2019-2020
Student/Parent Handbook

Board of Trustees

Arthur Bustamonte           John Rhinehart
Shari Megaw                 Gilbert M. Zendejas
Sue Ovitt

Published annually by the Child Welfare and Attendance Office with the cooperation of administrators and other personnel throughout the District.

Inez Orozco, Child Welfare and Attendance, Director

Este manual está disponible en español – Favor de llamar a la escuela de su estudiante para una versión en español.
Dear Parents, Guardians, and Students:

Welcome to the 2019-2020 school year! Students of the Chaffey Joint Union High School District continue to outperform their peers during and after high school. Working together, our staff will continue to support students as they pursue their goals. We are committed to connecting all students with opportunities and advantages within a safe and healthy learning environment.

Preparing students to be successful in high school and beyond is our priority. In fact, the District Vision, *All CJUHSD students will graduate ready for college and careers*, guides the staff’s work daily. Upon graduation from the District, a college-ready student has the rigorous academic background necessary to succeed in the post-high school education or training of their choice without need for remediation. Likewise, a career-ready student has the academic and technical skills to support their continuing pursuit of success. This direction continues to make a positive impact in both individual students' lives and in the community.

We also understand our responsibility to provide students with daily learning activities that engage them in learning and personal development. This includes our responsibility to provide interventions for students when they struggle and hold them accountable for the pursuit of achievement. Teachers and all of our support staff are committed to make this happen.

This Parent-Student Handbook will provide you with important information about school and District policies, laws, and procedures. Please read it carefully and keep it available, as students are expected to know and understand this information. We do have high expectations for them and confidence in their abilities to perform! Please feel free to contact the staff at your school or the District Office with any questions or concerns; we are here to assist you.

Thank you for entrusting your student to us. It is a responsibility and privilege we take very seriously and we look forward to a terrific year!

Sincerely,

Mathew G. Holton, Ed. D.
Superintendent
For information, please contact your school first. If further assistance is still needed, please call the District Office. School websites and School Loop can be accessed at www.cjuhsd.net. To report an absence, call your school’s telephone or attendance number on the day of the absence. ABSENCES NOT CLEARED IN THREE DAYS ARE DECLARED TRUANT.
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Since 1911, the Chaffey Joint Union High School District (CJUHSD) has provided quality education for high school students. Our District includes the communities of Ontario, Montclair, Rancho Cucamonga, and portions of Fontana, Pomona, Upland, Chino, and Mount Baldy.

Staff in the District is committed to the belief that nothing is more important than student learning and achievement. Student achievement in the District equals proficiency. The District’s commitment to more than 23,800 students remains steadfast despite state funding difficulties and other challenges.

Our commitment to instructional excellence drives the mission of our more than 1,800 employees.

The District is governed by a five-member Board of Trustees, which generally meets once a month on Tuesday at 6:30 p.m. at the District office and rotating to each of our school sites during the year. Information about meeting times and agendas is available on the District website at www.cjuhsd.net (select Board at the top) or call (909) 988-8511.

### District Statistics

| High Schools ................................................. 10 | Number of Personnel (2018-2019) *
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<td>Alta Loma High School</td>
<td>Certificated Employees 1,086</td>
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<td>Chaffey High School</td>
<td>Classified Employees 856</td>
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<td>Colony High School</td>
<td>Administrators 81</td>
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<td>Etiwanda High School</td>
<td>TOTAL 2,023</td>
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<td>Los Osos High School</td>
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<td>Montclair High School</td>
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<td>Ontario High School</td>
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<tr>
<td>Rancho Cucamonga High School</td>
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<tr>
<td>Valley View High School (continuation)</td>
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<td>Adult Transition Academy</td>
<td>African American 7.6%</td>
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<td>Chaffey Adult Education</td>
<td>American Indian/Alaska Native 0.4%</td>
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<td>Chaffey Community Day School</td>
<td>Asian 6.4%</td>
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<td>Chaffey Success and Opportunity Program (C.S.O.P.)</td>
<td>Filipino 2.1%</td>
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<td>District Alternative Studies</td>
<td>Hispanic 64.1%</td>
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<td></td>
<td>Native Hawaiian/Pacific Islander 0.5%</td>
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<td></td>
<td>White 16.2%</td>
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<td>2 or More Ethnicities 2.4%</td>
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<td>Declined to State 0.4%</td>
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| Number of Students (2018-2019) * ........23,883 |

*California Department of Education (Most Recent Data)
District Philosophy & Goals

The CJUHSD Board of Trustees is committed to student learning and achievement. Our District is steadfast in the belief that:

*All CJUHSD students will graduate ready for college and careers.*

Our purpose encompasses our district-wide goals and commitment to improve student achievement and classroom instruction. To ensure this, we are committed to ensuring effective governance and sound leadership, providing fiscal solvency, providing effective communication and strong relationships with stakeholders, improving facilities, grounds and technology, and providing a safe, caring and productive learning environment for all students.

All of us in the Chaffey District support these commitments on a daily basis. We realize that our efforts uniquely influence the future of our community and of this nation, and we are passionate about doing whatever it takes to prepare students to be successful and contributing citizens of the 21st century.
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<th>Year</th>
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<td></td>
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<td>November</td>
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<td>23-31</td>
<td>Winter Break</td>
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<td>20</td>
<td>Martin Luther King Jr. Day</td>
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<td>February</td>
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<td>Abraham Lincoln’s Day</td>
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<td>Summer School Ends</td>
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<td>** March 9 - May 21 **</td>
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**School Days**

- **First Quarter**: 42 School Days
- **Second Quarter**: 47 School Days
- **Semester One**: 89 School Days
- **Third Quarter**: 42 School Days
- **Fourth Quarter**: 49 School Days
- **Semester Two**: 91 School Days

**Tentative Dates**

- AP Testing: April 21-23
- CAASPP Testing: January 6-9, March 9-15, May 20-21
- Non-Student Day: January 7, February 14, March 20, April 17, May 28
- All Schools and District Offices Closed (Holidays): July 4, September 20, November 23, December 25
- All Schools Closed: January 6, January 20, February 14, March 20, April 17, May 28
- Schools / District Offices Closed: September 12, November 1, December 22, January 20, March 2, April 21, May 17, June 30
# Chaffey Joint Union High School District - Instructional Calendar

**2020-2021 School Days**

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### Important Dates

- **First Quarter:** 47 School Days (October 13 - December 17)
- **Second Quarter:** 42 School Days (January 4 - March 12)
- **Third Quarter:** 47 School Days (March 15 - May 20)
- **Fourth Quarter:** 44 School Days (May 21 - July 30)

**Total:** 180 School Days

**Non-Student Days**
- **CAASPP Testing**
- **AP Testing**
- **All Schools and District Offices Closed (Holidays)**
- **All Schools Closed**
- **Schools/District Offices Closed**
<table>
<thead>
<tr>
<th>ID</th>
<th>SITE</th>
<th>ADDRESS</th>
<th>PHONE NUMBER</th>
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<tbody>
<tr>
<td>1</td>
<td>Chaffey High School</td>
<td>1245 N Euclid Avenue, Ontario, CA 91762</td>
<td>(909) 988-5560</td>
</tr>
<tr>
<td>2</td>
<td>Rancho Cucamonga High School</td>
<td>11801 Lark Drive, Rancho Cucamonga, CA 91701</td>
<td>(909) 989-1600</td>
</tr>
<tr>
<td>3</td>
<td>Montclair High School</td>
<td>4725 Benito Street, Montclair, CA 91763</td>
<td>(909) 621-6781</td>
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<tr>
<td>4</td>
<td>Alta Loma High School</td>
<td>8880 Baseline Road, Alta Loma, CA 91701</td>
<td>(909) 989-5511</td>
</tr>
<tr>
<td>5</td>
<td>Ontario High School</td>
<td>901 W Francis Street, Ontario, CA 91762</td>
<td>(909) 988-7411</td>
</tr>
<tr>
<td>6</td>
<td>Etiwanda High School</td>
<td>1350 Victoria Street, Etiwanda, CA 91739</td>
<td>(909) 899-2531</td>
</tr>
<tr>
<td>7</td>
<td>Colony High School</td>
<td>3850 E Riverside Drive, Ontario, CA 91761</td>
<td>(909) 930-2929</td>
</tr>
<tr>
<td>8</td>
<td>Los Osos High School</td>
<td>6001 Milliken Avenue, Rancho Cucamonga, CA 91737</td>
<td>(909) 477-6900</td>
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<tr>
<td>9</td>
<td>Valley View High School</td>
<td>1801 E Sixth Street, Ontario, CA 91764</td>
<td>(909) 985-0966</td>
</tr>
<tr>
<td>10</td>
<td>Chaffey Adult Satellite School</td>
<td>557 W Fifth Street, Ontario, CA 91762</td>
<td>(909) 983-7102</td>
</tr>
<tr>
<td>11</td>
<td>Chaffey Adult School</td>
<td>1802 E Seventh Street, Ontario, CA 91764</td>
<td>(909) 391-5365</td>
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<tr>
<td>12</td>
<td>Alternative Education Center</td>
<td>1802 E Seventh Street, Ontario, CA 91764</td>
<td>(909) 460-5626</td>
</tr>
<tr>
<td>13</td>
<td>District Administration Offices</td>
<td>211 W Fifth Street, Ontario, CA 91762</td>
<td>(909) 988-8511</td>
</tr>
</tbody>
</table>
Welcome to the CJUHSD! The following information serves as a guide to policies and procedures that we employ in our District. Our District is bound by law to adhere to California Education Code, California Penal Code, legislative developments, and other regulations and laws, which are referenced throughout this document. The key below will help you identify references to any legal mandates along with common acronyms used in this handbook.

Key to Legal References and Acronyms

<table>
<thead>
<tr>
<th>Abbreviation</th>
<th>Description</th>
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<tbody>
<tr>
<td>AB</td>
<td>Assembly Bill</td>
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<tr>
<td>CBP</td>
<td>Chaffey Board Policy</td>
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<tr>
<td>CDE</td>
<td>California Department of Education</td>
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<tr>
<td>CCR</td>
<td>Title 5, California Code of Regulations</td>
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<tr>
<td>CJUHSD</td>
<td>Chaffey Joint Union High School District</td>
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<tr>
<td>EC</td>
<td>California Education Code</td>
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<tr>
<td>HSC</td>
<td>California Health and Safety Code</td>
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<td>IEP</td>
<td>Individualized Educational Plan</td>
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<td>PC</td>
<td>California Penal Code</td>
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<tr>
<td>SB</td>
<td>Senate Bill</td>
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<tr>
<td>USC</td>
<td>United States Code</td>
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School Governance

The Board of Trustees of the CJUHSD shall prescribe rules not inconsistent with law or with the rules prescribed by the State Board of Education, for the government and discipline of the schools under its jurisdiction.

The Governing Board of the CJUHSD may convene hearings, make findings, and adopt and issue policy statements setting forth the responsibilities of the students of the CJUHSD regarding academic performance, attendance, in-school behavior, and any other aspects of school life which the CJUHSD Board of Trustees may deem relevant to this task. Every principal shall have total responsibility to manage all affairs of the school.

School Closure Information

In the event of school closure and you cannot get through to your child’s school, information will be provided through:

San Bernardino County Schools hotline (909) 386-2413

School Communication

Any parent or guardian with a question, concern, or comment should call the student’s school at their earliest convenience. Parents or guardians are welcome to visit the school; however, under no circumstances should a parent or guardian attempt to meet with a teacher by going directly to the classroom. All parents or guardians must check in at the Administration Office and make an appointment to see a teacher. Appointments are usually scheduled before school, after school, or during the teacher’s preparation period.

Child Abuse Reporting

School personnel are required to make an initial report immediately, or as soon as is practicably possible, by telephone and prepare a written follow-up report within 36 hours of the observation that a minor has injuries inflicted upon them by other than accidental means. The report must be made by telephone and in writing to both the local police and the Department of Public Social Services. School personnel may be deemed civilly and criminally liable for failure to report such observations but are immune from civil or criminal liability as a result of making such a report unless it can be proven that a false report was made with malice.

Closed Campus & Visitors

The District considers the safety and health of our staff and students a top priority. To further safeguard the safety of your student(s) while in our care, the District has implemented a visitor management system to ensure that individuals visiting our campuses and interacting with our students are authorized to do so. The District believes there is a safer way to monitor visitors on our campuses and has replaced the paper visitor sign-in sheets with the LobbyGuard Visitor Management System. You will continue to be required to present your identification to the office staff. Accepted forms of identification are as follows:

- Any state issued driver’s license or identification card
- Mexican Matricular Consular card
- Military ID (active duty or retired)
- Permanent resident card
Once the front desk staff scans the identification provided, LobbyGuard instantly checks the name against registered sex offender lists nationwide. Once the visitor has been cleared through LobbyGuard, the system will print a visitor badge with your name, picture, and destination.

It is important to note that the LobbyGuard system only scans the visitor’s name, date of birth and photo for comparison with the national database of registered sex offenders. Any additional information is not gathered nor stored.

The LobbyGuard system is not connected to any other system such as the Department of Motor Vehicles (DMV), Department of Justice (DOJ), or Immigration and Naturalization Services (INS). Any other information on the ID is not visible or accessible to any LobbyGuard users. The data we screen is not shared or communicated. It is confidential and stored securely in a web-based system.

Our goal is to continue to provide a welcoming and warm environment for our parents, guardians, students, and staff while simultaneously communicating a culture of safety and security to the community. All parents and guardians are urged to continue to participate in their student’s education.

If you currently do not have access to a government-issued form of identification, here are some resources to assist you:

- For a California license, please visit a local DMV office or go to [www.dmv.ca.gov](http://www.dmv.ca.gov).
- For a Mexican Matrícula Consular card, please visit a consular office. The card is issued without regard to immigration status and provides no immigration information.
- For a Military ID card, please go to [www.cac.mil/uniformed-services-id-card/](http://www.cac.mil/uniformed-services-id-card/).
- For a Permanent Resident Card, please go to [www.uscis.gov/i-90](http://www.uscis.gov/i-90).

If you have any questions or concerns about the implementation of this system, please schedule a meeting with your student’s principal.

We hope you will find LobbyGuard a welcome addition to the continuing effort to provide the most secure learning environment for our students. For further information regarding LobbyGuard, please visit [www.lobbyguard.com](http://www.lobbyguard.com).

**Every Student Succeeds Act (ESSA)**

On December 10, 2015, President Obama signed the Every Student Succeeds Act (ESSA), reauthorizing the federal Elementary and Secondary Education Act (ESEA) and replacing the No Child Left Behind Act (NCLB).

**Guidance Services**

Counselors are responsible for academic advisement, career exploration, personal and social counseling, and conflict management. Students and parents or guardians are welcome to schedule appointments with their counselors as necessary.

**Medical Concerns**

**Disease:** A student while infected with any contagious or infectious disease may not remain in any public school. Students will be readmitted upon evidence that the condition has been alleviated.

**Automated External Defibrillators (AED):** Senate Bill 658 went into effect on January 1, 2016, requiring all educational buildings with an occupancy of 200 or more (that are constructed on or after January 1, 2017) to have an Automated External Defibrillator (AED) on the premises. The District, in response to Senate Bill 658, went beyond what was required and determined that it would fully cover each of its campuses. Each school site has between 6 and 13 units, depending on the logistics of each campus. As of July 2019, it has also become a requirement to (1) have an AED unit on the premises of every public swimming pool, and (2) every district with an interscholastic athletic program must have at least one AED for athletic trainers and coaches to use, along with an emergency action plan. Each of our athletic trainers and coaches have access and are trained in First Aid/CPR/AED.

**Eric Paredes Sudden Cardiac Arrest Prevention Act (EC 33479):** Athletic activity includes interscholastic athletics, athletic competition other than interscholastic athletics, cheerleading, club-sponsored sports activities, noncompetitive cheer sponsored by a school, practices, interscholastic practices, and scrimmages for public school, charter school, or private school. School districts are encouraged to post information for parents, coaches and students on the web as of July 1, 2017. Each school year before starting California Interscholastic Federation (CIF) activities and non-CIF activities, the school shall collect and retain a copy of sudden cardiac arrest information acknowledgement from a parent or guardian. A school may hold an informational meeting before the start of the season for all ages of competitors regarding the warning signs including pupils, parents, coaches, school officials, athletic trainers, and authorized persons. A pupil who passes out or faints while participating or immediately following athletic activity, shall be removed by athletic director, coach, trainer, or authorized person. In the absence of an athletic trainer, a coach shall notify parent to determine what treatment, if any, the pupil should seek. A pupil who is removed shall not be permitted to return until evaluated and cleared by a physician. This does not apply to physical
education activities during the regular school day. Coaches must complete the sudden cardiac arrest training course and renew every two years thereafter. After July 1, 2019, a coach who has not completed the training course required shall be suspended from coaching duties.

**Health Office:** A qualified nursing assistant and/or credentialed school nurse is on duty in the Health Office and is on-call for emergencies during school hours. All medications, including over the counter, require a California physician’s order and must be kept in the Health Office (see Medical/Health pg. 57-58 for more information). Students who become ill during the school day must request a pass from the current teacher in order to go to the Health Office. If students need to leave school due to illness, they must first get an Off-Campus Permit from the Guidance Office or Health Office and must be picked up from school by a parent or guardian.

**Immunization Requirements:** All students must show proof of immunizations to attend school. Immunization records must be from a physician or public agency with a physician’s or nurse’s signature/stamp. Failure to provide this may result in exclusion from school. For a detailed list of required immunizations, please visit [www.shotsforschool.org/k-12](http://www.shotsforschool.org/k-12). Under the new state law, SB277 (effective January 1, 2016) exemptions based on personal beliefs will no longer be an option for vaccines that are currently required for entry into a California school. If you have any questions and/or concerns, please contact your school nurse.

**Protection of Health:** A student requiring modification to any work or services due to health concerns requires a written physician’s statement.

**Messages & Deliveries**
Since we desire to maintain a learning environment that is uninterrupted, non-emergency messages and deliveries, including flowers and balloons, may not be delivered to the school site, and will not be sent to classes. Gift shop and off-campus food deliveries are not permitted, including but not limited to Uber Eats, Grub Hub, etc. Students are responsible for study materials, homework, lunch, lunch money, uniforms/sports equipment, and transportation scheduling during non-school hours. In the case of an emergency, the student will be called into the Guidance Office. *We appreciate your understanding in that instructional time should not be interrupted.*

**Off-Campus**
Leaving campus without permission is a violation of school rules. *If a student needs to be dismissed before the end of the school day, the student needs to bring a note to the Guidance Office at the beginning of the school day.* The student will receive an Off-Campus Permit before leaving school grounds. Parents or guardians may come in to sign out their student. Truancy earned by leaving campus without permission may not be cleared after the fact.

*NOTE: Emergency contacts are NOT authorized to check-out students from school without written permission from the parent or guardian. An emergency contact is contacted in the event of a school-related emergency when the school is unable to reach the parent or guardian.*

**Online Student Accounts**
Students have access to online resources to support their instruction, including Microsoft Office 365, Google for Education, and a variety of high-quality research databases. Student email is provided via Microsoft Outlook, and electronic file storage is available in Office 365 (OneNote) and Google Drive, while students are enrolled. Teachers and Teaching Librarians assist students, as needed, in setting up access to these resources. Parents or guardians wishing to monitor the use of these resources may use their students’ login credentials or may contact the Director of Information Technology at (909) 988-8511 x2740.

**Online Student Data Confirmation & Updates**
Parents or guardians can update their student’s information through the Parent Portal Accounts at [www.aeries.net](http://www.aeries.net). To create this account, please contact your school Guidance office.

**Parental Liability**
The parent or guardian of any minor whose willful misconduct results in injury or death to any student or any person employed by, or performing volunteer services for, a school district or private school or who willfully cuts, defaces, or otherwise injures in any way any property, real or personal, belonging to a CJUHSD school or private school, or personal property of any school employee, shall be liable for all damages so caused by the minor.

**Patriotic Exercises**
Each school will schedule an appropriate daily patriotic exercise. All students are expected to observe this portion of the day's schedule respectfully. A student who conscientiously objects to saluting the flag or reciting the Pledge of Allegiance to the flag may abstain but must quietly allow the participation of others without interruption.
Personal Beliefs

• Absence for Religious Instruction (EC 46014): Pupils, with the written consent of their parents or guardians, may be excused from school to participate in religious exercises or to receive moral or religious instruction.

• Conflict with Religious Beliefs (EC 51240): If any part of a school's instruction in health conflicts with the religious training and beliefs of a parent or guardian of a student, the student, upon written request of the parent or guardian, shall be excused from the part of the instruction that conflicts with the religious training and beliefs. The Education Code requires all public schools that teach sex education courses that discuss sexual intercourse to include the provisions of HSC 1255.7 and PC 271.5.

• Personal Beliefs or Practices Survey (EC 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 the pupil’s parents’ or guardians’ beliefs and practices in sex, family life, morality, and religion, shall be administered to any pupil in kindergarten or grades 1 to 12, inclusive, unless the parent or guardian of the pupil is notified in writing that this 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 this test, questionnaire, survey, or examination.

Release of Student Records

Access to School Records – In the course of a student’s education, the CJUHSD keeps records as deemed necessary to provide programs to meet their needs and interests. California Education Code provides parents or guardians the right to inspect and review these records and to question the accuracy and substantiation of any and all such records, files and data. Procedures are available for parents or guardians to request removal of certain types of information. When a student transfers to another school district or to a private school, a copy of the student's record will be transferred upon request from the other school district or private school. Written consent of parents or guardians for transfer of records is not necessary, and records will be forwarded without unnecessary delay.

Students who are 16 years of age or older have the right to access their student records; however, only students 18 years of age or older may challenge the content of such records.

The principal of the student’s school is responsible for student records. All records will be made available for review at a mutually convenient time during the regular school day, five business days from written request.

CJUHSD, in cooperation with the California Departments of Health Services and Education, has a program to allow the CJUHSD to be reimbursed with federal Medicaid dollars for selected health services (such as hearing and vision screenings and health assessments) provided to eligible students at the school. In accordance with Local Education Agency rules and guidelines, we are notifying you that eligible student records may be forwarded to the CJUHSD's billing agency. These records will be forwarded in a confidential manner. Our vendor holds a contract with the CJUHSD that contains a specific confidentiality clause to ensure information is not disclosed inappropriately; further, our vendor is HIPAA compliant (Federal Health Insurance Portability and Accountability Act).

School health services currently provided to all students will not be changed by this program. Students will not be denied services they require to attend school, and parents or guardians will never be billed for services by the CJUHSD.

Notification of Release - Information concerning a student shall be furnished in compliance with a court order or a lawfully issued subpoena. The CJUHSD shall make a reasonable effort to notify the parent or guardian and the student in advance of compliance with a lawfully issued subpoena and, in the case of compliance with a court order, if lawfully possible within the requirements of the order.

School Loop

The CJUHSD has partnered with School Loop. School Loop is an innovative communication tool designed to keep parents or guardians, students, teachers, and staff connected and informed. With School Loop, parents or legal guardians and students perform the following functions online:

- Check assignments
- Monitor current grades
- E-mail teachers and counselors
- View school news and events
- Submit work electronically
- View daily attendance

Every CJUHSD parent or guardian and student is encouraged to sign up for a free School Loop account. To sign up, go to the CJUHSD website at www.cjuhsd.net, click on Schools and then click the name of your student’s school. From the website of your student’s school, click Register Now. Be sure to have your email address and your student’s ID number available when registering for School Loop.

Student Identification

Student ID cards MUST be in the possession of the student AT ALL TIMES when attending school and at ALL school
functions. This ensures the safety of our students when staff and campus security check for unauthorized visitors. Failure to identify oneself when requested by staff/security is cause for disciplinary action. Also, student ID cards are required for school purchases, checking out library books and textbooks, and for bus transportation.

**Use of School Property**
The use of any public school building and grounds for any meeting is subject to such reasonable rules and regulations as the Board of Trustees of the CJUHSD prescribes and shall in no way interfere with the use and occupancy of the public schoolhouse and grounds, as is required for the purposes of the public schools of the state.

**Volunteers**
Involvement of parents or guardians and community members in the school is encouraged. Clerical tasks, classroom assistance for students, supervision of school activities, and many other opportunities exist for involvement. Contact the school principal for further information.

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### **STUDENT SERVICES**

**College & Career Center**
School sites offer a variety of resources for students in need of college and/or career information. Available information may include:

- Printed Materials and Videos
- Military Information
- College Catalogs and Applications
- Scholarship Information and Applications
- NCAA Clearinghouse Student Release Forms
- SAT I/II Applications and Study Materials
- Work Experience
- Regional Occupational Program (ROP)

The two programs administered in the College and Career Center are Work Experience (for juniors and seniors who have a paying job and are at least 16 years old) and ROP (offering entry-level job training). Both programs offer elective high school credits towards graduation.

**Fees & Charges**
Students who have outstanding fees may not receive semester report cards and may not be allowed to participate in certain privileges, including school dances. Seniors who have not cleared charges may be restricted from certain senior privileges and activities.

**Food Services**
The Food Services department is made up of a team of food and nutrition professionals who are dedicated to students’ health, well-being, and their ability to learn. The CJUHSD supports learning by promoting healthy habits for lifelong nutrition and fitness practices.

Food and beverages sold or served at school meet the nutrition recommendations of the U.S. Dietary Guidelines. The CJUHSD provides students with access to a variety of affordable and appealing foods that meet their health and nutrition needs. The CJUHSD offers free or reduced-price meals for qualified students.

For more information on menus, nutrition, fitness information, and pre-payment options, call (909) 460-5643 or visit the CJUHSD website at [www.cjuhsd.net](http://www.cjuhsd.net).

**Gym Lockers**
Students enrolled in Physical Education (PE) class may be assigned to a locker, a convenience provided by the school. Students are responsible for the security of the locker. The CJUHSD and the school cannot replace money, books, PE clothes, or any other item(s) missing from a locker. Lockers may be checked by school administrators if they have reason to believe the locker is not being used for its intended purpose. For safety and security reasons, school issued combination locks must be used. Students may purchase a lock from the student store. If the student cannot afford a lock, please contact the physical education teacher or the counselor.

**Library**
All CJUHSD comprehensive high schools have a school library. Students are encouraged to use the library for study, research, and recreational reading. Students receive formal and informal instruction from a certificated teacher librarian on information-gathering strategies and the appropriate use of information for class assignments, both in electronic and print formats.
The CJUHSD has a library plan to make sure each facility is up to date and provides strong resources for students. Students are asked to take care of all school materials. Parents or guardians will be charged for lost or damaged books.

**Lost & Found**
Schools maintain a “lost and found” location for misplaced items. Students inquiring about lost books/textbooks must do so on their own time, not during classes.

**PE Clothes**
Physical Education (PE) students are responsible for having their own PE clothes, socks, tennis shoes, and combination lock. Students are not permitted to wear another student’s PE clothes. For your convenience, PE clothes may be purchased from the school. As the weather gets colder, sweats may be worn that are in line with the CJUHSD dress code standards. Sweats pulled over regular clothes are not permitted. Students are to wear shoes that are appropriate for physical activity.

Students will not be dropped from a PE class for repeated non-suits; however, students who refuse to dress-out for PE or wear loaner clothes are considered defiant, and parents or guardians will be contacted. Repeat violators will be referred to either their counselor or the appropriate administrator. Non-suits may be made up in accordance with the teacher’s make-up policy. Students who forget their PE clothes must wear loaner clothes in accordance with school policy. If a student needs assistance regarding PE clothes, please contact your physical education teacher or your counselor.

Pursuant to EC 49066(c), no grade of a pupil participating in a Physical Education class may be adversely affected due to the fact that the pupil does not wear standardized physical education apparel where the failure to wear such apparel arises from circumstances beyond the control of the pupil.

**Textbooks**
Textbooks are the responsibility of the student until returned. Students may be charged for lost textbooks at the current replacement cost and may be liable for fines if books are returned damaged.

**Work Permit**
According to California State Law, no student under 18 years of age is permitted to work without a permit. Students must have a valid work permit for each job they have in order to work legally. Permit applications may be obtained during the school year from the College and Career Center. Permits must be renewed every year. Permits are good through the summer of the school year issued and expire the first week of any new school year. If at any time the student’s work interferes with their health, school attendance or school work, the permit may be revoked. Elective course credit is granted only to those students enrolled in the Work Experience class and employed under a valid work permit.

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**RESOURCE INFORMATION**

For more information, please visit the CJUHSD website at [www.cjuhsd.net](http://www.cjuhsd.net) (select Resources at the top, then select Community Resources from the drop-down menu). Disclaimer: This resource information is listed for informational purposes only. There is no warranty or guarantee concerning the reliability of their services.

**SBCSS School Communication Department……909/386-2413**

**SCHOOL RESOURCES**
High school counselors are available to assist with questions and concerns. The school psychologist and school nurse can also provide information if needed. See your school counselor for conflict management.

**ABDUCTED & SEXUALLY EXPLOITED CHILDREN**
- California Missing Children Hotline.................800/222-3463
- Jacob Wetterling Foundation.................................. 800/325-4673
- National Center for Missing & Exploited Children
  .................................................................................800/843-5678

**ABUSE, RAPE & SEXUAL MOLESTATION**
- Child & Family Services (CFS).........................909/945-3762
- Child Abuse Hotline............................................800/540-4000
- Child Protective Services.....800/827-8724 or 909/384-9233
- Child/Sexual Abuse...........................................800/442-4918

**ALCOHOL & DRUG COUNSELING**
- Al-Anon & Alateen ........................................888/425-2666
- Alcohol & Drug Helpline ...............................888/633-3239
- Alcoholics Anonymous ...............................909/825-4700
- Alcoholism & Drug Dependence...............909/629-4084

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Counseling Services
Access Unit ............................................ 888-743-1478
ACT Family Counseling Services .................. 909/983-5575
Caritas Counseling of Catholic Charities ....... 909/391-4882
Chino Human Services ................................ 909/334-3267
Community Crisis Response Team ............. 888/743-1478
Crisis Walk-in Clinic, Rialto ....................... 909/421-9495
Focus West ............................................. 909/467-5203
Inland Valley Recovery Services ............... 909/932-1069
Juvenile Intervention Program .................... 909/387-3676
Martinez Counseling Center ....................... 909/466-6939
Mental Health Services-TAY Center .......... 909/983-4466
Mesa Counseling Center ............................. 909/421-9200
Montclair Day Reporting Center ............... 909/447-4501 x207
Pacific Clinic ......................................... 877/722-2737
Reach Out Group Counseling ..................... 909/982-8641
Samaritan Counseling Center ..................... 909/985-0513
South Coast Community Services ............... 909/980-6700
The Olive Branch ..................................... 909/989-9030
Tri-City Mental Health ............................... 909/623-6131
Upland Community Counseling .................. 909/458-1350
Valley Star Community Services ............... 909/388-2222
West End Family Counseling ..................... 909/983-2020
Youth Services, San Bernardino ............... 909/880-6812
Youth Services, Upland ............................ 909/949-4667

Domestic Violence - Shelters & Hotlines
House of Ruth ......................................... 909/988-5559
National Domestic Violence Hotline ........... 800/799-7233
Project Sister ......................................... 909/626-4357

Drug Counseling
See Alcohol & Drug Counseling

Drug Testing
Ontario Testing Center ................................ 909/937-3955

Eating Disorders
Anorexia Nervosa & Associated Disorders .... 630/577-1333
National Eating Disorders Helpline ........... 800/931-2237 or Text ‘NEDA’ to 741741
Overeaters Anonymous ............................ 909/887-7972 or 951/715-2080
Valenta ................................................. 909/771-8023

Emergency Assistance - Food & Shelter
Catholic Social Services ............................ 909/388-1239
Chino Neighborhood House ....................... 909/628-5608
Community Action Partnership ................. 909/723-1500
Foothill Family Shelter ............................. 909/920-5568
Inland Empire United Way ....................... 211 or 888/435-7565
Inland Valley HOPE Partners (food) .......... 909/622-3806

General Assistance
Eileen's HOPE Closet ................................ 909/985-0966 x2416
Mothers Against Drunk Driving (MADD) .... 909/888-6233
Pacific Clinics ........................................ 877/722-2737 or 909/625-7207
Parents of Murdered Children ................... 909/653-7236
Rancho Cucamonga Resource Center .......... 909/477-2781
United Way, Inland Empire Region ............. 909/980-2857
West End Family Counseling .................... 909/983-2020

Job Counseling
California Conservation Corps ................... 909/594-4206
Inland Empire Job Corps ............................ 909/887-6305

Medical
Department of Public Health ...................... 800/722-3777

Pregnancy/Parenthood
American Adoptions .................................. 800/236-7846
Assure Pregnancy Clinic ........................... 909/322-8460
Baby Safe Surrender Program* ................. 877/222-9723 or 909/985-2811
Bethany Christian Services ....................... 909/465-0057
Department of Public Health ..................... 800/782-4264
Planned Parenthood ................................. 909/890-5511 or 909/985-0065
San Bernardino County Family Planning ...... 877/883-7264
Teen Pregnancy Program                      SEE SCHOOL COUNSELOR

*Baby Safe Surrender - The most important option to consider is life. If you have a child under 3-days old and feel you are unable to take care of the baby for whatever reason, bring the child to the closest fire station or hospital, and you can surrender the child to an employee there with NO QUESTIONS ASKED. For more information, call 877/222-9723 or online at www.babysafe.ca.gov.

Rape See Abuse, Rape & Sexual MOLESTATION

Recovery
American Recovery Center ....................... 909/865-2336
Hope Recovery Center ............................... 951/603-0031
Inland Valley Recovery Center ............... 909/932-1069

Runaway Services
Child Find of America ......................... 800/1-AM-LOST (426-5678)
Children of the Night Hotline ................. 800/551-1300
Covenant House .......................... 323/461-3131
National Runaway Safeline ...................... 800/786-2929

Sexual Diseases
AIDS Hotline .......................................... 800/243-2437
AIDS Testing .......................................... 800/480-3739 or 800/722-4777
Department of Public Health ................. 800/782-4264
Foothill AIDS Project ............................... 909/482-2066
Planned Parenthood ............................... 800/230-7526

Drug Testing
Ontario Testing Center ............................. 909/937-3955

Eating Disorders
Anorexia Nervosa & Associated Disorders .... 630/577-1333
National Eating Disorders Helpline ........... 800/931-2237 or Text ‘NEDA’ to 741741
Overeaters Anonymous ......................... 909/887-7972 or 951/715-2080
Valenta ................................................. 909/771-8023

Emergency Assistance - Food & Shelter
Catholic Social Services ............................ 909/388-1239
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West End Family Counseling .................... 909/983-2020

Job Counseling
California Conservation Corps ................... 909/594-4206
Inland Empire Job Corps ............................ 909/887-6305

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Department of Public Health ...................... 800/722-3777

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SEXUAL MOLESTATION
See ABUSE, RAPE & SEXUAL MOLESTATION

SEXUALLY EXPLOITED CHILDREN
See ABDUCTED/SEXUALLY EXPLOITED CHILDREN

SEXUALLY TRANSMITTED DISEASES
San Bernardino County of Public Health………..800/722-4777

SHELTER (EMERGENCY)
See EMERGENCY ASSISTANCE - FOOD & SHELTER

SHOPLIFTING
National Assoc. for Shoplifting Prevention .......800/848-9595

SMOKING
American Cancer Society ..............................800/227-2345
American Lung Association ..........................800/586-4872 or 909/884-5864
Nicotine Anonymous..................................877/879-6422
Reach Out West End ....................................909/982-8641
Tobacco Control Programs ............................800/784-8669

SUICIDE
Crisis Chat........................................800/273-8255 or www.crisischat.org
HopeLine........................................800/273-8255 or www.hopeline.com
PRIDE - The Trevor Project ...........................866/488-7386
Suicide & Crisis Intervention .........................800/843-5200
Suicide Hotline ........................................800/784-2433
Suicide Prevention Center ..............................310/391-1253
Youth America Hotline (YAH!) .......................877/968-8454

TRANSPORTATION
Omni Trans.................................................800/966-6428

WeTip - CALLER’S IDENTITY IS NEVER KNOWN
24 hour Hotline ..........................................800/78-CRIME
Website..................................................www.wetip.com

WeTip School Safety Program works with:
- School arson fires
- Weapons on campus
- Gang violence
- Violent crimes
- Child molestation and pornography
- Drug sales and trafficking at school
- Vehicle theft

Academic Information

Academic Requirements for Graduation
The CJUHSD will follow state mandates and guidelines including timelines and accommodations for diagnosed learning disabilities.

230 Semester Credits are required for graduation (each semester course = 5 credits)

<table>
<thead>
<tr>
<th>Subject</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>English</td>
<td>40</td>
</tr>
<tr>
<td>Math</td>
<td>20</td>
</tr>
<tr>
<td>Science</td>
<td>20</td>
</tr>
<tr>
<td>Social Science</td>
<td>30</td>
</tr>
<tr>
<td>Physical Education (PE)</td>
<td>20</td>
</tr>
<tr>
<td>Computer Technology</td>
<td>5</td>
</tr>
<tr>
<td>World Language or Fine Arts</td>
<td>10</td>
</tr>
<tr>
<td>Focus Area Requirement</td>
<td>20</td>
</tr>
</tbody>
</table>

English
- 40 credits

Math
- 20 credits, including at least one year of coursework equivalent to State Content Standards for Integrated Mathematics I (Algebra 1 equivalent).

Science
- 20 credits:
  - 10 credits – Physical Science
  - 10 credits – Life Science

Social Science
- 30 credits:
  - 10 credits – World History/Culture and Geography
  - 10 credits – U.S. History
  - 5 credits – American Government
  - 5 credits – Economics

Physical Education (PE)
- 20 credits with 10 credits recommended to be taken in both the 9th and 10th grades. Postponements will be considered on an individual basis.

Computer Technology
- 5 credits or pass the CJUHSD computer proficiency test (no credits issued).

World Language or Fine Arts
- 10 credits of World Language or Fine Arts (includes all classes in Visual/Performing Arts).

Focus Area Requirement
- 20 additional credits shall be taken in a specific area of focus as follows:
  - Fine Arts (includes all Visual/Performing Arts classes)
  - Business Education
  - Home Economics
  - Industrial Technology
  - JROTC (not available at all schools)
  - World Language
  - Academic/College – 20 credits in core academic areas that enable a student to meet the
A – G course entrance requirements for the UC and CSU system. Students may use ROP courses to satisfy the 20 credit requirement if the course work is within one of the above focus area categories as an approved career pathway. Work Experience courses up to 10 credits may count toward the focus area requirement if the work experience is within a focus area and the objective of gaining advanced knowledge in the area.

Electives

<table>
<thead>
<tr>
<th>Credit Requirement</th>
<th>Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>65 (or 70) credits</td>
<td>If the computer technology requirement is met by examination, the student will be required to complete 70 elective credits.</td>
</tr>
</tbody>
</table>

**Academic Failure**

There must be a conference with the parent or guardian, or a written report to the parent or guardian, whenever it becomes evident to a teacher that the student is failing a class and/or course.

**California Colleges & Career Cruising**

All CJUHSD students have access to two online college and career exploration tools:

- **CaliforniaColleges.edu** provides a career assessment, a variety of information, and a link to the California State University and California Community College application systems. To participate, students and parents or guardians must opt-in. Parents will receive the Cal Colleges opt-in form as part of their student’s enrollment packet once during their high school career. The opt-in stays active for all four years.
- **CareerCruising.com** offers a career assessments and other information as well. Students can find out more about these tools from their counselor or career technician.

**Career Readiness**

One of the most important decisions high school students face is career preparation. The CJUHSD provides many opportunities for career options including:

- A variety of career pathways (available on the CJUHSD website at [www.cjuhsd.net](http://www.cjuhsd.net), select Parent Information, select Career Readiness)
- Over 50 different types of ROP classes are available to prepare students for careers and the job market class sequences which will prepare students for advanced placement at community college or entry into the job market
- All students are expected to explore careers

Now is the time to start thinking about the future. ROP courses are available to our students through Baldy View ROP. Students should contact their counselor or Career Center for enrollment information. Adult registration information is also available. More information is available by calling (909) 980-6490 or online at [www.baldyviewrop.com](http://www.baldyviewrop.com).

**Dropping a Class**

A student who drops a class after the second week of the second or fourth quarter begins, and who has an “F” in the class at that time, will receive a semester grade of “F”. If the student is passing at that time, they will simply lose credit for the class and no grade will be recorded.

**Final Examinations**

Final examinations are administered during the last days of each semester. Students failing to take a final examination due to an excused absence (as defined in EC 48205) must make-up the examination within one quarter. The EC does not require a teacher to provide a make-up examination for a student who is truant, suspended, or unexcused. If a student fails to make up a final examination within one quarter, the student will receive a “zero” for the exam. The “zero” will be averaged with the student’s other grades in that course. That average grade will be recorded on the transcript. *Final exams will not be given early.*

**Foreign Exchange Students**

Foreign exchange students will be awarded a diploma only if they meet all CJUHSD graduation requirements; otherwise, they may be given a certificate of attendance.

**Grades**

Grades are assigned by teachers and are based on a professional evaluation of student work. No grade may be changed by an administrator unless a clerical or mechanical mistake, fraud, bad faith, or incompetence can be identified per EC 49066 a-c. The following grading scale is used:

- A = Excellent
- B = Good
- C = Average
- D = Lowest passing grade
- F = Failure, No Credit
- N = No Grade, No Credit
- I = Incomplete
The year is divided into two semesters and each semester into two quarters for a total of four quarters. The second and fourth quarter grades (semester grades) are recorded on the student’s permanent record (transcript). The remaining progress reports are considered progress reports and/or grades except for classes that are variable/credit or specific quarter course grades. Grade reports are mailed home to parents or guardians. Etiwanda High School is an exception with grades sent every six weeks.

**Homework**

Homework is a regular part of the instructional program. The frequency and length of homework will vary by subject matter. Parents or guardians are encouraged to support the successful completion of homework by encouraging students to make homework a priority. The combined effort of home and school assists students in extending their learning and in improving achievement.

**Homework Make-Up**

All homework and tests missed while on an excused absence (as defined in EC 48205) may be made up. Teachers may, but are not required to, allow makeup of work and tests missed while a student is on suspension, truant or unexcused.

**McKinney-Vento Students**

Existing law states that all students must meet certain course requirements in order to earn a high school diploma (EC 51225.3(a)). The governing board of each CJUHSD school may also establish additional graduation requirements applicable to all of its students (EC 51225.3(b)). Effective January 1, 2010, foster, homeless and probation students may be exempt from local graduation requirements and issuance of partial credits (EC 51225.3(c)).

**Proficiency Examination in Lieu of Graduation**

The California High School Proficiency Examination (CHSPE) provides an opportunity for eligible persons who are proficient in the basic skills to have proficiency verified. Proficiency is defined by the average performance of second semester 12th graders in California's public comprehensive high school. In terms of the basic skills, those who earn a “Pass” score on the CHSPE would be in the upper half of the class, statewide. The State Department of Education develops the CHSPE and is solely responsible for its content. For further information, contact the Guidance department at your school.

**Scholastic Recognition**

The CJUHSD is committed to recognizing academic achievement. Check with the school counselor to see which programs are available. Students who meet certain criteria may be honored at special ceremonies or at graduation for:

- Superintendent’s Honor Roll
- Principal’s Honor Roll
- Honor Roll
- Cum Laude Society
- National Honor Society
- A–G Completion
- Senior Awards
- Student of the Month
- Most Improved
- Academic Letter
- Varsity Letter
- Scholar Athlete
- California Scholarship Federation
- State Seal of Bi-Literacy

**Summer School**

The summer school program emphasizes academic preparation for those students who need to make up grades. Contact your school for more information.

**Testing & Assessments**

State-mandated assessment information can be found on the CDE website at www.cde.ca.gov.

**California Assessment of Student Performance and Progress (CAASPP):** All students in grade 11 participate in the CAASPP program each spring. This includes students with disabilities and students who are English Learners. Refer to Instructional Calendar for test window dates. The CAASPP program includes the following assessment:

- **California Alternative Assessment (CAA):** Measures achievement of 11th-grade students in the areas of Math and English. This alternative assessment is administered to students who have significant cognitive disabilities and are unable to take the CAASPP with accommodations or modifications.

- **California Science Test (CAST):** An online test based on the California Next Generation Science Standards (NGSS). All local school districts with eligible students in grade 12 administered the examination in the spring of 2018. The CAST used the current California Assessment of Student Performance and Progress (CAASPP) test delivery system and was administered online. Students did not receive scores for the field test; however, student participation data was collected and reported for accountability. According to the California Department of Education (CDE), the CAST will become operational and part of the CAASPP system in 2019-2020. Your school will keep you informed about the implementation of the CAST.

- **Smarter Balanced Assessment Consortium (SBAC):** Only 11th-grade students take these assessments. These assessments measure California Content Standards in both English language arts/literacy and mathematics.

- **Standards-based Tests in Spanish (STS):** For reading/language arts in grades 2 through 11 (optional).
The ELPAC and CAASPP are reported on the California School Dashboard. Your school depends on each student to do his/her very best so the test results are an accurate reflection of what students have learned in school.

**English Language Proficiency Assessments for California (ELPAC):** An initial assessment is administered to newly enrolled students whose primary language is not English for proper placement. An annual summative assessment is administered to all English Learners to measure attainment of English proficiency.
The ELPAC exam has three purposes:
- To identify students who are limited English proficient
- To determine the level of English proficiency of students who are limited English proficient
- To assess the progress of limited English proficient students in acquiring the skills of listening, reading, speaking, and writing in English

**EMC Language Proficiency Assessments by CARLA (ELPAC):** This assessment is a battery of high-quality, proficiency-based second language assessment tools for Reading, Listening, Writing, and Speaking. Assessments are currently available for Spanish, French, and German at two levels on the scale outlined by the American Council on the Teaching of Foreign Languages (ACTFL). ELPAC online instruments measure second language proficiency in Reading, Listening, Writing and Speaking at high school and early college levels.

**Physical Fitness Test (PFT):** Public school students in grades 5, 7, and 9 are required to take the PFT, whether or not they are enrolled in a physical education class or participate in a block schedule. These students include those enrolled in elementary, high, and unified school districts, county offices of education, and charter schools. School districts should also test all students in alternate programs, including, but not limited to, continuation schools, independent study, community day schools, county community schools, and nonpublic schools. Students who are physically unable to take the entire test battery are to be given as much of the test as conditions permit.

The PFT provides information that can be used by (1) students to assess and plan personal fitness programs, (2) teachers to design the curriculum for physical education programs, and (3) parents or guardians to understand their children’s fitness levels. This program also provides results that are used to monitor changes in the physical fitness of California students.

**UC/CSU A – G Requirements**
The University of California (UC) and California State University (CSU) System requires a number of courses for admission. Requirements for admission vary at each campus and include additional expectations related to scholarship and examinations. The courses required for admission are listed in bold type below.

It is recommended students consider Advanced Placement (AP) or honors courses to remain competitive for college admission. Contact the Counselor, GATE Coordinator or Assistant Principal of Instruction.

(a) **History/Social Science:** Two years required, including one year of world history, cultures, and geography and one year of U.S. history or one-half year of U.S. history and one-half year of civics or American government. Advanced Placement or honors History/Social Science courses available.

(b) **English:** Four years required of college-preparatory English that include frequent writing, from brainstorming to final paper, as well as reading of classic and modern literature. No more than one year of ESL-type courses can be used to meet this requirement. Advanced Placement or honors English courses available.

(c) **Mathematics:** Three years required (four years recommended) of college preparatory mathematics that include the topics covered in elementary and advanced algebra and two- and three-dimensional geometry. Advanced Math courses such as Pre-Calculus, MRWC, and Calculus available.

(d) **Laboratory Science:** Two years required (three years recommended) of college-preparatory laboratory science, including fundamental knowledge in two of these three subjects: biology, chemistry, or physics. One year of approved interdisciplinary or earth and space sciences coursework can meet one year of the requirement. Computer Science, Engineering, Applied Science courses can be used in area D as an additional laboratory science (i.e., third year and beyond). Advanced Placement or honors Science classes, including Physics, available.

(e) **Language other than English:** Two years, or equivalent to the 2nd level of high school instruction, of the same language other than English are required. (Three years/3rd level of high school instruction recommended). A third and fourth year of the same language other than English.

(f) **Visual and Performing Arts (VAPA):** One year-long course of visual and performing arts chosen from the following disciplines: dance, drama/theater, music, interdisciplinary arts or visual art — or two one-semester courses from the same discipline is also acceptable. CTE courses currently meet the VAPA requirements for graduation. Advanced Placement courses available.

(g) **College Preparatory Elective:** In addition to those courses required in a-f above, one year (two semesters) of college preparatory electives are required. These can be chosen from advanced visual and performing arts, history, social science.

For information on the college admission examination, visit [www.collegeboard.com](http://www.collegeboard.com) or [www.act.org](http://www.act.org).
The CJUHSD provides a wide range of extracurricular activities such as sports, drama, music, clubs, student government, etc. Students are encouraged to participate. Doing so will create a more enjoyable and fulfilling high school experience. The school administration reserves the right of admission to all athletic contests.

Assembly Programs
Programs should be educational in nature, challenging and appropriate to the age group concerned, and approved in advance by the school administration. Attendance at such assemblies is determined by school policy.

Eligibility for Participation
Eligibility requirements for participation in extracurricular activities are:
• The Board of Trustees requires a minimum 2.0 GPA for participation in extracurricular activities.
• The California Interscholastic Federation (CIF) imposes additional requirements for athletic eligibility. See your school’s Athletic Director for more information.

Free Expression
Students of public schools have the right to exercise free expression. Rules and regulations relating to the exercise of free expression by students upon the premises of each school shall include reasonable provision for the time, place, and manner of conducting such activities.

Fundraising
Guidelines for fundraising are:
• On-campus fundraising projects shall be allowed to all school groups on a fair and equitable basis. Guidelines for application and assignment of fundraisers shall be determined and controlled by the student government.
• Guidelines for off-campus fundraising will be monitored by student government and administrative policies.
• All ASB funds must be accounted for and records maintained in the Student Store under the supervision of the school administration.

Procedures for Supervising Athletic & Co-curricular Events
During the school year, school activities generate crowds of spectators consisting of parents or guardians, students/non-students, community members, and the participants themselves. In order to maintain sportsmanship and ensure a safe environment for all, the following Administrative Authority and Spectator Behavioral Standards will be expected for all schools in the CJUHSD:

Administrative Protocol
• The host school will be in charge of managing the event and making arrangements for all supervision. The visiting school and any guest security will check in with the home school administration upon arrival. Visiting school administrators are expected to be present before a contest begins.
• The host school is authorized to deny admittance to spectators who are not associated with either school.
• The host school is authorized to prescribe the supervisory needs and duties of both campus security and local police.
• The host school is authorized to request the removal of any spectators, home or visitor, who exhibit conduct that violates EC and/or CJUHSD Spectator Expectations. If the spectator is from the visiting school, it is expected that the visiting school’s Administration/Security will manage the discipline. In the absence of visiting school supervision, the home school supervision is authorized to intervene as necessary to hold spectators accountable for their actions.

Athletes
• Participating athletes are under the supervision of their coach; however, there are occasions, when in-season athletes become spectators while waiting for their game to begin or when in attendance at another team’s contest. One common example of this scenario is when freshmen and JV football players attend a Varsity game.
• In-season athletes who are found to be in violation of the EC, California Interscholastic Federation (CIF) Code of Ethics, and/or the District Spectator Expectations are subject to being benched and/or suspended. The school administration should enact the suspension or instruct the coach to bench the athlete upon observing, learning about, investigating and determining that the reported conduct did occur. A Code of Conduct hearing may be invoked.

Spectator Behavior Guidelines
• Parents or Guardians, students, friends, and community members who attend an event will be held accountable for exhibiting appropriate conduct. Appropriate conduct is determined by the homeschool administration and will be consistent with current
school rules, league rules, and CIF rules.

- A spectator whose conduct is hostile, demonstrates poor sportsmanship, demeans athletes, coaches, officials, other spectators, cheerleaders, or violates EC, is subject to disciplinary action including removal, school suspension, arrest and/or denied admittance to future events.
- Spectators (including adults/parents or guardians) who make remarks directed at coaches, athletes, or officials that are insulting, abusive, profane or threatening are subject to removal.
- Fans remain in the stands and off the floor at all times. This includes before, during, and after the game.
- Cheering is utilized to support teams and will not be directed against the opponent. Booing or negative cheers are not acceptable.
- The good play of all student athletes will be supported.
- Negative comments or obscene gestures may not be directed at opposing players, cheerleaders, or fans.
- Mechanical noisemakers such as air horns, bells, or megaphones are not allowed.
- Officials will be treated respectfully, and their decisions will be supported.
- Appropriate respect during the National Anthem will be displayed.

**Student Organizations**

Students may organize within the public school a *Student Body Association (ASB)*, which shall be subject to the approval, control, and regulation of the Board of Trustees. Any such organization must not conflict with the authority and responsibility of the public-school officials and must have as its purpose the conduct, on behalf of all the students, of activities approved by the school authorities.

**Student Publications**

The community views a school publication as representing the school. The principal, as a chief administrative officer, is responsible. A school publication should reflect the various points of view represented in the student body. Its format and handling of materials must be in good taste and contribute to the free and open exchange of ideas.

### SPECIAL AND ALTERNATIVE PROGRAMS

Besides regular instructional programs at the eight comprehensive high schools, the CJUHSD offers special and alternative programs. Please contact your student’s school for more information on the programs listed below.

**Adult Education**

**Concurrent High School Students:** Pupils attending the regular high school program may concurrently attend classes offered by Chaffey Adult School to remediate credit toward a high school diploma from their home school. Enrollment requires a referral from the high school counselor (form Ad Ed 11). While priority for concurrent enrollment is given to seniors, then juniors, adult students receive priority for any adult school enrollment. Direct instruction classes meet weekly in the evenings at the 557 West 5th Street campus. Online courses are also available, with teachers located at several campuses throughout the CJUHSD. Concurrently enrolled high school students may earn a maximum of 10 credits per semester, regardless of the program. See the Adult School brochure or visit [www.chaffeyadultschool.org](http://www.chaffeyadultschool.org) for schedules and class locations.

**High School Equivalency (HSE) General Education Diploma (GED) Examination Preparation:** The high school equivalency (GED) exam is a test of high school skills in the areas of English (reading/writing), math, science, and social studies. Enrollees must be 18 years of age and/or attempted four years of high school for adult school enrollment. Students in this program are not concurrently enrolled in regular high school. HSE (GED exam) preparation classes are held Monday through Friday, 8:00 a.m. to 12:00 p.m., and Monday through Thursday, 6:00 p.m. to 9:00 p.m. Chaffey Adult School is an official GED (PearsonVue) testing center. Tests are administered on a weekly basis throughout the school year. To take the GED exam, students must be 18 years of age or 60 days before their 18th birthday. For more information, please consult your high school counselor or visit the Chaffey Adult school website at [www.chaffeyadultschool.org](http://www.chaffeyadultschool.org) or call (909) 391-5365.

**Programs for Parents and Adults:** Chaffey Adult School serves the adults of our community by offering high-quality programs in English Language Acquisition (ESL), high school diploma (HSD), high school equivalency (HSE via GED test preparation), and vocational courses, including computer classes. Classes are offered at two Ontario campuses, 1802 East 7th Street and 557 West 5th Street in Ontario, and at locations throughout the community. For more information, visit our website at [www.chaffeyadultschool.org](http://www.chaffeyadultschool.org) or call (909) 391-5365.

**Alternative Studies Program**

The Alternative Studies Program (ASP) offers an opportunity for students needing a change from the comprehensive program. It is designed as an independent study program, in which the pupil works on assignments daily at home for six to eight hours
and has a scheduled weekly appointment of three hours with a teacher to cover and review material. ASP is supervised by the Principal of Alternative Education and utilizes teachers and instructional associates. The CJUHSD Alternative Studies Program is located at 1802 E. 7th Street, in Ontario. Each high school has a site-based program so students can remain connected to their home school.

**What opportunities are available in ASP?** ASP is for students who may not be eligible for continuation school placement. A carefully managed, strictly monitored contract is drawn up with the student who must be supported by the parents or guardians to ensure effectiveness. Students with attendance problems, health problems, school phobias, or some limited learning and behavior problems are prospective candidates. As a general guideline, it is recommended that a student have at least one semester at the regular high school before being recommended to ASP.

**How and when does a student enroll in ASP?** A student must be referred by the home school and by their student’s counselor. The site administration must approve this referral. Enrollment is for the regular school year and accepted students are eligible for a full semester in the program. ASP is not intended to be a long-term placement for students.

**Chaffey District Online High School**
Chaffey District Online High School (CDOHS) provides a blended learning environment for students who desire a more flexible schedule. Our students still want the rigor and challenge of a regular high school but in a smaller environment. Students attend grade-level cohort days one day per week on our campus where they take classes taught by highly qualified subject-specific teachers. Students are required to complete 30 hours of work each week on their own at home or in the café on campus. The goal of CDOHS is to provide a rigorous college-preparatory online school program that meets the needs of the 21st Century learner.

CDOHS graduating students will demonstrate college and career readiness. If your student is looking for an innovative learning experience with small classes and flexible scheduling, the CDOHS may be the school for them. To find out more, we invite you to attend an informational meeting on our campus, located at 1802 E. 7th Street, in the city of Ontario. Please visit [www.chaffeyonline.net](http://www.chaffeyonline.net) for more information.

**Continuation Education**
The CJUHSD continuation program is offered at Valley View High School. The home school administration processes the referrals.

**Gifted and Talented Education Program**
The Board of Trustees of the CJUHSD believes that all students deserve an education that challenges them to meet their fullest potential. To that end, the Board of Trustees has provided our gifted and talented students opportunities for learning that is appropriate with their particular abilities and talents.

The primary goal of gifted education is to provide a curriculum that recognizes and responds to the needs, interests, and abilities of gifted students, and that offers continuous progress and translates potential into performance.

Students identified and placed in the Gifted and Talented Education (GATE) program have the opportunity to take one or more Honors classes in various academic areas. The course content is taught at an advanced level, and books and supplementary materials are selected to challenge gifted students. In addition to honors classes, students may take Advanced Placement (AP) courses in a wide variety of subjects. AP courses are available to all students.

AP courses offer college-level curriculum on the high school campus. Upon successful completion of the AP exams in May of each year, students may earn college credit and/or advanced standing at many college and universities.

**Identification Criteria:** The Superintendent or designee shall identify as gifted and talented any student who enters from a school district in which they were identified as a gifted and talented student. If students have not already been previously GATE-identified, they may qualify by any one of the following options:
- If a student has a middle school academic GPA of 3.5 or higher, he/she may be invited to an interview with the GATE Coordinator at the school site to determine placement in appropriate honors courses.
- If a student has a middle school academic GPA of 3.49 or less, the student and the parent or guardian may request that the student be assessed by taking the approved test for GATE identification. Regardless of the criteria used to identify GATE students, all students must submit a GATE application.

All students may be required to attend an interview/informational session prior to entering high school. Written consent shall be secured from a student’s parent or guardian before the student participates in the program. The GATE Coordinator at each school site is available to answer any questions about the GATE program and the identification process.
Newcomer Program
This program provides intensive English support for non-English speaking high school students. The Newcomer program offers the following classes: NWC ELD I, NWC Wood Design (life skills curriculum infused), NWC ELD Reading, Integrated Math I-1 and I-2, World History, US History, and Physical Education. Enrollment is for a period of up to one year to facilitate entry into a regular school program. This program is held at Chaffey High School and follows the normal bell schedule. For more information, contact the Assistant Principal of Instruction at (909) 988-5560.

Special Education
Special Education is specially designed instruction, at no cost to the parent or guardian, to meet the unique needs of individuals with exceptional needs. A student may qualify as an individual with exceptional needs if the results of an assessment by qualified individuals demonstrates that the degree of the student’s impairment requires Special Education. The decision as to whether or not the assessment results demonstrate that the degree of the student’s impairment requires Special Education shall be made by an Individualized Educational Plan (IEP) team.

Federal Vocational and Rehabilitation Act of 1973 Section 504: A disabled person as defined under Section 504: Any person who (1) has a physical or mental impairment which substantially limits one or more major life activities, and (2) has a record of such an impairment, or (3) is regarded as having such an impairment. The term is not necessarily synonymous with disabled students as set forth in the Individuals with Disabilities Improvement Act 2004. In order to be eligible for a Section 504 Plan, the student must have a physical or mental impairment that impacts one or more major life activities, and substantially limits the student’s opportunity to access programs and activities provided by the CJUHSD.

Adult Transition Academy (ATA) Certification of Completion Track: A program for 19 to 22-year-old students who have moderate/severe disabilities. This program focuses on vocational, academic, and daily living skills that foster independent skills. Students must be job ready to be accepted into this specialized program. The goal of this program is to prepare students for supportive or competitive employment upon receiving a certificate of completion from the Chaffey Joint Union High School District.

Adult Transition Program (ATP): A program designed to help young adult students with mild/moderate disabilities. Students must have completed all graduation requirements except for less than 20 elective credits. The transition program offers support in the areas of college and career readiness. There is a referral process for this program, and all applicants will be considered through the IEP process. For more information, contact Alta Loma High School at (909) 989-5511.

Assessment for Special Education: The CJUHSD must provide you with a written assessment plan within 15 days after a referral for Special Education has been received. You have 15 days to review the assessment plan and consent to the assessment. Upon receipt of the signed assessment plan, the CJUHSD has 60 days to complete an assessment.

Certificates of Completion: Students with moderate/severe disabilities who take an alternative test (California Alternative Performance Assessment (CAPA) or California Alternative Assessment (CalAlt)) instead of the Smarter Balance and Summative Assessment (SBAC) are eligible for a certificate of completion, rather than a diploma. They must meet the 230 credit requirement, as well as follow a course of study that focuses on transition, life, vocational, and adaptive skills.

Chaffey Success and Opportunity Program (CSOP): A self-contained program for students who are eligible under the Emotionally Disturbed disability. Students may be transitioning back from county/non-public schools or are struggling at the comprehensive site and need a more therapeutic setting. The goal is to try this placement before referring to a county/non-public setting. It prepares students to return to their home school sites by affording them an opportunity to improve academically and behaviorally in a smaller environment.

High School Diploma: All high school students must meet all graduation requirements in order to receive a high school diploma.

Least Restrictive Environment (LRE): LRE means that a student who has a disability should have the opportunity to be educated with non-disabled peers, to the greatest extent appropriate. They should have access to the general education curriculum or any other program that non-disabled peers would be able to access.

Parental Consent: The CJUHSD provides a variety of Special Education classes. Students cannot be placed in a Special Education class without parental consent. Assignment to the Special Education program requires educational assessment and evaluation; however, this will not be done without written parental consent.

Procedural Safeguards in Special Education: Due Process hearing procedures extend to the student, the parent or guardian, and the CJUHSD. Due Process procedures may be initiated under any of the following circumstances:
- There is a proposal to initiate or change the identification, assessment, educational placement, or the provision of a Free, Appropriate Public Education (FAPE).
- There is a refusal to initiate or change the identification, assessment, educational placement, or the provision of a Free,
Appropriate Public Education (FAPE).

- The CJUHSD may initiate Due Process hearing procedures if the parent or guardian refuses to consent to an assessment of the student or to the IEP.
- Due Process hearing procedures include the right to examine your student’s records, the right to mediation, and the right to a fair and impartial administrative hearing at the state level.

**Right to Revoke Consent for Special Education Services:** A parent or guardian has the right to revoke consent for Special Education services and related services. This written request must be sent to the site principal.

**Students Attending Private School:** Reimbursement will be denied when a parent or guardian unilaterally places their student in a private or nonpublic, nonsectarian school without informing the CJUHSD that the parent or guardian was rejecting the special education placement proposed by the CJUHSD and did not give notice of their concerns and intent to enroll the student in a private school at public expense.

**Attendance and Transfers**

**Absences**
The CJUHSD believes that regular attendance plays an important role in student achievement. The CJUHSD shall work with parents or guardians and students to ensure their compliance with all state attendance laws and may use appropriate legal means to correct problems of chronic absence and/or truancy, including when absence threatens to influence the student's educational success negatively.

In as much as class participation is an integral part of students’ learning experiences, parents or guardians, and students shall be encouraged to schedule off-campus appointments during non-school hours.

Any student subject to compulsory full-time education or to compulsory continuation education who is absent from school without a valid excuse for 10% or more of the schooldays in one school year, from the date of enrollment to the current date, is deemed a chronic truant and may be penalized in accordance with the Truancy section. (EC 48263.6.)

It is the intent of the CJUHSD that alternatives to suspensions or expulsion be imposed against any student who is truant, tardy, or otherwise absent from school activities.

The parent or guardian is expected to contact the school guidance or attendance office on the day the student is absent. If it is not possible to contact the school earlier, the parent or guardian must call or send a note on the day of the student’s return to school. **ABSENCES NOT CLEARED IN THREE DAYS ARE DECLARED TRUANT.**

If a student’s absence is excused, as provided for under EC 48205, (i.e. illness, medical appointments, funeral services, and court appearances) the student shall be allowed to complete any missed assignment or test that can be reasonably given, as determined by the teacher of that class. Students will be allowed an equal number of days as the excused absence to complete missed work. Teachers may extend the time at their discretion. The student shall be given full credit for the assignment or test if student satisfactorily completes the assignment or test within a reasonable period of time.

The CJUHSD believes that excessive student absenteeism and tardiness, whether caused by excused or unexcused absences, as provided for under EC 48205, may be an early warning sign of poor academic achievement and may put students at risk of dropping out of school. The CJUHSD Board of Trustees desires to ensure all students attend school in accordance with the state’s compulsory education laws and take full advantage of educational opportunities provided by the CJUHSD.

The CJUHSD shall work with students, parents or guardians, school staff, and community agencies, as appropriate, to identify factors contributing to chronic absence and truancy. The CJUHSD also may collaborate with child welfare services, law enforcement, courts, District Attorney, public health care agencies, and other support services that are available for students and families and intervene as necessary when students have serious attendance problems.

**Acceptable Reasons for Excused Absences (EC 46010, 46010.3, 48205)**

(a) Notwithstanding EC 48200, a pupil shall be excused from school when the absence is:

1) Due to the pupil’s illness.
2) Due to quarantine under the direction of a county or city health officer.
3) For the purpose of having medical, dental, optometric, or chiropractic services rendered.
4) For the purpose of attending the funeral services of a member of the pupil’s immediate family, so long as the absence is not more than one day if the service is conducted in California and not more than three days if the service is
conducted outside California.

5) For the purpose of jury duty in the manner provided for by law.

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 the pupil’s religion, attendance at religious retreats, attendance at an employment conference, or attendance at an educational conference on the legislative or judicial process offered by a nonprofit organization when the pupil’s absence is requested in writing by the parent or guardian and approved by the principal or a designated representative pursuant to uniform standards established by the governing board.

8) For the purpose of serving as a member of a precinct board for an election pursuant to Election Code 12302.

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

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

(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 shall be reasonably equivalent to, but not necessarily identical to, the tests and assignments that the pupil missed during the absence.

(c) For purposes of this section, attendance at religious retreats shall not exceed four hours per semester.

(d) Absences pursuant to this section are deemed to be absences in computing average daily attendance and shall not generate state apportionment payments.

The following requires a Board-adopted resolution (EC 46014): religious observance or exercise for moral or religious instruction limited to four days per month. Student must attend minimum school day hours.

**Attendance**

**18-Year-Old Students (EC 46012):** For purposes of any procedure for verification of absences from school, a student 18 years of age or over, with respect to their own absences from school, shall have all of the responsibilities and powers which, in the case of a minor, would be charged to the parent or guardian, or other person having charge or control of the minor.

**Attendance Boundaries:** School boundaries within the CJUHSD have been established by the Board of Trustees to balance enrollment among the various school sites. Students must reside with a parent or guardian and attend their resident school, unless residency requirements are met under the EC or an Intra-District or Inter-District transfer has been granted.

Boundary limits are established by street. In most cases, the street centers constitute boundaries. Proof of residence or a signed Residency Affidavit will be required by the school administration.

To locate your student’s high school of residence, visit the CJUHSD website at [www.cjuhsd.net](http://www.cjuhsd.net) enter Boundary Search in the search bar, enter your street number and street name, and press the enter key.

**Immunization Requirements:** Students failing to meet immunization requirements may be excluded from school. See General Information section for more information.

**Legal Responsibility to Attend School:** In the State of California, every person who is physically and mentally able to attend school is required to do so beginning at age 6 and continuing until they graduate from high school or attain the age of 18, whichever comes first.

The EC states first that compulsory full-time education applies to all children ages 6 to 16 in the state. It further states "each parent, guardian, or other person having control or charge of such student shall send the student to the public full-time day school or continuation school or classes for the full-time for which the public schools are in session."

In addition, the EC states "all persons 16 years of age or older and under 18...shall attend…for not less than four 60-minute hours per week…"

There are several ways for students 16 and above to attain their education, including regular high school, ROP, continuation schools, charter schools, online high school, Chaffey College Skill Center courses, private schools, and adult schools. Contact the school counselor for information on how to enroll in these programs.

Pursuant to the EC, a person 16-18 years of age may complete their educational responsibility and earn a high school diploma by taking the California High School Proficiency Examination (CHSPE). Information concerning this test is available from your school counselor's office.
Persons Eligible to Attend: Any graduate of the elementary schools of this state, and any other person who furnishes to the principal of the high school satisfactory evidence of their fitness for high school, may attend high school in the school district in which they reside under such regulations as the high school board may prescribe.

Residency Requirements: Besides attending school in the area where the parent or guardian lives, a student shall have met the residency requirements for attendance in the CJUHSD if they are:
- A student for whom Inter-District or Intra-District attendance has been approved
- A student placed within the boundaries of that school district in a regularly established licensed children's institution, or licensed foster home, or a family home. An agency placing a student in such a home or institution shall provide evidence to the school that the placement or commitment meets legal criteria
- A student whose residence is located within the boundaries of that school district and whose parent or guardian is relieved of responsibility, control and authority through emancipation
- A student whose parent or guardian has established the residence of the student in a home located within the boundaries of that school district, provided such home is properly licensed as required by law. The person maintaining such a home shall provide evidence to the school that a current license is in effect or that a license is not required under the law
- A student residing in a state hospital located within the boundaries of that school district, and a student temporarily hospitalized within the CJUHSD
- Proof of residency or a signed Residency Affidavit is required and may be verified by school administration

School Attendance of Married Students: Under the compulsory education law, a married person under the age of 18 must attend a public or private school unless exempted by statute.

School Attendance of Pregnant Students: A pregnant student may not be discriminated against in any aspect of the educational program, including compulsory participation in or exclusion from any classes or extracurricular activities.

District Open Enrollment
The CJUHSD establishes a program of open enrollment that is available to students who currently reside within the CJUHSD attendance boundaries. Open enrollment allows parents or guardians to request a school other than the school of residence for the student to attend without needing to meet the board approved criteria. If the number of applications exceed the openings at a site, a random drawing will be held to determine which applicants will be selected. In March, all currently enrolled students and 8th grade students currently attending a feeder school will receive information regarding open enrollment procedures with a letter mailed to the student’s residence. A copy of the letter will also be posted on the school’s website.

Duty to Remain at School
A student may not leave the school premises at any time of the school day except in case of emergency or with the prior approval of the principal of the school. The attendance supervisor, a peace officer, or any school administrator/designee may arrest or assume temporary custody during school hours of any minor subject to compulsory full-time education or to compulsory continuation education who is found away from their home and who is absent from school without valid excuse.

Late Enrollment
A student entering the CJUHSD after the fifth week of a semester has ended, not having been in school yet that semester, may be referred to an alternative program for the balance of that semester.

Tardiness
Students are expected to be at school on time. Tardiness to class is disruptive and places the student in a position of not doing as well as possible if present on time. If a student is tardy, the student should provide an approved excused document. For the purpose of identifying a tardy as excused or unexcused, EC 48205 shall apply to tardiness. Three or more tardies on three different days without a valid excuse will be considered truancy under state law (refer to Truancy section). Excessive unexcused tardies may result in notification to the parent or guardian and counselor. Appropriate corrective measures will be implemented.

Tardiness Plan:
1) An unexcused tardy will be recorded by the teacher of the class where the tardy occurs.
2) A second unexcused tardy may result in teacher notification to both student and parent or guardian of the possible negative academic impact in the class.
3) A third unexcused tardy may result in a teacher and parent or guardian conference and intervention strategies will be discussed with the goal of improving the students attendance. A contract may be drawn listing specific interventions and expectations for improved attendance.
4) Violation of the contract may result in a teacher-initiated conference between the student, parent or guardian, teacher, and counselor/administrator.
Transfers

Inter-District Transfer (transfer OUT of the Chaffey Joint Union High School District TO another school district): Inter-District transfer forms are available at the CJUHSD in the Child Welfare and Attendance Office. The following criteria will be used in considering a release to another school district:

- The student is connected to the school requested due to previous CONTINUAL enrollment in that school or school that feeds into the requested school (verification required)
- The student has a sibling relative who resides in the same household, who attends the requested school (verification required)
- Requested school is in close proximity and/or on the direct route to the parents or guardians place of employment (verification and picture identification required)
- School requested offers an academic program that is NOT offered in the CJUHSD - this must be a minimum two-year program that leads to a college or vocational certification (verification required i.e. letter from school administrator of requested school that the program is offered and that the student would be allowed into the program if released by CJUHSD)

If an Inter-District transfer is denied, the parent or guardian may appeal the decision by contacting the school district office which denied the request. For more information, contact Child Welfare and Attendance at (909) 988-8511 x2713.

Intra-District Transfer (transfer FROM CJUHSD school of residence TO another school WITHIN the CJUHSD boundaries): Intra-District transfer forms are available at the high school of residence and on school’s website. The CJUHSD Committee will consider transfers of students within the CJUHSD, subject to space availability, for the reasons listed below. **Requests made for reasons such as convenience, personal preference, transportation, or after-school activities will NOT be approved.** The following criteria will be used in considering an Intra-District transfer:

- To continue at current high school in the event of a change of residence.
- To attend the same school as siblings living in the same household.
- Recommendation by the administration of the school of residence in documented cases of serious home, school, or community problems making it inadvisable for the student to attend their school of residence, with the indication that the transfer would be in the best interest of the CJUHSD and the student.
- Recommendation by the administration of the school of residence on the basis of specialized curriculum needs not available in the school program. The studies must be required for admission to a particular college or vocational program. The student must document history of a high-level participation. The curriculum program must extend over two consecutive years.
- When a change of residence is imminent and housing secured is evidenced by escrow papers, utility bills or rental documents, a waiver may be granted for not more than one semester in advance of the actual move. Proof of imminent move documentation required.

**NOTE:** Parent or Guardian is responsible for providing transportation. Once an Intra-District transfer is in effect, neither the receiving nor sending school nor the student may request a transfer back to the original school.

Intra-District Transfer Procedure: It is the endeavor of the administration to review all requests impartially. The procedure for applying is as follows:

1) Parent or guardian or student can obtain an Intra-District Transfer Request from the SCHOOL OF RESIDENCE or on the CJUHSD website at www.cjuhsd.net (search INTRA).
2) Parent or guardian or student then submits the completed Intra-District Transfer Request, along with supporting documents, to the SCHOOL OF RESIDENCE.
3) Requests are then reviewed by the Intra-District Transfer Committee at their regular monthly meeting.
4) The SCHOOL OF RESIDENCE will notify the parent or guardian/student of the decision BY MAIL.
5) Intra-District Transfer Requests are processed BETWEEN schools WITHIN the CJUHSD. For more information, or to check the status of your request, please contact your SCHOOL OF RESIDENCE.

**NOTE:** Intra-District Transfer Requests for Special Education students will only be completed with concurrence of the appropriate Special Education Department Chairpersons.

Transfers to Continuation School

Involuntary Transfer: A student may be transferred involuntarily to continuation school upon finding they have committed any acts set forth in the Education Code, or has been habitually truant, or who is irregular in attendance at school. The procedure for transferring students involuntarily to continuation school shall include notices to the students and parents or guardians informing them of a meeting to hear the specific facts and reasons for the transfer. At this meeting, the student and the parent or guardian may inspect all documents relied upon, question evidence and witnesses to be presented, and present evidence on the student’s behalf. An involuntary transfer to continuation school shall not be extended beyond the end of the semester following the semester during which the acts leading to the transfer occurred.

Voluntary Transfer: Persons 16 years of age or older and under 18 years of age who have not graduated from high school may be permitted to enroll in continuation classes conducted by the CJUHSD. Students who have voluntarily transferred to
continuation school shall have the right to return to their regular high school at the beginning of the first or second semester if they meet credit requirements.

**Truancy**

A Truant Pupil (EC 48260 (a)): The California Legislature defines a truant in very precise language. In summary, it states that a student missing more than 30 minutes of instruction time without an excuse three times during the school year must be classified as a truant and reported to the proper school authority. This classification and referral help emphasize the importance of school attendance and is intended to help minimize interference with instruction.

Other types of absences justified by a parent or guardian are considered unexcused absences. If a student receives three unexcused absences on three different days, they will receive A Truant Pupil letter. Unexcused is NOT an excused absence by Education Code and contributes to the student’s truancy data.

**Truancies and Unexcused Absences:** The following reasons are NOT acceptable for being absent from school and are considered truancies or unexcused absences during the regular school year. A truancy occurs if a student attends a non-school sponsored event, such as:

- Going to work with parent or other family member
- Going to the beach, lake, river, mountains, desert, etc.
- Going to a concert or sporting event
- Getting ready for a date
- Baby-sitting, taking care of other family members
- Under the influence of alcohol or drugs
- Student walkouts
- Joyriding or partying
- Personal problems
- Repairing car or household items
- Waiting for service or repair people to arrive
- Shopping
- Camping
- Bus not available/missing bus
- Participating in a non-student sponsored demonstration off or on campus
- Any other reason not included in the Acceptable Reasons for Excused Students Absences section per EC 48205

All absences must be verified, or the absence becomes an unexcused absence or truancy. The law provides schools and school districts with discretion regarding student penalties for truancy, so long as they are implemented in a manner consistent with state law (EC 48264.5). To this end, the CJUHSD shall respond to truancies in accordance with the Education Code where appropriate.

**Truancy Plan:**

- Truancies will be recorded on the student’s attendance record.
- Upon a student’s initial classification as a truant, the CJUHSD shall notify the student’s parent or guardian using the most cost-effective method possible, including an email or telephone call (EC 48260.5).
- Any student who has once been reported as truant and who is again absent from school without a valid excuse one or more days, or tardy for more than 30 minutes on one or more days, shall again be reported as truant (EC 48261).
- On the first and second reported truancies (single period or all day) during the same school year, the student and parent or guardian may be requested to attend a meeting with a teacher or counselor to discuss the root causes of the attendance issue and develop a joint plan to improve the student’s attendance. During the meeting, specific intervention strategies will be discussed with the goal of improving the student’s attendance. A contract may be drawn listing specific interventions and expectations for improved attendance.
- On the third reported truancy during the same school year, the student shall be classified as a "habitual truant" (EC 48262).
- Subsequent truancies may be penalized in accordance with the EC.
- Tests and other course work missed during truancy may be made up or turned in late at the teacher’s discretion.

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**Parking**

The following information is for schools that have designated student parking lots that require a parking permit.

**Parking is a privilege not a right.** No student is permitted to leave at any time during the school day without an Off-Campus Permit. Violators will face disciplinary action and possible loss of parking privileges. A parking permit authorizes the student to park in the school parking lot. Each parking permit is valid for one school year. If a student gives another student his/her parking permit, both students may lose parking privileges. Students who forge permits or who use forged permits may be suspended and lose parking privileges.

If the student drives more than one car, the appropriate information must be supplied for each car. Students transporting other
students who do not have permission to leave campus and do so will be subject to disciplinary action. Students who vandalize cars will be disciplined and lose parking privileges. A parking permit does not guarantee a parking spot each day.

**NOTE:** Parking permits will not be issued to students who have outstanding charges/fees.

**Handicapped Parking:** Handicapped parking is provided at all school sites.

**Parking Lot Rules**
- The speed limit is five miles or less per hour
- Cars must be parked within the lines
- Cars may park head-in only. Backing into parking spaces is forbidden
- Students are not permitted to loiter in the parking lot during the school day, including lunch and between classes
- Students are not permitted to use their cars as lockers
- Students are required to obey staff members directions at all times
- All rules of safety and courtesy, even if not specifically mentioned above, are to be observed at all times
- Illegally parked vehicles on campus without authorized permits will be ticketed
- Infractions will result in the loss of the parking privilege and possible disciplinary action

**Parking Lot Security:** The CJUHSD and the school sites are not responsible for damaged or stolen vehicles and/or property within vehicles. Please remember to lock your vehicle.

**Parking Permit Requirements:** Students wishing to apply for parking permits are required to provide the following information:
- Valid driver’s license number
- Valid vehicle registration certificate
- Proof of insurance
- Student ID card and number

**Vehicle Searches:** All vehicles parked in the student lot, on school grounds, or adjacent to school grounds for the purpose of arriving to or leaving from school are subject to search by school or police officials with reasonable suspicion. The owner is responsible for what is found in the vehicle and will receive appropriate consequences.

**NOTE:** Please contact your local law enforcement agency for citations issued by law enforcement.

**School Bus Privileges**
In view of the level of transportation services being provided by the CJUHSD, there is the need for enforcement of realistic policies concerning conduct on a school bus. While basic rules of conduct have been established for the safe and efficient transportation of students, it is impossible to develop a set of rules that is all-inclusive. Breaches of good conduct may occur which may not specifically be mentioned here. In all situations, students are expected to use good judgment and to conform to standards of good behavior. **INSTRUCTIONS OF THE DRIVER MUST ALWAYS BE FOLLOWED.**

The primary function of the CJUHSD’s transportation system is to transport students in a safe and timely manner. It therefore becomes incumbent upon the CJUHSD to establish those policies and procedures which provide the greatest degree of transportation safety.

**Activity Trips:**
- All rules of conduct applicable to regular home to school/school to home transportation also apply to all educational, athletic and other activity trips.
- Remove athletic shoes that have metal spikes or cleats before entering the bus.
- Faculty will accompany each school or school district arranged bus on an activity trip. While teachers/chaperones are expected to maintain appropriate conduct of the students, the bus driver is the ultimate authority aboard the bus at all times.
- The school or CJUHSD is not liable for transportation provided by an operator of a charter-party for which the school or the CJUHSD has not contracted, arranged, or otherwise provided. Parents or guardians or other persons that hire or contract non-district private transportation for school related activities are required to comply with Vehicle Code 545.
- Only CJUHSD students or authorized chaperones are allowed to ride the bus.
- No food, drinks, candy, sunflower seeds, etc., can be brought aboard buses.
- All carry-on items shall be securely bagged or stored in such a manner that they will not fall or slide in the event of a sudden stop. Musical instruments and other personal items/athletic equipment must be small enough for the students to hold in their lap or against the floor between feet and knees. Other equipment must be loaded so it does not protrude into exit areas, aisles, or stepwell of the bus. Any items too large to meet these conditions MUST be carried in a separate vehicle.
**Bus Discipline:**

State law requires students transported in a school bus to be under the authority of, and to be responsible directly to, the driver of the bus. The driver is held responsible for the orderly conduct of the students while they are on the bus or being escorted across a street or highway. In accordance with Vehicle Code Sections 27316 and 27316.5 “All passengers in a school bus or in a school student activity bus that is equipped with passenger restraint systems shall use the passenger restraint system.” Any student not wearing seatbelts will be subject to discipline. Breaches of discipline will be reported by the driver to the transportation office and the school.

The driver is obligated to provide as safe a ride as possible, and the passengers are obligated to provide a minimum of distractions so as to help assure a safe ride. The following procedure will be followed when disciplinary action is to be taken:

- Students causing a problem on the bus will be asked for their Student ID card. A “Notice of Unsatisfactory Conduct on a School Bus” will be written out and a copy will be given to the Director of Transportation.
- The driver will contact the Director of Transportation on the day of the incident. The contact will be done by two-way radio and in writing. The Director of Transportation will notify the Assistant Principal of the violation.
- The Director of Transportation is authorized to suspend the student’s bus riding privileges if EC 48900 is violated. Furthermore, the Director of Transportation will contact the Assistant Principal of the violation.
- The Assistant Principal will call the student to the office to discuss the rule violation.
- The Assistant Principal is authorized to suspend the student from school for violations of the EC. Furthermore, the Assistant Principal will contact the parent or guardian. If the Assistant Principal suspends bus privileges, the parent or guardian will be notified.

**Leaving the Bus:**

- Leave the bus quietly and carefully.
- Keep away from the outside of the bus as it departs.
- If students must cross the street, they must do so only in front of the bus and only when the red lights on the bus are on and flashing.
- Students exiting the bus, other than through the front door, without the authorization from the driver will lose bus riding privileges.

**Loading the Bus:**

- Be considerate of the public or private property at the bus loading area.
- Plan to arrive at least five minutes but not more than 10 minutes before the scheduled bus time.
- Line up in an orderly manner when preparing to board the bus.
- Stay 12 feet behind the curb until the bus comes to a complete stop and the door is open.
- Single file onto the bus and be seated. Do not crowd, push, or shove.
- Finish all food/beverages before boarding the bus.
- Animals, insects or reptiles (caged or otherwise) are not permitted on a school bus.
- Glass containers are not permitted on a school bus.
- Skateboards, skates and dangerous objects will not be transported on a school bus.
- Barefoot students are not permitted on a school bus.

**Riding the Bus:**

- Take your seat quietly.
- All passengers MUST wear seatbelts if the school bus is equipped with them.
- First students on should fill the rear seats.
- Keep all body parts inside the bus at all times.
- Students caught throwing objects out of the bus windows will be subject to disciplinary action including loss of bus riding privileges.
- Refrain from loud conversation, singing or whistling.
- Absolute silence is required at all railroad crossings. It is essential that the bus driver be able to hear as well as visually observe a potential hazard. This is especially important during foggy and wet weather.
- All buses are equipped with audio/video surveillance to ensure the safety of our students, to prevent discipline problems, and to deter vandalism.
- Students caught vandalizing the bus or bus equipment will be subject to discipline including loss of bus riding privileges.

**Radio Communications:**

For student safety and route control, each bus is equipped with a radio. The Transportation Office is in constant communication with each bus on its scheduled runs. If there is a problem, such as a late bus, the Transportation Office will be able to contact the bus.
When the Bus Does Not Arrive on Time:
If you are reasonably sure that the delay is not due to weather conditions, please allow at least 15 minutes before contacting the Transportation Office. School buses have to endure the same rush hour traffic conditions that plague commuters. On extremely foggy days, the buses may run late. Traffic, trains, accidents, minimum days or a longer than scheduled loading at a previous stop can easily throw a bus schedule off by 10-15 minutes. If, at the end of 15 minutes, your bus still has not arrived, please call the Transportation Office at (909) 460-5642.

Abuse of School Personnel
Every parent or guardian or other person who insults or abuses any teacher of the public schools in the presence or hearing of a student is guilty of a misdemeanor. Verbal abuse of a teacher in the presence of other school personnel or students on school premises or at an assigned school activity is a misdemeanor.

Animals/Pets on Campus
Animals/pets are not allowed on campus as they may pose risks to students, staff, and visitors. Service animals and trained canines from CJUHSD approved agencies are exempt.

Behavioral Guidelines
Most students are very serious about taking full advantage of the time they spend in school. They are conscientious about their academic endeavors, their school behavior, and their good attitude toward school. Students who come to school to learn and participate in school activities seldom have problems with school rules.

Unfortunately, some students experience difficulty in maintaining a reasonable attitude toward school rules and the resulting inappropriate behavior creates problems for themselves as well as for fellow students, their parents or guardians, and school personnel.

The CJUHSD has an obligation to provide an academic and social setting so that all who participate in the educational process can enjoy a productive and positive educational experience. Therefore, student behavior which disrupts the educational process must be confronted and corrected.

Student and parent or guardian should be aware that this section only describes the major problem areas. At any time, students may be counseled by teachers, counselors, or administrators regarding their behavior. If this becomes necessary, students will be informed as to what they must do to make their behavior acceptable. Students are expected to come to school prepared and to respect the rights of others, to preserve a positive learning environment. This guideline is a basic code of conduct designed to assist and to support students by providing them with a school they are proud to attend, in an atmosphere that is safe, where they have full freedom to learn.

CleanSweep Program
The CJUHSD, with the exception of Montclair High School, utilizes Operation CleanSweep. Operation CleanSweep tackles the problem of youthful offenders on campus with a multi-pronged approach that, with several complementary components, work together to accomplish the goal of reducing juvenile offenses on school campuses. Students receiving citations for offenses such as possession of etching cream/aerosol paint, littering, truancy, possessing tobacco/vaping products and alcohol to name a few, face fines like in the kind of diversionary programs that can help them avoid trouble with the law in the future. Students are subject to receive a verbal warning first when caught in an act that could have resulted in a ticket. Students at participating CleanSweep schools know beforehand that citations can be issued by trained site administrators or campus officers. As an added safeguard, deputies examine each citation before signing off on it, to make sure it is properly written with all the elements of the offense included. Citations are handled as infractions in court, even though the crimes themselves are misdemeanors. Operation CleanSweep is, after all, a “first time offender program.”

Confiscated Items
Confiscated items will be released ONLY to a parent or guardian. Repeated offenses may result in disciplinary action.

Discipline
Schools must have the authority to establish and enforce both academic and disciplinary rules to accomplish their charge. At the same time, students charged with a violation of these rules have the need to protect themselves from being unreasonably deprived of civil liberties and educational opportunities.

School staff must enforce the course of study, the use of legally authorized textbooks, and the prescribed rules and regulations,
and they must hold students to a strict account for their conduct on the way to and from school, on campus or related to any school activity.

Every student shall attend school punctually and regularly; conform to the regulations of the school; obey promptly all the directions of their teacher and others in authority; be kind and courteous to schoolmates; and refrain entirely from the use of profane and vulgar language.

The CJUHSD shall expect students to behave in a socially acceptable manner appropriate to their instructional program and school sponsored activities. Rules, regulations and rights pertaining to discipline are contained in this handbook, and others specific to each school are available from the school administrator.

In cases of serious and/or continued violation of school rules and regulations, a student may, after due notice to both the student and the parent or guardian, be removed from a class or from school. Short of that, a student may be put on school probation, which means that another violation of school rules would probably result in loss of class or school.

**Disturbing the Peace**
Any person who maliciously and willfully disturbs the peace or quiet of any neighborhood or person by threatening, quarreling, challenging to fight or fighting is guilty of a misdemeanor.

**Student Dress Standards Philosophy**
The Chaffey Joint Union High School District has developed dress standards because we feel a deep responsibility to create a positive atmosphere for learning, ensure students will graduate ready for college and careers, as well as to keep the school and students free from the threats of harmful influence from individuals, groups or gangs/crews who advocate disruptive behavior. The Chaffey District recognizes that students within the District, as well as on a particular campus, represent a cross-section of society. The District also understands that fashions and clothing styles change. In order for our standards to remain sensitive to society’s variations, each year an ongoing Dress Standards Committee will review the standards listed below prior to publication.

Parents/Guardians have the primary responsibility to see that students comply with the District Dress Standards. The Chaffey District believes that clothing worn on campus must promote cleanliness, safety, and decency while contributing to the educational atmosphere of the school.

The dress standards below will apply to all students. The only exception is school related organizations wearing designated uniforms for a specific purpose and school sponsored activities such as spirit days. Organized efforts made by pupils to identify themselves with a non-school sponsored group without prior administrative approval is strictly prohibited.

**Student Dress Standards:**
Per Education Code 35183.5, each school site may set a policy related to sun protective clothing. School approved, unaltered, head coverings in school colors with an official school logo, are allowed. Other head coverings are not allowed unless religiously affiliated. Head coverings must be worn outdoors only. Hats and visors worn outdoors must be worn with the bill facing forward to provide facial protection. Clothing, jewelry or accessories that are determined by the administration and/or law enforcement agencies to represent or support a gang/crew or the gang/crew lifestyle or are considered to create a hostile and/or intimidating educational environment, are not allowed. This includes, but is not limited to, hair nets, hoods, sweatshirts that zip up through the hood, bandanas, sports clothing aligned with gangs, knee-length socks that hit the short hemline, overly large items of clothing, sagging pants and pants cut at the calf.

Clothing that is revealing is not allowed. This includes overly tight clothing, such as leggings/yoga pants that stretch to the point of being see-through, revealing torn jeans, bare midriffs, backless outfits, plunging necklines/backlines, tube/Bandeau tops, short hemlines/shorts (must cover posterior), sleepwear (including slippers), see-through/sheer attire, beachwear. Undergarments may not be displayed. Shoes must be worn at all times. Steel-toed shoes are not allowed.

Clothing that advertises and/or promotes alcohol, tobacco, drugs, weapons, hateful, violent or pornographic language or imagery are not allowed.

Sunglasses may not be worn during class time. Earrings, jewelry (such as large rings or belt buckles, spiked/sharp jewelry) or clothing which present a safety hazard are not allowed. Chains such as those attached to belts or wallets present a safety hazard and, therefore, are not allowed.

Skin art that promotes activities or products not allowed by the dress standards must be covered by an appropriate article of clothing.
Individual school sites may prohibit anything it deems to be disruptive, distracting, provocative, provoking, and/or intimidating that in the school’s view rises to the level of having a detrimental effect on the safe and educational atmosphere of the school environment.

The school reserves the right at any time to amend this list without prior warning to the student/family.

**Consequences:** All students are expected to comply with the District’s dress standards. Failure to comply will be considered a form of defiance and may result in disciplinary action up to and including suspension/administrative transfer from the school.

**Due Process**
Students on or off campus have fundamental constitutional rights as citizens which may not be ignored simply because they are enrolled in a school. The right to “Due Process of Law” and the right to “equal protection of the law,” for example, are both provided for by the Fourteenth Amendment of the U.S. Constitution.

(a) “Due Process” is a legal requirement that proper procedure be followed to guarantee that students and their parent or guardian receive all lawful rights in a timely and orderly manner. Due Process procedures insure the reasonable exercise of authority which is fair and equal and which respects human dignity and personal worth.

(b) Under Due Process, all decisions are made in a manner which gives an opportunity for student and parent or guardian to be part of the presentation and consideration of the case.

(c) A primary concern is timely handling to minimize disruption to the educational program.

(d) Most cases can be resolved informally between a student and a teacher or other involved staff members. When necessary, the next step would bring a counselor or, in some cases, a school administrator into the conference.

(e) If the case needs to involve the principal, assistant principal or the superintendent, the proceedings become more formal.

(f) If a lawyer or legal advisor is obtained by the student and their family, a CJUHSD-appointed attorney will be available for school site officials.

(g) The parent or guardian must be fully notified at each step of the process. Informally, this may involve a phone conference or a face-to-face conference. Notice must be given as soon as reasonable after a problem is noted.

(h) If the problem threatens to cause the student to fail or to lose a credit, a written notice must be sent to the parent or guardian containing the details of the problem and the possible consequences.

(i) A conference with school officials, parent or guardian, and the student must be made available taking into consideration the following:

1. All charges must be presented to the student and parent or guardian in writing within a reasonable time in advance of any formal hearing.

2. The time for conference must be set with due consideration for all concerned.

3. No penalty shall fall upon the student due to failure of the parent or guardian to appear.

4. The parent or guardian is expected to attend the conference and may be accompanied by a person or persons (not a legal advisor - see paragraph F above) to assist them in the presentation of their case, provided the school is notified prior to the conference.

**Electronic Communication Device Policy**
The Board of Trustees allows student possession or use of electronic communication devices on a school campus; however, it does not assume liability if such devices are damaged, lost or stolen.

All electronic communication devices are to be completely turned off (including any text messaging functions) inside a classroom during the instructional day unless directed by the teacher and/or administrator, as well as during outdoor classes, assemblies, meetings and other school-day activities. Electronic communication devices may be used in a class if directed by the instructor and/or administrator as a part of the instructional activity. Except as otherwise provided in this policy (use for medical necessity), any use during all other times is strictly prohibited. If such devices are turned on or used without permission, any teacher or administrator has the right to immediately confiscate the device and the principal or their designee may thereafter revoke the privilege and prohibit a student from possessing such a device on campus.

Any extreme circumstances necessitating the use of a cell phone during prohibited times shall require approval from a school official. Students wishing to preserve the privacy of the content of their electronic communication devices should leave them at home. Any student bringing an electronic communication device on campus acknowledges that, if confiscated, the school may access the content of that device which includes, but is not limited to, verbal messages, text messages, pictures and video recordings. If confiscated by a school employee, an administrator or designee shall have access to the content of that device, and may use any information contained in that device for purposes of disciplinary or other action against the student.

The extent of the confiscation and/or examination of the contents of the electronic communication device is dependent upon the circumstances present at that time and within the sound discretion of an administrator or designee. When and if the electronic communication device is returned to the student or parent or guardian will be dependent upon the circumstances presented at the time of violation.

**Use for Medical Necessity Exception:** No student shall be prohibited from possessing or using an electronic communication device for medical necessity.
Electronic Network Use Regulations

Acceptable Use: The CJUHSD intends that technological resources provided by CJUHSD be used in a responsible and proper manner in support of the instructional program and for the advancement of all learning.

The Assistant Superintendent of Instruction or designee shall oversee the use of each CJUHSD school or site's technological resources and may establish guidelines and limits. They shall ensure that all users receive training in proper and appropriate use. This includes training specifically addressing appropriate on-line behavior, including interacting with other individuals on social networking websites and in chat rooms, and cyber bullying awareness and response, as required by the Children’s Internet Protection Act (CIPA).

At the beginning of each school year, parents or guardians and all users served by CJUHSD shall receive a copy of the CJUHSD Network Use Contract regarding access by users to the Internet and on-line sites.

Online/Internet Services - User Obligations and Responsibilities: Users are authorized to use CJUHSD equipment to access the Internet or online services in accordance with the user obligations and responsibilities specified below and in accordance with the CJUHSD Network Use Contract.

1) The user using the CJUHSD equipment and accessing the Internet via CJUHSD circuits is responsible for the proper use of that equipment and access at all times.

2) Users shall use the CJUHSD system responsibly for educational purposes. This includes appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms, and cyber bullying awareness and response. Content and web filter for hardware and software is utilized to ensure safety and security of users.

3) Users shall not access, post, publish or display harmful or inappropriate matter that is threatening, obscene, disruptive (or is likely to cause, material or substantial disruption) or sexually explicit, or that could be construed as harassment or disparagement of others based on their race/ethnicity, national origin, gender, gender identity, sexual orientation, age, disability, religion or political beliefs. Harmful matter includes matter, taken as a whole, which to the average person, when applying contemporary statewide standards, appeals to the prurient interest and is matter which depicts or describes in a patently offensive way sexual conduct and which lacks serious literary, artistic, political or scientific value for users.

4) Users shall not disclose, use, store or disseminate personal identification information about themselves or others when using electronic mail, chat rooms, or other forms of direct electronic communication. Student users are also cautioned not to disclose such information by other means to individuals located through the Internet without the permission of their parents or guardians. Personal information includes, but is not limited to the user's name, address, telephone number, Social Security number, or other individually identifiable information.

5) Users shall not use the system to engage in inappropriate online behavior, including with other individuals on social networking websites, or in chat rooms, or any form of cyber bullying.

6) Users shall not use the system to encourage the use of drugs, alcohol or tobacco, nor shall they promote unethical practices, engage in commercial activities, or any activity prohibited by law or acceptable use policy.

7) Copyrighted or other protected material shall not be placed on the system without the author's permission. Users may download copyrighted material for their own use only and must footnote copyrighted material when used in academic work.

8) Users shall not intentionally upload, download or create computer viruses and/or maliciously attempt to harm or destroy CJUHSD equipment or materials or manipulate the data of any other user, including so-called ‘hacking’.

9) Users shall not read or attempt to access other users' electronic mail or files. They shall not attempt to cause network congestion or interfere with other user’s ability to send or receive electronic mail, nor shall they attempt to delete, copy, modify or forge other user’s mail or files.

10) Users shall report any security problem or misuse of the services to supervisory staff, principal, or network administrator immediately, and shall not demonstrate security issues to other users.

11) The CJUHSD reserves the right to monitor any on-line communications for improper use. Electronic communications and downloaded material, including files deleted from a user's computer, may be monitored or read by CJUHSD Director of Information Technology and staff to ensure proper use of the system. Access by users to inappropriate content on the network, Internet, and World Wide Web is filtered or blocked by CJUHSD technology protection measures such as firewalls for hardware and software.

12) The Assistant Superintendent of Instruction or designee shall make all decisions regarding whether or not a user has violated the CJUHSD Network Use Contract. The decision of the Assistant Superintendent of Instruction or designee shall be final.

13) Inappropriate use may result in a cancellation of the user's user privileges, disciplinary action and/or legal action (criminal
and/or civil) in accordance with law and CJUHSD policy.

CJUHSD makes no warranties of any kind, whether expressed or implied for the service it is providing. CJUHSD will not be responsible for any damages suffered while on the network, including loss of data or service interruptions caused by the system or by the user’s errors. Use of information obtained via electronic information resource is at the user’s risk. CJUHSD disclaims any responsibility for accuracy or quality of information obtained through electronic information resources.

CJUHSD is not responsible for access or lack of access.

**Law Enforcement**

Law enforcement officers have not only the right, but the responsibility to use all necessary and proper means to protect the society. This may include the need to interview or otherwise involve students in attendance at school. Whenever a student violates the laws of the state, the state in its role of parent’s patriae (“parent of the country”) may intervene and take custody of the student. When this is necessary, the custody of the parent or guardian, or school officials who stand in loco parentis (“in place of a parent”), is superseded by that of the state. Immediately after officers have determined it necessary to take custody of a student, they must notify the parent or guardian and school officials of this action.

Law enforcement officers have the authority to act in an emergency. However, they must give due consideration and recognition to the rights and responsibilities of all persons involved. When possible, school officials should be consulted before the law enforcement officers act.

School officials have the authority, within the scope of their duties, to detain the student and conduct such searches as are deemed necessary while the student is under the control of the school. When a principal or school official releases a minor from the school grounds, the school official must make a concerted effort to notify the parent or guardian of the removal and of the place where the minor is being taken, unless instructed by the officer to not notify the parent or guardian.

**SB 395 — New Protections for Students Age 15 and under when Subjected to Custodial Interrogation by Law Enforcement**

Effective January 1, 2018, a California minor age 15 or under must consult with an attorney before he/she can give a confession to a law enforcement officer in a custodial setting which would be legally admissible in a court of law. (SB 395, Welfare and Institutions Code § 625.6.) The consultation with the attorney can occur by phone or video conference. Neither the minor nor the minor’s parent can waive this right. There is an exception if a law enforcement officer reasonably believes an immediate custodial interrogation is necessary to “protect life or property from an imminent threat” as long as the officer’s questions are limited to those necessary to obtain the needed information. The law also does not prevent probation officers from performing their normal duties.

**Student Discipline Investigations**: Welfare and Institutions Code section 625.6 will not apply to investigatory interviews conducted by school administrators. These interviews do not require Miranda warnings because they are not considered custodial interrogations as with law enforcement.

**Littering**

It is a misdemeanor for any person to deposit any litter on school property or any other public/private property.

**Loitering**

To linger or idle about without an obvious school purpose. Any person who comes into any school building or upon any school ground, street, sidewalk or public way adjacent thereof without lawful business thereon, and whose presence or acts interfere with the peaceful conduct of the activities of such school or disrupt the school or student or school activities, and who remains there or who re-enters such a place within 72 hours after being asked to leave by chief administrators or their designee is guilty of a misdemeanor.

Any person who enters any school building or grounds during school hours and who is requested by administrators or their designee to leave shall promptly depart and not return for at least 48 hours. A request to leave may be made when it appears that the continued presence of the person would be disruptive or would interfere with the school program. Failure to leave or returning within 48 hours is a misdemeanor.

**Public Display of Affection**

Public display of affection (PDA) is not acceptable. Students violating the PDA regulation are subject to disciplinary measures. This regulation is in effect at all school activities. Students caught in any area of the campus or at a school event engaging in any type of sexual activity and/or lewd/obscene conduct will be subject to suspension and/or expulsion.
**Radios**
Radios of any kind are not to be brought on campus without prior permission from the counselor or administrator.

**Safe Schools Statement**
The Chaffey Joint Union High School District is committed to a safe environment for all students and staff. Therefore, the District will not allow any weapons or aggressive behavior on campus. The following violations will result in a site level disciplinary meeting. If the charges are documented, a recommendation for expulsion may be made. This may include, but is not limited to the following:

A. The possession, use, furnishing, or selling by the student of (including causing, attempting to cause, or threatening to cause physical injury to another person using the items listed below):
   1. Knives of any size, including knives attached to key chains, razor blades, box cutters, exacto knives or any sharp object, including scissors
   2. Guns, including look-alikes, such as, but not limited to, toy guns, air pistols, air-soft guns, paintball guns, BB/pellet guns
   3. Martial arts weapons, including throwing stars, nunchaku, etc.
   4. Chemical sprays; including mace, pepper spray or similar-type substances
   5. Selling and/or furnishing of controlled substances or a substance represented as a controlled substance
   6. Repeat or severe controlled substance infraction or a significant amount of a controlled substance or other intoxicants such as, but not limited to, Spice/synthetic substances/THC oils/wax/Xanax
   7. Any dangerous object, but not limited to the following:
      a. bat or club
      b. brass knuckles
      c. screwdriver or ice pick
      d. metal pipe
      e. chain
      f. syringe or needle
      g. laser pen or pointer
      h. electronic devices, such as a stun gun, electrical pen or a taser/stun gun
      i. incendiary devices, such as lighters and matches
      j. bolt cutters
   8. The manufacturing of any of the above weapons, including making these objects in shop classes
   9. Possession/detonation of an explosive device

B. The cause, attempt to cause, or threat to cause physical injury to another person or their property, or willfully use force or violence upon the person of another, hate violence, or severe or pervasive intentional harassment, threats, intimidation/hazing or coercion. Physical injury may warrant the involvement of the police department.

C. Causing, threatening to cause or participating in an act of hate violence.

D. Robbery/extortion defined in Education Code 48915 a-1(D).

E. Offering, arranging to sell or selling the prescription drug Soma.

F. Sexual assault or battery/sexual harassment/lewd acts/possession or distribution of pornography or sexually explicit images or videos.

G. The initiation of an attack, assault, or threat to a school employee.

H. Crew/Gang-related activities that are determined by the administration and/or law enforcement agencies that cause and/or create an unsafe and/or hostile environment to students and/or staff.

I. Terrorist threats against school officials or school property or both.

The above may apply to incidents which occur:
* on or adjacent to campus
* at another campus
* while a student is truant from school off or on the campus
* in a student’s vehicle
* to and from school, including the bus
* during any school activity, including at another school campus or location
* at any time if it is directly related to a school incident. This may include verbal, written or electronic off-campus expression which is obscene, libelous, threatening, slanderous, or which incites students and/or staff or creates a substantial disruption of the orderly operation of the school. This may include, but is not limited to, inappropriate use of technology/social media while on and off campus.

**Searches**
Lockers, desks and other areas over which the school and a student have dual control may be searched if there is any reasonable suspicion of illegality or breach of school discipline or to protect the welfare and safety of students, staff, and of school property.
Sexual Harassment Policy

The CJUHSD is committed to a work and educational environment that is free from intimidation, hostility and offensive behavior. Where staff and students are integral parts of the team, there is mutual respect and confidence, people are treated with dignity, and where individuals can work and learn in a professional atmosphere.

Sexual harassment can be defined in many different ways. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature made by someone from or in the work or educational setting. These are all examples of sexual harassment defined under the EC.

Types of physical harassment are: stroking, cornering, patting, grabbing, poking, pinching, brushing against or any touching that is perceived as sexual in nature, such as massaging someone’s neck or shoulders or even hugging if it is intimidating/unwelcome.

Types of verbal harassment are: offensive jokes that insult, provoke, or degrade an individual or group based on gender, sexual remarks ranging from subtle hints to direct requests for sexual favors; repeatedly asking out a person who is not interested and has made that clear; threats or attempts to influence another’s job or academic status in exchange for sexual favors; offers of rewards in exchange for sexual favors; asking personal questions about another’s sex life or offensive comments about someone’s body or dress.

Other forms of harassment are leering, sexual gesturing, sexual pictures, unwelcome letters, intimate gifts, and sexual objects. All of the above non-verbal actions can create an intimidating or offensive academic environment.

If you feel that you have been subjected to any of these abuses, you must let someone know. Your concerns will be kept confidential. It is important to know that the California State law forbids retaliation against those who file a sexual harassment complaint, or who testify, assist, or participate, in any manner, in an investigation or proceeding.

Resolution Process: To accommodate the investigation of sexual harassment/discrimination complaints, the administration will initiate a formal process to assure prompt and consistent action occurs to reach resolutions congruent with legal standards and considered fair to the complainant. All complaints and allegations of sexual harassment shall be kept confidential except as necessary to carry out the investigation or take other subsequent necessary action (5 CCR 4964). Elements of this process are:

- If a student believes they are being harassed by a student, the student (victim) and/or parent or guardian should report the incident to an administrator who has received professional development in the impartial investigation of complaints. In addition, any school employee who observes an incident of sexual harassment involving a student shall, within 24 hours, report this observation to the administrator whether or not the victim files a formal complaint. Within five school days of receiving notice of the harassing behavior, the administrator will begin to investigate the allegation of sexual harassment findings, regardless of whether a formal complaint has been filed. When a student or parent or guardian has complained or provided information about sexual harassment, the administrator shall describe the CJUHSD’s complaint procedure and discuss what actions are being sought by the student in response to the complaint.
- No more than 30 days after receiving the complaint, the administrator shall conclude the investigation and prepare a written report of his/her findings. This timeline may be extended for good cause. The report shall include the decision and the reasons for the decision and shall summarize the steps taken during the investigation. If sexual harassment occurred, the report shall also include any corrective actions that have or will be taken to address the harassment and prevent any retaliation or further harassment. This report shall be presented to the student who complained, the person accused, the parents or guardians of the student who complained and the student who was accused, and the Superintendent or designee.
- If the student and/or parent or guardian are not satisfied with the resolution of the problem, the complaint may be carried to the Deputy/Assistant Superintendent (Compliance Officer) for further analysis.
- If a student and/or parent or guardian complaint charges that a staff member engaged in sexual harassment/discrimination, the complaint will be immediately forwarded to and investigated by the Deputy/Assistant Superintendent (Compliance Officer) for uniform complaints as stipulated in Board Administrative Regulation 5151.1 – Uniform Complaint Procedures.
- The Compliance Officer will investigate the charges, follow timelines, and report to the complainant as stated in Board Administrative Regulation 5151.1 – Uniform Complaint Procedures.
- If the investigation suggests that the staff member did violate sexual harassment/discrimination legal standards, appropriate corrective action will be initiated.

Searches of student possessions (i.e., cars, purses, backpacks, pockets, shoes, socks) may be conducted upon reasonable suspicion that an individual possesses illegal goods. General searches may be conducted in emergency situations. In keeping with our Safe School Policy, the CJUHSD has instituted the use of trained canines to assist with locating illegal contraband that may be on campus.
If the matter is not resolved at the CJUHSD level, the complainant may contact:
Office for Civil Rights - U.S. Department of Education, 50 Beale Street, Suite 7200, San Francisco, CA 94105
(415) 486-5555

For additional information and assistance, please contact the Assistant Superintendent, Dr. Kern Oduro, at (909) 988-8511 x2660.

**Skateboards & Related Items**
The CJUHSD prohibits skateboards, electric/motorized scooters, bicycles, roller blades/skates and related items from being used on school grounds at any time.

**Social Media**
It is important that CJUHSD students exercise appropriate caution if they choose to participate in any online social media sites as there are both positive appeal and potentially negative consequences. Any content students make public via online social media or digital platforms is expected to follow acceptable social behaviors and also comply with all federal, state and local rules and regulations.

Students should take the following into consideration before posting to social media sites:
1) Be cautious with posting identifying information. Virtually anyone with an email address can access your information. It is unwise to post the following information: full date of birth, social security number, address, phone numbers, class schedules, bank account information, or details about your daily routine. Check each site’s privacy settings for information contained in its pages and use these settings to protect private information. Once you post your information it becomes property of the website.
2) Be aware that college admissions offices and potential current and future employers often access information you place on social media sites. You can protect yourself by maintaining an online self-image that you can be proud of years from now.
3) Be careful in responding to unsolicited emails asking for passwords or PIN numbers. Reputable businesses do not ask for this information in an email.
4) Do not have a false sense of security about your rights to freedom of speech. Understand that freedom of speech is not unlimited. The online social media sites are NOT a place where you can say and do whatever you want without repercussions.
5) Remember that photos become the property of the social media site. You can delete photos from your profile, but they stay on the site’s server. Internet search engines like Google or Yahoo may still find images long after you deleted them from your profile. Think long and hard about what type of photos you want to represent you.
6) Users should always be sensitive to how others might perceive their profile and posts. A private joke is not so private when it is accessible to millions of people across the Internet.

When posting online, students should avoid:
1) derogatory language or remarks
2) demeaning statements about or threats to any third party
3) posting information pertaining to illegal acts
4) incriminating photos or statements depicting violence, bullying, hazing, sexual harassment, underage drinking, selling/possessing/using controlled substances, vandalism, stalking, illegal acts or any other inappropriate behaviors
5) creating a serious danger to the safety of another person or making a credible threat of serious physical or emotional injury to another person, property or group

Students are encouraged to report illegal acts to the proper authorities. One of the biggest lessons social media users can learn is that everything posted online becomes public record.

**Suspensions and Expulsions**
For more information, see *ANNUAL REQUIRED NOTIFICATIONS - SUSPENSIONS and EXPULSIONS* (EC 48910).

**Appeal** – A student or parent or guardian may appeal a suspension to the CJUHSD Superintendent or designee if it is felt that proper representation or procedures were not followed by the local school administration. A meeting must be granted, on appeal, within three school days. (EC 48914)

**Classroom Suspension** – Teachers may suspend students from their classroom for the day of the specified offense and the day following. Immediately after taking such action, the teacher must report the suspension to the principal or designee and must send the student to that person for appropriate action. As soon as possible after suspending the student, the teacher must ask the student’s parent or guardian to attend a conference with the student and teacher regarding the suspension.

**Classwork During Suspension** – The teacher of any class from which a student is suspended may require the suspended
student to complete any assignments and tests missed during the suspension. (EC 48913)

**Expelled Student; Enrollment During and After Period of Expulsion (EC 48915.2):**

(a) A student expelled from school for any of the offenses listed in subdivision (a) or (c) of EC 48915, shall not be permitted to enroll in any other school or school district during the period of expulsion unless it is a county community school pursuant to subdivision (c) of Section 1981, or a juvenile court school, as described in EC 48645.1, or a community day school pursuant to Article 3 (commencing with EC 48660) of Chapter 4 of Part 27.

(b) After a determination has been made, pursuant to a hearing under EC 48918, that an individual expelled from another school district for any act described in subdivision (a) or (c) of EC 48915 does not pose a danger to either the students or employees of the CJUHSD, the governing board of a school district may permit the individual to enroll in the school district after the term of expulsion, subject to one of the following conditions:

1. Student has established legal residence in the CJUHSD, pursuant to EC 48200.
2. Student is enrolled in the school pursuant to an Inter-District agreement executed between the affected school districts pursuant to EC 46600 Chapter 5 Part 26.

**Expulsion Hearing:** Before expelling a student, and within a reasonable period of time, the Governing Board must grant a hearing to the student and his/her parent or guardian as per specific procedures defined in EC 48918. The hearing will be conducted by an impartial administrative panel. The parent or guardian must be notified in writing at least 10 days prior to a student's expulsion hearing. The notification must include the time and place of the hearing; the specific charges; a copy of the CJUHSD rules pertaining to discipline; and the right of the student and parent or guardian to appear with or without counsel and present evidence. The hearing shall be closed to the public, unless the parent or guardian requests that it be open.

**Expulsion – Mandatory Expulsion Violations (EC 48915):** Schools shall immediately suspend and recommend expulsion for students that commit any of the following acts at school or at a school activity off school grounds:

1. possessing, selling, or otherwise furnishing a firearm
2. brandishing a knife at another person
3. unlawfully selling a controlled substance
4. committing or attempting to commit a sexual assault
5. possession of an explosive

The Board of Trustees shall order the student expelled upon finding that the student committed the act.

**Length of Suspension:** A principal may, when necessary, suspend a student for specified causes for not more than five consecutive days. Except in emergency situations where there exists a clear and present danger to the lives, safety, health of students or school personnel, a suspension by the principal (or designee) must be preceded by an informal conference between the student and the principal (or designee). If practical, the teacher or staff member referring the student shall also attend the conference. At the conference, students must be given the opportunity to present their version of the incident. No student shall be suspended for more than 20 school days in one school year. When assigned to an opportunity class or school, a continuation class or school, or another regular school, an additional 10 days may be allowed.

**Opportunity to Question Witness:** A student recommended for expulsion is required to be notified of the right to confront and question all witnesses who testify at the hearing - with certain exceptions allowed.

**Parental Notification:** In all suspensions, the parent or guardian must be kept notified of the circumstances, and be allowed to participate in the resolution of the situation. The parent or guardian of a suspended student must be notified of the suspension in writing signed by the principal or his/her designee. On or before a second consecutive school day of suspension, the parent or guardian must be asked to attend a meeting with school officials concerning the suspension.

**Teacher Notification:** Teachers will be notified when their student has been suspended. (EC 49079).

**Tobacco and Vaping Policy**
The CJUHSD prohibits the use of tobacco, tobacco products, vaping, and vaping products anywhere, anytime, on any CJUHSD property and in CJUHSD vehicles. The administration has developed regulations establishing procedures for enforcement, distribution of information, appropriate posting of signs and a referral program for smoking/vaping cessation.

**PREVENTION OF STUDENT HARASSMENT**

The CJUHSD is committed to providing all of its students with a safe and supportive school environment in which all members of the school community are treated with respect.
State and federal laws and CJUHSD policy prohibit the harassment or discrimination of students based on sex, gender, gender identity, gender expression, age, national origin or nationality, ancestry, ethnic group identification, race, ethnicity, color, religion, sexual orientation, or association with a person or group with one or more of these actual or perceived characteristics. Any such harassment and discrimination violates state and federal statutes and CJUHSD policy and will not be tolerated by the CJUHSD. Staff is expected to immediately intervene when it is safe to do so and they become aware of an act of discrimination, harassment, intimidation, or bullying. In addition, retaliation against an individual who has complained about harassment, or who has participated in a complaint proceeding, is a form of unlawful discrimination that will not be tolerated.

Disability-based harassment under Section 504 and Title II of the Civil Rights Act is intimidation or abusive behavior toward a student based on disability that creates a hostile environment by interfering with or denying a student’s participation in or receipt of benefits, services, or opportunities in the institution’s program.

Harassing conduct may take many forms, including verbal acts and name-calling, as well as nonverbal behavior, such as graphic and written statements, or conduct that is physically threatening, harmful, or humiliating.

When harassing conduct is sufficiently severe, persistent, or pervasive that it creates a hostile environment, it can violate a student’s rights under the Section 504 and Title II regulations.

The CJUHSD will promptly and effectively address all complaints of harassment in accordance with the established procedures. In cases of sexual harassment Board Regulation 5155.1 will be followed. In cases where harassment is substantiated, the school will take prompt and appropriate remedial action reasonably calculated to stop the harassment and prevent it from recurring.

Students who harass other students shall be subject to appropriate discipline, up to and including counseling, suspension and/or expulsion. An employee who permits or engages in harassment may be subject to disciplinary action, up to and including dismissal.

Any student who feels that they are being harassed or discriminated against for the reasons stated in paragraph two should immediately contact a school administrator or any other staff member. Employees who become aware of an act of harassment shall immediately report the incident to the administration.

Any student or parent or guardian who reports or makes a complaint about harassment will be informed that they may file a formal complaint under the CJUHSD’s Uniform Complaint Procedure (UCP), and the student/parent/guardian will be provided a copy of the CJUHSD’s UCP and instructed on how to file the complaint.

Complaints
The CJUHSD has primary responsibility for ensuring that the CJUHSD complies with state and federal discrimination, harassment, intimidation and bullying laws and regulations governing educational programs. Any complaints regarding civil rights guarantees including actual or perceived disability, sex, gender, gender identity, gender expression, age, national origin or nationality, ancestry, ethnic group identification, race, ethnicity, color, religion, sexual orientation, or association with a person or group with one or more of these actual or perceived characteristics or failure to comply with state or federal laws in adult basic education, consolidated categorical aid programs, migrant education, child care and development programs, nutrition services, career readiness education and special education programs will be reviewed and mediated or investigated by the CJUHSD.

The complainant will have the opportunity to provide relevant information during the investigation. Within 60 days of receipt of the complaint, the CJUHSD will provide a written report to the complainant. Complaints alleging discrimination must be filed within six months from the alleged occurrence or when knowledge was first obtained. Complainants may also pursue civil law remedies through mediation centers, the county office of education, and public/private interest attorneys. The CJUHSD follows Uniform Complaint Procedures established in Board Regulation 5151.1. Copies of the CJUHSD’s complaint procedures are available free of charge. Requests for complaint procedures or complaints should be directed to Dr. Kern Odoro, Assistant Superintendent, CJUHSD Office located at 211 West Fifth Street, Ontario, CA.

If dissatisfied with the CJUHSD's resolution of a complaint, the complainant has the right to appeal to the California Department of Education within 15 days after the CJUHSD's report is issued. In a discrimination complaint, the complainant has the right to seek legal remedies (such as court action) when at least 60 days has passed after filing an appeal with the CDE.

The CJUHSD has established Uniform Complaint Procedures to resolve alleged acts of discrimination, harassment, violence, intimidation, and bullying based on actual or perceived characteristics set forth in PC 422.55 and EC 220, and disability, sex, gender, gender identity, gender expression, age, national origin or nationality, ancestry, ethnic group identification, race, ethnicity, color, religion, sexual orientation, or association with a person or group with one or more of these actual or perceived characteristics, which apply to all state and federally funded programs. For more information, see ANNUAL REQUIRED NOTIFICATIONS UNIFORM COMPLAINT POLICY AND PROCEDURES section.
Conflict Resolution Process: Parents or guardians are encouraged to express any concerns about their student's educational program or school operations. Concerns may be resolved by dealing directly with the teacher/counselor who is closest to the source of the concern. If resolution cannot be achieved, the parent or guardian may request the involvement of site administration.

Types of Complaints:
• Matters relating to curriculum or instruction should be directed to the Assistant Principal of Instruction
• Matters relating to student discipline should be directed to the Assistant Principal of Discipline
• Matters relating to school facilities or plant operating procedures should be directed to the Assistant Principal of Education Services
• If the complaint involves a perceived violation of any state or federal law relating to Discrimination, Equity/Access, Adult Basic Education, Consolidated Categorical Aid Programs, Career Readiness, Child Care and Development Program, Child Nutrition Programs, Special Education Programs and disabilities, the complainant shall request a copy of the Uniform Complaint Procedures (adopted February 3, 2015) from the Office of the Superintendent at (909) 988-8511 x2500
• Complaints involving sexual harassment of students should be directed to a site administrator and follow the process detailed in Board Regulation 5155.1. Additional information can be obtained from the CJUHSD’s Title IX Coordinator/Compliance Officer at (909) 988-8511 x2660

Any student or parent or guardian who has not been able to resolve a concern with the appropriate teacher or administrator may file a complaint with the CJUHSD Office administration.

Complaint Procedures for Issues Not Covered by the Uniform Complaint Procedures
• Each person must specify, in written detail, the complaint, together with any relevant facts concerning the complaint.
• The principal or designee shall, upon receipt of a written complaint, investigate the complaint and report in writing the disposition of the complaint to both the CJUHSD Superintendent or Designee and the complainant within the 30 day period immediately following receipt of the complaint. The complainant shall be provided with a written report which includes relevant reasons for said decision in a language best understood by the complainant when it is clear that the complainant does not understand English.
• If the complaint issue is not resolved to the satisfaction of the complainant, the CJUHSD Superintendent or designee shall forward to the Board of Trustees a copy of the complaint and a report of the investigation procedures and action taken. The report shall include dates, places, and if possible, copies of documents submitted for review, as well as reports of the discussion and conclusions reached. The Board of Trustees shall consider the matter at the next appropriate meeting of the Board of Trustees. The complainant may appear to present the complaint.
• The CJUHSD Board of Trustees shall inform the complainant of any right to appeal.

Non-Discrimination Policy
The CJUHSD does not discriminate on the basis of sex, gender, gender identity, gender expression, age, national origin or nationality, ancestry, ethnic group identification, race, ethnicity, color, religion, sexual orientation or any other bias protected by law in its educational programs or activities or in personnel or employment practices.

Concerns should be addressed to Dr. Kern Oduro, Assistant Superintendent, at the CJUHSD Office located at 211 W. 5th Street, Ontario, CA (909). Dr. Oduro can be reached at (909) 988-8511 x2660 or email to kern.oduro@cjuhsd.net.

Williams Complaint Procedures (EC 35186(f))
The following is provided to inform parents or guardians that:
(1) There should be sufficient textbooks and instructional materials. For there to be sufficient textbooks and instructional materials, each student, including English learners, must have a textbook or instructional material, or both, to use in class and to take home as defined in EC 60119.
(2) School facilities must be clean, safe, and maintained in good repair as defined in EC 17002; and school restrooms must be cleaned, maintained, or kept open in accordance with EC 35292.5. Clean or maintained school restroom means a school restroom has been cleaned or maintained regularly, is fully operational, or has been stocked at all times with toilet paper, soap, and paper towels, or functional hand dryers.
(3) There should be no teacher vacancies or misassignments as defined in EC 35186(h) (2) and (3). Teacher vacancy means a position to which a single designated certificated employee has not been assigned at the beginning of the year for an entire year or, if the position is for a one-semester course, a position to which a single designated certificated employee has not been assigned at the beginning of the semester for an entire semester. Misassignment means the placement of a certificated employee in a teaching or services position for which the employee does not hold a legally recognized certificate or credential.

If you feel the CJUHSD is not adequately meeting these requirements, you have the right to file a complaint with the school principal. To file a complaint regarding the above matters, complaint forms can be obtained at the Principal’s Office or on the CJUHSD website. All complaints must be resolved within 30 days.
The law requires parent or guardian to sign the Student-Parent Handbook Acknowledgment of Receipt and Review and return it to the Assistant Principal of Discipline at your student’s school. Your signature acknowledges that you have been informed of your rights but does not indicate that consent to participate in any particular program which has been either given or withheld. CJUHSD policies are available for review at the schools, the CJUHSD office, and the CJUHSD website at www.cjuhsd.net.

State and federal laws require school districts to notify parents or guardians of their parental rights. Some legislation requires additional notification to the parent or guardian during the school term or at least 15 days prior to a specific activity. A separate letter will be sent to parents or guardians prior to any of these specified activities or classes, and students shall be excused upon written parental request to the principal of the school. Other legislation grants certain rights that are spelled out in this form.

RULES/PROCEDURES ON SCHOOL DISCIPLINE (EC 35291): Rules pertaining to student discipline, including those that govern suspension or expulsion, are outlined in EC 48900 and are available from the school principal. They are also communicated to all students every year. In addition, the following information is to be provided to parents or guardians:

School Rules (EC 35291 - EC 48980 a): At the beginning of the first semester or quarter of the regular school term, the school district shall notify the parent or guardian of a minor pupil regarding the right or responsibility of the parent or guardian under EC 35291.

EC 35291: The school district may notify the parent or guardian of all pupils registered in schools of the district of the availability of rules of the district pertaining to student discipline.

ACADEMICS
- Advanced Placement (AP) Examination Fees (EC 52244): Eligible high school students may receive financial assistance to cover the costs of the Advanced Placement (AP) examination fees.
- California High School Exit Examination (EC 60840): The California High School Exit Examination (CAHSEE) has been suspended for any pupils completing grade 12 through the 2017-18 school years. All schools, including state special schools, are to grant a diploma of graduation from high school to any pupil who completed grade 12 in the 2003-04 school year or a subsequent school year and has met all applicable graduation requirements other than the passage of the high school exit examination.
- California High School Proficiency Examination (5 CCR 11523): The California High School Proficiency Examination (CHSPE) is a voluntary test that assesses proficiency in basic reading, writing, and mathematics skills taught in public schools. Eligible pupils who pass the CHSPE are awarded a Certificate of Proficiency by the State Board of Education. A pupil who receives a Certificate of Proficiency may, with verified approval from the parent or guardian, leave high school early. The Certificate of Proficiency, however, is not equivalent to completing all course work required for regular graduation from high school. For more information, including administration dates and registration deadlines, visit www.chspe.net.
- Career Counseling and Course Selection (EC 221.5(d)): Commencing grade 7, school personnel shall assist pupils with course selection or career counseling, exploring the possibility of careers, or courses leading to careers based on the interest and ability of the pupil and not on the pupil’s gender. Parents or guardians are notified so that they may participate in such counseling sessions and decisions.
- Grade Reduction/Loss of Academic Credit (EC 48980(j)): No pupil may have his or her grade reduced or lose academic credit for any absence or absences excused under EC 48205 if missed assignments and tests that can reasonably be provided are satisfactorily completed within a reasonable period of time.
- United States Savings Bonds (EC 48980(d)): To invest for future college or university education for children, consider appropriate investment options including, but not limited to, United States savings bonds.

ACCEPTABLE USE OF TECHNOLOGY
One of the adopted goals of the CJUHSD is to assist in advancing the use of technology to enhance student learning. Access to CJUHSD technology is a privilege, not a right, and students enrolled in District programs or activities must follow District guidelines and procedures regarding acceptable use of technology. All CJUHSD students and their parents/guardians shall sign the Acceptable Use of Technology Agreement prior to using District technological resources. The CJUHSD shall make a diligent effort to filter the inappropriate or harmful matter accessible through the Internet, and students shall also take responsibility not to initiate access to inappropriate or harmful matter while using District technology. Violation of this policy may result in disciplinary action and the loss of the privilege to use the technology and/or civil or criminal liability.
ADVANCED PLACEMENT & INTERNATIONAL BACCALAUREATE EXAMINATION FEES (EC 52244)
Eligible high school students may receive financial assistance to cover the costs of the advanced placement examination fees or the International Baccalaureate examination fees, or both. Please contact your school counselor for more information.

ANIMALS (EC 32255 et seq.)-Harm or Destruction of Animals
Any pupil with a moral objection to dissecting or otherwise harming or destroying an animal, or any part thereof, must inform his or her teacher of the objection. Objections must be substantiated by a note from the pupil’s parent or guardian. A pupil who chooses to refrain from participation in an education project involving the harmful or destructive use of an animal may receive an alternative education project, if the teacher believes that an adequate alternative education project is possible. The teacher may work with the pupil to develop and agree upon an alternative education project so that the pupil may obtain the knowledge, information, or experience required by the course of study in question.

ASBESTOS MANAGEMENT PLAN (40 CFR 763.93)
The CJUHSD maintains and annually updates its management plan for asbestos-containing material in school buildings. For a copy of the asbestos management plan, please contact Risk Management at (909) 988-8511 x2560.

ATTENDANCE
The District urges parents to make sure their children attend school regularly and to schedule medical and other appointments after school or during school holidays. 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. Absences without a written excuse are recorded as unexcused.

• Arrest of Truants/School Attendance Review Boards (EC 48263 and 48264): The school attendance supervisor, administrator or designee, a peace officer, or probation officer may arrest or assume temporary custody during school hours, of any minor who is found away from his/her home and who is absent from school without valid excuse within the county, city or school district. A student who is a habitual truant may be referred to a School Attendance and Review Board (SARB).

• Attendance Options/Permits (EC 48980(h)) - Inter-District Attendance (EC 46600 et seq.): The parent or guardian of a pupil may seek release from the home district to attend a school in any other school district. School districts may enter into agreements for the inter-district transfer of one or more pupils for a period of up to five years. The agreement must specify the terms and conditions for granting or denying transfers, and may contain standards of reapplication and specify the terms and conditions under which a permit may be revoked. Unless otherwise specified in the agreement, a pupil will not have to reapply for an inter-district transfer, and the school board of the district of enrollment must allow the pupil to continue to attend the school in which he/she is enrolled.

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

• Chronic Absenteeism (EC 60901): A student is considered a chronic absentee when he/she is absent on 10% or more of the school days in one school year, from the date of enrollment to the current date. Chronic absenteeism includes all absences – excused and unexcused - and is an important measure because excessive absences negatively impact academic achievement and student engagement.

• Excused Absences (EC 46014, 48205): Students, with the written consent of their parent or guardian, may be excused from school in order to participate in religious exercises or to receive moral or religious instruction. No pupil shall have his or her grade reduced or lose academic credit for any excused absence or absences, if missed assignments and tests that can reasonably be provided are satisfactorily completed within a reasonable period of time.
(a) Notwithstanding EC 48200, a student 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, optometric, 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 student is the custodial parent or guardian.
(7) For justifiable personal reasons, including, but not limited to, an appearance in court, attendance at a funeral service, observance of a holiday or ceremony of his or her religion, attendance at religious retreats, attendance at an employment conference, or attendance at an educational conference on the legislative or judicial process offered by a nonprofit organization when the student'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 a member of a precinct board for an election pursuant to Elections Code 12302.
(9) For the purpose of spending time with a member of the student's immediate family, who is an active duty member of the uniformed services, as defined in EC 49701, and has been called to duty for, is on leave from, or has immediately returned from, deployment to a combat zone or combat support position. Absences granted pursuant to this paragraph shall be granted for a period of time to be determined at the discretion of the superintendent of the school district.
(10) For the purpose of attending the student’s naturalization ceremony to become a United States citizen (AB 1593).

(a) A student 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 student is absent shall determine which tests and assignments shall be reasonably equivalent to, but not necessarily identical to, the tests and assignments that the student missed during the absence.
(b) For purposes of this section, attendance at religious retreats shall not exceed four hours per semester.
(c) Absences pursuant to this section are deemed to be absences in computing average daily attendance and shall not generate state apportionment payments.
(d) “Immediate family,” as used in this section, has the same meaning as that set forth in EC 45194, except that references therein to “employee” shall be deemed to be references to “pupil.”

• **Requirement of Parent/Guardian School Attendance (EC 48900.1):** Teachers may require the parent or guardian of a student who has been suspended by a teacher to attend a portion of that school day in his or her student’s classroom. The attendance of the parent or guardian will be limited to the class from which the student was suspended. A written notice will be sent to the parent or guardian regarding implementation of this requirement. Employers are not allowed to apply sanctions against the parent or guardian for this requirement if the parent or guardian has given reasonable notice to his/her employer.

**Tardiness:** Children should be encouraged to be prompt as part of developing good habits. 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. Repeated tardies in excess of 30 minutes lead to the student being designated as truant.

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

**AVAILABILITY OF PROSPECTUS (EC 49063, 49091.14)**
Each school must annually compile a prospectus of the curriculum to include titles, descriptions and instructional goals for every course offered by the school. Please contact the Instruction Office at (909) 988-8511 x2700 to request a copy of the prospectus.

**BEFORE & AFTER SCHOOL PROGRAMS (EC 8482.6, 8483, 8483.1, and 8483.95)**
Prohibits a before school or after school program funded by state and federal funds from charging fees to a family for a child, if the program knows that the child is a homeless youth, or for a child who the program knows is in foster care.

Strikes the provision specifying that priority for enrollment of pupils in middle school or junior high school shall be given to pupils who attend daily, and instead establishes the following priorities for enrollment: a) First priority shall go to pupils who are identified by the program as homeless youth, as defined in the federal McKinney-Vento Homeless Assistance Act, at the time that they apply for enrollment or at any time during the school year, and to pupils who are identified by the program as being in foster care. b) For programs serving middle and junior high school pupils, second priority shall go to pupils who attend daily.

Specifies that nothing shall be construed to require a program to verify, or a school to disclose to an after school program, that a pupil applying for or participating in the program is a homeless youth or a foster youth.
Specifies that nothing shall be construed to require or authorize the disenrollment of a current participant in order to secure the enrollment of a pupil who has priority for enrollment.

Requires a program to inform the parent or caregiver of a pupil of the right of homeless children and foster children to receive priority enrollment and how to request priority enrollment.

Specifies that for purposes of identifying a pupil who is eligible for priority enrollment on the basis of being homeless, the administrators of a program shall allow self-certification of the pupil as a homeless youth or a foster youth. Specifies that administrators of a program may also obtain this information through the school district liaison designated for homeless children, provided that the school district has a waiver on file allowing for the release of this information.

Expresses the intent of the Legislature that an After School Education and Safety Program (ASES) not use its core operating funds for mandatory snacks or meals, but shall instead seek AB 1567 Page 2 to qualify program sites as approved distribution sites for federally funded after school snacks or meals provided for by the National School Lunch Program, the Summer Food Service Program, the School Breakfast Program, or the Child and Adult Care Food Program.

Makes declarations and findings regarding the benefits of the ASES program and the need to establish priority for enrollment for homeless and foster care students due to underfunding and waiting lists.

CALIFORNIA HEALTHY YOUTH ACT, CALIFORNIA EDUCATION CODE (EC) SECTIONS 51930 – 51939

The California Healthy Youth Act has five primary purposes:

- To provide pupils with the knowledge and skills necessary to protect their sexual and reproductive health from HIV and other sexually transmitted infections and from unintended pregnancy;
- To provide pupils with the knowledge and skills they need to develop healthy attitudes concerning adolescent growth and development, body image, gender, sexual orientation, relationships, marriage, and family;
- To promote understanding of sexuality as a normal part of human development;
- To ensure pupils receive integrated, comprehensive, accurate, and unbiased sexual health and HIV prevention instruction and provide educators with clear tools and guidance to accomplish that end;
- To provide pupils with the knowledge and skills necessary to have healthy, positive, and safe relationships and behaviors.

EC 51930 - Short title; purposes
(a) This chapter shall be known, and may be cited, as the California Healthy Youth Act.
(b) The purposes of this chapter are as follows:
(1) To provide pupils with the knowledge and skills necessary to protect their sexual and reproductive health from HIV and other sexually transmitted infections and from unintended pregnancy.
(2) To provide pupils with the knowledge and skills they need to develop healthy attitudes concerning adolescent growth and development, body image, gender, sexual orientation, relationships, marriage, and family.
(3) To promote understanding of sexuality as a normal part of human development.
(4) To ensure pupils receive integrated, comprehensive, accurate, and unbiased sexual health and HIV prevention instruction and provide educators with clear tools and guidance to accomplish that end.
(5) To provide pupils with the knowledge and skills necessary to have healthy, positive, and safe relationships and behaviors.

EC 51931 - Definitions
For the purposes of this chapter, the following definitions apply:
(a) “Age appropriate” refers to topics, messages, and teaching methods suitable to particular ages or age groups of children and adolescents, based on developing cognitive, emotional, and behavioral capacity typical for the age or age group.
(b) “Comprehensive sexual health education” means education regarding human development and sexuality, including education on pregnancy, contraception, and sexually transmitted infections.
(c) “English learner” means a pupil as described in subdivision (a) of Section 306.
(d) “HIV prevention education” means instruction on the nature of human immunodeficiency virus (HIV) and AIDS, methods of transmission, strategies to reduce the risk of HIV infection, and social and public health issues related to HIV and AIDS.
(e) “Instructors trained in the appropriate courses” means instructors with knowledge of the most recent medically accurate research on human sexuality, healthy relationships, pregnancy, and HIV and other sexually transmitted infections.
(f) “Medically accurate” means verified or supported by research conducted in compliance with scientific methods and published in peer-reviewed journals, where appropriate, and recognized as accurate and objective by professional organizations and agencies with expertise in the relevant field, such as the federal Centers for Disease Control and Prevention, the American Public Health Association, the American Academy of Pediatrics, and the American College of Obstetricians and Gynecologists.

(g) (1) “School district” includes county boards of education, county superintendents of schools, the California School for the Deaf, and the California School for the Blind.

(2) Commencing with the 2019–20 school year, “school district” also includes charter schools.

EC 51932 - Exclusions from application of chapter:
(a) This chapter does not apply to description or illustration of human reproductive organs that may appear in a textbook, adopted pursuant to law, if the textbook does not include other elements of comprehensive sexual health education or HIV prevention education as defined in Section 51931.

(b) This chapter does not apply to instruction, materials, presentations, or programming that discuss gender, gender identity, gender expression, sexual orientation, discrimination, harassment, bullying, intimidation, relationships, or family and do not discuss human reproductive organs and their functions.

EC 51933 - All comprehensive sexual health education and HIV prevention education pursuant to Section 51934, whether taught or supplemented by school district personnel or by outside consultants or guest speakers pursuant to Section 51936, shall satisfy all of the following criteria:
(a) Instruction and materials shall be age appropriate.

(b) All factual information presented shall be medically accurate and objective.

(c) All instruction and materials shall align with and support the purposes of this chapter as set forth in paragraphs (1) to (5), inclusive, of subdivision (b) of Section 51930 and may not be in conflict with them.

(d) (1) Instruction and materials shall be appropriate for use with pupils of all races, genders, sexual orientations, and ethnic and cultural backgrounds, pupils with disabilities, and English learners.

(2) Instruction and materials shall be made available on an equal basis to a pupil who is an English learner, consistent with the existing curriculum and alternative options for an English learner pupil as otherwise provided in this code.

(3) Instruction and materials shall be accessible to pupils with disabilities, including, but not limited to, the provision of a modified curriculum, materials and instruction in alternative formats, and auxiliary aids.

(4) Instruction and materials shall not reflect or promote bias against any person on the basis of any category protected by Section 220.

(5) Instruction and materials shall affirmatively recognize that people have different sexual orientations and, when discussing or providing examples of relationships and couples, shall be inclusive of same-sex relationships.

(6) Instruction and materials shall teach pupils about gender, gender expression, gender identity, and explore the harm of negative gender stereotypes.

(e) Instruction and materials shall encourage a pupil to communicate with his or her parents, guardians, and other trusted adults about human sexuality and provide the knowledge and skills necessary to do so.

(f) Instruction and materials shall teach the value of and prepare pupils to have and maintain committed relationships such as marriage.

(g) Instruction and materials shall provide pupils with knowledge and skills they need to form healthy relationships that are based on mutual respect and affection, and are free from violence, coercion, and intimidation.

(h) Instruction and materials shall provide pupils with knowledge and skills for making and implementing healthy decisions about sexuality, including negotiation and refusal skills to assist pupils in overcoming peer pressure and using effective decision making skills to avoid high-risk activities.

(i) Instruction and materials may not teach or promote religious doctrine.

EC 51934 - Pupils in grades 7-12; required courses in sexual health education and HIV prevention
(a) Each school district shall ensure that all pupils in grades 7 to 12, inclusive, receive comprehensive sexual health education and HIV prevention education from instructors trained in the appropriate courses. Each pupil shall receive this instruction at least once in junior high or middle school and at least once in high school. This instruction shall include all of the following:

(1) Information on the nature of HIV, as well as other sexually transmitted infections, and their effects on the human body.

(2) Information on the manner in which HIV and other sexually transmitted infections are and are not transmitted, including information on the relative risk of infection according to specific behaviors, including sexual activities and injection drug use.
(3) Information that abstinence from sexual activity and injection drug use is the only certain way to prevent HIV and other sexually transmitted infections and abstinence from sexual intercourse is the only certain way to prevent unintended pregnancy. This instruction shall provide information about the value of delaying sexual activity while also providing medically accurate information on other methods of preventing HIV and other sexually transmitted infections and pregnancy.

(4) Information about the effectiveness and safety of all federal Food and Drug Administration (FDA) approved methods that prevent or reduce the risk of contracting HIV and other sexually transmitted infections, including use of antiretroviral medication, consistent with the federal Centers for Disease Control and Prevention.

(5) Information about the effectiveness and safety of reducing the risk of HIV transmission as a result of injection drug use by decreasing needle use and needle sharing.

(6) Information about the treatment of HIV and other sexually transmitted infections, including how antiretroviral therapy can dramatically prolong the lives of many people living with HIV and reduce the likelihood of transmitting HIV to others.

(7) Discussion about social views on HIV and AIDS, including addressing unfounded stereotypes and myths regarding HIV and AIDS and people living with HIV. This instruction shall emphasize that successfully treated HIV-positive individuals have a normal life expectancy, all people are at some risk of contracting HIV, and the only way to know if one is HIV-positive is to get tested.

(8) Information about local resources, how to access local resources, and pupils’ legal rights to access local resources for sexual and reproductive health care such as testing and medical care for HIV and other sexually transmitted infections and pregnancy prevention and care, as well as local resources for assistance with sexual assault and intimate partner violence.

(9) Information about the effectiveness and safety of all FDA-approved contraceptive methods in preventing pregnancy, including, but not limited to, emergency contraception. Instruction on pregnancy shall include an objective discussion of all legally available pregnancy outcomes, including, but not limited to, all of the following:

   (A) Parenting, adoption, and abortion.
   (B) Information on the law on surrendering physical custody of a minor child 72 hours of age or younger, pursuant to Section 1255.7 of the Health and Safety Code and Section 271.5 of the Penal Code.
   (C) The importance of prenatal care.

(10) Information about sexual harassment, sexual assault, sexual abuse, and human trafficking. Information on human trafficking shall include both of the following:

   (A) Information on the prevalence, nature, and strategies to reduce the risk of human trafficking, techniques to set healthy boundaries, and how to safely seek assistance.
   (B) Information on how social media and mobile device applications are used for human trafficking.

(11) Information about adolescent relationship abuse and intimate partner violence, including the early warning signs thereof.

   (b) A school district may provide optional instruction, as part of comprehensive sexual health education and HIV prevention education, regarding the potential risks and consequences of creating and sharing sexually suggestive or sexually explicit materials through cellular telephones, social networking Internet Web sites, computer networks, or other digital media.

   (c) A school district may provide comprehensive sexual health education or HIV prevention education consisting of age-appropriate instruction earlier than grade 7 using instructors trained in the appropriate courses. A school district that elects to offer comprehensive sexual health education or HIV prevention education earlier than grade 7 may provide age appropriate and medically accurate information on any of the general topics contained in paragraphs (1) to (11), inclusive, of subdivision (a).

EC 51935 - Inservice Training:

(a) A school district shall cooperatively plan and conduct in-service training for all school district personnel that provide HIV prevention education, through regional planning, joint powers agreements, or contract services.

(b) In developing and providing in-service training, a school district shall cooperate and collaborate with the teachers of the district who provide HIV prevention education and with the department.

(c) In-service training shall be conducted periodically to enable school district personnel to learn new developments in the scientific understanding of HIV. In-service training shall be voluntary for school district personnel who have demonstrated expertise or received in-service training from the department or federal Centers for Disease Control and Prevention.

(d) A school district may expand HIV in-service training to cover the topic of comprehensive sexual health education in order for school district personnel who provide comprehensive sexual health education to learn new developments in the scientific understanding of sexual health.
EC 51936 - Outside Consultants:
School districts may contract with outside consultants or guest speakers, including those who have developed multilingual curricula or curricula accessible to persons with disabilities, to deliver comprehensive sexual health education and HIV prevention education or to provide training for school district personnel. All outside consultants and guest speakers shall have expertise in comprehensive sexual health education and HIV prevention education and have knowledge of the most recent medically accurate research on the relevant topic or topics covered in their instruction.

EC 51937 - Intent of Legislature:
It is the intent of the Legislature to encourage pupils to communicate with their parents or guardians about human sexuality and HIV and to respect the rights of parents or guardians to supervise their children’s education on these subjects. The Legislature intends to create a streamlined process to make it easier for parents and guardians to review materials and evaluation tools related to comprehensive sexual health education and HIV prevention education, and, if they wish, to excuse their children from participation in all or part of that instruction or evaluation. The Legislature recognizes that while parents and guardians overwhelmingly support medically accurate, comprehensive sex education, parents and guardians have the ultimate responsibility for imparting values regarding human sexuality to their children.

EC 51938 - Notice and Parental Excuse:
(a) A parent or guardian of a pupil has the right to excuse their child from all or part of comprehensive sexual health education, HIV prevention education, and assessments related to that education through a passive consent (“opt-out”) process. A school district shall not require active parental consent (“opt-in”) for comprehensive sexual health education and HIV prevention education.

(b) At the beginning of each school year, or, for a pupil who enrolls in a school after the beginning of the school year, at the time of that pupil’s enrollment, each school district shall notify the parent or guardian of each pupil about instruction in comprehensive sexual health education and HIV prevention education and research on pupil health behaviors and risks planned for the coming year. The notice shall do all of the following:

(1) Advise the parent or guardian that written and audiovisual educational materials used in comprehensive sexual health education and HIV prevention education are available for inspection.

(2) Advise the parent or guardian whether the comprehensive sexual health education or HIV prevention education will be taught by school district personnel or by outside consultants. A school district may provide comprehensive sexual health education or HIV prevention education, to be taught by outside consultants, and may hold an assembly to deliver comprehensive sexual health education or HIV prevention education by guest speakers, but if it elects to provide comprehensive sexual health education or HIV prevention education in either of these manners, 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 the parent or guardian to request a copy of this section, Section 51933, and Section 51934. 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 the instruction is delivered.

(3) Include information explaining the parent’s or guardian’s right to request a copy of this chapter.

(4) Advise the parent or guardian that the parent or guardian has the right to excuse their child from comprehensive sexual health education and HIV prevention education and that in order to excuse their child they must state their request in writing to the school district.

(c) Notwithstanding Section 51513, anonymous, voluntary, and confidential research and evaluation tools to measure pupils’ health behaviors and risks, including tests, questionnaires, and surveys containing age-appropriate questions about the pupil’s attitudes concerning or practices relating to sex, may be administered to any pupil in grades 7 to 12, inclusive. A parent or guardian has the right to excuse their child from the test, questionnaire, or survey through a passive consent (“opt-out”) process. A school district shall not require active parental consent (“opt-in”) for these tests, questionnaires, or surveys in grades 7 to 12, inclusive. Parents or guardians shall be notified in writing that this test, questionnaire, or survey is to be administered, given the opportunity to review the test, questionnaire, or survey if they wish, notified of their right to excuse their child from the test, questionnaire, or survey, and informed that in order to excuse their child they must state their request in writing to the school district.

(d) The use of outside consultants or guest speakers as described in paragraph (2) of subdivision (b) is within the discretion of the school district.

EC 51939 - Written Request
(a) A pupil may not attend any class in comprehensive sexual health education or HIV prevention education, or participate in any anonymous, voluntary, and confidential test, questionnaire, or survey on pupil health behaviors and risks, if the school has received a written request from the pupil’s parent or guardian excusing the pupil from participation.
(b) A pupil may not be subject to disciplinary action, academic penalty, or other sanction if the pupil’s parent or guardian declines to permit the pupil to receive comprehensive sexual health education or HIV prevention education or to participate in anonymous, voluntary, and confidential tests, questionnaires, or surveys on pupil health behaviors and risks.

(c) While comprehensive sexual health education, HIV prevention education, or anonymous, voluntary, and confidential test, questionnaire, or survey on pupil health behaviors and risks is being administered, an alternative educational activity shall be made available to pupils whose parents or guardians have requested that they not receive the instruction or participate in the test, questionnaire, or survey.

BILINGUAL EDUCATION (EC 52173, 5 CCR 11303)
Requires the school district to provide parents and guardians an opportunity for consultation prior to placement of child in a program of bilingual education. Requires notification, by mail or in person, to inform parents: 1) in a simple, nontechnical description of purposes, method, and content of the program; 2) that they have the right and are encouraged to visit classes and to come to the school for a conference to explain the nature and objectives of bilingual education; 3) of their right not to have their child enrolled in such a program; and 4) the opportunity to participate in the school or school district advisory committee, or both. Written notice shall be provided in English and the primary language of the pupil.

CAREER READINESS EDUCATION COURSE (EC 48980 m)
Requires a school district that elects to allow a career readiness course to satisfy the graduation requirement imposed by EC 51225.3(a)(1)(E) to provide the following notifications: (1) information about the high school graduation requirements of the school district and how each requirement satisfies or does not satisfy the subject matter requirements for admission to the CSU and the UC. (2) a complete list of career readiness education courses offered by the school district that satisfy the subject matter requirements for admission to the California State University and the University of California, and which of the specific college admission requirements these courses satisfy.

CHILD ABUSE AND NEGLECT REPORTING (PC 11164 et seq.)
The CJUHSD is committed to protecting all students in its care. All employees of the District are considered mandated reporters, required by law to report cases of child abuse and neglect whenever there is reasonable suspicion abuse or neglect has occurred. The District employees may not investigate to confirm a suspicion.

All complaints must be filed through a formal report, over the telephone, in person, or in writing, with an appropriate local law enforcement agency (i.e. Police or Sheriff’s Department, County Probation Department, or County Welfare Department/County Child Protective Services). Both the name of the person filing the complaint and the report itself are confidential and cannot be disclosed except to authorized agencies.

Parents and Guardians of students also have a right to file a complaint against a school employee or other person that they suspect has engaged in abuse of a child at a school site. Complaints may be filed with the local law enforcement agency; you may also notify your school site counselor.

Child abuse does not include an injury caused by any force that is reasonable and necessary for a person employed by or engaged in a school:
1) To stop a disturbance threatening physical injury to people or damage to property.
2) For purposes of self-defense.
3) To obtain possession of weapons or other dangerous objects within control of a student.
4) To exercise the degree of control reasonably necessary to maintain order, protect property, protect the health and safety of pupils, and maintain proper and appropriate conditions conducive to learning.

CHILD FIND SYSTEM (EC 56301; 20USC1401(3); 1412(a)(3); 34CFR300.111(c)(d))
Requires the Special Education Local Plan Area (SELPFA) to establish written policy and procedures for continuous child find system including children with disabilities who are migrant or homeless or wards of the state and children with disabilities attending private schools. Policy and procedures are to include written notification to all parents or guardians of their rights regarding identification, referral, assessment, instructional planning, implementation, review, and procedures for initiating referral for assessment.

CIRCUMSTANCES FOR RECOMMENDING EXPULSION (EC 48915)
(a) (1) Except as provided in subdivisions (c) and (e), the principal or the superintendent of schools shall recommend the expulsion of a pupil for any of the following acts committed at school or at a school activity off school grounds, unless the principal or superintendent determines that expulsion should not be recommended under the circumstances or that an alternative means of correction would address the conduct:
(A) Causing serious physical injury to another person, except in self-defense.
(B) Possession of any knife or other dangerous object of no reasonable use to the pupil.
(C) Unlawful possession of any controlled substance listed in HSC Chapter 2 Section 11053 Division 10, except for either of
the following:
(i) The first offense for the possession of not more than one avoirdupois ounce of marijuana, other than concentrated cannabis.
(ii) The possession of over-the-counter medication for use by the pupil for medical purposes or medication prescribed for the pupil by a physician.
(D) Robbery or extortion.
(E) Assault or battery, as defined in PC 240 and 242, upon any school employee.
   (a) If the principal or the superintendent of schools makes a determination as described in paragraph (1), he/she is encouraged to do so as quickly as possible to ensure that the pupil does not lose instructional time.
   (b) Upon recommendation by the principal or the superintendent of schools, or by a hearing officer or administrative panel appointed pursuant to subdivision (d) of EC 48918, the governing board of a school district may order a pupil expelled upon finding that the pupil committed an act listed in paragraph (1) of subdivision (a) or in subdivision (a), (b), (c), (d), or (e) of EC 48900. A decision to expel a pupil for any of those acts shall be based on a finding of one or both of the following:
      (1) Other means of correction are not feasible or have repeatedly failed to bring about proper conduct.
      (2) Due to the nature of the act, the presence of the pupil causes a continuing danger to the physical safety of the pupil or others.
(c) The principal or superintendent of schools shall immediately suspend, pursuant to EC 48911, and shall recommend expulsion of a pupil that he/she determines has committed any of the following acts at school or at a school activity off school grounds:
      (1) Possessing, selling, or otherwise furnishing a firearm. This subdivision does not apply to an act of possessing a firearm if the pupil had obtained prior written permission to possess the firearm from a certificated school employee, which is concurred in by the principal or the designee of the principal. This sub-division applies to an act of possessing a firearm only if the possession is verified by an employee of a school district. The act of possessing an imitation firearm, as defined in subdivision (m) of EC 48900, is not an offense for which suspension or expulsion is mandatory pursuant to this subdivision and subdivision (d), but it is an offense for which suspension, or expulsion pursuant to subdivision (e), may be imposed.
      (2) Brandishing a knife at another person.
      (3) Unlawfully selling a controlled substance listed in the HSC Chapter 2 Section 11053 Division 10.
      (4) Committing or attempting to commit a sexual assault and/or battery as defined EC 48900 subdivision.
      (5) Possession of an explosive.
(d) The governing board of a school district shall order a pupil expelled upon finding that the pupil committed an act listed in subdivision (c), and shall refer that pupil to a program of study that meets all of the following conditions:
      (1) Is appropriately prepared to accommodate pupils who exhibit discipline problems.
      (2) Is not provided at a comprehensive middle, junior, or senior high school, or at any elementary school.
      (3) Is not housed at the school-site attended by the pupil at the time of suspension.
(e) Upon recommendation by the principal or the superintendent of schools, or by a hearing officer or administrative panel appointed pursuant to subdivision (d) of EC 48918, the governing board of a school district may order a pupil expelled upon finding that the pupil, at school or at a school activity off of school grounds violated subdivision (f), (g), (h), (i), (j), (k), (l), or (m) of EC 48900, or EC 48900.2, 48900.3, or 48900.4, and either of the following:
      (1) That other means of correction are not feasible or have repeatedly failed to bring about proper conduct.
      (2) That due to the nature of the violation, the presence of the pupil causes a continuing danger to the physical safety of the pupil or others.
(f) The governing board of a school district shall refer a pupil who has been expelled pursuant to subdivision (b) or (e) to a program of study that meets all of the conditions specified in subdivision (d). Notwithstanding this subdivision, with respect to a pupil expelled pursuant to subdivision (e), if the county superintendent of schools certifies that an alternative program of study is not available at a site away from a comprehensive middle, junior, or senior high school, or an elementary school, and that the only option for placement is at another comprehensive middle, junior, or senior high school, or another elementary school, the pupil may be referred to a program of study that is provided at a comprehensive middle, junior, or senior high school, or at an elementary school.
(g) As used in this section, “knife” means any dirk, dagger, or other weapon with a fixed, sharpened blade fitted primarily for stabbing, a weapon with a blade fitted primarily for stabbing, a weapon with a blade longer than 3 1/2 inches, a folding knife with a blade that locks into place, or a razor with an unguarded blade.
(h) As used in this section, the term “explosive” means “destructive device” as described in USC 921 Title 18.

**COLLEGE & CAREER TECHNICAL EDUCATION (EC 51229)**

Requires annual notification to include a one-page written notice to parents or guardians of students in grades 9 through 12 that includes all of the following:
1. A brief explanation of the college admission requirements.
2. A list of the current UC and CSU web sites that help students and their families learn about college admission requirements and that list high school courses that have been certified by UC as satisfying the requirements for admission to UC and CSU.

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3. A brief description of what career technical education is, as defined by the CDE.
4. The internet address for the portion of the web site of the CDE where students can learn more about career technical education.
5. Information about how students may meet with school counselors to help them choose courses that will meet college admission requirements and/or enroll in career technical education courses.

*Note: See 2019-2020 College Admission Requirements & Higher Education Information in the back of this handbook.*

**COMPETITIVE ATHLETICS (EC 221.9)**
Commencing with the 2015-2016 school year and every year thereafter, each public elementary and secondary school, including each charter school, that offers competitive athletics, shall publicly make available at the end of the school year all of the following information:
1) The total enrollment of the school, classified by gender.
2) The number of pupils enrolled at the school who participate in competitive athletics, classified by gender.
3) The number of boys’ and girls’ teams, classified by sport and by competition level.

Schools shall make the information identified above publicly available by posting it on the school’s website. If the school does not maintain its own website, the school can submit the information to its school district or charter operator to have the information posted on the school district’s or operator’s website; the information shall be disaggregated by school site.

“Competitive athletics” means sports where the activity has coaches, a governing organization, and practices, and competes during a defined season, and has competition as its primary goal.

**CYBER SEXUAL BULLYING (EC 234.2 and 48900)**
Defines “cyber sexual bullying” as the dissemination of, or the solicitation or incitement to disseminate, a photograph or other visual recording by a pupil to another pupil or to school personnel by means of an electronic act with the purpose or effect of humiliating or harassing a pupil. Specifies that a photograph or other visual recording shall include the depiction of a nude, semi-nude, or sexually explicit photograph or other visual recording of a minor where the minor is identifiable from the photograph, visual recording, or other electronic act. 2) Specifies that "cyber sexual bullying" does not include a depiction, portrayal, or image that has any serious literary, artistic, educational, political, or scientific value or that involves athletic events or school-sanctioned activities. 3) Requires the CDE to annually inform school districts of the information on the California Healthy Kids Resource Center Internet website and other CDE Internet websites where information about cyber sexual bullying is posted. Authorizes the CDE to use electronic mail to inform school districts of this information. 4) Encourages school districts to inform pupils regarding the information and resources on the CDE’s Internet websites. 5) Incorporates the provisions from AB 2212 (Harper) of the current legislative session to avoid chaptering out problems.

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

**DANGEROUS OBJECTS**
- **Laser Pointer (PC 417.27):** It is a crime for any student to possess a laser pointer on any elementary or secondary school premise, unless the possession is for a valid instructional or other school-related purpose.
- **Imitation Firearm (PC 12550, 12556):** A BB device can be considered an imitation firearm. The PC makes it a criminal offense to openly display or expose any imitation firearm in a public place, including a public school.

**DIRECTORY INFORMATION (EC 49073)**
“Directory Information” includes one or more of the following items: student’s name, address, telephone number, email address, date of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent public or private school attended by the student.

No information may be released to a private profit-making entity other than employers, prospective employers and representatives of the news media, including, but not limited to, newspapers, magazines, and radio and television stations. Directory information may be disclosed without prior consent from the parent or guardian unless the parent or guardian submits a written notice to the school to deny access to his/her pupil’s directory information. Directory information regarding a pupil
identified as a homeless child or youth shall not be released unless a parent, or eligible pupil, has provided written consent that directory information may be released.

- **Access by Military Recruiters (20 USC 7908):** Federal law requires the CJUHSD to provide military recruiters the same access to secondary school students as is provided to post-secondary educational institutions or to prospective employers. Parents or Guardians may request that the CJUHSD not release their student’s name, address and telephone number without prior written consent. Written notice must be submitted to the school if the parent or guardian wishes to deny access to this information.

- **Cal Grant Program (EC 69432.9):** A Cal Grant is money for college that does not have to be paid back. To qualify, a student must meet the eligibility and financial requirements as well as any minimum grade point average (GPA) requirements. Cal Grants can be used at any University of California, California State University or California Community College. Some independent and career colleges or technical schools in California also take Cal Grants

In order to assist students applying for financial aid, all students in grade 12 are automatically considered a Cal Grant applicant and each grade 12 student’s GPA will be submitted to the California Student Aid Commission (CASC) electronically by a school or school district official. A student, or the parent or guardian of a student under 18 years of age, may complete a form to indicate that he/she does not wish for the school to electronically send CASC the student’s GPA. Until a student turns 18 years of age, only the parent or guardian may opt out the student. Once a student turns 18 years of age, only the student may opt himself/herself out, and can opt in if the parent or guardian had previously decided to opt out the student. All grade 12 students’ GPA will be sent to CASC on October 1, of the grade 12 year.

**DISABILITIES/HANDICAPPED – Instruction for Pupils with Temporary Disabilities (EC 48206.3, 48207, 48208)**

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

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

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

**DISASTER PREPAREDNESS EDUCATIONAL MATERIALS (EC 32282.5)**

Documents are posted on the California Department of Education website at [www.cde.ca.gov/ls/ss/cp/](http://www.cde.ca.gov/ls/ss/cp/).

**DISCLOSURE OF STUDENT INFORMATION FOR MARKETING PURPOSES (20 USC 1232h)**

Requires notification to parents or guardians 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.

Requires the school district to develop policy, in consultation with parents or guardians, regarding the collection, disclosure, or use of personal information collected from pupils for the purpose of marketing or selling that information. Requires notification to parents or guardians of pupils enrolled in schools served by the district of the adoption or continued use of such policies. Notification to be provided annually, at the beginning of the school year, or within a reasonable period of time after any substantive changes in the policy.

**DRESS CODE (EC 35183)**

Authorizes the CJUHSD to adopt reasonable dress code.

**EDUCATIONAL EQUITY – Immigration & Citizenship Status (AB 699 (O’Donnell) EC 200, 220, and 234.1 adding Article 5.7 to EC 234.7)**

Parents and guardians are to be notified by schools that regardless of immigration status, the students are to be afforded equal rights to education.
**ELECTRONIC LISTENING OR RECORDING DEVICE (EC 51512)**

The use by any person, including a pupil, of any electronic listening or recording device in any classroom without the prior consent of the teacher and the principal is prohibited as it disrupts and impairs the teaching process and discipline in the schools. Any person, other than the pupil, willfully in violation shall be guilty of a misdemeanor. Any pupil in violation shall be subject to appropriate disciplinary action.

**ELECTRONIC NICOTINE DELIVERY SYSTEMS (e-cigarettes) (BPC 22950.5)**

The CJUHSD prohibits the use of electronic nicotine delivery systems (ENDS) such as e-cigarettes, hookah pens, cigarillos, and other vapor-emitting devices, with or without nicotine content, that mimic the use of tobacco products on all district property and in school district vehicles at all times. ENDS are often made to look like cigarettes, cigars and pipes, but can also be made to look like everyday items such as pens, asthma inhalers and beverage containers. These devices are not limited to vaporizing nicotine; they can be used to vaporize other drugs such as marijuana, cocaine, and heroin.

HSC 119405 prohibits the sales of e-cigarettes to minors which means that students should not be in possession of any such devices. Students using, in possession of, or offering, arranging or negotiating to sell ENDS can be subject to disciplinary action, particularly because ENDS are considered drug paraphernalia, as defined by HSC 11014.5.

**ELECTRONIC SIGNALING DEVICE (EC 48901.5)**

By policy or practice the school district, or its individual schools, may regulate the right of pupils to possess or use electronic signaling devices, including cell phones and pagers, during the school day or at school functions.

*Note:* No student may be prohibited from possessing or using an electronic signaling device that is determined by a licensed physician to be essential for the health of the pupil and the use of which is limited to the pupil’s health.

**ENGLISH IMMERSION PROGRAM (EC 310, 5 CCR 11309)**

In order to facilitate parental choice of program, all parents and guardians must be informed of the placement of their children in a structured English immersion program and must be notified of an opportunity to apply for a parental exception waiver. Notice to include a description of the locally adopted procedures for requesting a parental exception waiver, and any locally-adopted guidelines for evaluating a parental waiver request.

**FOSTER YOUTH**

- **Educational Liaison for Foster Children (EC 48204, 48645.5, 48853, and 48853.5, WIC 317 and 16010):** requires the CDE, in consultation with the California Foster Youth Education Task Force (CFYETF), to develop a standardized notice of the educational rights of foster children. To locate Foster Youth Services Coordinators, please visit the website at www.cde.ca.gov/ls/pf/fy/contacts.asp.

- **Foster Youth Educational Placement (EC 48850 et seq.):** requires school district educational liaisons to ensure pupils in foster care receive stable school placements which are in the best interests of the child, placement in least restrictive educational programs, access to academic resources, services, and extracurricular and enrichment activities available to all pupils, full and partial credits for coursework taken, and meaningful opportunity to meet state pupil academic achievement standards.

- **Foster Youth Exemption From Local Graduation Requirements (EC 48853, 49069, and 51225.2):** Foster and homeless youth are allowed educational rights, such as: immediate enrollment, remain in school of origin, enrollment in local comprehensive school, partial credits, graduation with state minimum requirements with possible fifth year/exemption from local graduation requirements, and access to academic resources, services and extracurricular activities. A local educational agency must provide a remedy to the affected pupil following the Uniform Complaint Procedures, including information regarding exemption from local graduation requirements, if educational rights are not allowed at the public high school.

**GATE PROGRAM (5 CCR 3831)**

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

1) the rationale for the purposes of the program, including the general goals and specific objectives which pupils are expected to achieve.
2) rationale for the school district's method of identification of gifted and talented pupils.
3) where appropriate, procedure for the consideration of the identification and placement of a pupil who was identified as gifted or talented in the school district from which the pupil transferred.
4) the services to be rendered and the activities to be included for pupils participating in special day classes, receiving special services, or participating in special activities for an amount of time as specified in EC 52206.
5) plan for evaluating the various components of the program.
6) procedures for modifying the school district's gifted and talented program on the basis of the annual review.
7) staff development plan based upon a needs assessment which includes specification of requisite competencies of teachers and supervisory personnel.
8) procedures for ensuring continuous parent participation in recommending policy for planning, evaluating, and implementing the school district program.
9) procedure to inform parents of a pupil's participation or nonparticipation in the gifted and talented program.
10) an objective related budget.

**GUN-FREE SCHOOL ZONE (PC 626.9 and 30310)**
Recasts the provisions relating to a person holding a valid license to carry a concealed firearm to allow that person to carry a firearm in an area that is within 1,000 feet of, but not on the grounds of, a public or private school providing instruction in kindergarten or grades 1 to 12, inclusive. Deletes the exemption that allows a person holding a valid license to carry a concealed firearm to bring or possess a firearm on the campus of a university or college. Creates an additional exemption from those prohibitions for certain appointed peace officers who are authorized to carry a firearm by their appointing agency, and an exemption for certain retired reserve peace officers who are authorized to carry a concealed or loaded firearm.

Reorganizes those exceptions: deletes the exemption that allows a person to carry ammunition or reloaded ammunition onto school grounds if the person is licensed to carry a concealed firearm. Creates an additional exception to that prohibition by authorizing a person to carry ammunition or reloaded ammunition onto school grounds if it is in a motor vehicle at all times and is within a locked container or within the locked trunk of the vehicle.

**HEALTH**
See Medical/Health

**IMMUNIZATIONS (HSC 120325, 120335, 120338, 120365, 120370, 120375)**
Students must be immunized against certain communicable diseases. Students are prohibited from attending school unless immunization requirements are met for age and grade. The CJUHSD shall cooperate with local health officials in measures necessary for the prevention and control of communicable diseases in school age children. The CJUHSD may use any funds, property, or personnel and may permit any person licensed as a physician or registered nurse to administer an immunizing agent to any student whose parents have consented in writing.

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

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

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

**JUVENILE COURT SCHOOL PUPILS (EC 48645.3, 48645.5, 51225.1, and 51225.2)**
Define "former juvenile court school pupil" as a student who, upon completion of her or his second year of high school, transfers to a school district from a juvenile court school, except for a school district run by the Division of Juvenile Justice. Add these students to the existing sections which provide certain rights for students in foster care and those who are homeless, thereby making the rights afforded to them subject to complaint under the Uniform Complaint Procedures. Prohibit a former juvenile court school student, the person holding the right to make educational decisions for the student, the student's social worker, or the student's probation officer from requesting a transfer solely to qualify the pupil for the exemptions. State the intent of the Legislature that students in juvenile court schools have a rigorous curriculum that includes a course of study preparing them for high school graduation and career entry, and fulfilling the requirements for admission to the University of California and the California State University.

**LACTATING PUPILS (EC 222)**
Requires a school operated by a school district or a county office of education, the California School for the Deaf, the California School for the Blind, and a charter school to provide, only if there is at least one lactating pupil on the school campus, reasonable accommodations to a lactating pupil on a school campus to express breast milk, breast-feed an infant child, or address other needs related to breast-feeding. These reasonable accommodations include, but are not limited to, access to a private and secure room, other than a restroom, to express breast milk or breast-feed an infant child, permission to bring onto a school campus any equipment used to express breast milk, access to a power source for that equipment, and access to a place to safely store...
expressed breast milk.

Also requires that a lactating pupil on a school campus be given a reasonable amount of time to accommodate the need to express breast milk or breast-feed an infant child. Prohibits a pupil from incurring an academic penalty as a result of her use, during the school day, of these reasonable accommodations. Authorizes a complaint of noncompliance with the requirements of the bill to be filed with the local educational agency and would require the local educational agency to respond to such a complaint, in accordance with specified procedures. Authorizes a complainant to appeal a decision of the local educational agency to the State Department of Education and would require the department to issue a written decision within 60 days of its receipt of the appeal. Requires a local educational agency to provide a remedy to the affected pupil if the local educational agency finds merit in a complaint or if the Superintendent of Public Instruction finds merit in an appeal. Includes a statement of legislative findings and declarations.

**MEALS & NUTRITION – FREE & REDUCED-PRICE MEALS (EC 49510 et seq.)**

Free or reduced-price lunches are available at school for pupils whose parents or guardians qualify, based on annual household income, and complete the required application form. Application forms may be obtained from the school site or from the CJUHSD Food Services Office.

**Pupil Meals – Child Hunger Prevention & Fair Treatment Act of 2017 (EC 49557.5):** The District has a Meal Charge Policy about how students who pay the full or reduced cost of a school meal are impacted by not having enough cash on hand or in their account to purchase a meal. You may contact the Food Services department at 909-988-8511 ext. 2631 for additional information.

**MEDICAL/HEALTH**

- **Concussion and Head Injuries (EC 49475):** A concussion is a brain injury that can be caused by a bump, blow, or jolt to the head, or by a blow to another part of the body with the force transmitted to the head. Even though most concussions are mild, all concussions are potentially serious and may result in complications including prolonged brain damage and death if not recognized and managed properly. A school district, charter school, or private school that elects to offer an athletic program must immediately remove from a school-sponsored athletic activity for the remainder of the day an athlete who is suspected of sustaining a concussion or head injury during that activity. The athlete may not return to that activity until he/she is evaluated by, and receives written clearance from, a licensed health care provider. If the licensed health care provider determines the athlete has a concussion or head injury, the athlete shall also complete a graduated return-to-play protocol of no less than seven days in duration under the supervision of a licensed health care provider. On a yearly basis, a concussion and head injury information sheet must be signed and returned by the athlete and the athlete’s parent or guardian before the athlete initiates practice or competition. This requirement does not apply to an athlete engaging in an athletic activity during the regular school day or as part of a physical education course.

- **Confidential Medical Services (EC 46010.1):** School authorities may excuse any pupil in grades 9-12 from the school for the purpose of obtaining confidential medical services without the consent of the pupil's parent or guardian.

- **Emergency Treatment for Anaphylaxis (EC 49414):** Anaphylaxis is a severe and potentially life-threatening allergic reaction that can occur after encountering an allergic trigger, such as food, medicine, an insect bite, latex or exercise. Symptoms include narrowing of the airways, rashes or hives, nausea or vomiting, a weak pulse and dizziness. It is estimated that approximately 25% of the anaphylactic reactions occur during school hours to students who had not previously been diagnosed with a food or other allergy. Without immediate administration of epinephrine followed by calling emergency medical services, death can occur. Being able to recognize and treat it quickly can save lives. Recent changes to EC 49414 now require school districts to provide epinephrine auto-injectors to school nurses and trained personnel and authorizes them to use epinephrine auto-injectors for any student who may be experiencing anaphylaxis, regardless of known history.

- **Health Care Coverage (EC 49452.9):** Your child and family may be eligible for free or low-cost health coverage. For information about health care coverage options and enrollment assistance go to [www.CoveredCA.com](http://www.CoveredCA.com).

- **Health Insurance Coverage for Athletes (EC 32221.5):**
  - Under state law, school districts are required to ensure that all members of school athletic teams have accidental injury insurance that covers medical and hospital expenses. This insurance requirement can be met by the school district offering insurance or other health benefits that cover medical and hospital expenses.
  - Some pupils may qualify to enroll in no-cost or low-cost local, state, or federally sponsored health insurance programs.

- **Medical or Hospital Service (EC 49472):** The CJUHSD does not provide or make available medical and hospital services for pupils who are injured in accidents related to school activity or attendance.

- **Medical Records Sharing (HSC 120440):** Requires a school district planning to provide information from pupils’ medical records to an immunization system to inform students or parents or guardians of the following:
  1) Medical information may be shared with local health departments and the State Department of Health Services.
  2) The name and address of the State Department of Health Services or of the immunization registry with which the school will share the information.
  3) Information shared with local health departments and the State Department of Health Services will be treated as confidential and will only be used to share with each other, and, upon request, with health care providers, schools, child care facilities, family child care homes, WIC service providers, county welfare departments, foster care agencies, and
health care plans.
4) The providers, agencies, and institutions will, in turn, treat the shared information as confidential, and shall use it only as specified.
5) The student or parent or guardian has the right to examine any immunization-related information shared in this manner and to correct any errors.
6) The student or the parent or guardian may refuse to allow this information to be shared in the manner described, or to receive immunization reminder notifications at any time, or both.
7) After refusal, a physician may maintain access to this information for the purposes of patient care or protecting the public health. After refusal, the local health department and the State Department of Health Services may maintain access to this information for the purpose of protecting the public health.

Note: Students or parents or guardians may refuse to permit record sharing. Notification may be provided by ordinary mail and must include reasonable means for refusal, such as return form or contact telephone number.

- **Medication Regimen (EC 49480):** The parent or guardian of any pupil taking medication on a regular basis must inform the school nurse of the medication being taken, the current dosage, and the name of the supervising physician. With the consent of the parent or guardian, the school nurse may communicate with the physician and may counsel with the school personnel regarding the possible effects of the medication on the pupil.
- **Administration of Prescribed Medication for Pupils (EC 49423, 49423.1):** Any pupil who is required to take, during the regular school day, medication prescribed by a physician or surgeon, may be assisted by the school nurse or other designated school personnel or may carry and self-administer medication if the school district receives both a written statement of instructions from the physician detailing the method, amount and time schedules by which such medication is to be taken and a written statement from the parent or guardian requesting the school district assist the pupil with prescribed medication as set forth in the physician statement. All procedures must be followed in accordance with EC 49423 and BP 5141.
- **Administration of Epilepsy Medication (EC 49414.7):** If a pupil with epilepsy has been prescribed an emergency anti-seizure medication by his or her health care provider, the pupil’s parent or guardian may request the pupil’s school to have one or more of its employees receive training in the administration of an emergency anti-seizure medication in the event that the pupil suffers a seizure when a nurse is not available.
- **Physical Examination (EC 49451):** A parent or guardian may file annually with the school principal a written statement, signed by the parent or guardian, withholding consent to a physical examination of the pupil. However, whenever there is good reason to believe that the pupil is suffering from a recognized contagious or infectious disease, the pupil shall be sent home and shall not be permitted to return until school authorities are satisfied that the contagious or infectious disease no longer exists.

Note: Physical examinations that schools are required to conduct include sight and hearing testing under EC 49452 and scoliosis screening under EC 49452.5. Schools may screen for type 2 diabetes mellitus under EC 49452.6. As indicated in EC 49451 and 20 USC 1232h a parent or guardian may file a waiver of the examination requirement based on personal beliefs. An opt-out form is provided in the back of this handbook.

MEGAN’S LAW (PC 290 et seq.)
Information about registered sex offenders in California can be found on the California Department of Justice's website at [www.meganslaw.ca.gov](http://www.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.

MIGRANT EDUCATION (EC 54444.2)
Requires a school district receiving migrant education funds or services to actively solicit parental involvement in the planning, operation, and evaluation of its programs through the establishment of, and consultation with, a parent advisory council. Requires notice to parents, in language they understand, that parents have sole authority to decide composition of council.

MINIMUM AND PUPIL-FREE STAFF DEVELOPMENT DAYS (EC 48980(c))
See SCHOOL CALENDAR in the front of this handbook.

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

NOTICE OF ALTERNATIVE SCHOOLS (EC 58501)
California State law authorizes all school districts to provide for alternative schools. EC 58500 defines alternative school as a school or separate class group within a school which is operated in a manner designed to:
(a) Maximize the opportunity for students to develop the positive values of self-reliance, initiative, kindness, spontaneity, resourcefulness, courage, creativity, responsibility, and joy.
(b) Recognize that the best learning takes place when the student learns because of his/her desire to learn.
(c) Maintain a learning situation maximizing student self-motivation and encouraging the student in his/her own time to follow his/her own interests. These interests may be conceived by him/her totally and independently or may result in whole or in part from a presentation by his/her teachers of choices of learning projects.
(d) Maximize the opportunity for teachers, parents, and students to cooperatively develop the learning process and its subject matter. This opportunity shall be a continuous, permanent process.
(e) Maximize the opportunity for the students, teachers, and parents to continuously react to the changing world, including, but not limited to, the community in which the school is located.

In the event any parent, pupil, or teacher is interested in further information concerning alternative schools, the county superintendent of schools, the administrative office of this school 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 school district to establish alternative school programs in each school district.

NUTRITION
See Meals & Nutrition

OPEN MEETINGS - Public Comments, Translation (GC 54954.3)
1) Require, when the legislative body of a local agency limits time for public comment, the legislative body to provide at least twice the allotted time to a member of the public who utilizes a translator to ensure that non-English speakers receive the same opportunity to directly address the legislative body of a local agency. 2) Provide that the above requirement shall not apply if the legislative body utilizes simultaneous translation equipment in a manner that allows the legislative body of a local agency to hear the translated public testimony simultaneously. 3) Find and declare that Section 1 of the bill furthers, within the meaning of California Constitution Article I Section 3 subdivision (b) paragraph (7), the purposes of that constitutional section as it relates to the right of public access to the meetings of local public bodies or the writings of local public officials and local agencies, and declare, pursuant to California Constitution Article I Section 3 subdivision (b) paragraph (7), the Legislature makes the following findings: Because this bill restricts the authority of a legislative body of a local agency under the Ralph M. Brown Act (Brown Act) to limit time for public comment by a speaker who uses a translator, the bill furthers the purpose of Section 3 of Article I of the California Constitution. 4) Provide that no reimbursement is required by this bill because the only costs that may be incurred by a local agency or school district under this bill would result from a legislative mandate that is within the scope of California Constitution Article I Section 3(b)(7).

PROPERTY DAMAGE (EC 48904)
Parents or guardians may be held financially liable if their child willfully damages school property or fails to return school property loaned to the child. The school may further withhold the grades, diploma, and transcript of the pupil until restitution is paid.

PUPIL INSTRUCTION – Coursework & Graduation Requirements: Children of Military Families (EC 51225.1, 51225.2)
If you are a military family, your child may qualify to be exempted from local graduation coursework requirements that are beyond the California state requirements. Please make an appointment with the school counselor to review your child’s options for graduation. All coursework that was completed at another school outside of the Chaffey Joint Union High School District will be issued full or partial credit.

PUPIL RECORDS (EC 49063 and 49069, 34 CFR 99.7, 20 USC 1232g)
A cumulative record, whether recorded by handwriting, print, tapes, film, microfilm or other means, must be maintained on the history of a pupil’s development and educational progress. The CJUHSD will protect the privacy of such records. Parents or Guardians have the right to (1) inspect and review the student’s educational record maintained by the school, (2) request that a school correct records which they believe to be inaccurate or misleading, and (3) have some control over the disclosure of information from educational records. School officials with legitimate educational interests may access student records without
parental consent as long as the official needs to review the records in order to fulfill his/her professional responsibility. Upon request from officials of another school district in which a student seeks or intends to enroll, the CJUHSD shall disclose educational records without parental consent.

Parents’ or Guardians’ request to access their student’s educational records must be submitted in a written form to the school registrar, and the school will have five business days from the day of receipt of the request to provide access to the records. Copies of student records are available to parents for a fee.

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

PUPIL RECORDS OBTAINED FROM SOCIAL MEDIA (EC 49073.6)
Requires a school district, county office of education, or charter school that considers a program to gather or maintain in its records any information obtained from social media, as defined, of any enrolled pupil to first notify pupils and their parents or guardians about the proposed program, and to provide an opportunity for public comment at a regularly scheduled public meeting of the governing board before the adoption of the program.
Once a program is adopted, the following information must be provided to parents or guardians as part of the annual notification:
1) Definition of “social media.”
2) Assurance that the information gathered or maintained pertains directly to school or pupil safety.
3) An explanation of the process by which a pupil or a pupil’s parent or guardian may access the pupil’s records for examination of the information gathered or maintained.
4) An explanation of the process by which a pupil or a pupil’s parent or guardian may request the removal of information or make corrections to information gathered or maintained.
5) Notice that the information gathered and maintained shall be destroyed within one year after a pupil turns 18 years of age or within one year after the pupil is no longer enrolled, whichever occurs first.

RELEASE JUVENILE INFORMATION (WIC 831)
Only if a court order is provided will any student information be disseminated, attached or provided to federal officials. The court order must indicate prior approval of the presiding judge of the juvenile court.

RESIDENCY INVESTIGATIONS (EC 48204.2)
If a school district elects to undertake an investigation, as specified, require the governing board of the school district to adopt a policy regarding the investigation of a pupil to determine whether the pupil meets the residency requirements for school attendance in the school district before investigating any pupils. Requires the policy to, among other things, identify the circumstances upon which the school district may initiate an investigation, describe the investigatory methods that may be used, including whether the school district will be employing the services of a private investigator, prohibit the surreptitious photographing or video-recording of pupils who are being investigated, as provided, and provide for an appeal process, as specified. Requires the policy to be adopted at a public meeting of the governing board of the school district.

RESIDENCY REQUIREMENTS (EC 482000, 48204, and 48204.3)
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 guardian is located. 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 of placement under the Welfare and Institutions Code; a pupil who is a foster child who remains in his or her school of origin; 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; a pupil residing in a state hospital located within the boundaries of the school district; or a pupil whose parent is transferred or is pending transfer to a military installation within the state while on active military duty pursuant to an official military order.

RIGHTS OF PARENTS & GUARDIANS TO INFORMATION (EC 51101 (in part)
The parents and guardians of pupils enrolled in public schools have the right and should have the opportunity, as mutually supportive and respectful partners in the education of their children within the public schools, to be informed by the school, and to participate in the education of their children, as follows:
1) Within a reasonable period of time after making the request, to observe their child’s classroom(s).
(2) Within a reasonable time of their request, to meet with their child's teacher(s) and the principal.
(3) To volunteer their time and resources for the improvement of school facilities and school programs under the supervision of district employees, including, but not limited to, providing assistance in the classroom with the approval, and under the direct supervision, of the teacher.
(4) To be notified on a timely basis if their child is absent from school without permission.
(5) To receive the results of their child’s performance on standardized tests and statewide tests and information on the performance of their child’s school on standardized statewide tests.
(6) To request a particular school for their child, and to receive a response from the school district.
(7) To have a school environment for their child that is safe and supportive of learning.
(8) To examine the curriculum materials of their child’s class(es).
(9) To be informed of their child’s progress in school and of the appropriate school personnel whom they should contact if problems arise with their child.
(10) To have access to the school records of their child.
(11) To receive information concerning the academic performance standards, proficiencies, or skills their child is expected to accomplish.
(12) To be informed in advance about school rules, including disciplinary rules and procedures, attendance policies, dress codes, and procedures for visiting the school.
(13) To receive information about any psychological testing the school does involving their child and to deny permission to give the test.
(14) To participate as a member of a parent advisory committee, school-site council, or site-based management leadership team.
(15) To question anything in their child's record that the parent feels is inaccurate or misleading or is an invasion of privacy and to receive a response from the school.
(16) To be notified, as early in the school year as practicable, if their child is identified as being at risk of retention and of their right to consult with school personnel responsible for a decision to promote or retain their child and to appeal a decision to retain or promote their child.

SAFE PLACE TO LEARN ACT (EC 234, 234.1)
The Chaffey Joint Union High School District is committed to maintaining a learning environment that is free from discrimination, harassment, violence, intimidation, and bullying based on actual or perceived characteristics set forth in Section 422.55 of the Penal Code and EC 220, and disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or association with a person or group with one or more of these actual or perceived characteristics. All school personnel who witness an act of discrimination, harassment, intimidation, or bullying must take immediate steps to intervene when safe to do so. Any student who engages in acts of discrimination, harassment, violence, intimidation, or bullying relating to school activity or school attendance occurring within a school of the school district may be subject to disciplinary action up to and including expulsion. To report an incidence and/or to receive a copy of the district’s antidiscrimination, anti-harassment, anti-intimidation, and anti-bullying policies, please contact the Assistant Superintendent, Dr. Kern Oduro, at (909) 988-8511 x2660.

SAFETY
• Civility on School Grounds (CC 1708.9, EC 32210): Any person who willfully disturbs any public school or any public-school meeting is guilty of a misdemeanor, and shall be punished by a fine of not more than $500.00. It is unlawful for any person, except a parent or guardian acting toward his/her minor child, to intentionally or to attempt to injure, intimidate, interfere by force, threat of force, physical obstruction, or non-violent physical obstruction with any person attempting to enter or exit any public or private school grounds.
• Persistently Dangerous Schools (20 USC 7912): Requires that school district have a written policy stating that students who attend a persistently dangerous school must be allowed to attend a safe public school. The written policy must be communicated to all parties.
• School Safety Plan (EC 32280 et seq.): Each CJUHSD school site has a Comprehensive School Safety Plan, which includes a disaster preparedness plan and emergency procedures. Copies are available to read at each school office. Fire and emergency drills are held periodically at each school.

SCHOOL ACCOUNTABILITY
• Notification of Pesticides (EC 48980.3): The notification required pursuant to Section 48980 shall include information regarding pesticide products as specified in subdivision (a) of Section 17612.
• Pesticide Products (EC 17612, 48980.3): To obtain a copy of all pesticide products and expected use at the school facility during the year, and to receive notification of individual pesticide applications at the school at least 72 hours before the application, please contact Risk Management at (909) 988-8511 x2560. The notice will identify the active ingredient(s) in each pesticide product, the intended date of application and an Internet address on pesticide use and reduction. You can find a list of pesticides potentially used in the CJUHSD located in the back of this handbook. Further information may be found on the California Department of Pesticide Regulation website at www.cdpr.ca.gov.
SCHOOL ACCOUNTABILITY REPORT CARD (EC 35256, 35258)
Requires school districts to develop for each school a school accountability report card. Content of the report card defined by EC 33126, 32286 and 52056. Requires school districts to publicize the report cards and notify parents or guardians that a hard copy will be provided upon request. Commencing with the 2008-09 school year, hard copies to be made available by February 1.

SCHOOL RULES (EC 35291) - EC 48980(a)
At the beginning of the first semester or quarter of the regular school term, the school district shall notify the parent or guardian of a minor pupil regarding the right or responsibility of the parent or guardian under EC 35291.

EC 35291: The school district may notify the parent or guardian of all pupils registered in schools of the school district of the availability of rules of the school district pertaining to student discipline.

SCHOOL VISITING PROCEDURES (EC 51101(a)(12))
Parents and Guardians of students enrolled in public schools have the right and should have the opportunity, as mutually supportive and respectful partners in the education of their children, to be informed in advance about school rules, including procedures for visiting the school.

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

SECTION 504 (29 USC 794, 34 CFR 104.32)
Parents or guardians should be informed of the following: the name and contact information of the person designated by the district responsible for implementing Section 504, the screening and evaluation procedures used whenever there is reason to believe that a student has a disability that limits his or her ability to attend or function at school, the right to a written accommodation plan if the student is found to have a disability that requires services under Section 504, the right to be educated with nondisabled students to the maximum extent appropriate to the student's individual needs, and notice of the procedural safeguards guaranteed by law. For more information, contact the Director of Special Education, Kelly Whelan, at (909) 988-8511 x2610.

SEX EDUCATION
• Sex and HIV/AIDS Education (EC 51938): The purpose of the California Healthy Youth Act (EC 51930 through 51939) is to provide every student with the knowledge and skills necessary to protect their sexual and reproductive health from unintended pregnancy and sexually transmitted diseases.

The CJUHSD will provide instruction in comprehensive sexual health education, HIV/AIDS prevention education, and/or will conduct assessments on pupil health behaviors and risks in the coming school year.

Parents or guardians may:
1. Inspect the written and audiovisual educational materials used in the comprehensive sexual health and HIV/AIDS prevention education.
2. Request in writing that their child not receive comprehensive sexual health or HIV/AIDS prevention education.
3. Request a copy of EC 51930 through 51939.
4. Be informed whether the comprehensive sexual health or HIV/AIDS prevention education will be taught by CJUHSD personnel or outside consultants.
5. When the school district chooses to use outside consultants or to hold an assembly with guest speakers to teach comprehensive sexual health or HIV/AIDS prevention education, to be informed of:
   a. The date of the instruction
   b. The name of the organization or affiliation of each guest speaker

• Sex Education Instruction: requires the CJUHSD to notify parents or guardians, in writing, prior to any instruction in which human reproductive organs and their functions and processes are described, illustrated, or discussed, and the right of parents or guardians to inspect and review materials to be used. Opportunity for parent or guardian to request, in writing, that child not attend instruction will be provided.

• Sexual Abuse and Sex Trafficking Prevention (EC 51900.6): authorizes school districts, county offices of education and charter schools to provide age-appropriate instruction for students in kindergarten through grade 12, in sexual abuse and sexual assault awareness and prevention. Parents or Guardians may submit a written request to excuse their child from participation in any class involving sexual abuse and sexual assault awareness and prevention.

• Sexual Abuse and Sexual Assault Awareness and Prevention (EC 51950): authorizes school districts to provide sexual
abuse and sex trafficking prevention education which includes instruction on the frequency and nature of sexual abuse and sex trafficking, strategies to reduce their risk, techniques to set healthy boundaries, and how to safely report an incident. Parents or Guardians may submit a written request to excuse their child from participation in any class involving sexual abuse and sex trafficking prevention education, and assessments related to that education.

SEX EQUITY - Title IX Notifications (EC 221.61)
Title IX is a federal law that was passed in 1972 to ensure that male and female students and employees in educational settings are treated equally and fairly. It protects against discrimination based on sex, including sexual harassment, and transgender students or students who do not conform to sex stereotypes. State law also prohibits discrimination based on gender (sex), gender expression, gender identity, and sexual orientation. For more information, contact the Assistant Superintendent, Dr. Kern Oduro, at (909) 988-8511 x2660.

- Sex Equity in Career Planning (EC 221.5(d)): Commencing grade 7, school personnel shall assist pupils with course selection or career counseling, exploring the possibility of careers, or courses leading to careers based on the interest and ability of the pupil and not on the pupil’s gender. Parents or guardians are notified so that they may participate in such counseling sessions and decisions.

SEXUAL HARASSMENT (EC 231.5, 48980 g)
The CJUHSD is committed to maintaining a learning and working environment that is free from sexual harassment. Any student who engages in sexual harassment of anyone in or from the school district may be subject to disciplinary action up to and including expulsion. Any employee who permits, engages in, or fails to report sexual harassment shall be subject to disciplinary action up to and including dismissal. For a copy of the district’s sexual harassment policy or to report incidences of sexual harassment, please contact the Assistant Superintendent, Dr. Kern Oduro, at (909) 988-8511 x2660.

SOCIAL SECURITY NUMBERS (EC 49076.7 and 56601)
Prohibits a school district, county office of education, or charter school from collecting or soliciting social security numbers or the last four digits of social security numbers from students or their parents or guardians, unless otherwise required to do so by state or federal law. Authorizes the California Department of Education (CDE) to additionally prohibit the collection and solicitation of other personally identifiable information, as recommended by the SPI and approved by the State Board of Education. Eliminates the authority for the SPI to collect and use social security numbers, associated with students receiving special education or related services. States legislative findings and declarations regarding prioritizing student data privacy, and that social security numbers are the single most misused piece of information associated with identity theft.

SPECIAL EDUCATION
- Individuals with Disabilities Improvement Act 2004 (IDEA): Requires the CJUHSD to inform parents or guardians of federal law requirement that a Free and Appropriate Public Education (FAPE) in the least restrictive environment be offered to qualified students with disabilities ages 3 through 21 years.
- Special Education; Child Find System (EC 56301): Any parent or guardian suspecting a child has exceptional needs (handicapped) may request an assessment for eligibility for special education services through the school principal. Policy and procedure to include written notification to all parents or guardians of their rights pursuant to EC 56300.
- Special Education Complaints (5 CCR 3080): State regulations require the CJUHSD to establish procedures to deal with complaints regarding special education. If you believe that the CJUHSD is in violation of federal or state law governing the identification or placement of special education students, or similar issues, you may file a written complaint with the CJUHSD. State regulations require the CJUHSD forward your complaint to the State Superintendent of Public Instruction. Procedures are available from your building principal.

STUDENT ACCOUNTABILITY
- Hold to Account (EC 44807): Teaching staff shall hold pupils to strict account for their conduct on the way to and from school, on the playgrounds, or during recess.
- Student Responsibilities (5 CCR 300): Pupils shall conform to school regulations, obey all directions, be diligent in study and respectful to teachers and others in authority, and refrain from the use of profane and vulgar language.
- Hazing Prohibition (EC 48900(q)): Prohibits students or other persons in attendance from conspiring to engage in “hazing”, a method of initiation or pre-initiation into a pupil organization.

STUDENT CONDUCT (EC 51100)
Provides that parents and guardians of students enrolled in public schools have the right and should have the opportunity, as mutually supportive and respectful partners in the education of their children, to be informed in advance about school rules, including disciplinary rules and procedures in accordance with EC 48980, attendance policies, dress codes, and procedures for visiting the school.

- Duties of Pupils (5 CCR 300): Pupils shall conform to school regulations, obey all directions, be diligent in study and respectful to teachers and others in authority, and refrain from the use of profane and vulgar language.
• Jurisdiction (EC 44807): Teaching staff shall hold pupils to strict account for their conduct on the way to and from school, on the playgrounds, or during recess.

• Mandatory Expulsion Violations (EC 48915): Schools shall immediately suspend and recommend expulsion for students that commit any of the following acts at school or at a school activity off school grounds:
  1) Possessing, selling, or otherwise furnishing a firearm.
  2) Brandishing a knife at another person.
  3) Unlawfully selling a controlled substance.
  4) Committing or attempting to commit a sexual assault.
  5) Possession of an explosive.

The Board of Trustees shall order the student expelled upon finding that the student committed the act.

SUICIDE PREVENTION POLICIES (EC 215)
Requires local educational agencies (LEAs) that serve students in grade 7 through grade 12 to adopt policies on the prevention of student suicides and also require the CDE to develop and maintain a model suicide prevention policy.

SUNSCREEN & SUN-PROTECTIVE CLOTHING (EC 35183.5)
Provides that pupils may use sunscreen during the school day without a physician’s note or prescription. Requires the school to adopt a policy regarding the type of sun-protective clothing, including but not limited to hats that pupils may wear for outdoor use during the school day.

SURVEYS (EC 51513 & 51514)
Anonymous, voluntary and confidential research and evaluation tools to measure student’s health behaviors and risks, including tests, questionnaires, and surveys containing age-appropriate questions about the student’s attitudes and practices relating to sex, family life, morality, and religion may be administered to students if the parent is notified in writing that 1) this test, questionnaire, or survey is to be administered, 2) the student’s parent is given the opportunity to review the test, questionnaire, or survey, and 3) the parent consents in writing. Questions pertaining to the sexual orientation and gender identity of a student shall not be removed from a survey that already includes them.

SUSPENSION & EXPULSION LAWS (EC 48900 et seq.)

EC 48900 - Grounds for Suspension and Expulsion
A pupil shall not be suspended from school or recommended for expulsion, unless the superintendent of the school district or the principal of the school in which the pupil is enrolled determines that the pupil has committed an act as defined pursuant to any of subdivisions (a) to (r), inclusive:
(a) (1) Caused, attempted to cause, or threatened to cause physical injury to another person.
   (2) Willfully used force or violence upon the person of another, except in self-defense.
(b) Possessed, sold, or otherwise furnished a firearm, knife, explosive, or other dangerous object, unless, in the case of possession of an object of this type, the pupil had obtained written permission to possess the item from a certificated school employee, which is concurred in by the principal or the designee of the principal.
(c) Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of, a controlled substance listed in HSC Chapter 2 Section 11053 Division 10, an alcoholic beverage, or an intoxicant of any kind.
(d) Unlawfully offered, arranged, or negotiated to sell a controlled substance listed in HSC Chapter 2 Section 11053 Division 10, an alcoholic beverage, or an intoxicant of any kind, and either sold, delivered, or otherwise furnished to a person another liquid, substance, or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant.
(e) Committed or attempted to commit robbery or extortion.
(f) Caused or attempted to cause damage to school property or private property.
(g) Stole or attempted to steal school property or private property.
(h) Possessed or used tobacco, or products containing tobacco or nicotine products, including, but not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel. However, this section does not prohibit the use or possession by a pupil of his or her own prescription products.
(i) Committed an obscene act or engaged in habitual profanity or vulgarity.
(j) Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell drug paraphernalia, as defined in HSC 11014.5.
(k) (1) Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties.
   (2) Except as provided in HSC 48910, a pupil enrolled in kindergarten or any of grades 1 to 3, inclusive, shall not be suspended for any of the acts enumerated in this subdivision, and this subdivision shall not constitute grounds for a pupil enrolled in kindergarten or any of grades 1 to 12, inclusive, to be recommended for expulsion. This paragraph shall become inoperative on July 1, 2018, unless a later enacted statute that becomes operative before July 1, 2018, deletes or extends that date.
(l) Knowingly received stolen school property or private property.
(m) Possessed an imitation firearm. As used in this section, “imitation firearm” means a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.
(n) Committed or attempted to commit a sexual assault as defined in PC 261, 266c, 286, 288, 288a, or 289 or committed a sexual battery as defined in PC 243.4.
(o) Harassed, threatened, or intimidated a pupil who is a complaining witness or a witness in a school disciplinary proceeding for purposes of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both.
(p) Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
(q) Engaged in, or attempted to engage in, hazing. For purposes of this subdivision, “hazing” means a method of initiation or preinitiation into a pupil organization or body, whether or not the organization or body is officially recognized by an educational institution that is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to a former, current, or prospective pupil. For purposes of this subdivision, “hazing” does not include athletic events or school-sanctioned events.
(r) Engaged in an act of bullying. For purposes of this subdivision, the following terms have the following meanings:
   (1) “Bullying” means any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, and including one or more acts committed by a pupil or group of pupils as defined in EC 48900.2, 48900.3, or 48900.4, directed toward one or more pupils that has or can be reasonably predicted to have the effect of one or more of the following:
      (A) Placing a reasonable pupil or pupils in fear of harm to that pupil’s or those pupils’ person or property.
      (B) Causing a reasonable pupil to experience a substantially detrimental effect on his or her physical or mental health.
      (C) Causing a reasonable pupil to experience substantial interference with his or her academic performance.
      (D) Causing a reasonable pupil to experience substantial interference with his or her ability to participate in or benefit from the services, activities, or privileges provided by a school.
   (2) (A) “Electronic act” means the creation or transmission originated on or off the school site, by means of an electronic device, including, but not limited to, a telephone, wireless telephone, or other wireless communication device, computer, or pager, of a communication, including, but not limited to, any of the following:
      (i) A message, text, sound, video, or image.
      (ii) A post on a social network Internet website, including, but not limited to:
         (I) Posting to or creating a burn page. “Burn page” means an Internet website created for the purpose of having one or more of the effects listed in paragraph (1).
         (II) Creating a credible impersonation of another actual pupil for the purpose of having one or more of the effects listed in paragraph (1). “Credible impersonation” means to knowingly and without consent impersonate a pupil for the purpose of bullying the pupil and such that another pupil would reasonably believe, or has reasonably believed, that the pupil was or is the pupil who was impersonated.
         (III) Creating a false profile for the purpose of having one or more of the effects listed in paragraph (1). “False profile” means a profile of a fictitious pupil or a profile using the likeness or attributes of an actual pupil other than the pupil who created the false profile.
      (iii) An act of cyber sexual bullying.
         (I) For purposes of this clause, cyber sexual bullying means the dissemination of, or the solicitation or incitement to disseminate, a photograph or other visual recording by a pupil to another pupil or to school personnel by means of an electronic act that has or can be reasonably predicted to have one or more of the effects described in subparagraphs (A) to (D), inclusive, of paragraph (1). A photograph or other visual recording, as described above, shall include the depiction of a nude, semi-nude, or sexually explicit photograph or other visual recording of a minor where the minor is identifiable from the photograph, visual recording, or other electronic act.
         (II) For purposes of this clause, cyber sexual bullying does not include a depiction, portrayal, or image that has any serious literary, artistic, educational, political, or scientific value or that involves athletic events or school-sanctioned activities.
            • Notwithstanding paragraph (1) and subparagraph (A), an electronic act shall not constitute pervasive conduct solely on the basis that it has been transmitted on the Internet or is currently posted on the Internet.
         (III) “Reasonable pupil” means a pupil, including, but not limited to, an exceptional needs pupil, who exercises average care, skill, and judgment in conduct for a person of his or her age, or for a person of his or her age with his or her exceptional needs.
   (s) A pupil shall not be suspended or expelled for any of the acts enumerated in this section unless the act is related to a school activity or school attendance occurring within a school under the jurisdiction of the superintendent of the school district or principal or occurring within any other school district. A pupil may be suspended or expelled for acts that are enumerated in this section and related to a school activity or school attendance that occur at any time, including, but not limited to, any of the following:
      (1) While on school grounds.
(2) While going to or coming from school.
(3) During the lunch period whether on or off the campus.
(4) During, or while going to or coming from, a school-sponsored activity.

(t) A pupil who aids or abets, as defined in PC 31, the infliction or attempted infliction of physical injury to another person may be subject to suspension, but not expulsion, pursuant to this section, except that a pupil who has been adjudged by a juvenile court to have committed, as an aider and abettor, a crime of physical violence in which the victim suffered great bodily injury or serious bodily injury shall be subject to discipline pursuant to subdivision (a).

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

(v) For a pupil subject to discipline under this section, a superintendent of the school district or principal may use his or her discretion to provide alternatives to suspension or expulsion that are age appropriate and designed to address and correct the pupil’s specific misbehavior as specified in EC 48900.5.

(w) It is the intent of the Legislature that alternatives to suspension or expulsion be imposed against a pupil who is truant, tardy, or otherwise absent from school activities.

EC 48900.2 – Sexual Harassment
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.

EC 48900.3 – Hate Violence
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.

EC 48900.4 – Harassment, Threats or Intimidation
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.

EC 48900.5 – Limitations on Imposing Suspension
Suspension, including supervised suspension as described in Section 48911.1, shall be imposed only when other means of correction fail to bring about proper conduct. A school district may document the other means of correction used and place that documentation in the pupil’s record, which may be accessed pursuant to Section 49069. However, a pupil, including an individual with exceptional needs, as defined in Section 56026, may be suspended, subject to Section 1415 of Title 20 of the United States Code, for any of the reasons enumerated in Section 48900 upon a first offense, if the principal or superintendent of schools determines that the pupil violated subdivision (a), (b), (c), (d), or (e) of Section 48900 or that the pupil's presence causes a danger to persons.

EC 48900.7 – Terroristic Threats
(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 $1,000.00, 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.
EC 48915 – Circumstances for Recommending Expulsion

(a) Except as provided in subdivisions (c) and (e), the principal or the superintendent of schools shall recommend the expulsion of a pupil for any of the following acts committed at school or at a school activity off school grounds, unless the principal or superintendent determines that expulsion should not be recommended under the circumstances or that an alternative means of correction would address the conduct:

(A) Causing serious physical injury to another person, except in self-defense.

(B) Possession of any knife or other dangerous object of no reasonable use to the pupil.

(C) Unlawful possession of any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, except for either of the following:

(i) The first offense for the possession of not more than one avoirdupois ounce of marijuana, other than concentrated cannabis.

(ii) The possession of over-the-counter medication for use by the pupil for medical purposes or medication prescribed for the pupil by a physician.

(D) Robbery or extortion.

(E) Assault or battery, as defined in Sections 240 and 242 of the Penal Code, upon any school employee.

(2) If the principal or the superintendent of schools makes a determination as described in paragraph (1), he or she is encouraged to do so as quickly as possible to ensure that the pupil does not lose instructional time.

(b) Upon recommendation by the principal, superintendent of schools, or by a hearing officer or administrative panel appointed pursuant to subdivision (d) of Section 48918, the governing board may order a pupil expelled upon finding that the pupil committed an act listed in paragraph (1) of subdivision (a) or in subdivision (a), (b), (c), (d), or (e) of Section 48900. A decision to expel shall be based on a finding of one or both of the following:

(1) Other means of correction are not feasible or have repeatedly failed to bring about proper conduct.

(2) Due to the nature of the act, the presence of the pupil causes a continuing danger to the physical safety of the pupil or others.

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

(1) Possessing, selling, or otherwise furnishing a firearm. This subdivision does not apply to an act of possessing a firearm if the pupil had obtained prior written permission to possess the firearm from a certificated school employee, which is concurred in by the principal or the designee of the principal. This subdivision applies to an act of possessing a firearm only if possessing an imitation firearm, as defined in subdivision (m) of Section 48900, is not an offense for which suspension or expulsion is mandatory pursuant to this subdivision and subdivision (d), but it is an offense for which suspension, or expulsion pursuant to subdivision (e), may be imposed.

(2) Brandishing a knife at another person.

(3) Unlawfully selling a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code.

(4) Committing or attempting to commit a sexual assault as defined in subdivision (n) of Section 48900 or committing a sexual battery as defined in subdivision (n) of Section 48900.

(5) Possession of an explosive.

(d) The governing board shall order a pupil expelled upon finding that the pupil committed an act listed in subdivision (c), and shall refer that pupil to a program of study that meets all of the following conditions:

(1) Is appropriately prepared to accommodate pupils who exhibit discipline problems.

(2) Is not provided at a comprehensive middle, junior, or senior high school, or at any elementary school.

(3) Is not housed at the school site attended by the pupil at the time of suspension.

(e) Upon recommendation by the principal, superintendent of schools, or by a hearing officer or administrative panel appointed pursuant to subdivision (d) of Section 48918, the governing board may order a pupil expelled upon finding that the pupil, at school or at a school activity off of school grounds violated subdivision (f), (g), (h), (i), (j), (k), (l), or (m) of Section 48900, or Section 48900.2, 48900.3, or 48900.4, and either of the following:

(1) That other means of correction are not feasible or have repeatedly failed to bring about proper conduct.

(2) That due to the nature of the violation, the presence of the pupil causes a continuing danger to the physical safety of the pupil or others.

(f) The governing board shall refer a pupil who has been expelled pursuant to subdivision (b) or (e) to a program of study which meets all of the conditions specified in subdivision (d). Notwithstanding this subdivision, with respect to a pupil expelled pursuant to subdivision (e), if the county superintendent of schools certifies that an alternative program of study is not available at a site away from a comprehensive middle, junior, or senior high school, or an elementary school, and that the only option for placement is at another comprehensive middle, junior, or senior high school, or another elementary school, the pupil may be referred to a program of study that is provided at a comprehensive middle, junior, or senior high school, or at an elementary school.

(g) As used in this section, "knife" means any dirk, dagger, or other weapon with a fixed, sharpened blade fitted primarily for stabbing, a weapon with a blade fitted primarily for stabbing, a weapon with a blade longer than 3½ inches, a folding knife with a blade that locks into place, or a razor with an unguarded blade.
(h) As used in this section, the term "explosive" means "destructive device" as described in Section 921 of Title 18 of the United States Code.

**TITLE 1 (20 USC 6311, 34 CFR 200.61)**
Requires a school district, at the beginning of each school year, to notify the parents or guardians of each student attending any school receiving Title I funds that they may request, and the school district will provide on request (and in a timely manner), information regarding the professional qualifications of the student’s classroom teachers, including, at a minimum, 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 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.

In addition to the information that parents or guardians may request, a school that receives Title I funds shall provide to each individual parent or guardian information on the level of achievement of the parents or guardians child in each of the state academic assessments as required under this part; and timely notice that the parents or guardians child has been assigned, or has been taught for four or more consecutive weeks, by a teacher who is not highly qualified. The notice and information provided to parents or guardians under this paragraph shall be in an understandable and uniform format and, to the extent practicable, provided in a language that the parents or guardians can understand.

**TOBACCO-FREE CAMPUS (HSC 104420, 104495 & 104559)**
Requires all school districts and county offices of education that receive Tobacco Use Prevention (TUPE) funding to adopt and enforce a tobacco-free campus policy no later than July of each fiscal year. The policy shall prohibit the use of tobacco products, "Tobacco products" include, but are not limited to, smokeless tobacco, snuff, chew, clove cigarettes, and other nicotine delivery devices, such as electronic cigarettes.

HSC 104495 prohibits smoking a cigarette, cigar, or other tobacco-related product and disposal of cigarette butts, cigar butts, or any other tobacco-related waste within 25 feet of any playground or tot lot sandbox area. Any person who violates this section is guilty of an infraction and shall be punished by a fine of $250.00 for each violation of this section. The prohibitions do not apply to private property or a public sidewalk located within 25 feet of a playground or a tot lot sandbox area.

**UNIFORM COMPLAINT POLICY AND PROCEDURE (5 CCR 4622, EC 234.1, 32289, 49013)**
- The Uniform Complaint Procedures apply to the filing, investigation and resolution of complaints regarding alleged: (1) failure to comply with federal or state law or regulations governing adult education, consolidated categorical aid programs, migrant education, vocational education, child care and developmental programs, child nutrition programs and special education programs; (2) unlawful discrimination against any protected group as identified under EC 200 and 220 and Government Code 11135, including actual or perceived sex, sexual orientation, gender, ethnic group identification, race, ancestry, national origin, religion, color, or mental or physical disability, or age, or on the basis of a person's association with a person or group with one or more of these actual or perceived characteristics, lactation accommodations, homeless, foster youth, juvenile court student, physical education minutes, or non-instructional courses, in any program or activity conducted by a local agency, which is funded directly by, or that receives or benefits from any state financial assistance; (3) failure to comply with school safety planning requirements as specified in USC Title 20 Section 7114 of the United States Code; (4) unlawful discrimination, harassment, intimidation, and bullying based on actual or perceived characteristics set forth in PC 422.55 and EC 220, and disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or association with a person or group with one or more of these actual or perceived characteristics; (5) unlawful imposition of pupil fees for participation in educational activities in public schools; and (6) failure to comply with the requirements established through the Local Control Funding Formula related to the Local Control and Accountability Plan as described in EC 52060 through 52076 or sections 47606.5 and 47607.3.
- A complaint must be filed no later than six months from the date the complainant first obtains knowledge of the concern. These uniform procedures require the complainant to submit a written complaint to the Assistant Superintendent, Dr. Kern Oduro, who will coordinate an investigation and response within 60 days of receipt of the written complaint, unless the complainant agrees in writing to extend the time line. If the District finds merit in a complaint, the District shall provide a remedy to all affected pupils and parents or guardians.

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• A complainant may appeal the school district’s decision to the CDE by filing a written appeal within 15 days after receiving the school district’s decision. The CDE may directly intervene in the complaint without waiting for action by the school district when one of the conditions listed in CCR Title 5 Section exists, including cases in which the District has not taken action within 60 days of the date the complaint was filed with the District. If a District is found to have violated a state or federal law and/or regulation, and the District does not take corrective action to comply, then various civil remedies may be available. Please contact the CDE for additional information or assistance.

For more information, go to the California Department of Education website at www.cde.ca.gov/re/cp/uc/.

VICTIM OF A VIOLENT CRIME (20 USC 7912)
A student who becomes a victim of a violent criminal offense while in or on the grounds of a school that the student attends, has the right to transfer to another school within the school district. The District has 14 calendar days to offer students the option to transfer. For more information, please contact the Assistant Superintendent, Dr. Kern Oduro, at (909) 988-8511 x2660.

WALKING OR RIDING A BIKE TO SCHOOL (VC 21212)
No person under 18 years of age may operate a bicycle, non-motorized scooter, skateboard, or wear in-line or roller skates, nor ride as a passenger upon a bicycle, non-motorized scooter, or skateboard upon a street, bikeway, or any other public bicycle path or trail unless that person is wearing a properly fitted and fastened bicycle helmet that meets specified standards.

WILLIAMS COMPLAINT POLICY AND PROCEDURES (EC 35186)
Every school must provide sufficient textbooks and instructional materials. Every student, including English learners, must have textbooks or instructional materials, or both, to use at home or after school. School facilities must be clean, safe, and maintained in good repair. There should be no teacher vacancies or miss-assignments. If a school is found to have deficiencies in these areas, and the school does not take corrective action, then a complaint form may be obtained from the Personnel office. Parents or guardians, students, teachers, or any member of the public may submit a complaint regarding these issues. However, it is highly encouraged that individuals express their concerns to the school principal before completing the complaint forms to allow the school to respond to these concerns.

PROBLEM BEHAVIOR TERMS/DEFINITIONS
• Aiding or Abetting: in the infliction or attempted infliction of physical injury to another person.
• Alcohol/Substances Represented to be Alcohol: use, possession, or sale of alcoholic beverages or substances represented to be alcohol.
• Arson: intentional burning of property belonging to others.
• Automobile/Licensed and Unlicensed Vehicles: inappropriate use of an automobile on school property.
• Battery: willful and unlawful use of force or violence upon the person of another.
• Bullying: engaged in an act of bullying, including but not limited to, bullying by means of an electronic act.
• Chemical Substances/Sprays: possession or use of any chemical product, including mace, pepper spray or similar type substances.
• Controlled Substances/Substances Represented to be Controlled Substances: use (including inhalation), possession, sale or distribution of drugs, narcotics, or other controlled substances or substances represented to be a controlled substance.
• Defiance of School Personnel's Authority: refusal to comply with requests of school personnel.
• Destruction/Defacement of Property - Vandalism: defacing, destroying or mutilating objects or materials belonging to the school, school personnel, or other persons. May include graffiti/tagging/tagging paraphernalia.
• Disorderly Conduct, Profanity, and Obscene Behavior: conduct and/or behavior which is disruptive to the orderly educational procedure of the school, including committing an obscene act, or engaging in habitual profanity or vulgarity.
• Explosive Devices: possession, use, or sale of explosive devices, i.e. fireworks, etc.
• Extortion: Solicitation of money or something of value from another person in return for protection or in connection with a threat to inflict harm.
• Fighting (Unlawful): engaging in or threatening physical contact for the purpose of inflicting harm on another person.
• Firearm: Possessing, selling or furnishing a firearm.
• Gambling/Paraphernalia: participating in games of chance for the purpose of exchanging money and/or other valuables.
• Habitual Disregard for School Rules (Defiance): repeated occurrences in which parent or guardian notified of not following school rules, regardless of efforts to correct such behavior.
• Hazing: any method of initiation which tends to injure, degrade, or disgrace another student.
• Hate Violence: participating in an act of hate violence, as defined in of EC 33032.5 subdivision (e).
• Intimidating/Hostile Environment: engaging in harassment, threats, or intimidation, directed against a student or group of students having the effect of disrupting classwork, creating substantial disorder, invading the rights of that student or group of students by creating an intimidating or hostile educational environment.
• Paraphernalia: any object that is used in a drug related manner.
• **Physical Assault:** physical attack of one person, or of a group of persons, upon another person, who does not wish to engage in the conflict and who has not provoked the attack.

• **Prescription Drug:** a drug that can be obtained only by means of a physician’s prescription.

• **Scholastic Dishonesty:** includes, but is not limited to, cheating on a test, plagiarism and collusion.

• **Sexual Assault:** committing or attempting to commit sexual assault and/or battery as defined in EC 48900 subdivision (n).

• **Sexual Harassment:** unwelcome sexual advances, requests for sexual favors, and other verbal, visual or physical conduct of a sexual nature.

• **Tardiness:** arriving late to class.

• **Terroristic Threats:** threatening to commit a crime which will result in death, great bodily injury to another person, or property damage in excess of $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.

• **Theft:** taking school or private property that doesn't belong to the student.

• **Threatening/Harassment:** expressing an intention to hurt, destroy, punish, or intimidate.

• **Tobacco/Vaping:** possession or use of tobacco, tobacco products, vaping, or vaping products on any school campus or at any school function is prohibited.

• **Truancy:** absence from school, or a class, which has not been excused by the parent or guardian or approved by the school or leaving school without prior permission.

• **Vaping:** see Tobacco/Vaping

• **Weapons:** possession, sale or furnishing any firearm, knife, explosive, bat or club, brass knuckles, screwdriver or ice pick, metal pipe, chain, syringe or needle, laser pen or pointer, electronic device, or other dangerous object which is represented to inflict bodily injury to another person.
Chaffey Joint Union High School District
211 W. 5th Street, Ontario, CA 91762 • (909) 988-8511 • www.cjuhsd.net

2019-2020 STUDENT-PARENT HANDBOOK
ACKNOWLEDGEMENT OF RECEIPT AND REVIEW

Please complete and return this form to the Assistant Principal of Discipline at your student’s school. Forms are also available online at www.cjuhsd.net or at the school sites.

PLEASE PRINT

Student Name: ___________________________ Date of Birth: ________________
Address: ________________________________ School: ____________________
City: __________________ Zip Code: ___________ Grade: __________________
Telephone #: ___________________________

Pursuant to Education Code 48982, the parent or guardian shall sign this notice and return it to the school. Signature on this notice is an acknowledgment by the parent or guardian that he/she has been informed of his or her rights but does not necessarily indicate that consent to participate in any particular program or activity which has been given or withheld. My signature below acknowledges I have read and understand the following information provided by the Chaffey Joint Union High School District:

- Annual Required Notifications
- Directory Information Release Form
- Cal Grant Program Option for Grade 12 Students
- Annual Pesticide and/or Herbicide Notification
- Parental Options
- Concussion Information Sheet
- Sudden Cardiac Arrest Information Sheet
- Homeless Education Notice
- Dress Code Standards
- Sexual Harassment Policy
- Electronic Communication Device Policy
- Electronic Network Use Regulations
- Safe School Statement

I hereby attest, under penalty of perjury, that I am a resident of the Chaffey Joint Union High School District, as previously verified, or attend under an approved Inter-District Attendance Agreement.

_________________________________________ Date
Signature of Parent or Guardian (if student is under 18)

_________________________________________ Date
Signature of Student (if student is 18 or older)
Chaffey Joint Union High School District

2019-2020 DIRECTORY INFORMATION RELEASE FORM
(Applicable only for the current school year)

PLEASE PRINT

Student Name _____________________________________________ Date of Birth ___________________
Address __________________________________________________ School ________________________
City _____________________________   Zip Code _______________
Telephone # _______________________________________________

The primary purpose of directory information is to allow the Chaffey Joint Union High School District to include information from your child's education records in certain school publications. Directory information includes names, addresses, telephone listings, and information that is generally not considered harmful or an invasion of privacy if released.

The Family Educational Rights and Privacy Act (FERPA) and Education Code 49073 permits the Chaffey Joint Union High School District to disclose appropriately designated “directory information” without written consent, unless you have advised the District that you do not want your student's directory information disclosed without your prior written consent.

STUDENT DIRECTORY INFORMATION

☐ I do NOT wish to have any directory information released to any individual or organization.
☐ I do NOT wish to release the name, address and telephone number of the student named above to the agency or agencies I check below:
  ☐ PTA (if applicable)
  ☐ Health Department
  ☐ Elected Officials
  ☐ United States Armed Forces (for 11th or 12th grade students only)
  ☐ Universities or Other Institutions of Higher Education (for 11th and 12th grade students only)

From time to time, the news media may come on to District property and may have access to students for interviews without notice. Every effort will be made to send out notifications to parents or guardians if the District knows or has reason to believe that the media may be on campus for a specific event. A parent or guardian may instruct his or her student not to communicate with news media representatives.

Please return this form to the Assistant Principal of Instruction at your student’s school

_____________________________________________________________     ____________________________
Signature of Parent or Guardian (if student is under 18)                                                                          Date

_____________________________________________________________     ____________________________
Signature of Student (if student is 18 or older)                                                                          Date
A Cal Grant is money for college that does not have to be paid back. To qualify, a student must meet the eligibility and financial requirements as well as any minimum grade point average (GPA) requirements. Cal Grants can be used at any University of California, California State, University or California Community College. Some independent and career colleges or technical schools in California may also take Cal Grants.

In order to assist students applying for financial aid, all students in grade 12 are automatically considered a Cal Grant applicant and each grade 12 student’s GPA will be submitted to the California Student Aid Commission (CASC) electronically by a school or school district official. All grade 12 students’ GPA will be sent to CASC on October 1 of the student's senior year.

Please indicate below whether or not you would like the school to electronically send CASC the student’s GPA. Until a student turns 18 years of age, only the parent or legal guardian may opt-out the student. Once a student turns 18 years of age, only the student may opt himself/herself out, and can opt-in if the parent or legal guardian had previously decided to opt-out the student.

You may submit this form as early as October 1 of your 12th grade year.

☐ I do NOT want my/my student’s GPA sent to CASC

☐ I GRANT consent for my/my student’s GPA sent to CASC

Signature of Parent or Legal Guardian (if student is under 18) ___________________________ Date ___________________________

Signature of Student (if student is 18 or older) ___________________________ Date ___________________________
Dear Parent or Guardian:

Structural and landscape pests can pose significant health and other problems to people as well as affect the property and the environment. Pesticides can also pose risks to people, property and the environment.

In 1997, the Chaffey Joint Union High School District implemented a pest control program providing the least toxic approach to controlling pests using mechanical, physical, non-chemical, self-contained baits, traps and gels or paste deployed as a crack and crevice treatment applied by a licensed pest control applicator. To control undesired vegetation, herbicides are limited to specific areas and applied by trained District employees.

On occasion, should pests become a health and/or structural threat, it may become necessary to control using a liquid pesticide/herbicide product. Once all other methods as mentioned above have been exhausted, the following least toxic pesticide/herbicide product(s) may be administered.

Per AB 2260, the following is a list of all pesticides that may be utilized at school sites by the Chaffey Joint Union High School District:

<table>
<thead>
<tr>
<th>PRODUCT</th>
<th>ACTIVE INGREDIENT</th>
<th>TARGET PEST</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chipco</td>
<td>Iprodine</td>
<td>Vegetation</td>
</tr>
<tr>
<td>RoundUp Pro Herbicide</td>
<td>Glyphosate</td>
<td>Vegetation</td>
</tr>
<tr>
<td>Fusillade DX</td>
<td>Fluazifop-P-Butyl</td>
<td>Vegetation</td>
</tr>
<tr>
<td>Speed Zone</td>
<td>Carfentrazone-ethyl</td>
<td>Vegetation</td>
</tr>
<tr>
<td>Dimension 270G</td>
<td>Dithiopyr</td>
<td>Vegetation</td>
</tr>
<tr>
<td>Dimension Ultra WSP</td>
<td>Dithiopyr</td>
<td>Vegetation</td>
</tr>
<tr>
<td>Sedgehammer Plus</td>
<td>Halosulfuron-methyl</td>
<td>Vegetation</td>
</tr>
<tr>
<td>Advion Fire Ant Bait</td>
<td>Indoxacarb</td>
<td>Insects</td>
</tr>
<tr>
<td>Genrol IGR</td>
<td>Hydroprene</td>
<td>Insects</td>
</tr>
<tr>
<td>Wisdom TC/Granules</td>
<td>Bifenthrin</td>
<td>Insects</td>
</tr>
<tr>
<td>Phantom</td>
<td>Chlorfenapyr</td>
<td>Insects</td>
</tr>
<tr>
<td>Termidor/Taurus</td>
<td>Fipronil</td>
<td>Insects</td>
</tr>
<tr>
<td>Tengard</td>
<td>Permethrin</td>
<td>Insects</td>
</tr>
<tr>
<td>Temprid</td>
<td>Imidacloprid</td>
<td>Insects</td>
</tr>
<tr>
<td>Essentria IC3</td>
<td>All-Natural</td>
<td>Insects</td>
</tr>
<tr>
<td>Suspend</td>
<td>Deltamethrin</td>
<td>Insects</td>
</tr>
<tr>
<td>Tempo SC/WP</td>
<td>Cyfluthrin</td>
<td>Insects</td>
</tr>
<tr>
<td>Wasp Freeze</td>
<td>D-trans allethrin</td>
<td>Insects</td>
</tr>
<tr>
<td>Delta Dust</td>
<td>Deltamethrin</td>
<td>Insects</td>
</tr>
<tr>
<td>Precur 2000</td>
<td>Methoprene</td>
<td>Insects</td>
</tr>
<tr>
<td>Avitrol Mixed Grains</td>
<td>Amino Pyridine</td>
<td>Insects</td>
</tr>
<tr>
<td>Precur IGR</td>
<td>Methoprene</td>
<td>Insects</td>
</tr>
<tr>
<td>BP 100/300</td>
<td>Pyrethrins</td>
<td>Insects</td>
</tr>
<tr>
<td>Maxforce Roach &amp; Ant bait</td>
<td>Fipronil</td>
<td>Insects</td>
</tr>
<tr>
<td>Alpine WSG</td>
<td>Dinofuran</td>
<td>Insects</td>
</tr>
<tr>
<td>Cyanarox Fly Bait</td>
<td>Cyrantraniliprole</td>
<td>Insects/Flies</td>
</tr>
<tr>
<td>Maxforce Fly Bait</td>
<td>Imidacloprid</td>
<td>Insects/Flies</td>
</tr>
<tr>
<td>Premise Foam</td>
<td>Imidacloprid</td>
<td>Termites</td>
</tr>
<tr>
<td>Bora-Care</td>
<td>Disodium octoborate tetrahydride</td>
<td>Termites</td>
</tr>
<tr>
<td>Talstar-Termiticide</td>
<td>Bifenthrin</td>
<td>Termites</td>
</tr>
<tr>
<td>Tim-bor</td>
<td>Disodium Octoborate Tetrahydride</td>
<td>Termites</td>
</tr>
<tr>
<td>Fumitoxin</td>
<td>Aluminum Phosphate</td>
<td>Rodents</td>
</tr>
<tr>
<td>Omega Bait</td>
<td>Strychnine 0.5%</td>
<td>Rodents</td>
</tr>
<tr>
<td>Ditrac Blox</td>
<td>Dilpacinone</td>
<td>Rodents</td>
</tr>
<tr>
<td>PCQ Pelleted Bait</td>
<td>Diphenlacetyl</td>
<td>Rodents</td>
</tr>
<tr>
<td>Contrac Blox</td>
<td>Bromadiolone</td>
<td>Rodents</td>
</tr>
<tr>
<td>DSV Disinfectant</td>
<td>Octyl Decyl Dimethyl ammonium chloride</td>
<td>Disinfectant</td>
</tr>
</tbody>
</table>

Additional information can be found on the California Department of Pesticide Regulation website at [www.cdpr.ca.gov](http://www.cdpr.ca.gov)

Certain individuals may have conditions that may be aggravated by the use of these pesticide/herbicide products. As a result, the District has established a registry for those students who have medical conditions requiring notification prior to the application of these pesticide products. The list is maintained as confidential and will be utilized only for parental notification purposes.

If you would like to be pre-notified every time a pesticide and/or herbicide application is to take place at the school, please complete and return the "2019-2020 Annual Pesticide and/or Herbicide Notification Request" form. For further information, please contact Risk Management at (909) 988-8511 x2670.

(CONTINUED ON NEXT PAGE)
Chaffey Joint Union High School District

2019-2020 ANNUAL PESTICIDE AND/OR HERBICIDE NOTIFICATION
(Applicable Only for the Current School Year)

**DO NOT COMPLETE THIS FORM UNLESS YOUR CHILD IS SENSITIVE TO PRESTICIDES AND/OR HERBICIDES!!**

Parents or Legal Guardians can register with the District to receive notification of individual pesticide applications. Persons who register for this notification shall be notified at least 24 hours prior to the application, except in emergencies, and will be provided the name and active ingredient(s) of the pesticide as well as the intended date of application.

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

**PLEASE PRINT CLEARLY**

School: ___________________________ Year of Graduation: _________________

Student Name: ________________________________________________________________

Street Address: _______________________________________________________________

City: ___________________________ Zip Code: _______________________

Daytime Phone Number: (_________) ________________________________

☐ I would like to be pre-notified every time a pesticide and/or herbicide application is to take place at the school.
I understand that the notification will be provided at least 72 hours before the application.

____________________________  ____________________________
Signature of Parent or Guardian (if student is under 18) Date

____________________________
Printed name of Parent or Guardian

____________________________  ____________________________
Signature of Student (if student is 18 or older) Date

**RETURN FORM TO:**

Chaffey Joint Union High School District
Attn: Risk Management
211 W. 5th Street
Ontario, CA 91762
**PHYSICAL EXAMINATION**

Chaffey Joint Union High School District may require physical examinations of students enrolled in District programs or activities. Any physical examination required by the District shall be kept confidential. A parent or legal guardian having control or charge of any child enrolled in public schools may file annually with the principal of the school in which s/he is enrolled a statement in writing, signed by the parent or legal guardian, stating that s/he will not consent to a physical examination of the child.

- I **DO NOT** want my child to undergo a physical examination for District programs or activities.
- I **GRANT** consent for my child to undergo a physical examination for District programs or activities.

**SEXUAL HEALTH AND HIV/AIDS PREVENTION EDUCATION**

*(CALIFORNIA HEALTHY YOUTH EDUCATION ACT)*

Students enrolled in District programs or activities may receive instruction in health education, which may include sexually transmitted disease prevention and alcohol/drug abuse prevention. Parents or Legal Guardians may submit a written request to excuse their child from participation in any class involving integrated, comprehensive, accurate, and unbiased sexual health and HIV/AIDS prevention instruction, or from participation in any anonymous, voluntary, and confidential test, questionnaire, or survey on pupil health behaviors and risks.

I would like my child **EXCUSED from:**
- Participation in any class involving comprehensive sexual education or HIV/AIDS prevention education.
- Participation in any anonymous, voluntary, and confidential test, questionnaire, or survey on student health behaviors and risks.

My child **MAY:**
- Participate in any class involving comprehensive sexual education or HIV/AIDS prevention education.
- Participate in any anonymous, voluntary, and confidential test, questionnaire, or survey on pupil health behaviors and risks.

*(continued on next page)*

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RIGHT TO REFRAIN FROM HARMFUL OR DESTRUCTIVE USE OF ANIMALS

Pursuant to Education Code 32255 et seq., any student with a moral objection to dissecting or otherwise harming or destroying animals, or any parts thereof, shall notify his or her teacher regarding this objection. The student must obtain a note from his or her parent or guardian requesting exemption from participation in an education project involving the harmful or destructive use of animals.

☐ I would like my child EXCUSED from participation in an education project involving the harmful or destructive use of animals.

☐ My child MAY participate in an education project involving the harmful or destructive use of animals.

SEXUAL ABUSE AND SEXUAL ASSAULT AWARENESS AND PREVENTION

School districts, county offices of education and charter schools may provide age-appropriate instruction for students in kindergarten through grade 12, in sexual abuse and sexual assault awareness and prevention. Parents or legal guardians may submit a written request to excuse their child from participation in any class involving sexual abuse and sexual assault awareness and prevention.

☐ I would like my child EXCUSED from participation in any class involving sexual abuse and sexual assault awareness and prevention.

☐ My child MAY participate in any class involving sexual abuse and sexual assault awareness and prevention.

SEXUAL ABUSE AND SEX TRAFFICKING PREVENTION

School districts may provide sexual abuse and sex trafficking prevention education which includes instruction on the frequency and nature of sexual abuse and sex trafficking, strategies to reduce their risk, techniques to set healthy boundaries, and how to safely report an incident. Parents or guardians may submit a written request to excuse their child from participation in any class involving sexual abuse and sex trafficking prevention education, and assessments related to that education.

☐ I would like my child EXCUSED from participation in any class involving sexual abuse and sex trafficking prevention education, and assessments related to that education.

☐ My child MAY participate in any class involving sexual abuse and sex trafficking prevention education, and assessments related to that education.

PLEASE COMPLETE AND RETURN TO YOUR SCHOOL

_______________________________________________________________ ______________________________
Signature of Parent or Legal Guardian (if student is under 18)   Date

_______________________________________________________________ ______________________________
Signature of Student (if student is 18 or older)    Date
A concussion is a type of brain injury, and all brain injuries are serious. A concussion can be caused by a bump, blow, or jolt to the head, or by a blow to another part of the body with force transmitted to the head. It can range from mild to severe and can disrupt the way the brain normally works. Even though most concussions are mild, all concussions are potentially serious and may result in complications including prolonged brain damage and death if not recognized and managed properly. In other words, even a “ding” or a bump on the head can be serious. You can’t see a concussion and most sports concussions occur without loss of consciousness.

**WHAT ARE THE SIGNS AND SYMPTOMS OF A CONCUSSION?** Signs and symptoms of concussion may show up right after the injury or may not appear or be noticed until days or weeks after the injury. If your child reports any symptoms of concussion listed below, or if you notice the symptoms or signs of concussion yourself, your child should be kept out of play the day of the injury and until a health care professional, experienced in evaluating for concussion, determines that your child is symptom-free and able to return to play.

<table>
<thead>
<tr>
<th>Signs observed by coaching staff…</th>
<th>Symptoms reported by athletes…</th>
</tr>
</thead>
<tbody>
<tr>
<td>Appears dazed or stunned</td>
<td>Headache or “pressure” in head</td>
</tr>
<tr>
<td>Is confused about assignment or position</td>
<td>Nausea or vomiting</td>
</tr>
<tr>
<td>Forgets an instruction</td>
<td>Balance problems or dizziness</td>
</tr>
<tr>
<td>Is unsure of game, score, or opponent</td>
<td>Double or blurry vision</td>
</tr>
<tr>
<td>Moves clumsily</td>
<td>Sensitivity to light</td>
</tr>
<tr>
<td>Answers questions slowly</td>
<td>Sensitivity to noise</td>
</tr>
<tr>
<td>Loses consciousness (even briefly)</td>
<td>Feeling sluggish, hazy, foggy, or groggy</td>
</tr>
<tr>
<td>Shows mood, behavior, or personality changes</td>
<td>Concentration or memory problems</td>
</tr>
<tr>
<td>Can’t recall events before the hit or fall</td>
<td>Confusion</td>
</tr>
<tr>
<td>Can’t recall events after hit or fall</td>
<td>Just not “feeling right” or “feeling down”</td>
</tr>
</tbody>
</table>

Concussions affect people differently. While most athletes with a concussion recover quickly and fully, some will have symptoms that last for days, or even weeks. A more serious concussion can last for months or longer. In rare cases, a dangerous blood clot may form in the brain and crowd the brain against the skull. An athlete should receive immediate medical attention if after a bump, blow, or jolt to the head or body she/he exhibits any of the following danger signs:

| One pupil is larger than the other | Convulsions or seizures |
| Is drowsy or cannot be awakened    | Cannot recognize people or places |
| Weakness, numbness, or decreased coordination | Repeated vomiting or nausea |
| Slurred speech                     | Has unusual behavior |
| A headache that not only does not diminish but gets worse | Becomes increasingly confused, restless, or agitated |
| Loses consciousness               | |

**WHY MUST AN ATHLETE BE REMOVED FROM PLAY AFTER A CONCUSSION?** If an athlete has a concussion, his/her brain needs time to heal. Continuing to play while the brain is still healing leaves the young athlete especially vulnerable to greater injury. There is an increased risk of significant damage from a concussion for a period of time after that concussion occurs, particularly if the athlete suffers another concussion before completely recovering from the first one. This can lead to prolonged recovery, or even to severe brain swelling (second impact syndrome) with devastating and even fatal consequences. It is well known that young athletes will often under-report symptoms of injuries. And concussions are no different. As a result, education of administrators, coaches, parents, and students is the key to student-athletes safety.

*(continued on next page)*
IF YOU THINK YOUR CHILD HAS SUFFERED A CONCUSSION, remove him/her from the game or practice immediately. No athlete may return to activity after an apparent head injury or concussion, regardless of how mild it seems or how quickly symptoms clear, without written medical clearance. Do not try to judge the severity of the injury yourself. Close observation of the athlete should continue for several hours. Rest is the key to helping an athlete recover from a concussion. Exercising or activities that involve a lot of concentration, such as studying, working on the computer, or playing video games, may cause concussion symptoms to reappear or get worse.

Education Code 49475 and the California Interscholastic Federation (CIF) Bylaw 313 require implementation of long and well-established return to play concussion guidelines that help ensure and protect the health of student-athletes:

Any athlete who is suspected of sustaining a concussion or head injury in an athletic activity shall be immediately removed from the athletic activity for the remainder of the day, and shall not be permitted to return to the athletic activity until he/she is evaluated by a licensed health care provider who is trained in the management of concussions and is acting within the scope of his or her practice. The athlete shall not be permitted to return to the athletic activity until he/she receives written clearance to return to the athletic activity from that licensed health care provider. If the licensed health care provider determines the athlete has a concussion or head injury, the athlete shall also complete a graduated return-to-play protocol of no less than 7 days in duration under the supervision of a licensed health care provider.

For more information, visit www.cdc.gov/headsup/youthsports/index.html (Centers for Disease Control and Prevention) or www.cifstate.org/sports-medicine/concussions/student_parents (CIF).

Please sign and return to the Assistant Principal of Instruction at your student’s school

Student-Athlete Printed Name ___________________________ Student-Athlete Signature ___________________________ Date ____________

Parent or Guardian Printed Name ___________________________ Parent or Guardian Signature ___________________________ Date ____________
Chaffey Joint Union High School District

**2019-2020 SUDDEN CARDIAC ARREST INFORMATION SHEET**
*(Applicable Only for the Current School Year)*

Signs and symptoms of sudden cardiac arrest may show up either during or right after athletic activity. Athletic activity includes: Interscholastic athletics, athletic competition other than interscholastic athletics, cheerleading, club-sponsored sports activities, noncompetitive cheer sponsored by a school, practices, interscholastic practices, and scrimmages for public school, charter school, or private school.

If your child reports any symptoms listed below, or if you notice the symptoms or signs yourself, your child should be seen by a physician.

*Warning signs of sudden cardiac arrest include: experiencing fainting or seizures during exercise, unexplained shortness of breath, chest pains, dizziness, racing heart rate, or extreme fatigue. The risks associated with continuing to play or practice are to be evaluated by a physician.*

**California Education Code 33479.5 requires the pupil to be removed until cleared by a physician:**

A pupil who passes out or faints while participating in or immediately following an athletic activity, or who is known to have passed out or fainted while participating in or immediately following an athletic activity, shall be removed from participation at that time by the athletic director, coach, athletic trainer, or authorized person. A pupil who is removed from play shall not be permitted to return to participate in an athletic activity until the pupil is evaluated and cleared to return to participate in writing by a physician and surgeon, or a nurse practitioner or physician assistant practicing in accordance with standardized procedures or protocols developed by the supervising physician and surgeon and the nurse practitioner or physician assistant, as applicable.

Please sign below to indicate that you have read the above information and understand these requirements for athletic participation.

**Please return this form to the Assistant Principal of Instruction at your student’s school**

<table>
<thead>
<tr>
<th>Student-Athlete Name Printed</th>
<th>Student-Athlete Signature</th>
<th>Date</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Parent or Legal Guardian Printed</th>
<th>Parent or Legal Guardian Signature</th>
<th>Date</th>
</tr>
</thead>
</table>

*Note: This does not apply to Physical Education during the regular school day. Coaches are required to complete the sudden cardiac arrest training course and shall retake the training course every two years.*
HOMELESS EDUCATION NOTICE

The McKinney-Vento Homeless Assistance Act for Homeless Children and Youth entitles all homeless school-aged children to the same free and appropriate public education that is provided to non-homeless students. Every school district must appoint a liaison to assist these students.

A homeless student is defined as a person between the ages of birth (Early Head Start and Head Start Programs) and twenty-two (special education students) who lacks a fixed, regular, and adequate nighttime residence and may temporarily:

- Live in an emergency or transitional shelter; abandoned building, parked car, or other facility not designed as a regular sleeping accommodation for human beings;
- Live “doubled-up” with another family, due to loss of housing stemming from financial problems (e.g., loss of job, eviction or natural disaster);
- Live in a hotel or motel;
- Live in a trailer park or campsite with their family;
- Have been abandoned at a hospital;
- Be awaiting foster placement in limited circumstances;
- Reside in a home for school-aged, unwed mothers or mothers-to-be if there are no other available living accommodations; or
- Be abandoned, runaway, or pushed out youth or migrant youth that qualifies as homeless because he/she is living in circumstances described above.

A homeless student has the right to attend either the school of origin, defined as the school that the student was last enrolled or attended when last housed or any school attended in the past fifteen (15) months; or the current school of residence. If a dispute arises over school selection or enrollment, the parent/guardian has the right to dispute the school’s decision by contacting the district’s homeless liaison at (909) 988-8511 x2818 and following the district’s dispute resolution policy.

The law requires the immediate enrollment of homeless students, which is defined as “attending class and participating fully in school activities”. Schools cannot delay or prevent the enrollment of a student due to the lack of school or immunization records or other documentation usually required for enrollment. It is the responsibility of the district homeless liaison to refer parents to all programs and services for which the student is eligible. Referrals may include, but is not limited to: free nutrition, special education services, tutoring, English Language Learners programs, Gifted and Talented Education program, preschool, before and after school services or any other program offered by the school or district. The district shall ensure that transportation is provided, at the request of the parent/guardian/unaccompanied homeless youth, to and from the school of origin, if feasible.

Unaccompanied youth; such as teen parents not living with their parent or guardian or students that have run away or have been pushed out of their homes have access to these same rights.

A homeless student that transfers schools after the second year of high school and is greatly deficient in credits may be able to graduate within four years with reduced state requirements. School districts are required to issue and accept partial credit for courses that have been satisfactorily completed.
The State of California offers community colleges, California State Universities (CSU), and Universities of California (UC) for students who wish to continue their education after high school.

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

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

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

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

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

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

You may meet with a school counselor to choose courses at your school that will meet college admission requirements or enroll in career technical education courses, or both.
Per AB1012 and Education Code 51228 (.1-.3) which took effect in the 2016-2017 school year, no student can be assigned without applicable conditions to a course period without educational content for longer than one week in any given semester or can repeat a course he/she has already satisfactorily completed. A course without educational content is defined as early release from campus or assignment to a “service” period such as Teacher Assistant. A student assigned to Credit Recovery for no credit repeating a course online or a student placed in a course he/she has already taken and satisfactorily passed also applies. No student may be placed in a course to repeat because there are not sufficient curricular offerings.

A student may be assigned under these conditions:
(1) The pupil’s parent or guardian (or the pupil if 18) has given written consent.
(2) A school official has determined the pupil will benefit from the course.
(3) The principal or assistant principal has stated in writing that all the pupils assigned to the specific courses meet the conditions (1) and (2).