



**PASADENA**  
Unified School District

# **2022-2023**

# **Parent Student Handbook**

[pusd.us](http://pusd.us)

**Pasadena Unified School District**  
351 S. Hudson Ave. Pasadena, CA 91109  
626.396.3600  
[www.pusd.us](http://www.pusd.us)

**BOARD OF EDUCATION - 2022**

351 South Hudson Avenue

Pasadena, CA 91109

Tel. No (626) 396-3600 Fax No. (626) 795-5309

**Dr. Elizabeth Pomeroy, President - DISTRICT 5**

Tel. No. (626) 396-3619 Fax No. (626) 795-5309

351 South Hudson Ave. Pasadena, CA 91109

[pomeroy.elizabeth@pusd.us](mailto:pomeroy.elizabeth@pusd.us)

**Michelle Richardson Bailey, Vice President - DISTRICT 3**

Tel. No. (626) 396-3619 Fax No. (626) 795-5309

351 South Hudson Ave. Pasadena, CA 91109

E-mail: [bailey.michelle@pusd.us](mailto:bailey.michelle@pusd.us)

**Kimberly Kenne, Clerk - DISTRICT 1**

Tel. No. (626) 396-3619 Fax No. (626) 795-5309

351 South Hudson Ave. Pasadena, CA 91109

[kenne.kimberly@pusd.us](mailto:kenne.kimberly@pusd.us)

**Scott Phelps - DISTRICT 7**

Tel. No. (626) 396-3619, Fax No. (626) 795-5309

351 South Hudson Ave. Pasadena, CA 91109

[phelps.scott@pusd.us](mailto:phelps.scott@pusd.us)

**Jennifer Hall Lee, - DISTRICT 2**

Tel. No. (626) 396-3619 Fax No. (626) 795-5309

351 South Hudson Ave. Pasadena, CA 91109

E-mail: [halllee.jennifer@pusd.us](mailto:halllee.jennifer@pusd.us)

**Patrick Cahalan,- DISTRICT 4**

Tel. No. (626) 396-3619 Fax No. (626) 795-5309

351 South Hudson Ave. Pasadena, CA 91109

E-mail: [cahalan.patrick@pusd.us](mailto:cahalan.patrick@pusd.us)

**Tina Fredericks - DISTRICT 6**

Tel. No. (626) 396-3619 Fax No. (626) 795-5309

351 South Hudson Ave. Pasadena, CA 91109

[fredericks.tina@pusd.us](mailto:fredericks.tina@pusd.us)

**Mission**

We are a caring community that promotes a deep love for learning by embracing the cultural background of every student. We hold high expectations for student achievement. We provide innovative curriculum that represents the global value of education. With a commitment to academic excellence, we prepare our students for their place in an ever-evolving world.

**Vision**

We prepare students for the future by inspiring the joy of learning in every child every day!

**Core Beliefs**

We are committed to:

Preparing our students today for the opportunities of tomorrow.

Providing a safe environment.

Cultivating individual abilities and talents.

Graduating our students ready for college and career success.

Enabling our students to be responsible and productive citizens.

Becoming an employer of choice.

**Superintendent**

**Dr. Brian McDonald**

Tel. No. (626) 396-3619

Manager, Administrative Services: Diane Orona [orona.diane@pusd.us](mailto:orona.diane@pusd.us) Ext. 88098

Senior Executive Secretary: Emilia Sanchez [sanchez.emilia@pusd.us](mailto:sanchez.emilia@pusd.us) Ext. 88097

<b>Executive Leadership Team</b> (626) 396-3600	
<b>Deputy Superintendent</b> Elizabeth Blanco, Ed.D Email: <a href="mailto:blanco.elizabeth@pusd.us">blanco.elizabeth@pusd.us</a> Exec. Secretary: Maria Montoya x88087	<b>Chief Human Resources Office</b> Steve Miller, Ed.D Email: <a href="mailto:miller.steven@pusd.us">miller.steven@pusd.us</a> Senior Secretary: Antonia Saldaña Ext. 88194
<b>Chief Finance &amp; Operations Officer</b> Leslie Barnes, Ed.D E-mail: <a href="mailto:barnes.leslie@pusd.us">barnes.leslie@pusd.us</a> Exec. Secretary: Zoila Arrellano Ext. 88151	<b>Chief Information Technology Officer</b> Tendaji Jamal E-mail: <a href="mailto:jamal.tendaji@pusd.us">jamal.tendaji@pusd.us</a> Exec. Secretary: Teresa Rodriguez Ext. 88981
<b>Associate Superintendent of Specialized Student Support/SELPA</b> Jovan Jacobs, Ed.D., <a href="mailto:jacobs.jovan@pusd.us">jacobs.jovan@pusd.us</a> Exec. Secretary Susan Allarid Ext. 88605	
<b>Management Team</b>	
<b>Assistant Superintendent, Curriculum, Instruction &amp; Professional Development</b> Helen Chan Hill <a href="mailto:hill.helen@pusd.us">hill.helen@pusd.us</a> Senior Clerk Typist: Sherry Joiner Ext. 88205	<b>Assistant Superintendent, Student Wellness &amp; Support Services</b> Julianne Reynoso, Ed.D <a href="mailto:reynoso.julianne@pusd.us">reynoso.julianne@pusd.us</a> Senior Admin. Assistant: Angie Gutierrez Ext. 88238
<b>Senior Director, Instructional Services, TK-12 Principals</b> Shannon Malone, Ed.D. Senior Administrative Assistant: Maral Moukhtarian Ext. 88216	
<b>Pasadena Unified School District Offices</b>	
<b>Education Center</b> 351 S. Hudson Ave., Pasadena, CA 91109 (626) 396-3600	<b>District Service Center</b> 740 W. Woodbury Rd., Pasadena, CA 91103 (626) 396-5850
<b>Departments &amp; Offices (626) 396-3600</b>	
Child Welfare, Attendance	Ext. 88230
District Clinic	Ext. 88180
Enrollment, Permits, & Student Records	Ext. 88340
Families in Transition	Ext. 88250
Family & Community Engagement	Ext. 88191
Health Programs	Ext. 88240
Human Resources	Ext. 88700
Special Education	Ext. 88600
Transportation	Ext: 89239



## 2022-2023 SCHOOL CALENDAR

<b>August 2022</b>	
August 5	Admission Day (schools & offices closed)
August 9	Teachers on Duty; Staff Development Day (SBCP) Pupil Free Day
August 10	Unit Member-Driven Day, Pupil Free Day
August 11	First Day for Students Beginning of Semester A
Aug. 18 - Oct. 6.	Back-to-School Nights Minimum Day - Check with schools for dates/times
<b>September 2022</b>	
September 5	Labor Day - Schools & Offices Closed
September 23	Staff Development Day, Pupil Free Day
<b>October 2022</b>	
October 13	Rose City HS Quarterly Exams – Shortened Day for Rose City
October 14	Pupil Free Day; Staff Development Day (SBCP) for High Schools; Parent Conference Day (Elementary & Middle Schools)
<b>November 2022</b>	
November 11	Veterans Day - Schools & Offices Closed
Nov. 21-25	Thanksgiving Break
<b>December 2022</b>	
December 16	Shortened Day for Over Banked Minutes (High Schools)
December 20	Shortened Day for Over Banked Minutes (Rose City HS)
December 20-22	High School Final Exams - Shortened Day for High Schools
December 21-22	Rose City Final Exams – Shortened Day for Rose City
December 22	Shortened Day for Over Banked Minutes (K-8); Fall Semester Ends
December 23	First Day of Winter Break
<b>January 2023</b>	
January 6	End of Winter Break
January 9	Students Return from Winter Break; First Day of Second Semester B
January 16	Martin Luther King, Jr. Day (schools & offices closed)
<b>February 2023</b>	
February 13	President Lincoln's Birthday (schools & offices closed)
February 20	President's Day (schools & offices closed)
<b>March 2023</b>	
March 17	Rose City Quarterly Exams – Shortened Day for Rose City
March 24	Pupil Free Day; Staff Development Day
March 30	Shortened Day for Over Banked Minutes
March 31	Cesar Chavez Day (schools & offices closed)
<b>April 2023</b>	
March 29 - May 18	Open House (minimum day); Check with schools for dates/times
April 3-7	Spring Break
<b>May 2023</b>	
May 29	Memorial Day (schools & offices closed)
<b>June 2023</b>	
May 30-June 1	High School Final Exams - shortened day for high schools
May 31-June 1	Rose City Final Exams – shortened day for Rose City
June 1	Last Day of School for Students - shortened day
June 2	Last Day for Teachers, Unit Member Driven Day, Pupil Free Day

The school calendar (Calendar (EC 48980 (C))) includes a schedule of minimum days and pupil-free staff development days. If additional days are scheduled thereafter, the Governing Board shall notify parents and guardians of the affected pupils as early as possible, but not later than one month before the scheduled minimum or pupil-free day.

<b>Key to Code &amp; Regulation Sections Abbreviations</b>			
EC	California Education Code	VC	California Vehicle Code
BPC	Business & Professional Code	WIC	California Welfare and Institutions Code
CC	Civil Code	34 CFR	Title 34, Code of Federal Regulations
5 CCR	Title 5, California Code of Regulations	40 CFR	Title 40, Code of Federal Regulations

HSC	California Health and Safety Code	USC	United States Code
LEA	Local Educational Agency	FERPA	Family Educational Rights and Privacy Act
PC	California Penal Code		

## HOW CAN PARENTS/GUARDIANS GET INVOLVED?

**ANNUAL NOTIFICATION OF PARENT RIGHTS & RESPONSIBILITIES (EC 48980)** - The Pasadena Unified School District is required to annually notify parents and guardians of rights and responsibilities in accordance with Education Code 48980. Additionally, EC 48982 requires that schools collect acknowledgement from parents that they have been made aware of how to access information contained in the Notification of Parental rights and Responsibilities. Signature on the notice is an acknowledgment by the parent or guardian that he or she has been informed of his or her rights but does not necessarily indicate that consent to participate in any particular program or activity has been given or withheld. Please complete the "Acknowledgement of Receipt and Review" form, and return it to your child's school.

**FAMILY ENGAGEMENT** - The Pasadena Unified School District has made the engagement of families in children's education one of its top priorities. Parents and adult caregivers are welcomed in a broad range of roles and activities. Schools and the district develop annual parent involvement plans to ensure that parents are welcomed as equal partners. School and district staff support school and parent advisory councils such as School Site Councils, English Learner Advisory Committees, African-American Parent Advisory Councils, District English Learner Advisory Committee, PTAs, Community Advisory Committee, Foster Youth Advisory Committee, LCAP Parent Advisory Committee and District Advisory Council. For more information, contact the Office of Family & Community Engagement, 351 S. Hudson Ave., Room 121, Pasadena, 626.396.3600 ext: 88191, familycenter@pusd.us or visit our website at [gopusd.com/families](http://gopusd.com/families)

**PUSD PARENT INVOLVEMENT POLICY - BP 6020:** The Governing Board of the Pasadena Unified School District recognizes that parents/guardians are children's first and most influential teachers and that continued parental involvement in the education of children contributes greatly to student achievement and a positive school environment.

**RIGHTS OF PARENTS & GUARDIANS - EC 51101:** The parents and guardians of pupils enrolled in public schools have the right and should have the opportunity, as mutually supportive and respectful partners in the education of their children within the public schools, to be informed by the school, and to participate in the education of their children, as follows:

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

**COMMUNITY ENGAGEMENT**  
 The Pasadena Unified School District formally partners with the City of Pasadena, the City of Sierra Madre, the Town of Altadena, and Los Angeles County, and community partners in a multi-jurisdictional approach that transcends bureaucratic barriers to align resources so that children and families thrive in safe, stable, and supportive environments. To learn more about Collaborate PASadena and join the conversation for collective action, go to [www.CollaboratePASadena.org](http://www.CollaboratePASadena.org)

**SCHOOL ACCOUNTABILITY REPORT CARD – EC 33126/35256/35258** The California Constitution requires that a School Accountability Report Card (SARC) be prepared annually for each school. The Education Code states that the SARC "shall provide data by which parents can make meaningful comparisons between public schools enabling them to make informed decisions on which school to enroll their children. A copy of the SARC may be requested in the Department of Special Projects, State and Federal Programs during normal working hours. The information is also available on the internet at [www.pusd.us](http://www.pusd.us) or at the school site.

**SCHOOL VISITING PROCEDURES – EC 51101 (a)(12)** Parents and guardians enrolled in public schools have the right and should have the opportunity to, as mutually supportive and respectful partners in the education of their children, to be informed about school rules, including procedures for visiting the school. Please contact the school office as needed to set up a mutually agreed upon time to visit your child's classroom if desired.

**SCHOOL VISITOR REGISTRATION REQUIREMENTS – PC 627.6:** At the entrance to each school and school grounds is posted a notice setting forth visitor registration requirements, hours during which registration is required, the registration location, the route to take to that location, and the penalties for violation of registration requirements. Visit your school's main office for more details.

**SCHOOL VOLUNTEER PROGRAM:** Volunteers serve as reading tutors, mentors, classroom support, and more. School volunteers must apply at the school and meet basic health and safety requirements to ensure the wellbeing of students and staff. Parents interested in volunteering should contact their local school and request an application. For more information, contact your school.

**CUSTODY CONCERNS** 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 when a parent or any other person not listed on the emergency card attempts to pick up a child. [gopUSD.com/cwas](http://gopUSD.com/cwas)

## WHAT ARE THE DISTRICT'S RESIDENCY & ENROLLMENT POLICIES?

### ATTENDANCE OPTIONS/PERMITS – EC 48980(H)

The Governing Board encourages the enrollment and appropriate placement of all school-aged children in school. Current statutory attendance options and local attendance options available to District students are:

#### 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 legal 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; or 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.

To register a child for the first time, the following documents must be presented at the school office where the child will begin his/her PUSD academic experience:

- Child's birth certificate, passport, or baptismal certificate
- Proof of current immunizations
- Proof of rent/ownership within PUSD boundaries (one of the following is necessary):
  - Deed of trust; Property tax bill; Lease agreement; Rental payment receipt
- Utility bill in the parent/guardian name (one of the following is necessary):
  - Recent gas bill; Recent electric bill; Recent water bill
- Transcripts--middle and high school students only; Recent report card--elementary only
- IEP (Individualized Education Plan), if applicable

Non-resident families are welcome to explore and apply for PUSD high school Academies, Dual Language Immersion Programs in Armenian, Spanish, French and Mandarin Chinese for elementary school, Magnet schools (Altadena Arts Magnet, Jackson STEM Dual Language Magnet Academy, Washington Elementary STEM Magnet, Octavia E. Butler Magnet (STEAM, Spanish Immersion), Eliot Arts Magnet, John Muir High School Early College Magnet), International Baccalaureate Programs at Willard Elementary School and Blair (Middle-High) School, or a school convenient to a parent/guardian's employment in the area. For more information, please call the Office of Enrollment, Permits & Student Records: (626) 396-3639

**Open Enrollment/School Choice—EC 35160.5(b)** The Governing Board shall annually review enrollment options and will strive to offer choices that meet the diverse needs and interests of district students. Students currently residing within PUSD boundaries may apply for enrollment in any district school. The Superintendent or designee shall determine the capacity of each district school and establish a random, unbiased selection process for the admission of students from outside a school's attendance area. No student currently residing within a school's attendance area shall be displaced by a student selecting that school as a choice option (Ed. Code 35160.5). Permit-only schools, such as Field Elementary (Dual Language-Mandarin Chinese), San Rafael Elementary (Dual Language-Spanish), and Marshall Fundamental 6-12, do not have designated areas of attendance. Information regarding Signature Programs and other special features at each campus is available at [pusd.us/enrollment](http://pusd.us/enrollment). Children of district employees and City of Pasadena employees are given a preference in Open Enrollment for a limited number of seats by application and priority enrollment is offered each Fall to:

1. Eligible siblings of students already enrolled at a school of choice
2. PUSD students who are promoting to 6th or 9th grades and continuing in the same signature program (magnet, dual language, International Baccalaureate, Math Academy)

Note: Students must be pre-registered by the communicated deadline to qualify for priority enrollment; once enrolled, a student does not need to reapply annually to continue at the same school/program. Contact the Office of Enrollment, Permits & Student Records, (626) 396-3639, for additional information or application forms requesting change of attendance. Visit [openenrollment.info](http://openenrollment.info) for Open Enrollment details and updates.

**Interdistrict Attendance—EC 46600:** The Pasadena Unified School District grants Interdistrict Transfers into or out of the district under the guidelines established by BP 5117(a) and accompanied by supporting documentation based on the type of permit requested as listed online at [pusd.us/enrollment](http://pusd.us/enrollment).

1. Valid interest in a specialized program not offered in the residing district (not including special education program).
2. Continuing Enrollment in the requested district (Complete school year due to change of residence after first month of school year; Remain with class graduating this year from elementary, middle or high school; Changed residence in second semester of junior year; wish to stay through completion of senior year; Request to remain in the requested district following a move to a new district attendance area).
3. Sibling Attendance in the requested district.
4. Childcare provider who provides care in the requested district.
5. Parent employment in the requested district.
6. Safety and Protection as verified by Child, Welfare, Attendance, & Safety.
7. Mental, Physical, Social-emotional Health or Adjustment as certified by physician, school psychologist, or other appropriate school personnel.
8. Pending move to the requested district.

The Pasadena Unified School District accepts Interdistrict Transfers into the district under the following conditions and may deny, rescind, or revoke an interdistrict permit at any time due to breach of the agreement:

1. The parent/guardian assumes full responsibility for transportation.
2. Falsification of information constitutes grounds for refusal.
3. The transfer is subject to cancellation if the grade level or classroom becomes overcrowded.
4. The student must maintain satisfactory attendance, citizenship, and scholarship.
5. No financial obligation shall be incurred by Pasadena Unified School District..
6. Interdistrict transfers are to be renewed when the student changes schools or transitions grade levels.
7. Other considerations that are not arbitrary.

**FOSTER YOUTH EDUCATIONAL LIAISON—EC 48850:** The Pasadena Unified School District's educational liaison will ensure that pupils in foster care receive stable school placements that are in the best interests of the child, including 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 opportunities to meet state pupil academic achievement standards. Contact Student Wellness and Support Services at (626) 396-3600, ext. 88230 [gopUSD.com/cwas](http://gopUSD.com/cwas) for additional information.

**HOMELESS LIAISON—42 USC 11432:** The Pasadena Unified School District's homeless liaison will ensure that parents/guardians of homeless pupils are informed of educational and related opportunities available to their children and are provided with meaningful opportunities to participate in the education of their children. Homeless youth have the right to immediate enrollment in their school of origin or the school where they are currently residing without proof of residency, immunization records, or tuberculosis skin-test results, school records or legal guardianship papers, and the right to education and other services. Circumstances for eligibility may include, but are not limited to, living in a shelter, a motel, hotel, a house or apartment with more than one family because of economic hardship or loss, in an abandoned building, in a car, at a campground, on the street, in temporary foster care or with an adult who is not the youth's guardian, in substandard housing, or with friends or family because the youth is a runaway or unaccompanied youth. For additional information, please call Families in Transition at (626) 396-5782. <https://www.pUSD.us/Domain/887>

**MARRIED/PREGNANT/PARENTING STUDENTS – EC 230, 34 CFR 106.40, Board Policy 5146** The Pasadena Unified School District recognizes that early marriage, pregnancy, or parenting and related responsibilities may disrupt a student's education and increase the chances of a student dropping out of school. The Board therefore desires to support married, pregnant, and parenting students to continue their education, attain strong academic and parenting skills, and promote the healthy development of their children. The district shall not discriminate against any student on the basis of the student's marital status, pregnancy, childbirth, false pregnancy, termination of pregnancy, or related recovery. Pregnant and Parenting Student Rights - [Pregnant and Parenting Student Rights](#) Lactating Student Rights

## WHAT ACADEMIC & OTHER RESOURCES ARE AVAILABLE FOR MY CHILD?

**ADVANCED PLACEMENT & INTERNATIONAL BACCALAUREATE EXAM FEES – EC 48980(k)** 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 the Assistant Superintendent of Secondary Education for information.

**ADULT EDUCATION** Pasadena Unified offers Adult School classes such as Career & Technical High School Diploma, Adult High School Diploma, GED preparation, Online High School, English as a Second Language, Parent Education, and more. For more information, visit [gopUSD.com/adultschool](http://gopUSD.com/adultschool).

**ATHLETICS** Pasadena Unified School District's sports programs have adopted the CIF Southern Section Victory with Honor program, which includes a Code of Conduct for both coaches and student athletes. To participate in PUSD sports programs, high school student athletes must secure athletic clearance and complete and sign every part of the required application, which must be presented to the high school Athletic Director and be on file in that person's office. No try-outs, practice, or participation of any kind may take place prior to receiving approval from the Athletic Director. By CIF rules, information provided by the student or his/her parent which proves to be false may result in the loss of as much as 24 months of athletic eligibility. For more information on school athletics programs and schedules, contact the school athletics director. For district athletic programs, visit [gopUSD.com/athletics](http://gopUSD.com/athletics).

**CONCUSSION & HEAD INJURIES – EC 49475** A concussion is a brain injury that can be caused by a bump, blow, or jolt to the head, or by a blow to another part of the body with the force transmitted to the head. Even though most concussions are mild, all concussions are potentially serious and may result in complications including prolonged brain damage and death if not recognized and managed properly. A school district, charter school, or private school that elects to offer an athletic program must immediately remove from a school-sponsored athletic activity for the remainder of the day an athlete who is suspected of sustaining a concussion or head injury during that activity. The athlete may not return to that activity until he or she is evaluated by, and receives written clearance from, a licensed 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. 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. According to California state law Assembly Bill 25 and Education Code § 49475: *Additionally, every two years all coaches are required to receive training about concussions (Assembly Bill 1451).* 1) *The law requires a student athlete who may have a concussion during a practice or game to be removed from the activity for the remainder of the day.* 2) *Any athlete removed for this reason must receive a written note from a medical doctor trained in the management of concussion before returning to practice.* 3) *Before an athlete can start the season and begin practice in a sport, a concussion information sheet must be signed and returned to the school by the athlete and the parent or guardian.*

**HEALTH INSURANCE COVERAGE FOR ATHLETICS—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. Some pupils may qualify to enroll in no-cost or low-cost local, state or federally sponsored health insurance programs. Information about these programs may be obtained by calling the school site and requesting the Student Accident Insurance Letter.

**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 school for a copy of the prospectus.

**CALIFORNIA COLLEGES GUIDANCE INITIATIVE (CCGI)** Pasadena Unified partners with CCGI, a state-sponsored equity-focused non-profit that manages the state of California's college and career planning platform, [CaliforniaColleges.edu](http://CaliforniaColleges.edu). In order to provide valuable tools and resources to students, the district will automatically share student transcript data in accordance with all state and federal student privacy laws. A parent or a student who is 18 or older may decline to share their student transcript data by returning their [CCGI Opt Out form](#) to your child's counselor.

**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 to apply for financial aid, all students in grade 12 are automatically considered a Cal Grant applicant and each grade 12 student's GPA will be submitted by the October 1 deadline to the California Student Aid Commission (CASC) electronically by a school or school district official. A student, or the parent or guardian of a student under 18 years of age, may complete a form to indicate that he or 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 or herself out, and can opt in if the parent or guardian had previously decided to opt out the student. Notification regarding CASC and the opportunity to opt out of being automatically deemed a Cal Grant applicant will be provided to all students and their parents or guardians by January 1 of the students' 11th grade year. **Please mail or scan your [Cal Grant form](#) to your child's counselor.**

**CAREER COUNSELING & COURSE SELECTION—EC 221.5(d):** Beginning in grade 7, school personnel shall assist pupils with course selection or career counseling, affirmatively exploring the possibility of careers or courses leading to careers based on the interest and ability of the pupil and not the pupil's gender.



Parents or legal guardians are notified so that they may participate in such counseling sessions and decisions.

**COLLEGE ADMISSION REQUIREMENTS AND HIGHER EDUCATION INFORMATION** - Education Code 51229 requires that each school year, as part of the annual notification, a school district offering any of grades 9 to 12 provide the parent or guardian of each student enrolled in any of those grades a one-page written notice that includes all of the following:

1. A brief explanation of the college admission requirements.
2. A list of the current UC and CSU websites that help students and their families learn about college admission requirements and list high school courses that have been certified by UC as satisfying the requirements for admission to UC and CSU.
3. A brief description of what career technical education is, as defined by the California Department of Education (CDE).
4. The internet address for the portion of the website 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.

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, students must take specific high school courses, have the appropriate grades and test scores, and have graduated from high school. For more information on college admission requirements, please refer to the following web pages:

- [www.cccco.edu](http://www.cccco.edu) California Community Colleges
- [www2.calstate.edu](http://www2.calstate.edu) — The California State University
- [www.universityofcalifornia.edu](http://www.universityofcalifornia.edu) – The University of California
- [www.cde.ca.gov/ds/si/rp](http://www.cde.ca.gov/ds/si/rp) Students may also explore career options through career technical education

**COLLEGE & CAREER ACADEMIES** Pasadena Unified high schools offer 10 college and career academies that prepare students for college and career through themed classes and work-based learning opportunities in major industries. Academies provide:

- **Strong Academic Foundation:** A rigorous academic foundation with transferable skills.
- **Technical Core:** Knowledge and experience in California’s highest performing and most rapidly growing industries.
- **Support Services:** Context for students: they don’t just memorize answers -- they understand the importance of what they are learning and how it relates to their future goals.
- **Work-Based Learning:** The workplace: the opportunity to go out into the real world and see how things are done and what businesses expect.
- For more information, visit [www.pusd.us/Domain/97](http://www.pusd.us/Domain/97)

**DUAL ENROLLMENT:** PUSD high school students may enroll in dual enrollment classes and complete high school and college credits simultaneously through a partnership with Pasadena City College. The dual enrollment program boosts students’ study skills and prepares them for the rigors of full-time college studies. For more information, students and families should contact their high school counselors.

**Parent Notice on Available Language Programs and Language Acquisition Programs**

Parents/Guardians may choose a language acquisition program that best suits their child (EC Section 310[a]). Language acquisition programs are educational programs designed for English Learners (ELs) to ensure English is acquired as rapidly and effectively as possible, that provide instruction to pupils on the academic content and English Language Development (ELD) standards, through Integrated and Designated ELD. Language programs are programs designed to provide opportunities to pupils who are not English learners to be instructed in languages other than English to a degree sufficient to produce proficiency in those languages. (5 CCR section 11300[e]). The PUSD offers the following language and language acquisition programs for student enrollment:

- **Structured English Immersion (SEI) Program:** A language acquisition program for ELs in which nearly all classroom instruction is provided in English, but with curriculum and a presentation designed for pupils who are learning English. Students are offered access to grade level academic subject matter content in both designated and integrated ELD. *Ed. Code* sections 305(a)(2) and 306(c)(3).
- **Dual-Language Immersion (DLI) Program (English/Armenian, French, Mandarin, Spanish):** A language acquisition program for ELs and native English speakers which enables students to master academic subjects in both English and the target languages. The program is based on a two-way, 90:10, language immersion model. Classrooms are composed of native English speakers and native speakers of the target language allowing students to support each other in their development of both languages. The 90:10 model signifies that the kindergarten curriculum is taught 90% in the target language and 10% in English. At each subsequent grade level, the amount of instruction in English is increased by 10% so that by fourth grade, students are taught 50% in each language. In middle school, two courses are taught in the target language. High schools offer one or two courses in the target language. In 2020-21, PUSD will offer Armenian Immersion at the high school level beginning in 9<sup>th</sup> grade. *EC* Section 306(c)(1).
- **Newcomer Program:** A language acquisition program designed for ELs in grade 6<sup>th</sup> – 12<sup>th</sup>, who are new to the country, with less than 12 months of schooling in the United States. Instruction and/or support is provided in the students’ native language with transition to more instruction in English as skills develop.

Parents/Guardians may choose a language acquisition program that best suits their child and may establish a new language acquisition program by submitting a verbal or written request to the office at your school or the Language Assessment Development Dept. We accept all requests and maintain records for all requests which are dated, including parent/child name(s), a description of the request, and your child(s) grade level. We are required to: assist parents in clarifying their request; maintaining records of each request for three years; accept requests from students enrolled for the current year as well as the following school year; monitor the number of parent requests for language acquisition or language programs on a regular basis throughout the year; and consider requests for a multilingual program model from parents of pupils enrolled in the school, who are native speakers of English when determining whether a threshold is reached. **\*Waivers are no longer required.** Schools in which the parents or legal guardians of 30 pupils or more per school or the parents or legal guardians of 20 pupils or more in any grade request a language acquisition program that is designed to provide language instruction shall be required to offer such a program to the extent possible. (*EC* Section 310[a].)

About Language Acquisition Programs and Language Programs	
Program Type	Characteristics

<b>Language Acquisition Program (English Learners)</b>	<p>The California Code of Regulations section 11309 requires that any language acquisition program provided by a school, district, or county shall:</p> <ul style="list-style-type: none"> <li>● Be designed using evidence-based research and include both Designated and Integrated English Language Development;</li> <li>● Be allocated sufficient resources by the (PUSD) to be effectively implemented, including, but not limited to, certificated teachers with the appropriate authorizations, necessary instructional materials, pertinent professional development for the proposed program, and opportunities for parent and community engagement to support the proposed program goals; and</li> <li>● Within a reasonable period of time, lead to: <ul style="list-style-type: none"> <li>○ Grade-level proficiency in English, and, when the program model includes instruction in another language, proficiency in that other language; and</li> <li>○ Achievement of the state-adopted academic content standards in English, and, when the program model includes instruction in another language, achievement of the state- adopted academic content standards in that other language.</li> </ul> </li> </ul>
<b>Language Program (non-English Learners)</b>	<ul style="list-style-type: none"> <li>● Language programs offer students who are not ELs opportunities to be instructed in languages other than English</li> <li>● May lead to proficiency in languages other than English</li> </ul>

**Parent and Community Engagement** - Parents may provide input regarding language and language acquisition programs in the PUSD or be considered in the development of the Local Control and Accountability Plan (EC Section 52062.) If interested in a different program from those listed above, please contact the Language Assessment Development Department at (626) 396-3600, extension 88285 or visit us at 351 South Hudson Ave room 209, Pasadena, CA 91109, to ask about the process.

**FOOD & NUTRITION SERVICES** [Food & Nutrition services.](#)

Pasadena Unified School District’s (PUSD) Nutrition Department participates in the National School Lunch Program (NSLP), School Breakfast Program (SBP), Child and Adult Care Food Program (CACFP), and the Seamless Summer Feeding Option (SSFO). On average, the Food and Nutrition Department provides 615,000 breakfasts, 1,247,000 lunches and 270,000 supper and snacks to our students each year. Our department is made up of a team of more than 100 food service professionals dedicated to promote student wellness and their ability to learn. Our team includes cafeteria staff, warehouse staff, and program administration staff. We embrace the CDC model WSCC (Whole School Community Child). All our meals served in the school cafeterias meet all State and Federal requirements. All our cafeteria managers and food service assistants are ServSafe certified, to ensure all food is handled safely. All PUSD Schools have been approved for the 2022-2023 Community Eligibility Program (CEP), a universal meal service option included in the NSLP and SBP. All children will be offered a breakfast and lunch each day at no charge. All families are asked to complete the Alternative Income Form that is part of the Parent Portal. This form is used to assist schools with funding for computers, teachers and sports and music equipment. For additional information please visit our webpage at <https://www.pusd.us/foodservices>

**GIFTED AND TALENTED PROGRAM – 5 CCR 3831:** PUSD provides gifted and talented (“GATE”) students with opportunities for learning commensurate with their particular abilities and talents. The district shall provide all eligible students, including economically disadvantaged students, English learners, and students of varying cultural backgrounds with full opportunities to participate in the GATE program. PUSD Board Policy 6172 describes the rationale for the district’s method of identification of gifted and talented pupils; procedures for ensuring parent participation in recommending policy for planning, evaluating, and implementing GATE program; and procedures for informing parents of a pupil’s participation or nonparticipation in the program.

**INVESTING FOR FUTURE EDUCATION - EC48980 (d):** Parents are advised of the importance of investing for future college or university education for their children and of considering appropriate investment options including, but not limited to, United States Savings Bonds. 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.

**SCIENCE EDUCATION LABORATORY SAFETY CONTRACT** To create and maintain safety in science and technology laboratories, students and parents/guardians must complete a science education laboratory safety contract in order to perform laboratory activities. Please visit [pusd.us](http://pusd.us)

**MATHEMATICS PLACEMENT GRADES 6-12:** Math course placement at the secondary level (6th-12th grades) is determined by math skill, rather than by grade level. Therefore, students are placed in courses according to multiple data points, such as state and local assessment results and grades. Parents and students have the right to submit an appeal to request placement other than the recommended course placement. For more information, visit [www.pusd.us/Page/4002](http://www.pusd.us/Page/4002)

**MORAL OBJECTION TO DISSECTING—EC 32255:** Any student with a moral objection to dissecting or otherwise harming or destroying an animal, or any part thereof, must inform his or her teacher of the objection. A note from the student’s parent or guardian must substantiate objections. The teacher may work with the student to develop an alternate education project. Questions regarding this issue should be directed to the student’s principal.

**NOTICE OF ALTERNATIVE SCHOOLS—EC 58501:** California State law authorizes all school districts to provide for alternative schools. Section 58500 of the Education Code defines alternative school as a school or separate class group within a school which is operated in a manner designed to (1) Maximize the opportunity for students to develop the positive values of self-reliance, initiative, kindness, spontaneity, resourcefulness, courage, creativity, responsibility, and joy. (2) Recognize that the best learning takes place when the student learns because of his/her desire to learn. (3) 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, may result in whole or in part from a presentation by his/her teachers, or by choices of learning projects. (4) 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. (5) Maximize the opportunity for 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/guardian, pupil, or teacher is interested in further information concerning alternative schools, the county superintendent of schools, the administrative office of this district, and the principal’s office have copies of the law available for your information. This law particularly

**PUSD Alternative Schools**  
Pasadena Alternative Education offers opportunities and flexibility for students whose needs are not fully met by traditional secondary schools. Students may attend alternative education for personalized instruction, flexible scheduling because of medical needs, family travel schedule, or work. CIS Academy offers grades 6-12, while Rose City High School is a continuation school for students who are at least 16 years of age. Both CIS Academy and Rose City High School are fully digital schools. Students may take direct instruction classes, blended in-person and online classes, and fully online classes. CIS Academy and Rose City High School are both part of PUSD’s Career Exploration Opportunities (CEO) Academy, a certified NAF Academy.

authorizes interested persons to request the Governing Board of the district to establish alternative school programs within the district.

**STUDENTS WITH DISABILITIES AND SPECIAL EDUCATION** Students learn in a variety of ways with most students learning effectively in a traditional school setting. Students with disabilities may be eligible to receive special education services. These services are based on assessments and determined by an Individualized Education Program (IEP) team, which includes the student's parent(s) as equal participants. Special education services are designed to meet the unique educational needs of students with disabilities and are provided at no cost to parents. To the maximum extent appropriate, students with disabilities are to be educated with their nondisabled peers in the general education environment at the school they would attend if they were not disabled. The general education classroom with all appropriate supplementary aids and services where the student has the greatest opportunity to be integrated with their nondisabled peers is the first educational setting for an IEP team to consider. An IEP team should only remove a student from the general education classroom and environment when the nature or severity of a student's disability is such that education in general classes with the use of supplemental aids and services cannot be achieved satisfactorily. Parents of school-age children who suspect their child may have a disability and who may need special education services should contact the administrator of their neighborhood public school.

Infants and toddlers (students under three years of age) with disabilities are at risk of experiencing a substantial developmental delay if early intervention services are not provided. The District provides early intervention services to infants and toddlers with vision impairments, hearing impairments, and/or severe orthopedic impairments. (Infants and toddlers with other types of disabilities are served through the Regional Center system.)

**CHILD FIND SYSTEM—EC 56301:** Child Find is a process of identifying, locating, and evaluating children and youth, birth to 22 years of age, who are suspected of having or have been diagnosed with a disability or developmental delay. The school district provides appropriate special education services under Federal and State laws to students with disabilities.

The Pasadena SELPA has established written policy and procedures for continuous child find system including children with disabilities who are migrant, homeless, or wards of the state and children with disabilities attending private schools. These policies and procedures are found in the Local Plan and Administrative Procedures Manual. The policies and procedures include written notification to all parents of their rights regarding identification, referral, assessment, instructional planning, implementation, review, and procedures for initiating referral for assessments. Contact the Office of Special Education, (626) 396-3600, ext. 88600, for additional information.

Parents of non-enrolled preschool-age children who suspect their child may have a disability and may be eligible for special education services should contact Early Childhood Special Education at (626) 396-5900

**COMMUNITY ADVISORY COMMITTEE (CAC)** The CAC is a parent-run group established by the state to give parents a voice in Special Education implementation. This vibrant group of parents and professionals gathers monthly to share and learn about how special education is making a difference in the educational lives of its students. The general meetings are attended by representatives from local regional centers, school district departments and city departments. For information on meeting dates, visit [www.pusd.us/Page/170](http://www.pusd.us/Page/170)

Further information concerning special education programs and services can be found on the Special Education Department website: [www.pusd.us/Domain/62](http://www.pusd.us/Domain/62). Assistance related to special education issues is available from your school administrator or the Special Education Department at 626.396.3600 ext. 88600.

#### **WHAT ARE THE DISTRICT'S ATTENDANCE POLICIES?**

Absence from school, regardless of the reason, limits your child's educational opportunities and can negatively affect his/her grades, academic achievement, promotion, graduation, self-esteem, and future employment. The Pasadena Unified School District urges parents to make sure their children attend school regularly and to schedule medical and other appointments after school or during school holidays. Travel or other absences should be avoided during the time when school is in session. The school calendar is designed so that families can plan vacations during traditional holiday periods, thereby minimizing student absences. Student absences affect the whole school. The State can withhold funding from our district for all absences. Please encourage regular attendance. Truancy is an absence without valid excuse. The City of Pasadena and the County of Los Angeles have enacted ordinances to address school truancies. These ordinances make it unlawful for minors, who are subject to compulsory education laws, to be in any unsupervised place without parent/guardian or other responsible adult between the hours of 8:30 a.m. and 1:30 p.m. Minors may be cited and fined. If you know in advance that your child will be absent for **5 or more consecutive days**, please contact the school office no fewer than three (3) days prior to the planned absence. We can provide an opportunity for your child to receive assignments and credit for work completed through an Independent Study Agreement. For more information, contact the **Office of Child Welfare & Attendance** [gopusd.com/cwas](http://gopusd.com/cwas)

**SCHOOL ABSENCES - EC 48205:** Following an absence, a student shall present a satisfactory reason for the absence within 5 calendar days. Absences not verified within the time allowed will be considered unexcused absences. Absences shall be verified by a student's parent/guardian. The methods to verify a student's absence will include a written note, fax, email, conversation in person or by telephone, or a voicemail from a parent/guardian or parent representative.

**CHRONIC ABSENTEEISM - EC 48240:** The Governing Board believes that chronic absenteeism and tardiness, whether caused by excused or unexcused absences, may be an early warning sign of poor academic achievement and may put students at risk of dropping out. Therefore, chronic absenteeism as defined in EC60901(c)(1) should be monitored to identify students at risk. Students missing 10 percent or more of school days due to absence for any reason - excused, unexcused absences, and suspensions. Students identified as chronic absentees may be referred to critical support services and interventions which will help get them back on track with their education.

**COMPULSORY ATTENDANCE—EC 48200:** A minor between the ages of 6 and 18 years is subject to compulsory education and, unless exempted, must enroll in the school district in which the residence of either the parent or legal guardian is located.

**COMPULSORY ATTENDANCE – EC 48260.5:** Upon a pupil's initial classification as a truant, the school district shall notify the pupil's parent or guardian using the most cost-effective method possible, which may include electronic mail or a telephone call stating:

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

**EXCUSED FROM SCHOOL FOR CONFIDENTIAL MEDICAL SERVICES—EC 46010.1:** School authorities may excuse any pupil in grades 7-12 from school for the purpose of obtaining confidential medical services without the consent of the pupil's parent or guardian.

**EXCUSED ABSENCES—EC 46014, and 48205:** Pupils, with the written consent of their parents or guardians, 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 Section 48200, a pupil shall be excused from school when the absence is:

- (1) Due to his or her physical/medical illness, including absences for the benefit of the students' mental and behavioral (wellbeing) health (Education Code 48205).
  - (2) Personal illness, including absence for the benefit of the students' mental or behavioral (wellbeing) health.
  - (3) Due to quarantine under the direction of a county or city health officer.
  - (4) For the purpose of having medical, dental, optometric, or chiropractic services rendered.
  - (5) 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.
  - (6) For the purpose of jury duty in the manner provided for by law.
  - (7) Due to the illness or medical appointment during school hours of a child of whom the pupil is the custodial parent.
  - (8) For justifiable personal reasons including, but not limited to, an appearance in court, attendance at a funeral service, observance of a holiday or ceremony of his or her religion, attendance at religious retreats, attendance at an employment conference, or attendance at an educational conference on the legislative or judicial process offered by a nonprofit organization when the pupil's absence is requested in writing by the parent or guardian and approved by the principal or a designated representative pursuant to uniform standards established by the Governing Board.
  - (9) For the purpose of serving as a member of a precinct board for an election pursuant to Section 12302 of the Elections Code.
  - (10) 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.
- (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 thereafter. The teacher of the class from which a pupil is absent shall determine which tests and assignments shall be reasonably equivalent, 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.
- (e) "Immediate family," as used in this section, has the same meaning as that set forth in Section 45194, except that references therein to "employee" shall be deemed to be references to "pupil."

**TARDINESS** - Students should be encouraged to be prompt as part of their training. They are expected to be at school on time. If students are late, they should bring an excuse from home to the school office. Frequent tardiness without a valid excuse may be considered truancy under state law.

**TRUANCY—EC 48260(a), 48261, 48262 & 48263.6:** A student is considered truant after three full day absences or three period absences or tardies of more than 30 minutes, 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. The text of EC 48205 is provided on page 10.

**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).

#### **PARENTAL NOTIFICATION - EC 46014 AND 48980**

At the beginning of each school year, the Superintendent or designee shall:

1. Notify parents/guardians of the right to excuse a student from school in order to participate in religious exercise or to receive moral and religious instruction at their place of worship, or at other suitable places away from school property designated by a religious group, church, or denomination (Education Code 46014, 48980).
2. Notify students in grades 7-12 and the parents/guardians of all students that school authorities may excuse any student from school to obtain confidential medical services without the consent of the student's parent/guardian (Educational Code 46010.1).
3. Notify parents/guardians that a student shall not have his/her grade reduced or lose academic credit for any excused absence if missed assignments and tests that can reasonably be provided are satisfactorily completed within a reasonable period of time, and include the full text of Education Code 48205 in the notice (education Code 48980).

**SECTION 504 PLANS** Section 504 of the Federal Rehabilitation Act of 1973 and the Americans with Disabilities Act (42 USC 12101, et seq.) prohibit discrimination on the basis of disability. Section 504 requires school districts to identify and evaluate children with disabilities in order to provide them with a free, appropriate public education. Individuals with a physical or mental impairment that substantially limits one or more major life activities, including learning, are eligible to receive services designed to meet their needs as adequately as the needs of non-disabled students are met. Parents or guardians should be informed of the following: the name and contact information of the person designated by the school and district responsible for implementing Section 504, the screening and evaluation procedures used whenever there is a 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 of the students to be educated with non-disabled students to the maximum extent appropriate to the student's individual needs, and notice of the procedural safeguards guaranteed by law. Contact the Office of Child Welfare and Attendance (626) 396-3600, ext. 88230. [gopusd.com/cwa](http://gopusd.com/cwa).

**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 district. The District has 14 calendar days to offer students the option to transfer. For more information, please contact the **Office of Child Welfare and Attendance, (626) 396-3600 ext. 88230.** [gopusd.com/cwa](http://gopusd.com/cwa).

#### **HOW IS MY CHILD KEPT SAFE AT SCHOOL?**

**ASBESTOS MANAGEMENT PLAN – 40 CFR 763.93:** The Pasadena Unified School District maintains and annually updates its management plan for asbestos-containing material in school buildings. For a copy of the asbestos management plan, please contact Facilities Department at 626-396-5850.

**BICYCLE HELMET LAW—VC 21212:** No person under 18 years of age shall operate a bicycle, a non motorized scooter, skateboard, or wear inline 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.

**CHILD ABUSE REPORTING – PC11164-11174.3** The Pasadena Unified School District is committed to protecting all students in its care. All employees of the District are considered mandated reporters, required by law to report cases of child abuse and neglect whenever there is reasonable suspicion that abuse or neglect



has occurred. District employees may not investigate to confirm a suspicion. All complaints must be filed through a formal report, over the telephone, in person, or in writing, with an appropriate local law enforcement agency (i.e., Police or Sheriff's Department, County Probation Department, or County Welfare Department/County Child Protective Services). Both the name of the person filing the complaint and the report itself are confidential and cannot be disclosed except to authorized agencies. Parents and guardians of students also have a right to file a complaint against a school employee or other person that they suspect has engaged in abuse of a child at a school site. Complaints may be filed with the local law enforcement agency; you may also notify the District of an incident by contacting the office of Human Resources at the School District Office.

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 the 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.

**CIVILITY & SCHOOL DISRUPTION** The Pasadena Unified School District is committed to keeping schools free from disruption and keeping unauthorized persons from entering school grounds. Members of the PUSD staff will treat parents and other members of the public with respect and expect the same in return. The District is committed to maintaining an orderly educational and administrative environment. The Civility Policy of PUSD promotes mutual respect, civility, and orderly conduct among District employees, parents, and the public. This policy is not intended to deprive any person of his/her right to freedom of expression, but only to maintain, to the extent possible and reasonable, a safe, harassment-free workplace for our students and staff. BP1313(a). Any person who willfully disturbs a public school or a public school meeting is guilty of a misdemeanor, and may be punished by a fine of not more than \$500. (School Disruption EC 32210, PC 415, 415.5)

**COMPREHENSIVE SCHOOL SAFETY PLAN—EC 32288:** Each Pasadena Unified School District school site has a School Safety Plan which includes a comprehensive disaster preparedness plan. Copies are available for review at each school office.

**DISASTER PREPAREDNESS EDUCATIONAL MATERIALS – EC 32282.5** Natural and human-caused disasters affect everyone which is why it is important to be prepared at home, at school, at work, and in the community. Parents and guardians are encouraged to review the safety educational materials provided on the California Department of Education Web page at: <http://www.cde.ca.gov/lss/cp/pupilsafetyeducmat.asp>. The materials are available in multiple languages and can be used to help families prepare for different types of emergencies and crisis.

**GAGGLE ONLINE SAFETY TOOL** Gaggle, a school safety company uses a combination of machine learning and human safety experts to review students' use of online tools. The solution alerts district and school officials when students show signs of self-harm, depression, thoughts of suicide, substance abuse, cyberbullying, unhealthy relationships, and credible threats of violence against others.

#### **Levels of notification:**

**Questionable Content (QCON):** Anything that is not an immediate threat to the student, but is cause for concern and should be brought to an Emergency Contact's attention is marked as Questionable Content. This includes, but is not limited to, professional pornographic images or files, extremely graphic or violent stories/files not associated with an assignment, or messages containing references to sexual activity. If a QCON is identified, a Gaggle Student Safety Representative will send a designated District Emergency Contact an email with the relevant information and a copy of the blocked item.

**Possible Student Situations (PSS):** A PSS is a designation that identifies an immediate threat to a student, including, but not limited to, student produced pornography, violence, suicide, self-harm, bullying, rape or harmful family situations. If a PSS is identified between the hours of 6 a.m. and 11 p.m. CT, designated District Emergency Contacts are notified via phone and email and/or text message as soon as possible. Students are not contacted. If Gaggle detects a Possible Student Situation with an immediate threat to a student's life between 11 p.m. and 6 a.m. CT, a Gaggle Student Safety Representative will call the designated District Emergency Contact immediately as well as sending an email and/or text message. The designated District Emergency Contact may contact Local Law Enforcement may be contacted for the sake of a student welfare check. If the situation is serious, but not an immediate threat, the Gaggle representative will send the designated District Emergency Contact a text alert and an email providing the available information. They will then contact the designated District Emergency Contacts by telephone the next day.

AR 5145.11- Questioning by Law Enforcement

<https://www.pusd.us/cms/lib/CA01901115/Centricity/domain/48/policies/5141-5999/AR%205145%2011%20-%20rev%20121913.pdf>

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

**TOBACCO-FREE CAMPUS - HSC 104220 & 104495:** In accordance with state and federal law, tobacco use is prohibited by all persons on all district facilities and vehicles. This prohibition applies to all employees, students and visitors at any activity or athletic event on any property owned, leased, or rented by or from the district. Health & Safety Code 104495 further prohibits smoking or use of any tobacco-related products and disposal of any tobacco-related waste within 25 feet of a school playground. The prohibition does not apply to a public sidewalk located within 25 feet of a playground. Information about smoking cessation support programs is available and encouraged for pupils and staff.

**SAFE PLACE TO LEARN ACT – EC 234 AND 234.1:** The Pasadena Unified School District is committed to maintaining a learning environment that is free from discrimination, harassment, violence, intimidation, and bullying, based on actual or perceived characteristics set forth in Section 422.55 of the Penal Code 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 related to school activity or school attendance occurring within a school of the school district may be subject to disciplinary action up to and including expulsion. To report an incidence and/or to receive a copy of the district's anti-discrimination, anti-harassment, anti-intimidation, and anti-bullying policies, please contact Director of Human Resources, 351 S. Hudson Ave., Pasadena, CA 91109 at (626) 396-3600, ext. 88777 or the Child Welfare Attendance & Safety Office at 626.396.3609.

**WALKING OR RIDING A BIKE TO SCHOOL – VC21212:** Parents of children who walk or ride their bicycles to school are asked to go over a safe route to school with their children. Walkers may not take shortcuts through private property. All children are expected to display good behavior on the way to and from school.

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## **WHAT ARE THE DISTRICT'S HEALTH POLICIES?**

**ENTRANCE HEALTH SCREENING—HSC 124085, 124100, 124105 & 120475** State law requires that the parent or legal guardian of each pupil provide within 90 days after entrance into the first grade, a certificate approved by the department to the school where the child is to enroll documenting that within the prior 18 months the child has received a health screening by a health care provider. Free health screening is available through the County Health Department or the **Child Health and Disability Prevention (CHDP) clinic at (626) 396-3600, ext.88180.**

**EMERGENCY TREATMENT FOR ANAPHYLAXIS – EC 49414, BP 5141.21** 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.

**HOME AND HOSPITAL INSTRUCTION - TEMPORARY DISABILITY—EC 48206.3, 48207, 48208** The school district provides individual instruction (home and hospital instruction) for pupils with temporary disabilities. 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, shall receive individual instruction provided by the district in which the pupil is deemed to reside. 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 residency requirements for school attendance in the 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. Please contact the **Health Programs office at (626) 396-3600, ext. 88240**, for additional information.

**INSURANCE PLAN—EC 49471 & 49472** The Pasadena Unified School District does not carry medical, hospital or dental insurance for students should they be injured on school premises while under school jurisdiction or through school-sponsored activities. The district makes available low cost medical/dental insurance plans for parent/guardian consideration. Contact is made directly with the insurance company, and the pupil, his parent or guardian pays for the cost of the insurance.

**IMMUNIZATIONS – EC 49403 and 48216; HSC 120325, 120335, 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 school district shall cooperate with local health officials in measures necessary for the prevention and control of communicable diseases in school age children. The district may use any funds, property, or personnel and may permit any person licensed as a physician or registered nurse to administer an immunizing agent to any student whose parents have consented in writing. 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 immunizations records for these students to their schools. The immunization requirements do not prohibit students from accessing special education and related services required by their individualized education programs. A student not fully immunized may be temporarily excluded from a school or other institution when that child has been exposed to a specified disease and whose documentary proof of immunization status does not show proof of immunization against one of the communicable diseases described above.

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

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

(b) All seventh grade students must also provide proof of a second chickenpox (Varicella), and a pertussis booster vaccine.

Free Immunizations are available at the PUSD Primary Clinic, room 130 in the Education Center for those who are Uninsured, Underinsured, or Medi-Cal eligible.

Please call x88180 for information. Information about a medical exemption from immunizations for your student is available at the health office at your child's school.

**MEDICATION REGIMEN—EC 49423, 49423.1 & 49480** The parent or legal guardian of any pupil taking medication on a regular basis must inform the school nurse or health office personnel of the medication being taken, the current dosage, and the name of the supervising physician. With the consent of the parent or legal guardian, the school nurse may communicate with the physician and may counsel with the school personnel regarding the possible effects of the medication on the pupil. Any pupil who is required to take medication prescribed by a physician, surgeon or physician assistant during the regular school day, may be assisted by the school nurse or other designated school personnel or may carry and self-administer auto-injectable epinephrine or inhaled asthma 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.

In order for a pupil to carry and self-administer prescription auto-injectable epinephrine or asthma inhaler the school district shall obtain both a written statement from the physician, surgeon or physician assistant detailing the name of the medication, method, amount, and time schedules by which the medication is to be taken, and confirming that the pupil is able to self-administer auto-injectable epinephrine or asthma inhaler, and a written statement from the parent, foster parent, or guardian of the pupil consenting to the self-administration, providing a release for the school nurse or other designated school personnel to consult with the health care provider of the pupil regarding any questions that may arise with regard to the medication, and releasing the school district and school personnel from civil liability if the self-administering pupil suffers an adverse reaction as a result of self-administering medication.

1. Talk to your child's doctor about making a medicine schedule so that your child does not have to take medicine while at school.
2. If your child is regularly taking medicine for an ongoing health problem, even if he or she only takes the medicine at home, give a written note to the school nurse or other designated school employee at the beginning of each school year. You must list the medicine being taken, the current amount taken, and the name of the doctor who prescribed it (EC 49480).
3. If your child must take medicine while at school, give the school a written note from you and a written note from your child's doctor or other health care provider, who is licensed to practice in California. Provide new, updated notes at the beginning of each school year and whenever there is any change in the medicine, instructions, or doctor (EC 49423).
4. As parent or guardian, you must supply the school with all medicine your child must take during the school day. You or another adult must deliver the medicine to school, except medicine your child is authorized to carry and take by him or herself.
5. All controlled medicine, like Ritalin, must be counted and recorded on a medicine log when delivered to the school. You or another adult who delivered the medicine should verify the count by signing the log.
6. Each medicine your child must be given at school must be in a separate container labeled by a pharmacist licensed in the United States. The container must list your child's name, doctor's name, name of the medicine, and instructions for when to take the medicine and how much to take.
7. Pick up all discontinued, outdated, and/or unused medicine before the end of the school year.
8. Know and follow the medicine policy of your child's school.

**NOTICE OF PARTICIPATION IN THE LEA MEDI-CAL BILLING PROGRAM** The District, in cooperation with the California Departments of Health Care Services

and Education, participates in a program that allows the district to be reimbursed with federal Medicaid dollars for select health services provided to enrolled Medi-Cal students at school. The money received through this program is directly reinvested into expanding and improving health and social services for all students. In accordance with state and federal rules and guidelines, we are notifying you that some information may be released from your student's records to our reimbursement recovery vendor, Paradigm Healthcare Services, LLC and to the Department of Health Care Services (DHCS) for claiming purposes only (and your child's Medi-Cal benefits may be accessed). This information is only released if we have received your consent to do so. Your consent may have been provided to the district when you registered your student for school, as part of your back-to-school paperwork or during the IEP/IFSP development and review process (if applicable).

All information that is shared is encrypted and transmitted securely to both our vendor and to DHCS. The education records that may be shared as a result of our participation in this program include a) Student name, date of birth, and health-related evaluation, intervention, and referral information (for services received at school), and b) Practitioners' notes related to these health services and select data from child's IEP/IFSP (if applicable).

You have the right to withdraw your consent to disclose your student's information at any time —feel free to visit your school's front office to discuss this program.

Please note that students will not be denied services they require to attend school and parents will never be billed by the school district for services provided as a result of your consent or non-consent. Further, while Medi-Cal is reimbursing the district for select health services, your child's Medi-Cal benefits should not be impacted in any way. We participate in this program in an effort to obtain federal funding for the Medi-Cal reimbursable health services already being performed at school, and then use this funding to expand services that are available to all students.

Additional notes:

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

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

**ORAL HEALTH ASSESSMENT—EC 49452.8** Requires a pupil enrolled in Kindergarten or first grade if the pupil was not previously enrolled in Kindergarten, to no later than May 31, of the school year present proof of having received an oral health assessment that was performed no earlier than 12 months prior to the date of initial enrollment.

**PARENT'S REFUSAL TO CONSENT—EC 49451** A parent or guardian may file annually with the school principal a written statement, signed by the parent or legal 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.

## STUDENT CONDUCT

### REVISED STUDENT DISCIPLINE MEASURES DURING COVID-19 01/27/21

**WHEN AT SCHOOL: Face covering is required.** If a student refuses to wear a face covering or alternative described above, standard protocol of contacting parent/caregiver to restate policy. Sites will provide students with a mask or face covering and return to instruction. Continued refusal to follow requirements will result in communication to parent/caregiver by central office (Student Supports) and school site administration.

**PHYSICAL DISTANCING:** Physical distancing measures will be put into place in the different physical environments at school. All adults must stay six feet from one another and six feet away from children, while students should maintain six feet of distance from one another as practicable.

**ENCOURAGED AND EXPECTED STUDENT BEHAVIORS:** To assist students and parents in identifying positive behaviors that are encouraged and expected, the following are established:

Students will:

- Attend school daily, on time, and actively participate in all classes.
- Produce quality work that meets the highest classroom standards.
- Bring all necessary materials to class, including completed assignments and homework.
- Set aside time every day to complete homework
- Limit television viewing and read daily
- Know and follow all school and class rules.
- Respect themselves, their school, classmates, staff, family and community.
- Use appropriate language at all times when communicating with others.
- Avoid negative peer pressure and activities.
- Regularly communicate with their parents and teachers about their progress in school.
- Commit to remain in school with an objective to graduate on time.
- Believe that they can learn and will learn.

### INTERVENTIONS, REMEDIATIONS, AND CONSEQUENCES:

A. **Parent Contact** – Verbal or written communication with parent either by telephone, mailing, or in person. Unsuccessful attempts to reach parent, including no answer, busy signals, or messages left do not constitute contact but should be recorded.

B. **Personal Responsibility** – Activities in which students participate with staff direction that enable students to acknowledge their responsibility for compliance with health measures adopted by the PUSD.

C. **Parent Conference** – Formal meeting between parent(s) and school personnel to discuss health and safety needs. A student will be removed from the learning environment with others until he/she complies.

D. **Detention** – A 30-minute to 2-hour period during non instructional time designed to deliver assistance to students in behavior modification strategies. E. **Campus Beautification** – Remediation that includes minor work-related and campus support activities, including graffiti removal, cleaning and paper pick-up, furniture moving, office and classroom clerical assistance, and other appropriate activities.

E. **In-School Suspension** – Assignment of student to separate supervised activity during instructional time with the intent to correct inappropriate behavior. The following will delineate steps that are recommended before a student is suspended. The following consequences and interventions for inappropriate student conduct are recommended for implementation at various levels and prior to suspension other than those deemed mandatory.

F. Students may be placed on a **full online learning platform** if all other forms of correction have not yielded an appropriate outcomes

The Pasadena Unified School District supports collaboration between home and school to establish and enforce appropriate standards of conduct for students. Parental participation and responsibility is essential in assisting students in maintaining appropriate conduct. Therefore, with the exception of mandated police notification for serious infractions, teachers and other district personnel will initiate contact with parents as a primary action in response to student conduct that violates school rules. Parents are expected to provide and maintain current phone numbers of home and work to enable school personnel to make timely contact on behalf of students. [gopusd.com/cwas](http://gopusd.com/cwas)

Disciplinary policies within the elementary and secondary schools' discipline plans will be developed and enforced within the general guidelines as set forth in the District's Standards of Conduct. These guidelines reflect a spectrum ranging from Encouraged and Expected Student Behaviors to identified Interventions and Consequences that may be appropriate for specific violations of district/school rules.

**ENCOURAGED AND EXPECTED STUDENT BEHAVIORS:** To assist students and parents in identifying positive behaviors that are encouraged and expected, the following are established.

Students will:

<ul style="list-style-type: none"> <li>● Attend school daily, on time, and actively participate in all classes.</li> <li>● Produce quality work that meets the highest classroom standards.</li> <li>● Bring all necessary materials to class, including completed assignments and homework.</li> <li>● Set aside time every day to complete homework.</li> <li>● Limit television viewing and read daily.</li> <li>● Know and follow all school and class rules.</li> </ul>	<ul style="list-style-type: none"> <li>● Respect themselves, their school, classmates, staff, family and community.</li> <li>● Use appropriate language at all times when communicating with others.</li> <li>● Avoid negative peer pressure and activities.</li> <li>● Regularly communicate with their parents and teachers about their progress in school.</li> <li>● Commit to remain in school with an objective to graduate on time.</li> <li>● Believe that they can learn and will learn.</li> </ul>
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**DRESS CODE/GANG APPAREL/SUN-PROTECTIVE CLOTHING—EC 35183 & 35183.5:** The Governing Board believes that appropriate dress and grooming contribute to a productive learning environment. The Board expects students to give proper attention to personal cleanliness and to wear clothes that are suitable for the school activities in which they participate. Students' clothing must not present a health or safety hazard or a distraction which would interfere with the educational process. NOTE: Suspension is not a permissible disciplinary action for a dress code violation (PUSD Board Policy 5144.1 Suspension/Expulsion). Students should not miss class due to dress code violations. No grade of a student participating in a physical education class shall be adversely affected if the student does not wear standardized physical education apparel because of circumstances beyond the student's control (Education Code 49066). School districts are authorized to adopt a dress code that would prohibit the wearing of "gang-related clothing." A school may establish a reasonable dress code that prohibits students from wearing gang-related apparel when there is evidence of a gang presence that disrupts or threatens to disrupt the school's activities. Students may carry and apply sunscreen while on campus with a signed permission slip. Each school shall allow for outdoor use during the school day articles of sun protective clothing including, but not limited to, hats. The Pasadena Unified School District Board Policy and Administrative Regulation 5132 address district-wide Student Dress Code.

**STUDENT DISCIPLINE—EC 35291 & 35291.5:** The school district notifies 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.

**DUTY CONCERNING CONDUCT OF STUDENTS—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.

**CLOSED CAMPUS—EC 44808.5:** The Pasadena Unified School District does not permit enrolled students to leave the school grounds during the lunch or recess period. Students who are authorized for early dismissal must vacate the school and surrounding area within 10 minutes.

**GROUNDS FOR SUSPENSION AND EXPULSION—EC 48900:** A pupil shall not be suspended from school or recommended for expulsion, unless the Superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has committed an act as defined pursuant to 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 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 Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind.
- d. Unlawfully offered, arranged, or negotiated to sell a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind, 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. Stolen or attempted to steal school property or private property.
- h. Possessed or used tobacco, or products containing tobacco or nicotine products, including, but not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel. However, this section does not prohibit 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 Section 11014.5 of the Health and Safety Code.
- k. *[intentionally deleted]*
- l. Knowingly received stolen school property or private property.
- m. Possessed an imitation firearm. As used in this section, "imitation firearm" means a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.
- n. Committed or attempted to commit a sexual assault as defined in Section 261, 266c, 286, 288, 288a, or 289 of the Penal Code or committed a sexual battery as defined in Section 243.4 of the Penal Code.
- o. Harassed, threatened, or intimidated a pupil who is a complaining witness or a witness in a school disciplinary proceeding for the purpose of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both.
- p. Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
- q. Engaged in, or attempted to engage in, hazing. For purposes of this subdivision, "hazing" means a method of initiation or preinitiation into a pupil organization body, whether or not the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to a former, current, or prospective pupil. For purposes of this subdivision, "hazing" does not include athletic events or school-sanctioned events.
- r. Engaged in an act of bullying. For purposes of this subdivision, the following terms have the following meanings:
  - 1. "Bullying" means any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, and including one or more acts committed by a pupil or group of pupils as defined in Section 48900.2, 48900.3, or 48900.4, directed toward one or more pupils that has or can be reasonably predicted to have the effect of one or more of the following:
    - A. Placing a reasonable pupil or pupils in fear of harm to that pupil's or those pupils' person or property.
    - B. Causing a reasonable pupil to experience a substantially detrimental effect on 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 and 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, or image.
    - ii. A post on a social network Internet Web site, including, but not limited to:
      - I. Posting to or creating a burn page. "Burn page" means an Internet Web site 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) above. "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.
  - (B) Notwithstanding paragraph (1) and subparagraph (A) above, an electronic act shall not constitute pervasive conduct solely on the basis that it has been transmitted on the Internet or is currently posted on the Internet.
  - 3. "Reasonable pupil" means a pupil, including, but not limited to, 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 that act is related to 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 school activity or 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.
  - 5. A pupil who aids or abets, as defined in Section 31 of the Penal Code, the infliction or attempted
- t. 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 aide 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, the Superintendent or school 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 misbehavior as specified in Section 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.

**HATE VIOLENCE—EC 48900.3:** A pupil in any of grades 4 to 12 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.

**HARASSMENT, THREATS, OR INTIMIDATION—EC 48900.4:** A pupil enrolled in any of grades 4 to 12 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 environment.

**TERRORISTIC THREATS—EC 48900.7:** (a) A pupil may be suspended from school or recommended for expulsion if the Superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has made terroristic threats against school officials or school property, or both.

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

**PARENT/GUARDIAN SCHOOL ATTENDANCE—EC 48900.1:** A school district may adopt a policy authorizing teachers to require the parent or guardian of a pupil who has been suspended from class by the teacher for an obscene act, profanity or vulgarity, disruption of school activities, or willful defiance of the teacher's authority to attend a portion of the school day in the classroom of his or her child.

**PROHIBITED MATERIALS—EC 51512:** The Legislature finds that the use by any person, including a pupil, of any electronic listening or recording device in any classroom of the elementary and secondary schools without the prior consent of the teacher and the principal of the school given to promote an educational purpose disrupts and impairs the teaching process and discipline in the elementary and secondary schools, and such use is prohibited. Any person, other than a pupil, who willfully violates this section shall be guilty of a misdemeanor. Any pupil violating this section shall be subject to appropriate disciplinary action. This section shall not be construed as affecting the powers, rights, and liabilities arising from the use of electronic listening or recording devices as provided for by any other provision of law.

**ELECTRONIC SIGNALING DEVICE—EC 48901.7:** In the Pasadena Unified School District, students may carry phones and pagers during school hours under the following conditions: Mobile communication devices shall be turned off during instructional time. However, a student shall not be prohibited from possessing or using a mobile communication device under any of the following circumstances: 1. In the case of an emergency, or in response to a perceived threat of danger 2. When a teacher or administrator grants permission to the student to possess or use a mobile communication device, subject to any reasonable limitation imposed by that teacher or administrator 3. When a licensed physician or surgeon determines that the possession or use is necessary for the student's health and well-being 4. When the possession or use is required by the student's individualized education program **FINANCIAL LIABILITY—EC 48904:** Notwithstanding Section 1714.1 of the Civil Code, the parent or guardian of any minor whose willful misconduct results in injury or death to any pupil 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 school district or private school, or personal property of any school employee, shall be liable for all damages so caused by the minor. The parent or guardian of a minor shall be liable to a school district or private school for all property belonging to the school district or private school loaned to the minor and not returned upon demand of an employee of the district or private school authorized to make the demand. Grades, diplomas and transcripts may be withheld until restitution is made.

**LASER POINTERS—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.

**BB DEVICE/IMITATION FIREARM—PC 12550 & 12556:** A BB device can be considered an imitation firearm. The Penal Code makes it a criminal offense to openly display or expose any imitation firearm in a public place.

**STUDENT RESPONSIBILITY—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.

**SEARCHES AND SCHOOL LOCKERS:** School lockers remain the property of the Pasadena Unified School District even when assigned to students. The lockers are subject to search whenever the district finds a need to do so. The use of school lockers for other than school-related purposes is prohibited. The improper use of school lockers may result in disciplinary action. In the interest of maintaining a safe environment, locker searches and metal detection may occur as needed by school administration.

**USE OF CONTRABAND DETECTION DOGS:** Contraband detection dogs shall not be used in classrooms or other district facilities when the rooms are occupied, except for demonstration purposes with the handler present. When used for demonstration purposes, the dog shall be separated from the students and not allowed to sniff any individual. Prior to conducting an inspection, students shall be asked to leave the room that will be subject to the canine sniff. No student shall be forced to leave personal items behind for inspection, unless school officials have reasonable suspicion to search the item. Only the dog's official handler shall determine what constitutes an alert by the dog. If the dog alerts on a particular item or place, the student having the use of that item or place, or responsibility for it, shall be called to witness the inspection. If a dog alerts on a locked vehicle, the student who brought the vehicle onto district property shall be asked to unlock it for inspection (AR 5145.12).

**ROSE CITY CONTINUATION HIGH SCHOOL:** No involuntary transfer to Rose City High School (RCHS) shall extend beyond the end of the semester following the semester during which the acts leading to the involuntary transfer occurred without a review of the student's case. The student must earn 20 semester units during one complete semester and maintain satisfactory school attendance and citizenship while attending Rose City High School to return to the regular school program.

**ADDRESSING DISCRIMINATION, HARASSMENT, INTIMIDATION OR BULLYING:** Every student is entitled to a safe school environment free from discrimination, harassment, intimidation and bullying. The District's policy on bullying can be accessed on the District's website. Copies are available in the school office.

1. The District prohibits bullying. This includes, but is not limited to: discrimination, harassment, intimidation and bullying based on the actual or perceived characteristics set forth in Penal Code section 422.55 and Education Code section 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. Bullying is defined in Education Code section 48900(r).
2. School personnel must immediately intervene if they witness an act of discrimination, harassment, intimidation or bullying, provided it is safe to do so.
3. Acts of discrimination, harassment, intimidation or bullying should be brought to the attention of the principal.
4. You may make an anonymous complaint by contacting the principal or the Director of Child Welfare, Attendance, and Safety. If there is sufficient corroborating information, the District will commence an investigation.
5. Complaints of discrimination, harassment, intimidation or bullying will be considered confidential. However, it may be necessary to disclose certain information in order to effectively investigate.
6. Students who violate the District's policies on discrimination, harassment, intimidation or bullying may be subject to discipline, including suspension and expulsion.

7. The District prohibits retaliation against individuals who make complaints of discrimination, harassment, intimidation, bullying or provide information related to such complaints.

8. Students and parents also may contact the District's Office of Child Welfare, Attendance and Safety at (626) 396-3600, extension 88238.

**SEXUAL HARASSMENT—EC 48900.2:** 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. This section shall not apply to pupils enrolled in kindergarten and grades 1 to 3, inclusive.

**SEXUAL HARASSMENT—EC 231.5, 48900.2 & 5 CCR 4917:** The Governing Board is committed to maintaining a school environment that is free from harassment. The Board prohibits sexual harassment of any student by another student, an employee or other person, at school or at a school-sponsored or school-related activity. The Board also prohibits retaliatory behavior or action against any person who complains, testifies, assists or otherwise participates in the complaint process established in accordance with this policy.

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

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

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

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

Any student who feels that he/she is being or has been subjected to sexual harassment shall immediately contact a school employee. A school employee to whom a complaint is made shall, within 24 hours of his/her getting the complaint, report it to the principal or designee. Any school employee who observes any incident of sexual harassment on any student shall similarly report his/her observation to the principal or designee, whether or not the victim makes a complaint. If the alleged harasser is the principal or designee, the employee may report the complaint or his/her observation of the incident to the Superintendent or designee who shall investigate the complaint. The principal or designee to whom a complaint of sexual harassment is reported shall immediately investigate the complaint. Where the principal or designee finds that sexual harassment occurred, he/she should take prompt, appropriate action to end the harassment and address its effects on the victim. The principal or designee shall also advise the victim of any other remedies that may be available. The principal or designee shall file a report with the Superintendent or designee and refer the matter to law enforcement authorities, where necessary. In addition, the student may file a formal complaint with the Superintendent or designee in accordance with the district's uniform complaint procedures.

The Superintendent or designee shall maintain a record of all reported cases of sexual harassment to enable the district to monitor, address and prevent repetitive harassing behavior in its schools. Information gathered in the course of investigating a sexual harassment complaint shall be kept confidential to the extent possible.

**PROHIBITED CONDUCT:** Prohibited sexual harassment includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, and other verbal, visual or physical conduct of a sexual nature when: (Education Code 212.5)

- 1) Submission to the conduct is explicitly or implicitly made a term or condition of an individual's employment, academic status or progress.
- 2) Submission to or rejection of the conduct by an individual is used as the basis for academic or employment decisions affecting the individual.
- 3) The conduct has the purpose or effect of having a negative impact on the individual's academic or work performance, or of creating an intimidating, hostile or offensive educational or work environment.
- 4) Submission to or rejection of the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through the school.

Other types of conduct which are prohibited in the district and which may constitute sexual harassment include:

- 5) Unwelcome leering, sexual flirtations, or propositions.
- 6) Unwelcome sexual slurs, epithets, threats, verbal abuse, derogatory comments, or sexually degrading descriptions.
- 7) Graphic verbal comments about an individual's body or overtly personal conversation.
- 8) Sexual jokes, stories, drawings, pictures, or gestures.
- 9) Spreading sexual rumors.
- 10) Teasing or sexual remarks about students enrolled in a predominantly single-sex class.
- 11) Touching an individual's body or clothes in a sexual way.
- 12) Purposefully limiting a student's access to educational tools.
- 13) Cornering or blocking of normal movements.
- 14) Displaying sexually suggestive objects in the educational environment.
- 15) Any act of retaliation against an individual who reports a violation of the district's sexual harassment policy or who participates in the investigation of a sexual harassment complaint.

**REPORTING SEXUAL HARASSMENT:** Students are expected to report incidents of sexual harassment to the school principal, to another district administrator, or to the Chief of Human Resources at (626) 396-3600, ext. 88776. Upon receipt of a complaint, the Chief of Human Resources or designee shall promptly convene an Investigative Team to identify and implement investigative procedures, which shall include contacts with the complainant, the accused, and witnesses. A written summary of findings will be communicated to complainant within 30 days of completion of the investigation but no later than 45 days of the reporting of the incident.

Students also have available all local law remedies, mediation centers, legal assistance agencies, and private legal counsel for assistance in the resolution of complaints. Questions or complaints of alleged discrimination, harassment, intimidation, and/or bullying or Title IX equity and compliance concerns for students should be directed to: Chief of Human Resources 626.396.3600 ext. 88777, Pasadena Unified School District, 351 S. Hudson Ave., Pasadena, CA 91109

**NOTIFICATION:** A copy of the district's sexual harassment policy shall 1) be included in the notifications that are sent to parents/guardians at the beginning of each school year (EC 48980); 2) be displayed in a prominent location near each school principal's office (EC 212.6); 3) be provided as part of any orientation program conducted for new students at the beginning of each quarter, semester or summer session (EC 212.6); and 4) appear in any school or district publication that sets forth the school or district's comprehensive rules, regulations, procedures and standards of conduct (EC 212.6).

**ENFORCEMENT:** The principal or designee shall take appropriate actions to reinforce the district's sexual harassment policy. These actions may include 1) removing vulgar or offending graffiti; 2) providing staff in-service and student instruction or counseling; and/or 3) taking appropriate disciplinary action as needed.

**INVESTIGATING COMPLAINTS:** Sexual harassment is a matter requiring unusually prompt attention by supervisors since failure to act may cause further personal damages to the alleged victim as well as legal action. Further, the issues involved are typically very personal and sensitive, and many victims will not risk the delays, publicity, and complications attendant to regular grievance procedures. Since the Pasadena Unified School District recognizes the delicate nature of such situations, each step in the complaint procedure will be conducted with discretion in order to maintain a high degree of confidentiality. It is the intent of the procedure to result in prompt recourse and ensure fairness and equity to the person alleging sexual harassment, the person accused of the sexual harassment, and witnesses.

1) Any employee or student who believes he/she is being sexually harassed or finds the work or academic environment hostile should inform the harasser that he/she does not welcome or approve of such actions. If such actions continue, an employee complainant should notify his or her supervisor. If the supervisor is the alleged harasser, then the complainant should notify a member of the District Investigative Team (IT). If the complainant is a student, he/she or the student's parents should notify his/her teacher, guidance counselor, dean, or principal, or a member of the IT. Supervisors or other individuals receiving a sexual harassment complaint are required to report the complaint immediately to any member of the IT. Supervisors or any individual receiving a complaint are required to report immediately complaints of sexual harassment to any member of the IT. Whenever a complaint of harassment occurs, the person receiving the complaint shall promptly and fully notify the alleged victim of his/her rights pursuant to this policy and current law. The complainant and accused will also be given a copy of the sexual harassment policy.

2) If the supervisor or member of the IT believes the complaint can be resolved through informal means, then every effort will be made to do so.

3) **Informal Investigation:** The complainant will be advised in advance of the date and time that the accused will be informed of the complainant's complaint. At the earliest appropriate time, the accused will be explained his/her rights pursuant to this policy at the earliest appropriate time and will be immediately informed that any retaliation against the complainant and/or witness is strictly prohibited, regardless of the accuracy of the complaint.

4) The supervisor and/or the IT shall then inform the person alleged to have committed harassment of the complainant and explain his/her rights pursuant to this policy. The IT shall also endeavor to obtain all possible information from the individual named by the complainant, from witnesses to the incident, if any, and from victims, if any, of similar conduct.

5) Upon completion of the investigation, the complainant shall be advised of the findings and recommendations. This information shall then be communicated to the alleged harasser, and as appropriate, any other persons directly involved in the incident(s).

6) **Formal Investigation:** Once the IT has reviewed a written complaint of sexual harassment, a complete and thorough investigation shall begin. The complaint will be resolved by this investigation, which shall also include gathering information from witnesses to the incident, if any, and from victims, if any, of similar conduct. The complainant will be advised in advance of the date and time that the accused will be informed of the complainant's complaint. The complainant will be advised in advance of the date and time that the accused will be informed of the complainant's complaint. At the earliest appropriate time, the accused will be explained their rights pursuant to this policy and will be informed that any retaliation against the complainant and/or witnesses is strictly prohibited, regardless of the accuracy of the complaint.

7) The IT shall make a written report of the findings and recommendations regarding the acts and whether the sexual harassment did occur, and this determination will be communicated to the complainant first, the alleged harasser, and, as appropriate, any others directly concerned. If, after the investigation, the IT determines that the sexual harassment did not occur, the personnel file of the accused shall be expunged of all relevant documents. However, if the IT makes a finding that the sexual harassment did in fact occur, the alleged harasser shall have the opportunity to respond to this written determination prior to placement in his/her personnel file. Reports of all complaints and findings will be maintained by the IT in a confidential file.

8) **Disciplinary Action:** If the alleged harasser is determined to have engaged in sexual harassment, appropriate disciplinary action as recommended by the Superintendent or his/her designee shall be taken by the District. The types of discipline (oral or written warnings, suspension, demotion or discharge/expulsion) that will be appropriate will be determined, in part, by the severity of the facts and whether or not the harassment is of a chronic nature. The employee against whom disciplinary action is taken shall be entitled to due process provided by law, Board policy, the Rules of the Personnel Commission, and current employee agreements. The disciplinary action will be made known to the complainant when final. Appropriate action may include remedies for the complainant's loss, if any. If the employee or student complainant has suffered harm through loss of his/her ability to study or work effectively, loss of student or employment status or well-being, the District will implement appropriate remedies.

In accordance with the provisions of Education Code, the District's agreements with the United Teachers of Pasadena (UTP), Chapter 434 of the California School Employees Association (CSEA), and Local 911 of the Teamsters, if either the complainant or the alleged harasser is not satisfied with the findings of the Investigative Team's report, they may appeal the entire matter to a closed session hearing of the Governing Board. The Board's decision will be the final decision of the District.

Either party to the Board Hearing may be represented by an advisor(s) of their choosing. The findings of the Board may be appealed to the Fair Employment and Housing Commission. Even if no sexual harassment is found, the Fair Employment and Housing Commission may find a violation when the employer did not "inform the complainant of his/her rights and obligations to investigate fully." In determining whether the employer's response was sufficient to excuse the employer from liability, the test for the Commission is "whether the employer has acted promptly, vigorously, and visibly, and has demonstrated that it strongly disapproves of sexual harassment and will not tolerate it in the workplace."

## **STUDENT DISCIPLINE GUIDELINES**

The spectrum of responses to inappropriate conduct ranges from the minimum of a warning to suspension, to an involuntary transfer to an alternative education program, to Board action regarding expulsion. [gopusd.com/cwas](http://gopusd.com/cwas)

To the extent possible, alternatives to formal suspension will be initiated. Suspended students should also participate in appropriate intervention and remediation consequences upon return from suspension. The number of suspension days determined per incident may be reduced by parent/student agreement with school staff in order to allow the student to participate in alternative remediation activities. Alternatives to suspension are also applicable to Special Education students.

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.

When appropriate, alternative disciplinary methods may be employed to address and correct specific behaviors. Other means of correction include, but are not limited to, the following:

(1) A conference between school personnel, the pupil's parent or guardian, and the pupil.

(2) Referrals to the school counselor, psychologist, social worker, child welfare attendance personnel, or other school support service personnel for case management, counseling, and Behavior RtI (Response to Intervention)\* strategies.

(3) Study teams, guidance teams, resource panel teams, or other intervention-related teams that assess the behavior, and develop and implement individualized plans to address the behavior in partnership with the pupil and his/her parents.

- (4) Referral for a comprehensive psychosocial or psycho educational assessment, including for purposes of creating an individualized education program, or a plan adopted pursuant to Section 504 of the federal Rehabilitation Act of 1973 (29 U.S.C. Sec. 794(a)).
- (5) Enrollment in a program for teaching prosocial behavior or anger management.
- (6) A positive behavior support approach with tiered interventions that occur during the school day on campus.
- (7) After-school programs that address specific behavioral issues or expose pupils to positive activities and behaviors, including, but not limited to, those operated in collaboration with local parent and community groups. (Education Code 48900.5., 48911.1)

Individual suspensions may range from a one-day school suspension to a maximum of five days to a recommendation for expulsion. *The total number of days for which a pupil may be suspended from school shall not exceed 20 school days in any school year, unless for purposes of adjustment, a pupil enrolls in or is transferred to another regular school, an opportunity school or class, or a continuation education school or class, in which case the total number of school days for which the pupil may be suspended shall not exceed 30 days in any school year. It is important to note that Special Education students can only be suspended for a maximum of 10 days in any school year.* Any suspension days in excess of 10 days is considered a change in placement and requires agreement of the Individualized Education Plan (IEP) team. For guidance in this area, please refer to the district's Department of Special Education.

**MAKE-UP WORK:** Students shall be given the opportunity to make up school work missed because of an excused absence or suspension and shall receive full credit if the work is turned in according to a reasonable make-up schedule. The teacher of any class from which a student is suspended may require the student to complete any assignments and tests missed during the suspension (Education Code 48913). Staff will allow access to daily homework to suspended students.

**ACTS OF VIOLENCE:** With regard to acts of violence between students, including physical fights and serious verbal conflicts that could lead to violence, it is expected that parents will be contacted and involved in resolving the conflict in an effort to establish consequences and avoid repeat encounters. At the secondary level, staff responsible for handling student misconduct is expected to expand their efforts to include joint parent conferences along with students who are involved in serious conflicts including physical fights. Parents of mutual combatants may initiate a face-to-face dialogue and mediations with each other to resolve the issues and establish mutual consequences for students as established by parents and school personnel. These mediations may be held whenever students are suspended and as a condition of returning to school in a timely manner. Elementary schools are also expected to initiate similar activities. Parents who willingly participate in mediations may have the number of suspension days or other disciplinary action initially determined for the incident reduced. Parents who refuse to participate or cooperate in mediations along with their child may cause the student to serve all suspension days determined by the incident and/or in more serious cases cause the transfer of the student to another school. However, the number of suspension days originally determined may not be increased due to parent failure to participate in mediations.

**INTERVENTIONS, REMEDIATIONS, AND CONSEQUENCES:**

- A. **Parent Contact** – Verbal or written communication with parent either by telephone, mailing, or in person. Unsuccessful attempts to reach parent, including no answer, busy signals, or messages left do not constitute contact but should be recorded.
- B. **Counseling** – Individual or group meeting of student(s) with school counselor, psychologist, administrator, or other personnel authorized to assist student in resolving conflicts and/or modifying behavior.
- C. **Personal Responsibility** – Activities in which students participate with staff direction that enable students to acknowledge their responsibility for self-determined behavior modification, including written essays, apologies to offended parties, restitution (including financial), school/community service, participation in conflict resolution and anger management activities, and other appropriate interventions.
- D. **Detention** – A 30-minute to 2-hour period during non-instructional time designed to deliver assistance to students in behavior modification strategies.
- E. **Campus Beautification** – Remediation that includes minor work-related and campus support activities, including graffiti removal, cleaning and paper pick-up, furniture moving, office and classroom clerical assistance, and other appropriate activities.
- F. **Parent Conference** – Formal meeting between parent(s) and school personnel to discuss student needs.
- G. **In-School Suspension** – Assignment of student to separate supervised activity during instructional time with the intent to correct inappropriate behavior.

The following will delineate steps that are recommended before a student is suspended. The following consequences and interventions for inappropriate student conduct are recommended for implementation at various levels and *prior* to suspension other than those deemed mandatory.

Violations Against Persons	Elementary School	Middle & High School
Assault with Deadly Weapon EC 48900(a)(2) EC 48900(b)	Immediate notification of police Immediate consultation with Child Welfare, Attendance Suspend 5 days Refer for Expulsion	Immediate notification of police Immediate consultation with Child Welfare & Attendance Suspend 5 days Refer for expulsion
Assault, Threat, Mutual Combat EC 48900(a)(1)	1 <sup>st</sup> Offense, B, C, F, G 2 <sup>nd</sup> Offense, Suspend – 1 to 2 days; B, C, F 3 <sup>rd</sup> Offense, Suspend – 2 to 5 days; B, C, F	1 <sup>st</sup> Offense, Suspend 1 to 3 days; B, C, F 2 <sup>nd</sup> Offense, Suspend 2 to 4 days; B, C, F 3 <sup>rd</sup> Offense, Suspend 3 to 5 days; B, C, F For continued infractions, possible expulsion referral
Assault and Battery EC 48900(a)(2)	1 <sup>st</sup> Offense; B, C, F, G 2 <sup>nd</sup> Offense, Suspend 1 to 2 days; B, C, F 3 <sup>rd</sup> Offense, Suspend 2 to 5 days; C, F	1 <sup>st</sup> Offense, Suspend 1 to 3 days or more if serious; B, C, F 2 <sup>nd</sup> Offense, Suspend 2 to 4 days or more if serious; B, C, F 3 <sup>rd</sup> Offense, Suspend 3 to 5 days; B, C, F For continued infractions, possible expulsion referral
Violations Against Persons	Elementary School	Middle & High School
Verbal Abuse, Vulgarity, Profanity —EC 48900(i)	1 <sup>st</sup> Offense, A, B, C, D 2 <sup>nd</sup> Offense, Suspend 1 day; B, C, E, F 3 <sup>rd</sup> Offense, Suspend 1 to 2 days; B, C, F	1 <sup>st</sup> Offense, Suspend 1 to 2 days; B, C, E, F 2 <sup>nd</sup> Offense, Suspend 2 to 3 days; B, C, E, F 3 <sup>rd</sup> Offense, Suspend 3 to 5 days; B, C, F
Sexual Harassment EC 48900.2 (4-12 grade only)	1 <sup>st</sup> Offense, B, C, F; Establish behavioral plan; Document as required 2 <sup>nd</sup> Offense, Suspend 1 day; B, C, F 3 <sup>rd</sup> Offense, Suspend 1 to 2 days; B, F, Review behavioral plan	1 <sup>st</sup> Offense, B, C, F; Establish behavioral plan; Document as required 2 <sup>nd</sup> Offense, Suspend 1 to 3 days; B, C, F 3 <sup>rd</sup> Offense, Suspend 2 to 5 days; B, F Review behavioral plan
Bullying EC 48900(a)(1)(2)(r) EC 48900.3	1 <sup>st</sup> Offense, A, B, C 2 <sup>nd</sup> offense, B, C, F, G 3 <sup>rd</sup> Offense, Suspend 1 to 3 days; F	1 <sup>st</sup> Offense, A, B, C 2 <sup>nd</sup> Offense, Suspend 1 to 2 days; B, C, F 3 <sup>rd</sup> Offense, Suspend 3 to 5 days; F

EC 48900.4		Possible police citation
<b>Violations Against Property</b>	<b>Elementary School</b>	<b>Middle &amp; High School</b>
Theft EC 48900 48900(g) Degree of offense must be ascertained	1 <sup>st</sup> Offense, A, B, C, G 2 <sup>nd</sup> Offense, Suspend 1 to 2 days; B, C, F 3 <sup>rd</sup> Offense, Suspend 2 to 3 days; B, C, F	1 <sup>st</sup> Offense, Suspend 1 day; B, C, F 2 <sup>nd</sup> Offense, Suspend 2 to 3 days; B, C, F 3 <sup>rd</sup> Offense, Suspend 3 to 5 days; B, C, F For continued infractions, possible expulsion referral
Burglary EC 48900(f)	1 <sup>st</sup> Offense, Notify police; Suspend 2 to 3 days; B, C, F; Poss. expulsion referral 2 <sup>nd</sup> Offense, Notify police; Suspend 3 to 5days; Refer for expulsion	1st Offense, Notify police; Suspend 5 days; Refer for expulsion
Willful damage of school property or property of staff EC 48900(f) Degree of offense must be ascertained	1 <sup>st</sup> Offense, A, B, C, E 2 <sup>nd</sup> Offense; Suspend 1 to 2 days; B, C, E, F 3 <sup>rd</sup> Offense, Suspend 2 to 3 days B, C, F For continued infractions, possible expulsion referral	1 <sup>st</sup> Offense, Suspend 1 to 2 days B, C, F 2 <sup>nd</sup> Offense, Suspend 3 to 4 days B, C, F 3 <sup>rd</sup> Offense, Suspend 3 to 5 days For continued infractions, possible expulsion referral
Knowingly received stolen school property or private property—EC 48900(l) Degree of offense must be ascertained	1 <sup>st</sup> Offense, A, B, C 2 <sup>nd</sup> Offense, Suspend 1 day B, C, F 3 <sup>rd</sup> Offense, Suspend 2 to 3 days; B, C, F	1 <sup>st</sup> Offense, Suspend 1 to 2 days B, C, F 2 <sup>nd</sup> Offense, Suspend 2 to 4 days B, C, F 3 <sup>rd</sup> Offense, Suspend 5 days, B, C, F For continued infractions, possible expulsion referral
<b>Violations Against Public Health &amp; Safety</b>	<b>Elementary School</b>	<b>Middle &amp; High School</b>
Drug Paraphernalia EC 48900(j)	1 <sup>st</sup> Offense, A, B; Confiscate 2 <sup>nd</sup> Offense, B, F; Confiscate 3 <sup>rd</sup> Offense, Suspend 1 day, Refer to IMPACT	1 <sup>st</sup> Offense, A, B, C, E; Confiscate 2 <sup>nd</sup> Offense, B, F; Confiscate; Suspend 1 day; Refer to IMPACT 3 <sup>rd</sup> Offense, A, B, Suspend 3 days, consult with CWAS Department
Tobacco—Possession/Use EC 48900(h)		Refer to Nicotine Section, Substance Abuse Policy; A, B
Alcohol—Possession/Use EC 48900(c)		1 <sup>st</sup> Offense, A, B; Suspend 1 Day; Refer to IMPACT 2 <sup>nd</sup> Offense, A, B; Suspend 2days 3 <sup>rd</sup> Offense, A, B; Suspend 3 days; consult with CWA Department
<b>Violations Against School Administration Procedures</b>	<b>Elementary School</b>	<b>Middle &amp; High School</b>
Truancy (3 full-day unexcused absences) EC 48260	1 <sup>st</sup> Offense (3 unexcused absences) A, D, Letter to parent 2 <sup>nd</sup> Offense (4 <sup>th</sup> day) B, D, E, F 3 <sup>rd</sup> Offense (5 <sup>th</sup> day), SARB Referral	1 <sup>st</sup> Offense (3 unexcused absences), A, D; Letter to parent 2 <sup>nd</sup> Offense, (4 <sup>th</sup> day/class), B, D, E, F 3 <sup>rd</sup> Offense (5 <sup>th</sup> day/class), SARB Referral
Tardiness EC 48260	1 <sup>st</sup> Offense (3 <sup>rd</sup> day) A 2 <sup>nd</sup> Offense (5 <sup>th</sup> day) A, D, F 3 <sup>rd</sup> Offense (7 <sup>th</sup> day) D, E, F Warning letters re: SARB* 4 <sup>th</sup> Offense (9 <sup>th</sup> day), SARB Referral	1 <sup>st</sup> Offense (3 <sup>rd</sup> day), A 2 <sup>nd</sup> Offense (5 <sup>th</sup> day), A, D, F 3 <sup>rd</sup> Offense (7 <sup>th</sup> day), D, E, F; Warning letters regarding SARB* 4 <sup>th</sup> Offense (9 <sup>th</sup> day), Referral to SARB*

**\*Note:** A student is considered truant after three absences or three tardies of more than 30 minutes each time and the absences or tardies are unexcused. A truant student may be referred to the School Attendance Review Board (SARB). Unexcused absences are all absences that do not fall within EC 48205. The text of EC 48205 is provided in the "Attendance" section of this handbook.

**LIMITATIONS ON IMPOSING SUSPENSION - EC 48900.5** 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.

**CIRCUMSTANCES FOR RECOMMENDING EXPULSION—EC 48915:**

1) Except as provided in subdivision (c) and (e), the principal or the Superintendent **shall recommend** the expulsion of a pupil for any of the following acts committed at school or at a school activity off school grounds, unless the principal or Superintendent finds that the expulsion is inappropriate, due to the particular circumstance:

<ol style="list-style-type: none"> <li>1. Causing serious physical injury to another person, except in self-defense.</li> <li>2. Possession of any knife or other dangerous object of no reasonable use to the pupil</li> <li>3. Unlawful possession of a controlled substance, except for first offense for the possession of not more than one avoirdupois ounce of marijuana, other than concentrated cannabis.</li> <li>4. Robbery or extortion.</li> <li>5. Assault or battery, as defined in Section 240 and 242 of the Penal Code, upon any school employee.</li> </ol>	<p><b>Procedural Protocol</b></p> <ul style="list-style-type: none"> <li>● Immediate Notification of Police;</li> <li>● Immediate Consultation with Child Welfare &amp; Attendance</li> <li>● Suspension for Possible 5 days;</li> <li>● Possible referral for expulsion.</li> <li>● Controlled Substance: All above protocol and referral to IMPACT or Mental Health Provider for drug abatement counseling.</li> </ul>
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2) 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 subdivision (a) or in subdivisions (a), (b), (c), (d), or (e) of Section 48900. A decision to expel shall be based on a finding of one or more of the following:

- a. Other means of correction are not feasible or have repeatedly failed to bring about proper conduct.
- b. 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.

3) 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:

<ol style="list-style-type: none"> <li>1. Possession, selling, or otherwise furnishing a firearm.</li> <li>2. Brandishing a knife at another person.</li> <li>3. Unlawfully selling a controlled substance.</li> <li>4. Committing or attempting to commit a sexual assault or sexual battery as defined in section 48900(n)</li> <li>5. Possession of an explosive.</li> </ol>	<p><b>Procedural Protocol</b></p> <ul style="list-style-type: none"> <li>● Immediate Notification of Police;</li> <li>● Immediate Consultation with Child, Welfare &amp; Attendance</li> <li>● <b>Suspension for 5 days</b></li> <li>● Refer for expulsion.</li> </ul>
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**SUBSTANCE ABUSE PREVENTION** No student shall have or use alcohol, tobacco (nicotine including e-cigarettes) or any controlled substance (drug) on school property, or during school hours, at school sponsored events, or while under the supervision of district employees.

ACTIVITY	CONSEQUENCES
DRUGS Sale or possession for sale of controlled substances E.C. 48900(c)	<p>Mandatory referral for expulsion</p> <ul style="list-style-type: none"> <li>● Immediate notification of police</li> <li>● Immediate consultation with Child Welfare &amp; Attendance</li> <li>● Suspension for 5 days</li> </ul> <p>If student is expelled with suspended enforcement: Referral to Mandatory IMPACT or Mental Health provider for drug abatement counseling.</p>
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 the first offense for the possession of not more than one avoirdupois ounce of marijuana, other than concentrated cannabis E.C. 48915(3)	<p>Recommendation for expulsion unless deemed to be inappropriate</p> <ul style="list-style-type: none"> <li>● Immediate notification of police</li> <li>● Immediate consultation with Child Welfare &amp; Attendance</li> <li>● Suspension possible for 5 days</li> <li>● Referral to Mandatory IMPACT or Mental Health provider for drug abatement counseling</li> </ul> <p>If the student is expelled with suspended enforcement: Referral to Mandatory IMPACT or Mental Health provider for drug abatement counseling.</p>
Possession or sale of drug paraphernalia E.C. 48900(j)	<p><u>First offense</u></p> <ul style="list-style-type: none"> <li>● Confiscation</li> <li>● Parent contact</li> <li>● Referral to Mandatory IMPACT or Mental Health provider for drug abatement counseling.</li> </ul> <p><u>Second offense</u></p> <ul style="list-style-type: none"> <li>● Confiscation</li> <li>● Parent contact</li> <li>● Referral to Mandatory IMPACT or Mental Health provider for drug abatement counseling.</li> </ul> <p><u>Third offense</u></p> <ul style="list-style-type: none"> <li>● Confiscation</li> <li>● Parent conference</li> <li>● Referral to Mandatory IMPACT or Mental Health provider for drug abatement counseling.</li> <li>● 1 day suspension</li> </ul>
ALCOHOL AND OTHER INTOXICANTS Unlawful possession, use, sale, or otherwise furnishing, or being under the influence of an alcoholic beverage or intoxicant of any kind. E.C. 48900(c)	<p><u>First offense</u></p> <ul style="list-style-type: none"> <li>● 1 day suspension</li> <li>● Parent contact</li> <li>● Referral to Mandatory IMPACT or Mental Health provider for drug abatement counseling.</li> </ul> <p><u>Second offense</u></p> <ul style="list-style-type: none"> <li>● Two day suspension</li> <li>● Parent contact</li> <li>● Referral to Mandatory IMPACT or Mental Health provider for drug abatement counseling.</li> </ul> <p><u>Third offense</u></p> <ul style="list-style-type: none"> <li>● Three day suspension</li> <li>● Parent conference</li> <li>● Referral to Mandatory IMPACT or Mental Health provider for drug abatement counseling.</li> <li>● Possible involuntary transfer to Alternative Education</li> </ul>
Unlawful offering, arranging, or negotiating to sell, or otherwise furnishing of any alcoholic beverage, intoxicant or liquid, or substance represented as an intoxicant or a controlled substance.  E.C. 48900(d)	<p><u>First offense</u></p> <ul style="list-style-type: none"> <li>● Confiscation</li> <li>● Parent contact</li> <li>● Referral to Mandatory IMPACT or Mental Health provider or liquid, or substance for drug abatement counseling.</li> </ul> <p><u>Second offense</u></p> <ul style="list-style-type: none"> <li>● Confiscation</li> <li>● Parent contact</li> <li>● Referral to Mandatory IMPACT or Mental Health provider for drug abatement counseling.</li> </ul> <p><u>Third offense</u></p> <ul style="list-style-type: none"> <li>● Confiscation</li> <li>● Parent conference</li> <li>● Referral to Mandatory IMPACT or Mental Health provider for drug abatement counseling.</li> <li>● 1 day suspension</li> </ul>
NICOTINE—USE Use or possession of tobacco or nicotine products (including e-cigarettes) E.C. 48900(h)	<p><u>First offense</u></p> <ul style="list-style-type: none"> <li>● Parent contact</li> <li>● Referral to Mandatory IMPACT or Mental Health provider for drug abatement counseling, OR</li> <li>● Penal Code 308(b)-b citation issued</li> </ul>



<p>Note: Penal Code 308(b)—Every person under the age of 18 years who purchases, receives, or possesses any tobacco, cigarette, or cigarette papers, or any other preparation of tobacco, or any other instrument or paraphernalia that is designed for the smoking of tobacco, products prepared from tobacco, or any controlled substance shall, upon conviction, be punished by a fine of seventy-five dollars (\$75) or 30 hours of community service work.</p>	<p><u>Second offense</u></p> <ul style="list-style-type: none"> <li>● Parent contact</li> <li>● Referral to Mandatory IMPACT or Mental Health provider for drug abatement counseling.</li> <li>● AND Penal Code 308(b)-b citation issued</li> </ul>
<p>Failure to attend Mandatory IMPACT</p>	<ul style="list-style-type: none"> <li>● Parent contact</li> <li>● Referral to counseling</li> </ul>

Note: The Student Discipline Guidelines have been developed for all schools within the Pasadena Unified School District and outlines the consequences for inappropriate student actions that have been referred to the Principal, Assistant Principal or Dean of Students. Infractions or possible consequences may not be limited to those found in the Student Discipline Guidelines. It should be noted that although the Student Discipline Guidelines afford a framework for dealing with inappropriate behavior in a comprehensive and consistent manner, each disciplinary issue should be reviewed within the context of its unique circumstances and the educational needs of the student. Each administrator or designee shall use his/her judgment in applying its provisions, within the limits stated. Situations not specifically addressed in these guidelines or unusual or extreme cases shall be dealt with in accordance with the California Education Code and District policy. Schools may use other site-based consequences such as In-School Suspension (ISS) as an intervention consequence.

Note: The school district recognizes that **Bullying** is an issue that aggressively needs to be addressed in our schools. District staff will use all resources available within California Education Code and beyond to ensure that all students are secure and respected.

Note: **Police may cite and/or arrest students who commit criminal acts in violation of the penal code.**

**MANDATORY IMPACT FOR SUBSTANCE ABUSE VIOLATIONS:** Sessions held Wednesdays, 4:30 p.m. - 7:30 p.m. - *Must complete 5 sessions (15 hours). NO excuses for work, athletics, etc.* Rose City High School 325 S. Oak Knoll St., Pasadena, Room 25

PROCESS:

1. Incident Occurs — Student identified as using or under the influence of Tobacco, Drugs/Alcohol
2. Nurse / School Administrator/Dean calls
3. Parent Notified of incident
4. Student Referral/Attendance Form or Phone/FAX send to:  
Health Programs, (626) 396-3600, ext. 88240 FAX: (626) 584-1540.  
Information needed: Student name, school, date of referral, person referring, and reason for referral
5. Parent/Student contact and attendance schedule mailed to student's home address.
6. Student information sent to Mandatory IMPACT Coordinator Kathy Watson
7. Student attends Mandatory IMPACT Program (Students begin according to IMPACT schedule)
8. Attendance/completion information sent to District coordinator, referring person, parents, and site IMPACT Coordinator. Recommendations for ongoing assistance if necessary. If student fails to attend IMPACT, contact referring person. Further discipline determined by the school.

**SURVEYS - PERSONAL BELIEFS—EC 51513, 20 USC 1232(h):** 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.

*Note: EC 51938(b) allows for passive consent when measuring students' health behaviors and risks, including attitudes and practices relating to sex, for students in grades 7 to 12.*

## STUDENT RECORDS

**CUSTODIAN OF RECORDS:** The Assistant Superintendent of School Support Services serves as custodian of records with responsibility for student records at the district level. At each school, the principal or a certificated designee shall act as custodian of records for students enrolled. "School officials and employees" are Governing Board members, district certificated employees, and district administrators. A "legitimate educational interest" is one held by officials and employees whose duties and responsibilities to the district require that they have access to student records.

**DIRECTORY INFORMATION – EC 49073** "Directory Information" includes one or more of the following items: student's name, address, telephone number, e-mail address, date of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous school attended by the student. Information will be released as designated in board policy. Directory information does not include citizenship status, immigration status, place of birth, or any other information indicating national origin; the District will not release such information without parental consent or a court order. No information may be released to 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 legal guardian unless the parent or legal 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.

**RECORDS:** 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 district will protect the privacy of such records. Parents/guardians have the right to 1) inspect and review the student's educational record maintained by the school, 2) request that a school correct records which they believe to be inaccurate or misleading, and 3) have some control over the disclosure of information from educational records. School officials with legitimate educational interests may access student records without parental consent as long as the official needs to review the records in order to fulfill his/her professional responsibility. Upon request from officials of another school district in which a student seeks or intends to enroll, the district shall disclose educational records without parental consent.

Parents' requests to access their student's educational records must be submitted in written form to the school principal and the school will have five (5) business days from the day of receipt of the request to provide access to the records. The district shall charge a reasonable fee not to exceed the actual cost of reproducing, handling, and mailing (if necessary) copies of student records made available to parents.

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) contain an unsubstantiated personal conclusion or inference, 3) contain a conclusion or inference outside the observer's area of competence, 4) not based on the personal observation of a named person with the time and place of the observation noted, 5) misleading, or 6) in violation of the privacy or other rights of the student. Parents have the right to file a complaint with the United States Department of Education concerning an alleged failure by the district to comply with the provisions of the United States Family Educational Rights and Privacy Act (FERPA) by writing to: Family Policy Compliance Office, U.S. Department of Education,



400 Maryland Ave., SW, Washington, D.C. 20202-4605.

**MANDATORY ACCESS:** The following persons or agencies shall have access to student records: natural parents, adoptive parents, or legal guardians of students younger than age 18, adult students (age 18 or older), or those so authorized in compliance with a court order. The following persons or agencies shall have access to those particular records which are relevant to the legitimate educational interests of the requester: natural parents, adoptive parents or legal guardians of a dependent student age 18 or older, students 16 or older or who have completed the 10<sup>th</sup> grade, school officials and employees, school attendance and review board members, and involved school officials and employees, officials or employees of other public schools or school systems where educational programs leading to high school graduation are provided, federal, state and local officials, as needed for program audits or compliance with law, and county child welfare services workers responsible for the case plan of a minor who is being placed in foster care. Upon written request, peace officers designated by their law enforcement agency shall receive information about the transfer of a student's records to another district or private school within the state, or to a district within another state, when authorized by law to assist in suspected kidnapping investigations.

**PERMITTED ACCESS:** Parental consent is not required when information is shared with other persons within educational institutions, agencies, or organizations obtaining access, so long as those persons have a legitimate interest in the information. The district may release information from student records to the following: appropriate persons in an emergency if health and safety are at stake, agencies or organizations in connection with student's application for financial aid, accrediting associations, organizations conducting studies on behalf of educational institutions or agencies, officials and employees of private schools or school systems where the student is enrolled or intends to enroll; county elections officials may have access to information for the purpose of identifying students eligible to register to vote and offering such students an opportunity to register. For each student's record, the school custodian of records shall keep a log identifying all persons, agencies or organizations requesting or receiving information from the record.

Senate Bill 233 expands the list of caregivers who may access a currently enrolled or former students' educational records, expands the types of school records which may be accessed, and clarifies the rights and duties of a foster caregiver relative to school records, including the responsibility to notify the educational rights holder of any educational needs requiring the consent or participation of that educational rights holder. This authorization is extended to: a) short-term residential therapeutic program (STRTP) staff responsible for the education or case management of a student; b) a caregiver who has direct responsibility for the care of the student, including a certified or licensed foster parent; and an approved relative or non-related extended family member (NREFM), or a resource family, as specified. Allows a foster family agency, STRTP, or caregiver to review and receive student records as specified by the provisions of this bill for purposes of monitoring the student's educational process, updating and maintaining the student's education records as required by current law, and ensuring the student has access to educational services, supports, and activities, as specified.

**RECORDS RETENTION:** The staff reviews records periodically, and material no longer required is destroyed in accordance with state law.

### **STUDENT TESTING SCHEDULES** \*subject to change

The Smarter Balanced Assessment Consortium (SBAC), computer-adaptive assessments are aligned with the Common Core State Standards (CCSS). All students in grades three through eight and grade 11 will participate in the 2020 Smarter Balanced tests, which include both ELA and mathematics content areas. These tests provide parents/guardians, teachers, and educators with information about how well students are learning and becoming college and career ready and are administered online.

California Alternate Assessments (CAAs). The summative California Alternate Assessments (CAAs) for English language arts/literacy (ELA) and mathematics are to be administered one-on-one to students in grades three through eight and grade 11 whose individualized education program (IEP) identifies the use of alternate assessments. Test items developed for ELA and mathematics are aligned with the CCSS and are based on the Core Content Connectors.

California Science Tests (CAST) - The computer-based CAST measures students' achievement of the California Next Generation Science Standards (CA NGSS) through the application of their knowledge and skills of the Science and Engineering Practices, Disciplinary Core Ideas, and Crosscutting Concepts. The CAST is administered to all students in grades five and eight and once in high school (i.e., grade ten, eleven, or twelve).

As the parent or guardian, you have the option of excusing your child from any part of the CAASPP. If you would like to excuse your child from these tests, you must submit your request in writing to your school principal [Education Code 60615]. We will grant your request. Please let the school know as soon as possible so alternative arrangements can be made for your child.

Advanced Placement Exam Schedule: May 1–5 and May 8–12.

<https://apcentral.collegeboard.org/courses/exam-dates-and-fees>

California High School Proficiency Exam—5 CCR 11523: The California High School Proficiency Exam (CHSPE) is a voluntary test that assesses proficiency in basic reading, writing, and mathematics skills taught in public schools. Eligible pupils who pass the CHSPE are awarded a Certificate of Proficiency by the State Board of Education. A pupil who receives a Certificate of Proficiency may, with verified approval from the parent or legal guardian, leave high school early. The Certificate of Proficiency, however, is not equivalent to completing all coursework required for regular graduation from high school. For more information, including administration dates and registration deadlines, visit the following website: <http://www.chspe.net/>.

### **TECHNOLOGY: SAFETY & ACCEPTABLE USE POLICY FOR STUDENTS**

The District's Acceptable Use Policy ("AUP") is designed to outline the instructional technology resources provided by the district and to establish guidelines and limitations of their use in order to comply with the Children's Internet Protection Act ("CIPA"). As used in this policy, "user" includes anyone using direct electronic communications or equipment provided by the District.

The District will use technology protection measures to block or filter, to the extent possible, access to visual depictions that are obscene, pornographic, and harmful to minors over the network. The District reserves the right to monitor users' online activities and to access, review, copy, store, or delete any electronic communication or files and disclose them to others as it deems necessary. Users should have no expectation of privacy regarding their use of District property, network and/or Internet access or files, including email which may be accessed by the district for the purpose of ensuring proper use including encrypted traffic.

#### **Acceptable Uses of the PUSD Computer Network or the Internet**

All users must follow the acceptable use policy and report any misuse of the network or Internet to a teacher, supervisor or other appropriate District personnel. Students shall use the District's Network responsibly and for educational purposes only. The technology devices, applications and programs provided by the district are an important part of the learning environment, similar to the textbooks that the district provides and should be used with the same care. If a user is uncertain about whether a particular use is acceptable or appropriate, he or she should consult a teacher, supervisor or other appropriate District personnel.

#### **Penalties for Improper Use**

The use of District instructional technology and network accounts is important to the learning process of the student. Misuse may result in the restriction or cancellation of the account. Misuse may also lead to disciplinary and/or legal action for the student, including suspension, and expulsion from District schools, or

criminal prosecution by government authorities. The District will attempt to tailor any disciplinary action to the specific issues related to each violation. Students who fail to use the district technology appropriately may have their privilege to use the technology outside of the classroom revoked. If a student's technology use is suspended or revoked, they will only be able to access District technology in their classroom under the direct supervision of their teacher or administrator.

#### **Disclaimer**

The District makes no guarantees about the quality of the services provided and is not responsible for any claims, losses, damages, costs, or other obligations arising from use of the network, accounts or instructional technology devices and applications. Any additional charges a user accrues due to the use of the District's network are to be borne by the user. The District also denies any responsibility for the accuracy or quality of the information obtained through user access. Any statement, accessible on the computer network or the Internet, is understood to be the author's individual point of view and not that of the District, its affiliates, or employees.

#### **Student Email**

Web-based student e-mail accounts are made available to Pasadena Unified School District's students for instructional reasons. Student access to e-mail is considered vital to the instructional program. As an instructional tool, student e-mail accounts are monitored and controlled by the Innovative Technology Services Department; any and all messages are open for review by ITS and District Administrators. In maintaining and securing the system, ITS will have access to ALL message traffic.

#### **As administrators of the student e-mail system ITS will:**

1. Enable and disable student accounts as needed for instructional reasons.
2. Access and read student email for the purpose of monitoring appropriate student use.
3. Supervise student use of the e-mail system and report incidents to the appropriate District administrator for action.

#### **The Student e-mail system has been configured with the following constraints:**

1. To prevent the spread of computer viruses the ability of the system to send and receive attachments will be controlled.
2. Student email accounts can only send or receive emails within the pUSD.us domain.
3. All student emails will be archived for 10 years.

#### **Student email responsibilities include:**

1. Students must not use email in an inappropriate or offensive manner and adhere to the PUSD Acceptable Use Policy.
2. Students should never put personal information in their e-mail messages (name, phone number, age, home address, social security number etc.).
3. Students are responsible for returning a signed AUP before e-mail accounts will be issued.
4. Messages will not contain profanity, obscene comments or sexually explicit materials.
5. Messages will not contain racist, sexist, religious or derogatory content.
6. User identity will be accurately reflected in all message traffic.
7. No virus, program, or addition will be introduced into the system, which alters its operation, destroys or damages data or renames or relocates files.
8. Passwords, or other access identifiers, are not to be shared by student users. No student is authorized to use any other person's password or email account.

#### **Student Internet Safety:**

1. Students under the age of eighteen should only access PUSD accounts outside of school if a parent or legal guardian supervises their usage at all times. The student's parent or guardian is responsible for monitoring the minor's use outside of school hours.
2. Students shall not reveal on the Internet personal information about themselves or other persons. For example, students should not reveal their name, home address, telephone number, or display photographs of themselves or others
3. Students shall not meet in person anyone they have met only on the Internet.
4. Students must abide by all laws, this Acceptable Use Policy and all District security policies, even when not on campus.
5. In an effort to educate students on internet safety, students will receive digital citizenship instruction through classroom lessons and through a digital citizenship spotlight in the student Tech Bytes monthly newsletter. Digital citizenship instruction will be tracked through CIPA E-Rate Compliance Documents.

#### **Unacceptable Uses of the Computer Network or Internet**

The following are examples of activities that the District has determined are inappropriate, however, the District reserves the right to take immediate action regarding any activities that create security and/or safety issues for the District, students, employees, schools, network or computer resources; that expend District resources on content the District, in its sole discretion, determines lacks legitimate educational content/purpose, and any other activities as determined by the District to be inappropriate:

1. Violating any state or federal law or municipal ordinance, such as: accessing or transmitting pornography of any kind, obscene depictions, harmful materials, materials that encourage others to violate the law, confidential information or copyrighted materials;
2. Criminal activities that can be punished under law;
3. Selling or purchasing illegal items or substances;
4. Obtaining and/or using anonymous email sites; spamming; and spreading viruses;
5. Causing harm to others or damage to their property, such as:
  - a. Using profane, abusive, or impolite language-posting, submitting, publishing or displaying harmful or inappropriate content that is threatening, obscene, disruptive or sexually explicit, or that could be construed as harassment or disparagement of others based on their race/ethnicity, national origin, sex, gender, sexual orientation, age, disability, religion, or political beliefs.
  - b. Deleting, copying, modifying, or forging other users' names, emails, files, or data; disguising one's identity, impersonating other users, or sending anonymous email;
  - c. Damaging computer equipment, files, data or the network in any way, including intentionally accessing, transmitting or downloading computer viruses or other harmful files or programs, or disrupting any computer system performance; (further define)
  - d. Using any District computer to pursue "hacking," internal or external to the District, or attempting to access information protected by privacy laws; or
  - e. Accessing, transmitting or downloading large files, including "chain letters" or any type of "pyramid schemes".
6. Engaging in uses that jeopardize access or lead to unauthorized access into others' accounts or other computer networks, such as:

- a. Using another's account password(s) or identifier(s);
- b. Interfering with other users' ability to access their account(s); or
- c. Disclosing anyone's password to others or allowing them to use another's account(s).
- d. Using the network or Internet for Commercial purposes:
- e. Using the Internet for personal financial gain
- f. Using the Internet for personal advertising, promotion, or financial gain; or  
Conducting for-profit business activities and/or engaging in non-government related fundraising or public relations activities such as solicitation for religious purposes, lobbying for personal political purposes.

### **Proper Care of Devices**

The Pasadena Unified School District's 1:1 Tech Equity Program affords all students the opportunity to check out a Chromebook to use both at home and at school. PUSD is committed to preparing our students for their future and believes that this objective cannot be accomplished without the use of technology. The Tech Equity program provides our students with opportunities to leverage technology for learning both at home and at school and ensures that all students have equitable access to digital learning resources. With this in mind, it is important that students take proper care of their devices.

### **Student Responsibilities:**

1. Use your device in ways that are appropriate for education
2. Never leave your device unattended in an unsecured or unsupervised location.
3. Do not loan your device to other individuals
4. Bring your Chromebook to school each day with a charged battery and your charger
5. Keep food and beverages away from your device as they may cause damage to the device.
6. Do not put your device in a backpack with a water bottle, as the bottle may leak and cause water damage to the device.
7. Do not disassemble any part of your device or attempt any repairs. Put in a ticket if your Chromebook needs repair.
8. Protect your device by always carrying it in a secure manner to avoid damage. This includes keeping the lid down when walking, not stacking textbooks or other heavy materials on top of the Chromebook, carefully placing it in a backpack and in its protective sleeve.
9. File a police report in case of theft.
10. Agree to return the device, power cord/charger, and any other issued accessories in good working condition when leaving PUSD.
11. Be careful when inserting cords, cables, and removable storage devices into your Chromebook.
12. Don't touch the screen with a pen, a pencil or any other item. The screen is sensitive and responds when you lightly touch it with your finger. Do not use excessive pressure on the screen.
13. Place your Chromebook on level surfaces where it will not fall accidentally.
14. Chromebooks should not be exposed to extreme temperatures. For example, do not set your Chromebook on the dashboard of your car where temperatures may be extremely hot.
15. Unplug your Chromebook when it is not charging. Never move a Chromebook by lifting from the screen. Always support a Chromebook from the bottom with the lid closed.
16. If carrying your Chromebook in your backpack, avoid putting sharp objects in your backpack around your Chromebook, and avoid throwing your backpack or leaving it in places where it can be accidentally kicked.
17. Do not lean or put pressure on the top of the Chromebook when it is closed.
18. Do not carry your Chromebook around with the power adapter plugged in.

### **Lost or Stolen Chromebooks**

Here is the process for dealing with lost/stolen Chromebooks, WiFi Hotspots, and or chargers.

#### **If Lost:**

1. Report your lost device to your teacher/office manager/librarian/or instructional coach (whoever gave you the device)
2. The staff member will obtain the serial number of the device and report the device as lost to ITS through the Fresh Desk Ticketing service. This will lock the device from further use.
3. The student will be given an older loaner device to use until either the device is found, or the parent pays to replace the lost device. Parents may order lost chargers on Amazon. [Elementary Device/](#) [Secondary Device](#)
4. Students/Parents will receive an invoice for the device from the school. Funds collected will be sent to the ITS department ATTN: Teresa Rodriguez.
5. Once the funds have been put back into the ITS account, a replacement device will be ordered and sent to the school to be checked out to the student in Destiny.

#### **If Stolen:**

1. File a police report. If your device is one of the TK-5 grade chromebooks, the cost of the device is \$389.10 and the cost of the 6th-12th grade chromebooks is \$758.
2. Report your stolen device to your teacher/office manager/librarian/or instructional coach (whoever gave you the device) Turn a copy of your police report into your school.
3. The staff member will obtain the serial number of the device in Destiny and will report the device as lost to ITS through the Fresh Desk Ticketing service. This will lock the device from further use.
4. The student will put in a ticket to receive a loaner device while the stolen device is being processed and replaced.
5. Once the replacement has been received by ITS, the student will exchange their loaner device for the new device.

### **TECHNOLOGY LEARNING APPLICATIONS**

PUSD uses technology for learning, data management, and parent communication.

A snapshot of some current district-supported tech applications for **students**:

- **G.A.F.E.** - All students will automatically receive a Google Apps For Education (G.A.F.E.) account, including email, unless the school receives a written communication from the parents saying they do not want their child(ren) to have a GAFE account or they wish the email feature turned off. Students cannot receive emails from anyone outside of @pusd.us. Students without GAFE access will be unable to use any Chromebook within the District.
- **Canvas** - Every student will engage in their online learning through our Learning Management System (LMS), Canvas. Students can access their accounts through the Clever Dashboard ([clever.com/in/pasadenausd](https://clever.com/in/pasadenausd)) or PUSD Portal ([arms.pusd.us](https://arms.pusd.us)). By logging into Canvas, students will be able to click on their courses to: engage in lessons, complete assignments, submit work, send messages to teachers and classmates, and participate in their live synchronous lessons.
- **WebEx: Classroom Conferencing** - Students will engage in live synchronous learning by using our new classroom WebEx tool, which replaces Google Meet. Webex integrates into the student's Canvas classroom where all archived lessons, office hours, and small groups instruction can be found in one place. WebEx provides a safe and secure platform allowing the teacher to facilitate engaging instruction with enhanced teaching tools and breakout rooms.
- **Clever Dashboard** - Students can find all of their learning applications through their Clever dashboard. When students are logged into their Chromebook or logged into a Chrome browser, they will have access to all of their PUSD applications. Students can access the Clever dashboard by visiting [clever.com/in/pasadenausd](https://clever.com/in/pasadenausd).
- **Aeries: Student Portal** - All students have Aeries Student Portal accounts with access grades, attendance records, report cards, and state assessment scores. We encourage all students to access and monitor their accounts throughout the school year. To learn more, students can visit <https://www.pusd.us/parentportal>.
- **ITS HelpDesk** - All students can submit a ticket for technical support through our helpdesk portal. Our helpdesk team is available to assist with troubleshooting, making appointments for repair, assisting in hotspot checkouts, and support with PUSD applications. Support tickets can be created by visiting [gopusd.com/helpdesk](https://gopusd.com/helpdesk).

A snapshot of some current district-supported tech applications for parents:

- **Aeries: Parent Portal** - With access to the Parent Portal, you as a parent/guardian can see the assignments added by the teacher, grades for those assignments, attendance, view state assessment results, provide confirmation of your student's information, and update personal information. If you don't already have an account setup, you will need to get in touch with your school site to receive a verification code. Please visit [www.pusd.us/parentportal](https://www.pusd.us/parentportal) for more information.
  - **Electronic Report Cards:** Pasadena Unified School District provides progress reports and report cards electronically through the Aeries Parent Portal to parents/guardians in an effort to maximize parent convenience and move the district toward a more eco-friendly paperless environment. With a Parent Portal account, parents will be able to review, and if they choose, print a copy of the progress report or report card through the Parent Portal. When the report cards are available, parents will be notified via phone message and email. If you currently do not have a Parent Portal account, please go to [www.pusd.us/parentportal](https://www.pusd.us/parentportal) or visit your student's school for assistance in creating an account. If you would like to receive paper copies of the progress reports or report cards for the year, a [Paper Report Card Copy Request](#) form must be mailed or emailed to your student's school office one week before the next grading period. This form is available by visiting [www.pusd.us/Page/3247](https://www.pusd.us/Page/3247) or contact your school to request a copy to be mailed to you.
- **Canvas: Observer Accounts** - Every student will engage in their online learning through our Learning Management System (LMS), Canvas. Each parent/guardian will also be able to create a Canvas Observer account linked to their students' Canvas accounts which will allow them to see students' course(s), assignments, classwork, lessons, feedback, and completed and reviewed assignments. Your student's teacher(s) will be able to provide you with a code that will link your parent account to your student(s). More information about Observer accounts will be available soon.

## PROBLEM-SOLVING GUIDE

When families, employees, or members of the PUSD community have a question, concern, or PUSD-related problem, we want to help solve it.

**Personal assistance is available by directly contacting the individual or office below, in the order listed.**

<p><b>ISSUES AFFECTING YOUR CHILD'S LEARNING</b></p> <ol style="list-style-type: none"> <li>1. Teacher</li> <li>2. Counselor (secondary)</li> <li>3. Principal</li> <li>4. Assistant Superintendent of Instruction 626.396.3600 x.88217</li> </ol> <p><b>GENERAL SCHOOL ISSUES</b></p> <ol style="list-style-type: none"> <li>1. Principal</li> <li>2. Assistant Superintendent of Instruction 626.396.3600 x.88217</li> </ol> <p><b>ATTENDANCE</b></p> <ol style="list-style-type: none"> <li>1. Teacher</li> <li>2. Attendance Clerk</li> <li>3. Principal</li> <li>4. Child Welfare, Attendance (CWA) 626.396.3609</li> </ol> <p><b>PERSONAL/SOCIAL EMOTIONAL</b></p> <ol style="list-style-type: none"> <li>1. Teacher</li> <li>2. School Guidance Counselor or Aide</li> <li>3. Principal</li> <li>4. Child Welfare, Attendance (CWA) 626.396.3609</li> </ol> <p><b>ENGLISH LEARNER (EL)</b></p> <ol style="list-style-type: none"> <li>1. Teacher</li> <li>2. EL Instructional Coach</li> <li>3. Principal</li> <li>4. Language Assessment &amp; Development Dept. (LADD) 626.396.3600 x. 88280</li> </ol> <p><b>GIFTED &amp; TALENTED EDUCATION (GATE)</b></p> <ol style="list-style-type: none"> <li>1. Teacher</li> </ol>	<p><b>SAFETY</b></p> <ol style="list-style-type: none"> <li>1. Principal</li> <li>2. Assistant Superintendent of Instruction 626.396.3600 x.88217</li> <li>3. Assistant Superintendent of Student Wellness and Support Services (SWSS) 626.396.3609</li> <li>4. Local Sheriff or Police</li> </ol> <p><b>SCHOOL ASSIGNMENTS &amp; OPEN ENROLLMENT</b></p> <ol style="list-style-type: none"> <li>1. Website: <a href="https://openenrollment.info">openenrollment.info</a></li> <li>2. Office of Enrollment, Permits &amp; Student Records 626.396.3639</li> </ol> <p><b>SPECIAL EDUCATION</b></p> <ol style="list-style-type: none"> <li>1. Teacher</li> <li>2. Special Education Case Carrier</li> <li>3. Principal</li> <li>4. Special Education Office 626.396.3600 x. 88605</li> </ol> <p><b>VOLUNTEERS</b></p> <ol style="list-style-type: none"> <li>1. School Community Assistant or Volunteer Coordinator</li> <li>2. Principal</li> <li>3. Office of Family &amp; Community Engagement 626.396.3631</li> </ol> <p><b>TRANSPORTATION</b></p> <ol style="list-style-type: none"> <li>1. Principal</li> <li>2. Transportation Department 626.396.5850 x. 89239</li> </ol>
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2.School GATE Coordinator 3.Principal 4.GATE Office 626.396.3600 x. 88216	
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## NONDISCRIMINATION, TITLE IX, UNIFORM COMPLAINT PROCEDURES & WILLIAMS COMPLAINTS

**EQUITY & ACCESS** School equity and access committees ensure that educational equity and excellence integrate research-based practices, policies and procedures to institutionalize equity in education in the Pasadena Unified School District. The goal is to secure the academic success and socio-emotional development of each and every student who is entrusted to us and to increase student access to educational opportunities, post-secondary options, and social, emotional, and behavioral support services.

**NON-DISCRIMINATION** The Pasadena Unified School District is committed to providing a safe school environment where all individuals in education are afforded equal access and opportunities. The District's academic and other educational support programs, services, and activities shall be free from unlawful discrimination, including discrimination against an individual or group, harassment, intimidation, and bullying of any individual based on race, color, ancestry, nationality, national origin, immigration status, ethnic group identification, ethnicity, age, religion, pregnancy, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, or gender expression, or genetic information; a 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: **Chief of Human Resources, 351 S. Hudson Ave., Pasadena, CA 91101 (626) 396-3600, ext. 88194.**

Discrimination in education programs and activities is prohibited by state and federal law. Education Code 200, et seq., requires school districts to afford all pupils regardless of gender, gender identity, gender expression, sex, race, color, religion, national origin, ethnic group identification, mental or physical disability, sexual orientation, or the perception of one or more of such characteristics, equal rights and opportunities in education. State law, as provided in EC 221.5, specifically prohibits discrimination on the basis of gender in enrollment, counseling, and the availability of physical education, athletic activities, and sports. Title VI of the Civil Rights Act of 1964 prohibits discrimination on the basis of race, color, and national origin. Title IX of the Education Amendments of 1972 and Title IV of the Civil Rights Act of 1964 also prohibit discrimination on the basis of gender. The Americans with Disabilities Act and Section 504 of the Vocational Rehabilitation Act of 1973 prohibit discrimination on the basis of disability. The Office for Civil Rights of the U.S. Department of Education has authority to enforce federal laws in all programs and activities that receive federal funds.

Questions or complaints of alleged discrimination, harassment, intimidation, and/or bullying or Title IX equity and compliance concerns for students should be directed to: Chief of Human Resources, 351 S. Hudson Ave., Pasadena, CA 91109 at (626) 396-3600, ext. 88194

**TITLE IX NOTIFICATION (EC 221.61)** Title IX remains a critical federal civil rights law that prohibits discrimination on the basis of sex (including sexual harassment) in our schools. It protects male and female students and employees in any educational entity that receives federal funds. In addition, Title IX protects transgender students and students who do not conform to sex stereotypes. State law also prohibits discrimination based on gender (sex), gender expression, gender identity, and sexual orientation. The preamble to Title IX of the Education Amendments of 1972 states that: *No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.* Title IX requires that each public school district, as well as state-approved nonpublic special education programs, have at least one person designated as the Title IX Coordinator. The Title IX Coordinator ensures active compliance with the law. Title IX Web pages can be found at <http://www.cde.ca.gov/re/di/eo/genequitytitleix.asp>. PUSD Title IX Coordinator: Chief of Human Resources 351 S. Hudson Ave., (626) 396-3600, ext. 88194 Pasadena, CA. 91109.

Compliance with Title IX is essential to ensure equity in education. Complaints pertaining to Title IX issues can be filed by utilizing the Uniform Complaint Procedures (UCP) as identified in California Code of Regulations, Title 5, Sections 4600, et seq., and Pasadena Unified School District Policy [5145.7](#) and Administrative Regulation [5145.7](#). To learn more about Title IX provisions, you may contact the U.S. Department of Education, Office for Civil Rights, at (800) 421-3481 or [ocr@ed.gov](mailto:ocr@ed.gov).

**UNIFORM COMPLAINT POLICY & PROCEDURE—5 CCR 4600, et seq. al., & EC 32289** The Board of Education recognizes that the District has the primary responsibility to ensure compliance with applicable federal and state laws and regulations governing educational programs. The Board encourages early resolution of complaints whenever possible. To resolve complaints which may require a more formal process, the Board has adopted the uniform system of complaint processes.

The Uniform Complaint Procedures apply to the filing, investigation and resolution of the following complaints alleging:

- failure to comply with federal or state law or regulations governing adult education programs, after school education and safety programs, agricultural vocational education, American Indian education centers and early childhood assessments, bilingual education, peer assistance and review programs for teachers, career technical and technical education and training programs, child care and development programs, child nutrition programs, compensatory education, consolidated categorical aid programs, Economic Impact Aid, English learner programs, federal education programs in Title I-VII, migrant education, Regional Occupational Centers and Programs, school safety plans, special education programs, State Preschool Programs, Tobacco-Use Education Prevention programs, and any other district-implemented program listed in EC 64000.;
- unlawful discrimination (such as discriminatory harassment, intimidation, or bullying) including actual or perceived characteristics of race or ethnicity, color, ancestry, nationality, national origin, immigration status, ethnic group identification, age, religion, marital status, pregnancy, parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, or genetic information, or any other characteristic identified in EC 200 or 220, GC 11135, or PC 422.25, or based on his/her association with a person or group with one or more of these actual or perceived characteristics;
- noncompliance with the requirement to reasonably accommodate lactating students;
- noncompliance with the prohibition against requiring students to pay fees, deposits, or other charges for participation in educational activities;
- noncompliance with the legal requirements related to the implementation of the Local Control Accountability Plan;
- noncompliance with education provisions for students in foster care, who are homeless, or who are former juvenile court school students, and children of military families;
- inappropriate assignment of a pupil in grades 9-12 to courses without educational content or previously satisfactorily completed;
- noncompliance with physical education instructional minutes at elementary schools;



- alleged retaliation against a complainant or other participant in the complaint process or anyone who has acted to uncover or report a violation subject to this policy,
- Any other complaint as specified in a district policy

**Protection from Retaliation:** The district shall protect all complainants from retaliation. In investigating complaints, the confidentiality of the parties involved shall be protected as required by law. For any complaint alleging retaliation or unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), the Superintendent or designee shall keep the identity of the complainant, and/or the subject of the complaint if he/she is different from the complainant, confidential when appropriate and as long as the integrity of the complaint process is maintained.

**Filing a Complaint:** A complaint alleging district violation of applicable state or federal law or regulations governing the programs may be filed by any individual, public agency, or organization. The District UCP Process and Complaint Form and further information can be obtained at [www.pusd.us](http://www.pusd.us), the District office, and the office of each school within the District. A complaint must be filed no later than six months from the date the complainant first obtains knowledge of the concern.

These uniform procedures encourage the complainant to submit a written complaint to the District's Compliance Officer:

Sarah Rudchenko, Ed.D., Director of Human Resources  
Pasadena Unified School District  
351 S. Hudson Ave., Pasadena, CA 91109  
[rudchenko.sarah@pusd.us](mailto:rudchenko.sarah@pusd.us)  
626.396.3600 ext. 88778

**Investigation:** The District compliance officer will coordinate an investigation and response within 60 calendar days of receipt of the written complaint, unless the complainant agrees in writing to extend the timeline. If the District finds merit in a complaint, the District shall provide a remedy to all affected pupils, parents/guardians.

**Appeal:** A complainant may appeal the District's decision to the California Department of Education (CDE) by filing a written appeal within 15 calendar days after receiving the District's decision. The CDE may directly intervene in the complaint without waiting for action by the district when one of the conditions listed in Section 4650 of Title 5 of the California Code of Regulations exists, including cases in which the district has not taken action within 60 calendar days of the date the complaint was filed with the district. If a district is found to have violated a state or federal law and/or regulation, and the District does not take corrective action to comply, then various civil remedies may be available. For additional information or assistance, contact:

Sarah Rudchenko, Ed.D., Director of Human Resources  
Pasadena Unified School District  
351 S. Hudson Ave., Pasadena, CA 91109  
[rudchenko.sarah@pusd.us](mailto:rudchenko.sarah@pusd.us)  
626.396.3600 ext. 88778

For additional general information on uniform complaint procedures, contact **Complaints Management Services Unit, California Department of Education, P.O. Box 944272, Sacramento, CA 94244-2720; Telephone (916) 319-0929.**

**WILLIAMS COMPLAINT POLICY & PROCEDURE—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 misassignments. 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 on the District website at [www.pusd.us](http://www.pusd.us) at each school office, and the Human Resources Division. Parents, 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. Complaints may be filed with the principal or the Human Resources Division. A complaint may be filed anonymously. If the complaint is beyond the authority of the school principal, he or she must forward it to the appropriate school district official within ten (10) working days of receipt of the complaint. The principal or, where applicable, Superintendent or designee shall remedy a valid complaint within a reasonable time period but not to exceed 30 working days from the date the complaint was received. The principal or, where applicable, Superintendent or designee, shall report to the complainant the resolution of the complaint within 45 working days of the initial filing if the complainant identifies himself or herself and requests a response. A complainant who is not satisfied with the resolution of the principal or the Superintendent or designee has the right to describe the complaint to the Governing Board of the school district at a regularly scheduled meeting of the Board of Education. With respect to a complaint involving a condition of a facility that poses an emergency or urgent threat, a complainant who is not satisfied with the resolution offered by the principal, or the Superintendent or designee, has the right to file an appeal to the Superintendent of Public Instruction within 15 days of receiving the report.

#### **Parent's Right to Notice: Title 1 Elementary and Secondary Education Act (ESEA):**

At the beginning of each school year, local educational agencies receiving Title I funds are required to notify parents whose student(s) attend a Title I school that they may request, and the agency will provide the parents on request (and in a timely manner), information regarding the professional qualifications of the student's classroom teachers, including at a minimum:

1. Whether the student's teacher:
  - Has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
  - Is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived; and
  - Is teaching in the field of discipline of the certification of the teacher.
2. Whether the child is provided services by paraprofessionals and, if so, their qualifications.

If you would like this information, please contact **Richard Ibarra** at **626-396-3600 x88194**.

#### **PESTICIDE PRODUCTS – EC 17612 AND 48980.3**

The Healthy Schools Act of 2000 requires all California school districts to provide to parents and guardians the approved list of pesticides intended for use in the upcoming school year. The Pasadena Unified School District annually provides to all staff and parents/guardians of pupils enrolled at a school site written notification of the name of all pesticide products expected to be applied at a school site during the upcoming year. The Pasadena Unified School District's Integrated Pest Management Plan and the approved list of pesticides intended for use at PUSD schools for the School Year is available at <https://www.pusd.us/Page/3987>. Parents/guardians may register with the school or district if they wish to receive notification of pesticide application at a particular school or facility. Visit the California Department of Pesticide Regulations website at [www.cdpr.ca.gov/schoolipm](http://www.cdpr.ca.gov/schoolipm) if you have any questions/concerns regarding the Healthy Schools Act of 2000 or the pesticides listed below.

**Approved List of Pesticides intended for use at Pasadena Unified School District**

<b>Product Name</b>	<b>Active Ingredients</b>	<b>Type of Pesticide</b>	<b>Target Pest</b>
Round up Pro	Glyphosate	Herbicide	Unwanted plants (weeds)
Ranger Pro	Glyphosate	Herbicide	Unwanted plants (weeds)
Dimension 270G	Dithiopyr	Herbicide	Unwanted plants (weeds)
Monument 75WG	2-pyridinesulfonamide, N-[[[4,6-dimethoxy-2-pyrimidinyl)amino] carbonyl]-3-(2,2,2 trifluoroethoxy)-, monosodium salt, monohydrate, Trifloxysulfuron-sodium	Herbicide	Unwanted plants (weeds)
Princep Caliber 90	Simazine	Herbicide	Unwanted plants (weeds)
Pendulum	Pendimethalin	Herbicide	Unwanted plants (weeds)
Powerzone	Dicamba Mcpp	Herbicide	Clover (Attracts Bees)
Phantom	Chlorosulfuron	Insecticide	Unwanted insects
Turflon	Triclopyr	Herbicide	Unwanted plants (weeds)
Pre-Cor	Methoprene	Insecticide	Unwanted insects
Termidor	Fipromil	Insecticide	Unwanted insects
Vanquish	Dicamba	Herbicide	Unwanted plants (weeds)
Maxforce – Gel	Fipronil and Hydramethylnon	Insecticide	Unwanted insects
Maxforce Roach station	Fipronil and Hydramethylnon	Insecticide	Unwanted insects
Maxforce Ant Station	Hydramethylnon	Insecticide	Unwanted insects
CB-80 Extra	Pyrethrins	Insecticide	Unwanted insects
Cynoff	Cypermethrin	Insecticide	Unwanted insects
Cy-Kick (crack/crevice)	Cyfluthrin	Insecticide	Unwanted insects
Demand cs	Lambda Cyhalothrin	Insecticide	Unwanted insects
Dragnet SFR	Permethrin	Insecticide/termiticide	Unwanted insects
Masterline	Bifenthrin	Insecticide	Unwanted insects
Contrc-Bloc	Bromadiolone	Rodenticide	Unwanted rodents
Archer-IGR	Pyridine	Growth regulator	Slow plant growth
Gentrol-IGR	Hydroprene	Growth regulator	Slow plant growth
Fumitoxin	Aluminum phosphide	Rodenticide	Unwanted Rodents
Ramik Green	Diphacinone	Rodenticide	Unwanted Rodents
Tempo	Cyfluthrin	Insecticide	Unwanted roaches
Premise 75	Imidacloprid	Insecticide/Termiticide	Unwanted insects
Drax Ant Bait Gel	Orthoboric acid	Insecticide	Unwanted insects
Pre-empt Gel bait	Imidacloprid	Insecticide	Unwanted Insects
Bora-care	Disodium octaborate tetrahydrate	Termiticide/insecticide/fungicide	Unwanted insects and fungus
Talstar	Bifenthrin	Termicide/Insecticide	Unwanted termites and insects
Revolver	Foramsulfuron	Herbicide	Unwanted plants (weeds)

July 29, 2021



Subject: California Law Regarding Safe Storage of

Firearms Dear Parents and Guardians:

In support of the California Department of Education's (CDE) urgent request to inform school communities about the laws regarding the safe storage of firearms, we are sharing the following information with you.

As stated by Tony Thurmond, State Superintendent of Public Instruction, "students and staff thrive in a culture free of fear and risk." To that end, we are providing you with resources and information, and encourage you to practice the safe storage of firearms.

Please visit the CDE's Violence Prevention web page at <https://www.cde.ca.gov/ls/ss/vp/>. Please also visit the California Department of Justice Firearm Safety webpage at <https://oag.ca.gov/firearms/tips> for more information.

To help parents and guardians understand their legal responsibilities, this letter spells out California law regarding the storage of firearms.

- California makes a person criminally liable for keeping a loaded firearm, under their custody and control, where that person knows or reasonably should know that a child is likely to gain access to



the firearm without the permission of the child's parent or legal guardian and the child obtains access to the firearm, thereby: (1) causing death or great bodily injury to the child or any other person; (2) carrying the firearm to a public place, including to any preschool or school grades K–12, including to any school-sponsored event, activity, or performance; or (3) brandishing a firearm at others. The criminal penalty may be greater if someone dies or suffers great bodily injury as a result of the child's gaining access to the firearm.<sup>1</sup>

- As of 2014, California makes a person criminally liable if they negligently store or leave any loaded firearm on their premises where a child is likely to gain access to it — regardless of whether or not the child brings the gun to a public place.<sup>1</sup>
- A parent or guardian may also be civilly liable for damages resulting from the discharge of a firearm by that person's child or ward. These damages may be up to \$30,000 per victim.<sup>2</sup>
- Gun owners may avoid criminal liability under Cal. Penal Code §25100 by keeping their firearm in a locked container or secured with a locking device that renders the firearm inoperable.<sup>3</sup>

Thank you for helping keep our children and schools

safe. Sincerely,

Brian McDonald,  
Ed.D.  
Superintendent

<sup>1</sup> See Cal. Penal Code §§25100 through 25125; 25200 through 25220.

<sup>2</sup> See Cal. Civil Code §1714.3.

<sup>3</sup> See Cal. Penal Code §§25105; 25205.

## Announcement from Pasadena USD - Recent Legislation



July 29, 2021

Dear Parent or Guardian,

[Assembly Bill 104 \(AB 104\)](#) was passed to help mitigate the impact of COVID-19 on student performance during the 2020/21 school year. This legislation temporarily modifies practices regarding student retention, grading, and graduation status for eligible students during the 2020/21 school year ONLY.

The legislation allows for the following:

### Retention

Eligible students, defined as students who received deficient grades (D, F, or No Credit) for at least one-half of their 2020/21 coursework, may request in writing to consult with a school administrator to determine if the student qualifies for a grade level retention. Written requests must be received on or before Tuesday, August 31, 2021. (Eligible students: 2020/21 9th, 10th, 11th graders). The school site will contact you for a consultation and within 10 days of the consultation a written answer will be provided.

### Grading

Eligible students enrolled in high school in the 2020/21 academic year may apply/request to have a D/F letter grade replaced (in any course) with a Credit/No Credit (Pass/No Pass) grade. Written requests must be received during a 15 day window beginning Saturday, July 31, 2021 and ending Sunday, August 15, 2021 (Education code 49066.5 explicitly prohibits a school district from accepting applications after that date). Some post-secondary educational institutions, including those in other states, may not accept Pass or No Pass grades instead of letter grades for admission purposes. (Eligible students: 2020/21 9th, 10th, 11th, 12th graders). *Please note that not all postsecondary institutions may accept pass / no pass grades, in particular private and out-of-state schools. It is advisable that students and families contact schools of interest.*

Use this [Grade Change Application](#) to make a request and meet with the school counselors and administration.

The CDE has provided the list of known [Post-Secondary Schools](#) that will accept pass / no pass grades for admission, per the California Department of Education (CDE). Again, it is advisable that students and families contact schools of interest if they do not appear on this list.

### Graduation Exemptions

Students who are significantly credit deficient and not on track to graduate on time, and were enrolled in their 3rd or 4th year of high school during the 2020/21 school year, will have the opportunity to complete the statewide coursework required for graduation through a 5th year of instruction, credit recovery, or other opportunity to complete the required coursework. Some post-secondary educational institutions, including those in other states, may not accept Pass or No Pass grades instead of letter grades for admission purposes. (Eligible students: 2020/21 11th, 12th graders)

If your student is eligible for any of the areas listed above please contact your school administration and identified School Counselor.

### PUSD High School Principals:

Blair: Mr. David Ibarra <a href="mailto:ibarra.david@pusd.us">ibarra.david@pusd.us</a>	CIS:Mr. Lawrence Torres <a href="mailto:torres.lawrence@pusd.us">torres.lawrence@pusd.us</a>
PHS: Mr. Robert Hernandez <a href="mailto:hernandez.roberto2@pusd.us">hernandez.roberto2@pusd.us</a>	John Muir HS: Dr. Lawton Gray <a href="mailto:grayiii.lawton@pusd.us">grayiii.lawton@pusd.us</a>
Marshall: Mrs. Lori Touloumian <a href="mailto:touloumian.lori@pusd.us">touloumian.lori@pusd.us</a>	Rose City: Mr. Brian Stanley <a href="mailto:stanley.brian@pusd.us">stanley.brian@pusd.us</a>



## PASADENA UNIFIED SCHOOL DISTRICT

Dear Parents and Guardians,

This should go without saying: **the Pasadena Unified School District believes that all children, faculty, and staff have the right to come to school every day without fear of gun violence.** This should be a given, something that is not in our consciousness, something *not* becoming an everyday occurrence.

However, the irreparable consequences of gun violence, our official stance on gun safety and our unceasing desire to protect all PUSD students must be reiterated. *It needs to be said* – every year 18,000 children and teens are shot and killed or wounded, and approximately 3 million are exposed to gun violence. *It needs to be said* – since the shooting at Columbine High School in 1999, there have been 331 school shootings and more than 311,000 students have experienced gun violence at school. *It needs to be said* – on May 24, 2022, 19 students and two teachers were shot and killed at Robb Elementary School in Uvalde, Texas, the third deadliest school shooting in the United States. *It needs to be said* – it is a crime to keep a loaded or unloaded firearm in the home of a minor without properly storing and locking it in either a gun safe or with a firearm safety device. *It needs to be said* – safely locking up or disabling firearms has been found to be the single most effective gun safety measure.

Penalties for not safely storing guns and not disabling firearms can include thousands of dollars in fines and/or incarceration. As parents or guardians, it is your legal obligation to protect minors from accessing firearms.

According to the California Department of Justice, "Guns and ammunition should be stored separately. When the gun is not in your hands, you must still think of safety. Use a California-approved firearms safety device on the gun, such as a trigger lock or cable lock, so it cannot be fired. Store it unloaded in a locked container, such as a California-approved lock box or a gun safe. Store your gun in a different location than the ammunition. For maximum safety you should use both a locking device and a storage container." [Firearm Safety | State of California - Department of Justice - Office of the Attorney General](#)

It is important to remind children of the rules if they find or see a gun:

- **Stop** what you are doing
- **Don't touch**, not even to carry it to an adult
- **Leave** the area immediately
- **Tell an adult**

A new state senate bill would require schools to include in the existing annual notifications to parents and guardians, information related to the safe storage of firearms, beginning in the 2023-2024 school year. Pasadena Unified is reminding parents about gun safety and providing important information now, before the start of the 2022-2023 school year, because in the hope of preventing further tragedy, *it needs to be said*.

Sincerely,

Dr. Elizabeth Blanco

Deputy Superintendent