; loss of privilege to attend school)
- ✓ Law enforcement
 - Investigation of incident
 - Possible citation
 - Citation will require parent/student appearance in Traffic Court (truancy) or Juvenile Court
 - Citation results in fine and/or community service
- ✓ School Attendance Review Board with District Attorney (Attendance & truancy problems)
- ✓ Expulsion (Loss of privilege to attend MUSD schools)

Thank you, MUSD families, for supporting safe, orderly, positive schools.

MISSION STATEMENT OF THE MONROVIA UNIFIED SCHOOL DISTRICT

The Monrovia Unified School District is committed to devoting its energy, resources, and support to provide for all students and staff:

- a safe, orderly, positive learning environment
- educational programs which provide for the maximum development of each student's desire to learn; academic potential; vocational interests and talents; social, civic and cultural understanding; and sense of self-worth

by working actively and cooperatively as students, staff, parents and community.

PHILOSOPHY AND GOALS

TOWARD MORE ACCEPTABLE STUDENT BEHAVIOR

The Board of Education of the Monrovia Unified School District:

- believes the purpose of all students attending school is to participate actively in educational programs in order to acquire an education consistent with their personal goals and the goals of society
- believes all students and staff have the inalienable right to attend campuses which are safe, secure and peaceful
- expects high standards of discipline and moral conduct on the part of students and staff
- assigns all district staff the responsibility of assuring that this policy is implemented consistently and fairly
- assigns district staff the responsibility of developing procedures, for notifying parents/guardians of school discipline rules and regulations
- intends to enforce this policy within existing city, state and federal laws

A SHARED RESPONSIBILITY

Responsibilities assigned by the Board of Education are as follows:

1. The PRINCIPAL
 - a) establishes school rules and regulations in compliance with state guidelines and district policies to provide a safe, orderly and positive learning environment. (Education Codes §§ 48900, 44807, and 35291.5)
 - b) communicates to parents, staff, and students the established district policies, regulations and school rules regarding discipline.
 - c) enforces consistently and fairly all district policies, regulations, and school rules regarding discipline. (EC 44807)
 - d) assist students, parents, and staff with early identification of behavior problems and possible solutions/remedies.
 - e) forwards to Pupil Personnel Services the required School Crime Report forms.
2. The TEACHER
 - a) serves as the primary model of appropriate conduct and positive attitudes.
 - b) reviews discipline policies, regulations and school rules with classroom students at the start of every semester.
 - c) enforces consistently and fairly all district policies, regulations and school rules (EC 44807).
 - d) establishes proper behavioral guidelines in classrooms and sets course guidelines to provide every student full opportunity to pursue an education in a positive learning environment.
 - e) communicates with students and parents regarding behavior problems and proposed solutions.
 - f) reports student behavior problems promptly to appropriate site personnel.
3. The PARENT
 - a) accepts and respects the right of the Board of Education to require discipline standards of behavior for all students and for all non-students while on campus during school activities.
 - b) reviews district policies, regulations and school rules regarding discipline with family members to ensure understanding of the standards of conduct on school campuses.
 - c) cooperates with school officials in enforcement of disciplinary methods whenever necessary.
 - d) considers assistance from various community agencies to deal with inappropriate behaviors of his/her child as recommended.
 - e) pays for damages which result from the willful misbehavior of the child/children. EC 48904)
4. The STUDENT
 - a) respects the authority of school personnel in their enforcement of rules and regulations (EC 48921).
 - b) attends class daily, arrives on time, completes assignments, has lessons and materials prepared and actively participates in classroom activities.
 - c) knows and adheres to the school rules so everyone functions together in an orderly and consistent manner.
 - d) attempts to resolve disputes through discussion with peers and reports to the appropriate personnel when assistance is needed
 - e) requests help if a concept or assignment is not understood.
 - f) knows and follows all safety rules pertaining to vehicle use and/or pedestrian safety.

VIOLATIONS AND DISCIPLINARY ACTIONS

Students must display acceptable behavior at all times, including but not limited to:

- while on school grounds;
- while going to or coming from school;
- during lunch period on or off-campus; and/or
- during or while going to a school-sponsored activity within this district or within any other district.

Failure to do so will result in appropriate corrective action.

1. The State of California clearly spells out the grounds for suspension and expulsion. Education Code 48900 lists the following types of behavior as serious offenses warranting severe consequences:

- a) (1) Caused, attempted to cause, or threatened to cause physical injury to another person; (2) Willfully used force or violence upon the person of another, except in self-defense.
- b) Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object.
- c) Unlawfully possessed, used, sold or otherwise furnished, or been under the influence of any controlled substance.
- d) Unlawfully offered, arranged, or negotiated to sell any controlled substance or look-alike substance.
- e) Committed or attempted to commit robbery or extortion (the solicitation of money, or something of value from another person in return for protection, or in connection with a threat to inflict harm).
- f) Caused or attempted to cause damage to school property or private property.
- g) Stole or attempted to steal school property or private property.
- h) Possessed or used tobacco or any products containing tobacco or nicotine products.
- i) Committed an obscene act or engaged in habitual profanity or vulgarity.
- j) Unlawfully offered, arranged or negotiated to sell any 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.
- l) Knowingly received stolen school or private property.
- m) Possessed an imitation firearm. ("Imitation firearm" means a replica of a firearm that is substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.)
- n) Committed or attempted to commit a sexual assault as defined in §216, 266c, 286, 288, 288a, or 289 of the Penal Code or committed a sexual battery as defined in §243.4 of the Penal Code.
- o) Harassed, threatened, or intimidated a pupil who is a complaining witness or witness in a school disciplinary proceeding for the purpose of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both.
- p) Offered, arranged or negotiated to sell, or sold prescription drug Soma
- q) Engaged in, or attempted to engage in hazing

2. In addition to the reasons specified in Education Code Section 48900 (above), a student may be suspended from school or recommended for expulsion if the pupil has committed sexual harassment (§212.6 and Board Policy 4162.1, Board Policy 5162.1, and Board Policies 5114 and 5115). The conduct must be considered by a reasonable person of the same gender as the victim to be sufficiently severe or pervasive and to have a negative impact upon the individual's academic performance or to create an intimidating, hostile, or offensive educational environment. This section is applicable to students enrolled in grades 4 through 12 inclusive.

48900.2. In addition to the reasons specified in Section 48900, a pupil may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has committed sexual harassment as defined in Section 212.5. For the purposes of this chapter, the conduct described in Section 212.5 must be considered by a reasonable person of the same gender as the victim to be sufficiently severe or pervasive to have a negative impact upon the individual's academic performance or to create an intimidating, hostile, or offensive educational environment. This section shall not apply to pupils enrolled in kindergarten and grades 1 to 3, inclusive.

48900.3. In addition to the reasons set forth in Sections 48900 and 48900.2, a pupil in any of grades 4 to 12, inclusive, may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has caused, attempted to cause, threatened to cause, or participated in an act of, hate violence, as defined in subdivision (e) of Section 233.

48900.4. In addition to the grounds specified in Sections 48900 and 48900.2, a pupil enrolled in any of grades 4 to 12, inclusive, may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has intentionally engaged in harassment, threats, or intimidation, directed against school district personnel or pupils, that is sufficiently severe or pervasive to have the actual and reasonably expected effect of materially disrupting classwork, creating substantial disorder, and invading the rights of either school personnel or pupils by creating an intimidating or hostile educational environment.

48900.7. (a) In addition to the reasons specified in Sections 48900, 48900.2, 48900.3, and 48900.4, a pupil may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has made terroristic threats against school officials or school property, or both. (b) For the purposes of this section, "terroristic threat" shall include any statement, whether written or oral, by a person who willfully threatens to commit a crime which will result in death, great bodily injury to another person, or property damage in excess of one thousand dollars (\$1,000), with the specific intent that the statement is to be taken as a threat, even if there is no intent of actually carrying it out, which, on its face and under the circumstances in which it is made, is so unequivocal, unconditional, immediate, and specific as to convey to the person threatened, a gravity of purpose and an immediate prospect of execution of the threat, and thereby causes that person reasonably to be in sustained fear for his or her own safety or for his or her immediate family's safety, or for the protection of school district property, or the personal property of the person threatened or his or her immediate family.

3. Pupils will receive appropriate disciplinary action for violations against persons, property, public decencies and good morals, public health and safety, traffic regulations and school administrative procedures.

4. **CORRECTIVE ACTIONS**

Corrective actions for violations may take many forms and serve to bring about consistency of discipline within the District. Corrective actions depend upon the pupil's history, age, and/or severity of the behavior. The corrective actions include, but are not limited to:

- Discussion / Warning
- Parent contact
- Counseling
- Detention
- Restitution
- Temporary confiscation of objects
- Behavior Contract
- Referral to School Attendance Review Team (SART)
- Referral to School Attendance Review Board (SARB)
- Lowering a student's citizenship grade
- Assigning special tasks (Saturday Work Program, etc)
- Notification to Monrovia Police Department
- Withholding privileges (restricting recess time, etc)
- Parents/guardian attendance in the classroom
- Suspension in or out of school (BP 5114)
- Expulsion
- Combination of actions

For all offenses except the five (5) mandatory offenses (firearm possession, brandishing a knife, selling controlled substance, sexual assault or battery, or possession of explosives) suspension shall be imposed only when:

- (1) other means of correction are not feasible or have repeatedly failed to bring about proper conduct; or
- (2) due to the nature of the act/violation the presence of the pupil causes a continuing danger to the physical safety of the pupil or others.

5. **DUE PROCESS**

Students have a right to due process under the 14th Amendment of the United States Constitution. Due process for suspension, expulsion or involuntary transfer includes the following:

- written notice of charges against the student.
- opportunity for the student to explain his/her position.
- an explanation of the evidence by school authorities if the charges are denied by the student.
- opportunity to be represented by an advocate.
- opportunity to question the person making charges and to present witnesses.
- opportunity to appeal the decision to a higher authority.

GENERAL RULES

ATTENDANCE

Consistent attendance is required by law and is necessary for learning. All students must:

1. Attend all scheduled classes daily.
2. Arrive on time to all classes.
3. Clear absences with School Attendance Office or Attendance Clerk.

Repeated truancy or tardiness may result in Administrator/Parent Conferences, School Attendance Review Team (SART) meeting, School Attendance Review Board (SARB) meeting, probation or placement at an alternative school.

STUDENT DRESS CODE

The California Constitution guarantees that students and staff of public schools have the inalienable right to attend campuses that are safe, secure, and peaceful. The Monrovia Unified School District Board of Education believes that students will be provided with a quality education only when safe, healthy, secure and peaceful environments exist. To ensure this environment for all campuses, and to provide necessary safeguards for all students, the Board has determined that certain types of clothing and attire are appropriate for maintaining safe and secure campuses. Therefore, the following guidelines, consistent with the law, have been established in a dress code policy. This policy prohibits the wearing, or displaying of clothing, attire, jewelry, colors, or other materials/items that:

- a) indicate possible/probable membership in, or affiliation with, any formal/informal gang/group that could be associated with causing harm to self and others and exists on and/or off our campuses;
- b) are obscene, sexually explicit, suggestive or provocative;
- c) are intimidating or inflammatory toward other races, ethnicities or religions;
- d) promote the use/abuse of drugs, alcohol, tobacco or other illegal actions; or
- e) incite others and/or cause a disruption to school activities.

In recognition of the instructional responsibilities and goals of the Monrovia Unified School District, the Board hereby adopts and strictly enforces the following rules related to the dress and appearance of students:

1. Hats, baseball-type caps or other headgear/coverings may be worn on campus or at school activities only if such headgear is school affiliated and/or approved by the school administration. Additionally, medically or religiously required headgear may be worn as necessary.
2. Clothing, jewelry and personal items (backpacks, notebooks, etc.) shall be free of writing or pictures which depict or suggest sexually-related or obscene gestures, promote the use/abuse of drugs, alcohol or other illegal actions which advocate racial, ethnic or religious prejudice at school activities.
3. Clothing, jewelry or accessories shall be worn on campus or at school activities only if, in the opinion of the school administration, these items do not incite, intimidate or pose a threat to the physical well being and safety of the student or others.
4. Clothing (gloves, bandannas, shoes, shoestrings, wristbands, jewelry, etc.) and manner in which it is worn shall not indicate any relationship to a formal/informal gang/group that could be associated with causing harm to self on and/or off our campuses. Clothing shall not provoke others to act violently, incite or intimidate others by fear of violence.
5. Clothing and the manner in which it is worn shall be sufficient to prevent distractions and disruptions to the educational program.

Gang-related clothing may vary from school to school and may change from year to year. All students will strictly adhere to the guidelines as outlined in the Student Dress Board Policy 5132 listed above. Failure to follow these guidelines may result in disciplinary action as outlined in Administrative Regulations 5132.

UNIFORM POLICY

In addition to the preceding regulations and BP 5132 regarding student dress, all elementary schools adopted school student uniforms in 1995.

All school clothing standards and guidelines must conform to the MUSD student dress policy.

- All students are expected to wear school uniforms daily.
- All clothing must be neat, clean, and in good repair.
- Professional and/or collegiate team logo jackets are strongly discouraged and may be prohibited on a site basis due to possible gang affiliation associated with these emblems.

ACCEPTABLE	UNACCEPTABLE
Solid colors: navy blue, white, khaki, or red on shirts, pants, shorts, skirts, jumpers	<i>Any items and/or articles of clothing which are unsafe or disrupt the educational program</i>
T-shirts: with school logo	<i>T-shirts without school logo Exposed midriff, spaghetti straps, or tank tops</i>
Walking shorts: no shorter than mid-thigh and no longer than the top of the knee	<i>Shorts worn above the mid-thigh or longer than the top of the knee</i>
Pants and belts: must be worn at the waist	<i>Belt buckles with initials / insignia; jeans, plaids, baggy or saggy pants more than one size larger than the waist size</i>
Shoes: must have closed heels and toes	<i>Shoes which are unsafe or disrupt the educational program</i>
Hats / caps: with approved school logo Head-gear worn for medical or religious purposes must be approved by the principal	<i>Hats / caps without school logo or not approved by a site administrator</i>
Jackets and outerwear shall not be subject to uniform colors. Professional and/or collegiate team logo jackets are strongly discouraged and may be prohibited on a site basis.	

TEXTBOOKS

Textbooks are issued free of charge and students are responsible for the care and return of these books. A student/parent will be charged for lost/damaged books. In accordance with EC 48904, grades, diploma and transcripts may be withheld until payment is made for the damages.

ELECTRONIC SIGNALING DEVICES

Students shall be permitted to have in their possession an electronic signaling device on school campuses during the school day, while attending school-sponsored activities, or while under the supervision and control of a school district employee. Such devices shall be deactivated and their use strictly prohibited during instructional time, except: 1) During an emergency situation as authorized by school officials, and 2) Upon direction from a licensed physician if carrying such a device is essential to and use is limited specifically to the health of the student. In permitting such possession of electronic devices, the district assumes no liability for the loss of the device or its misuse. (BP 5134; EC§ 48901.5)

BUS RIDERS

The bus driver has the responsibility and authority to maintain discipline while students are loading, unloading and riding the bus. Bus privileges may be suspended/revoked for misbehavior on the bus. Parents are responsible for providing transportation during the period of suspended bus privileges.

UNAUTHORIZED PERSONS

To avoid interference with school programs, pupils or personnel, site administrators shall make every effort to keep all unauthorized persons off campus during school hours (including one-half hour before school and one-half hour after dismissal) unless visiting privileges are granted by the person in charge. (Board Policy 5131.1, Penal Codes 653g and 626.8)

WEAPONS / INJURIOUS OBJECTS

The possession of any weapon or replica of any weapon (any imitation firearm, any toy, copy, or look-alike item) or any object which might be used to threaten or inflict bodily harm to another person is strictly forbidden. (Penal Code 417.2) Police may be notified. Possession of any weapon may result in expulsion and police may be notified. Possession of any imitation firearm shall be considered as the possession of a dangerous object and may result in expulsion.

SEARCH AND SEIZURE

School officials have the authority to stop a minor student in order to ask a question or conduct an investigation even in the absence of reasonable suspicion so long as such authority is not exercised in an arbitrary, capricious, or harassing manner. The use of metal detectors is authorized when a search is conducted for a weapon or other dangerous object. Random metal detector searches are also authorized as a means to keep weapons out of the schools and shall be conducted in a non-discriminatory fashion. School officials are legally authorized to confiscate any dangerous object, including weapons and any substance or item prohibited by law or school rules. (Board Policy 5131.21)

PEPPER SPRAY/TEAR GAS DEVICES

No student may possess a pepper spray or tear gas device/weapon while taking part in any regular school day activity, extracurricular or after-school activities. The District maintains complete authority over the possession of pepper spray and tear gas devices on school sites. Students are advised that appropriate disciplinary action shall be taken should any student be found to be in possession of such devices.

PARENT INVOLVEMENT

BP / AR 1234

PARENT INVOLVEMENT IN TITLE I: SCHOOL IMPROVEMENT AND ECONOMIC IMPACT AID PROGRAMS

With parental input, Title I, School Improvement (SIP) and Economic Impact Aide (EIA) Program, parent involvement activities and procedures shall aim to:

1. Inform parents/guardians about program objectives and child/children's participation.
2. Support parent/guardian efforts and provide assistance in working with their child/children at home to attain instructional objectives, understand program requirements and build a partnership between the home and the school.
3. Give parents/guardians many different, timely opportunities to:
 - a) learn how the program will be designed, operated and evaluated;
 - b) participate in this process;
 - c) work together with educators in achieving program objectives.

The following procedures shall be taken to implement the above goals and to ensure that parents/guardians are consulted and participate in the planning, design, implementation and evaluation of Title I, SIP and EIA parent involvement programs:

1. Policies ensuring parental involvement in Title I, SIP, and EIA programs shall be made available to parents/guardians and shall be subject to their ongoing review.
2. Parents/guardians shall be informed of parental involvement requirements and their right to consult in the program's design and implementation through the School Site Council and/or District English Learner Advisory Committee.
3. Parents/guardians shall receive timely information about their child's participation in programs and shall have opportunities to meet regularly to give input.
4. Staff shall provide parents/guardians with reports on their children's progress.
5. Staff shall be accessible to parents/guardians and permit parents/guardians to observe categorical program activities.
6. Programs will be held throughout the school year which provide training and information on:
 - a) The parental role in their children's success.
 - b) Home activities, strategies and materials which enhance learning.
 - c) Techniques which promote positive discipline, healthy relationships and understanding of child development needs.
 - d) Communication techniques to effectively work with the school student progress and school programs.

7. School site progress in meeting the objectives of the Title I and EIA Program and parent-involvement component shall be reviewed and assessed annually. Parents/guardians shall be informed of this evaluation and shall receive a copy of it upon request.
8. A written Parent Involvement / Parent Education component shall be included in all school site plans where Title I, SIP and/or EIA funds are received.

FUNDS MAY BE USED FOR

1. Parent/guardian resource centers.
2. Reasonable and necessary costs associated with parents' attendance at training sessions.
3. Hiring, training and use of parent/guardian involvement liaison workers.
4. Training and support of staff to work with parents/guardians to coordinate parent activities and make home contacts.
5. Use of parents/guardians as classroom volunteers, tutors and aides.
6. School-to-home complimentary curriculum and materials.
7. Help in implementing home-based education activities that reinforce classroom instruction and student motivation.
8. Solicitation of parents' suggestions in program planning, development and operation.
9. Transportation, child care, translation services and meals (consistent with board policy) for parent/guardian advisory councils when required by law.
10. Other activities designed to enlist the support and participation of parents/guardians in the instruction of their children.

TITLE I PROGRAM

The following procedures will ensure that parents/guardians are consulted and participate in the planning, design, implementation and evaluation of Title I parent involvement programs specifically:

1. Programs and activities for parents/guardians shall be provided in a language and form that the parents/guardians understand.
2. All parents/guardians are invited to attend at least one meeting each year to discuss Title I programs and activities.
3. Parent-teacher conferences shall be held to discuss the student's progress and placement and to describe methods the parents/guardians can use to complement the student's instruction.
4. Parental involvement activities shall be coordinated with programs funded under the Adult Education Act.

SCHOOL RULES AND REGULATIONS

In addition to the preceding district-wide discipline guidelines, individual school sites will provide their specific rules. All students are responsible for knowing both the general and school rules specific to their site of attendance.