Wedgeworth Elementary School

"Home of the Warrior PRIDE"

CA Distinguished/ Blue Ribbon/ Gold Ribbon Award School

Wedgeworth ES

2026-2027

Parent/Student Handbook

2025-2026 Thematic Vision:

"Engage, Enrich, and Elevate"

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District Mission Statement

The Hacienda La Puente Unified School District is dedicated to maximizing the talents, interests, and abilities of all its students, enabling them to meet the challenges and opportunities of a changing world. The district curriculum is based on the California State Frameworks. Classroom instruction is integrated, thematically applied, technologically integrated, and sensitive to the individual learning styles of students and the needs of the multicultural community we serve.

Wedgeworth School Mission Statement

Wedgeworth School is committed to delivering an excellent elementary education which enables each student to fully develop in academic learning, as well as in physical, emotional and social growth that will pave the way for success in future schooling, in the workplace and in living in the 21st century. We offer excellence through high expectation for academic achievement, content rich, standards based, data-driven curricula, character building, continuous instructional innovations, active parent and community involvement, and the maintenance of a safe, orderly and caring learning environment.

PRIDE: Perseverance, Respect, Integrity, Determination/Dedication, Excellence

School Colors: Red and Gold

Parent Teacher Organization

The Parent Teacher Organization is a strong advocate on behalf of our children. By being involved in PTO, you will have an opportunity to share ideas and concerns affecting our children. Our PTO is open to everyone who would like to join. Membership forms are provided at the beginning of the year. We encourage your support and attendance at the meetings that are held monthly. Wedgeworth PTO will have fundraisers which are used for student programs and purchases of school equipment.

****Please note, Wedgeworth DOES NOT have early release Thursdays.**
1st bell rings at 7:55. Instruction starts at 8:00. After 8:00, student will be marked tardy.

PARENT CONFERENCE WEEK: EARLY RELEASE

SEPTEMBER 21-25; March 1-March 5

September 23-Pupil Free Day-All day conference

K-3: 8:00-1:13 4-5: 8:00-1:28

Wedgeworth Elementary School
2026-2027 Bell Schedule

Grade K	Start	End	Early Release (PTC)
Instruction I	8:00	9:40	
Recess	9:40	10:00	
Instruction II	10:00	11:00	
Lunch	11:00	11:20	
Lunch Recess	11:20	11:40	
Instruction III	11:40	1:45	11:40-1:13
Grade 1	**Start**	**End**	**Early Release**
Instruction I	8:00	9:40	
Recess	9:40	10:00	
Instruction II	10:00	11:10	
Lunch	11:10	11:30	
Lunch Recess	11:30	11:50	
Instruction III	11:50	1:45	11:50-1:13
Grade 2	**Start**	**End**	**Early Release**
Instruction I	8:00	10:00	
Recess	10:00	10:20	
Instruction II	10:20	11:25	
Lunch	11:25	11:45	
Lunch Recess	11:45	12:05	
Instruction III	12:05	1:45	12:05-1:13
Grade 3	**Start**	**End**	**Early Release**
Instruction I	8:00	10:00	
Recess	10:00	10:20	
Instruction II	10:20	11:40	
Lunch	11:40	12:00	
Lunch Recess	12:00	12:20	
Instruction III	12:20	1:45	12:20-1:13
Grade 4	**Start**	**End**	**Early Release**
Instruction I	8:00	10:20	
Recess	10:20	10:35	
Instruction II	10:35	11:55	
Lunch	11:55	12:15	
Lunch Recess	12:15	12:35	
Instruction III	12:35	2:00	12:35-1:28
Grade 5	**Start**	**End**	**Early Release**
Instruction I	8:00	10:20	
Recess	10:20	10:35	
Instruction II	10:35	12:10	
Lunch	12:10	12:30	
Lunch Recess	12:30	12:50	
Instruction III	12:50	2:00	12:50-1:28

SCHOOL/DISTRICT
POLICIES AND PROCEDURES

1. ARRIVAL TO/DISMISSAL FROM SCHOOL

- School grounds open at **7:30 AM**—please do not drop off students earlier as supervision is not available.
- Students must be picked up **promptly** after school or after any additional instructional programs.
- Students not picked up within 10 minutes must be picked up from the office.
- For safety, always **cross the street using the crossing guard**.

2. SPECIAL ARRANGEMENTS

- All arrangements (lunch drop-offs, any school materials including homework, after-school plans, etc.) must be made **before the school day begins**.
- **Classrooms will not accept calls or messages**, and staff will not deliver personal items (e.g., gifts, lunches, backpacks, water bottles).
- No exchanges or deliveries are allowed through gates.
- Only individuals listed on a student's **emergency contact card** may pick them up.

3. ATTENDANCE

Regular school attendance is a key predictor of student success. Consistent attendance ensures students stay engaged in learning and do not fall behind. Research shows that students who attend school regularly perform better academically than those who are frequently absent. While students who are sick should remain at home to recover, those with medical or dental appointments are encouraged to attend school for the remainder of the day—either before or after their appointment—to minimize lost instructional time.

Types of Absences

1. **Excused – absences** are only for health reasons, family emergencies, and justifiable personal reasons, as permitted by law, Board Policy, and Administrative Regulations (Ed Code 46010, 48216, 48205). Excusable absences are as follow: illness, medical appointments, attendance at a funeral service the immediate family, and participation in religious instruction. ****Excused absences are included in the chronic absenteeism data including quarantine and doctor's notes absences.**
2. **Unexcused - absences** which occur with the knowledge and approval of parents but for reasons which, though not acceptable under state law, are not classed as truancy. Letters will be sent from the district if your student has an unexcused absence for three (3) consecutive days or more.
3. **Truancy - absence** is an intentional and planned violation of state attendance laws by the student without the knowledge of the parent/guardian. Students who are more than 30 minutes late are, by law, considered truant, and will be given an office referral.

Please note, state counts total absences to determine chronic absenteeism whether they are EXCUSED or NOT EXCUSED.

4. ABSENCE

All students returning to school after an absence are required to **verify the reason for their absence**. Verification may be provided through a **written note or a phone call** from a parent or guardian.

Acceptable reasons for an **excused absence** include:

- Illness
- Medical or dental appointments
- A funeral for an immediate family member

Please note that **absences must be verified within 3 school days**. For additional details, please refer to the district handbook.

TARDIES

- Students are considered tardy if they are not in class by **8:00 AM** (line-up bell rings at 7:55).
- Frequent tardiness/ absences may result in **SART (School Attendance Review Team)** or **SARB (School Attendance Review Board)** intervention.

5. AWARDS

Awards are presented three times annually for:

- **Academics** (Principal's Honor Roll: GPA of 3.5+; Honor Roll**:** GPA between 3.0–3.4
- **Chinese Excellence**: 3+/B+ or higher in Chinese standards
- **Most Improved**: Recognizing two students per class for notable progress
- **Citizenship**: All marks of "Outstanding" in citizenship which includes "Effort" marks.
- **Perfect Attendance**: No absences or tardies for the trimester
- **Reclassification Awards-** English Learners who met all reclassification criteria
- **End of the Year Awards:**
  Student of the Year (Triple AAA: Academics, Attendance, and Attitude): 3.5+ GPA, outstanding citizenship, and six or fewer absences
  Perfect Attendance of the Year
- **CAASPP Achievement**: Scores of 3 or 4 in English Language Arts and/or Math

6. BICYCLES

- Students must walk their bikes upon entering school grounds and lock them securely.
- Helmets are required by California law**.**
- Students arriving without helmets may be held until parents are contacted.

7. CAFETERIA LUNCH PROGRAM FOR K-5

All students are expected to eat lunch—either brought from home or provided by the school.

- **Classroom interruptions for lunch delivery are NOT allowed**. **If you want to bring special lunch, make a prior arrangement with your child before school.**
- **Free breakfast and lunch** are available to all students for the 2026-2027 school year.

8. CIVILITY POLICY

The district promotes **respectful, courteous behavior** among staff, parents, and visitors.

- Promotes **courteous, constructive communication** among employees, families, and community members.
- Disruptive, hostile, or aggressive behavior is not tolerated to ensure a safe and respectful learning environment.

9. CLASSROOM/ SCHOOL EXPECTATIONS

- A clear behavior and discipline plan is shared with students at the start of the school year.
- Students are also informed of policies on **sexual harassment**, and **prohibited items** (weapons, drugs).
- Reinforced at **Back to School Night** and **Welcome Back Assemblies**.

10. DEVICE USAGE/CARE

- District-issued devices remain **school property** and are to be used **only for educational purposes**.
- Inappropriate use may result in disciplinary consequences.

TECHOLOGY DEVICE CARE

1. General Rules

   Students May Not:

   - Leave their technology device in an unsupervised area.
   - Keep food or store food or drink next to a technology device when in use or in a backpack.
   - Reconfigure or change the hardware of the technology device in any way.

2. Screen Care
   - Do not lean on or place objects on a closed device.
   - Only carry the device when the screen is closed.
   - Avoid placing items inside carrying cases that could press against the screen.
   - Never poke or tap the screen with sharp objects.
   - Remove items (e.g., pens, pencils) from the keyboard before closing.
   - Clean the screen with a soft, dry cloth only.

3. Passwords
   - Do not share usernames or passwords.
   - Use and maintain district-issued passwords for school-related software and apps.

4. Lost, Stolen, or Damaged Devices

- **Report immediately** to a staff member if a device is lost, stolen, or damaged.
- **Cooperate honestly** if a police report is required.
- Parents/guardians may be held **financially responsible**, depending on the damage.

5. TECHNOLOGY DEVICE

a. Games & Apps

- Devices are for **instructional use only**.
- Students may **not**:
  - Play internet games.
  - Download/install games or non-school-related apps without permission.

b. Search Engine Use

- Use search engines **only for school-related work**.
- **YouTube** access is allowed **only for teacher-assigned instructional use**.

c. Inspection

- Devices may be **checked regularly** for unauthorized software and proper use.

d. Privacy & Safety

Students must not:

- Use chat rooms or messaging features **without written permission**.
- Open messages or emails from **unknown senders**.
- Share personal information (e.g., name, age, phone number, address).

e. Background & Pointer Settings

- Screen background should remain **blue or black**.
- Mouse pointer should be set to **default (normal select)**.

Reminder-All device storage and activity are **monitored and managed** by the district and **are not private**.

11. DISASTER PREPARATION PLAN

Emergency Procedures-Wedgeworth School is fully prepared to care for students in the event of a disaster or emergency. In such a situation:

- Students will be evacuated to the field area and remain there under supervision.
- They will stay in the field until it is either safe to return to class or until a parent/guardian arrives to pick them up.
- Students will only be released to authorized individuals after they have been properly signed out.
- The Office Manager and/or Administrators will be stationed at the field location to assist with student pick-up.

Emergency Supplies-To ensure all students have basic necessities during an emergency:

- Each student is required to bring a **labeled emergency Zip-lock bag** during the **first week of school**.
- The bag should include:
  - **Non-perishable snacks**
  - **A small water bottle**
- Emergency bags will be stored in classroom emergency bins for the entire school year.

Lockdown Procedures-In the event of a lockdown, the following safety protocols will be followed to ensure the protection of all students and staff:

- Students will remain inside their classrooms under the direct supervision of their teacher.
- Parents/guardians will not be permitted to check out students until the Principal has confirmed that it is safe to do so.
- All movement on campus will be suspended until the lockdown is officially lifted.
- The Principal will send a notification via ParentSquare to inform families once it is safe and appropriate to resume regular procedures.

12. DISCIPLINE/GUIDELINES FOR STUDENT BEHAVIOR

Referral Form Process-At Wedgeworth School, referral forms are used to document and communicate student behavior violations that go against school or district rules.

- When a student violates a rule, a referral slip is issued to notify both the student and their parent/guardian.
- The referral will include:
  - A brief description of the behavior incident
  - The date and time of the incident
  - The name of the staff member who made the referral
- If applicable, administrative actions or consequences will be indicated on the slip.

Parent/Guardian Acknowledgment:

- The referral slip must be signed and returned to the classroom teacher promptly**.**

- Signing the form acknowledges receipt and awareness of the situation—it does not imply agreement with the content.

For further details regarding suspension, expulsion, and other disciplinary procedures, please refer to the **District's Annual Information Handbook**.

13. DRESS FOR SUCCESS UNIFORM POLICY/ SCHOOL SPIRIT WEAR

Uniform Requirement
The **Board of Education** has adopted a **mandatory school uniform policy** for all students from Pre-K through high school, effective starting the first day of school in August. **As per Student Dress and Grooming Standards, at no time regardless of waiver rights gang-related clothes, knee-high socks, torn clothing, bare midriffs, baggy pants, or shirts without sleeves, shirts with letters or pictures, clothing advertising professional sports teams or community organization, be acceptable at schools.**
Uniform Colors and Styles (K-8): Our district colors are **navy blue and white**. Navy blue slacks, jackets, shorts, skirts, jumpers, and sweatpants are acceptable. (Note: All shoes need to be closed-toe shoes.)
Wedgeworth School colors are cardinal (red) and gold; however, red, khaki, and yellow colors are also accepted.
Wedgeworth Spirit Days

- **Friday:** Wedgeworth Spirit Wear (Red/Gold or Cardinal/Yellow)
- **Thursday:** College Gear Day

💡 **Students are encouraged to wear Wedgeworth spirit wear or college gear any day of the week**. Students participating in spirit wear, college gear, or uniform dress may receive **treats or bonus rewards** throughout the school year.

To exempt a student from the uniform policy, the parent or guardian must observe the following Procedures (See District Parent Handbook, also):

Annual Waiver Requests:

Parents who object to the Uniform Policy must fill out and submit a waiver request through the data confirmation. **Students on waivers are expected to follow the HLPUSD's student Dress and Grooming Standards policy.**

Waivers of Varying Duration

Waivers of varying duration for the Dress For Success Uniform Policy may be issued by the Principal. These waivers are restricted to those who meet one of the following criteria:

1. Short-Term Health-a health issue that would preclude the student from being able to wear regular clothes to school.
2. Religious Freedom-for those families who belong to a denomination that has historical religious tenets that can be verified, which precludes them from wearing anything other than their religious apparel.
3. Financial Hardship-For those families that have four or more children in the district and meet one of the following:

a. Homelessness
b. The head of the family is unemployed or on disability.

Non-Compliance with Uniform Policy

If a student is not in uniform and does not have a waiver on file, a parent/guardian will be contacted to meet with the designated administrator to:

- Review the purpose and benefits of the uniform policy
- Go over the uniform requirements

Please refer to the District's Annual Information Handbook for further information on Student Dress and Grooming Standards.

14. ELECTRONIC DEVICE POLICY

To maintain a safe, focused learning environment and reduce classroom disruptions, the school limits student use of personal electronic devices during the school day.
Students are NNOT permitted to use personal electronic devices during the school day unless specifically authorized by school staff for educational purposes.

Prohibited Devices
The following items are not allowed to be used or operated by students during the school day, including in classrooms, hallways, and common areas:

- Cell phones and smartphones
- Smart watches or wearable communication devices
- Tablets, handheld gaming systems, or similar electronics
- Electronic heating food or drink containers (including self-heating lunch boxes, electric lunch containers, or heated mugs)

If a student brings personal electronic device to school:

- The device must remain **powered off and stored in the student's backpack** during the entire school day.
- The school is **not responsible for lost, stolen, or damaged personal devices**.

Policy Violations
If a prohibited device is used or visible during the school day:

1. The device will be confiscated by staff.
2. The device may be returned to the parent/guardian pickup.
3. Repeated violations may results in additional disciplinary action in accordance with school rules.

15. EMERGENCY CONTACT INFORMATION

Accurate emergency contact information is **critical** for the safety and well-being of your child. **Students are ONLY released to those named on the Emergency contacts; we are not able to release children to minors. Please update Aeries Data Confirmation with any changes in address, phone numbers, and Contacts.** If you have an address change, you must bring/ email proof of address.

16. FIELD TRIPS

Field trips are considered a part of the regular instructional program. Trips are designed to enhance curriculum content and reinforce in-class learning. Due to the high cost of transportation

and other fees, donation may be requested to help cover the expenses. Notification of upcoming field trips will be sent home with your child, including any special instructions or needs. Students may be excluded from trips if there are any safety concerns. To attend, students must return a signed permission slip from a parent/guardian. **All parents who wish to chaperone must submit a volunteer application at least 10 weeks in advance of the trip-no exceptions. Please note: The number of chaperones needed is limited to 10:1 student-to-chaperone ratio. Chaperones will be contacted by the teachers.**
All students and chaperones MUST ride the school bus to and from the field trip.

17. HOMEWORK

At Wedgeworth, we view homework as a vital component of a student's educational journey. It serves as an extension of classroom learning, providing students with opportunities to reinforce skills and concepts taught during the school day.

Homework is designed to:

- Reinforce academic content and skills
- Encourage independent thinking and problem-solving
- Promote time management and responsibility
- Develop self-discipline and confidence
- Establish strong study habits that support long-term academic success

Homework Expectations

- Assignments will **vary by class and grade level**, based on student needs and instructional goals.
- Students are expected to **read at home for a minimum of 20 minutes each day**.
- **Unfinished classwork** must be completed **in addition to** assigned homework.

18. MEDICINES

According to State Business and Professional Code 2141, it is unlawful to treat any illness or injury at school unless it is an emergency. Students are not permitted to self-administer any medication while on campus.

School staff are also prohibited from giving any type of medication—including over-the-counter medicines—without written authorization from a licensed physician. If a doctor determines that a student needs medication during school hours, parents or guardians must contact the school nurse or office manager to receive instructions and required forms.

Important Guidelines:

- Students are not allowed to carry any medication on campus. This includes prescription and non-prescription items such as cough drops.
- All medications must be brought to the school office by an adult and will be stored securely.
- Parents must pick up a medication authorization form from the school office.
- A licensed physician must complete and sign the form for all medications, including over-the-counter products.
- Only after the school receives the completed form and the medication, will staff be permitted to administer it.

19. MULTIPLE TIERED SYSTEM OF SUPPORTS (MTSS)

The **Multiple Tiered System of Supports (MTSS)** is a comprehensive, evidence-based framework designed to address the academic, behavioral, social-emotional, and attendance needs of all students through a layered continuum of support.

When a student is not meeting grade-level standards or is experiencing challenges such as frequent absences, tardiness, or behavioral issues, a meeting may be requested by the parent, classroom teacher, or school administrator. These concerns are reviewed by the **Student Study Team (SST)**, a collaborative group that works to identify appropriate interventions and support strategies.

As a result of this process, the SST may determine that the student could benefit from one or more of the following services or interventions:

- **Medical Evaluation** (e.g., vision or hearing screening)
- **Full Psychoeducational Assessment**
- **School-Based Counseling**
- **Referral to Community Counseling Services**
- **Speech and Language Consultation**
- **Resource Specialist Program (RSP) Services**
- **Behavior and/or Academic Contract**
- **Classroom and School-Based Academic/Behavioral Interventions**

20. PARENT ADVISORY GROUPS

1. **School Site Council (SSC)** meets five (5) times a year. It is made up of school employees and parents. The areas of responsibility are:
   - Develop, approve, implement, and monitor the School Plan for Student Achievement (SPSA).
   - Approve allocation and expenditure of the school plan budget.
   - Oversee appropriate use of site-level categorical funds.
   - Review and improve the school-wide discipline and attendance plan.
2. **English Language Learner Advisory Council (ELAC)**
   Parents of English Language Learners meet five (5) times a year. The areas of responsibility are:
   - Assist in the development of a master plan for English Language Learners at the school site.
   - Participate in the creation and implementation of the School Needs Assessment
   - Promote parent awareness of the importance of regular school attendance.
3. **Dual Immersion Parent Advisory Committee (DIPAC)**
   Parents of dual immersion students meet 3 times a year. The areas of responsibility are:
   - Learn strategies to support their children's education within the Dual Immersion Program
   - Engage in educational sessions to better understand, support, and advocate for the program
   - Review and advise on the selection of primary language instructional materials
   - Provide input on student recruitment efforts for the program
   - Attend one SSC/SDM and one ELAC meeting annually to share Dual Immersion Program updates

21. RAINY DAYS

On rainy mornings, students are to go directly to the Multipurpose Room/ shade structure where they will be supervised by the site supervision aide. By doing this, we can keep them as dry as possible until school starts. **If raining during dismissal time, parents need to pick up their child from the classroom in grades K-2. Grs. 3-5 will be picked up in MPR.**

22. SCHOOL EXPECTATIONS

At Wedgeworth School, we are committed to maintaining a safe, respectful, and supportive learning environment. All students are expected to follow the school and district guidelines to ensure the well-being and academic success of everyone in our school community.

1. General Expectations

a. Attendance & Arrival

- Students must arrive at school on time, which means being in line by 7:55 AM.
- Students may not arrive before 7:30 AM as there is no supervision before that time.

b. Supervision

- Students are only permitted inside buildings when under the direct supervision of an adult — no exceptions.

c. Bicycles

- All bicycles must be parked and locked at the bike racks.
- Students may access bike racks only when arriving or leaving school.
- Bicycles are not to be ridden on school grounds.

d. Prohibited Items and Activities

- Skateboards, scooters, roller blades, and Heelys (shoes with wheels) are not allowed on campus.
- Students are to walk or skip on the blacktop; running, tagging, or chasing games are not permitted due to safety concerns.
- A Hands-Off Policy is enforced at all times.
- Running is only permitted during Physical Education (P.E.) or in the grass area.

e. Personal Belongings

- Personal electronic devices (e.g., mobile phones, smartwatches), toys, and trading cards (e.g., Pokémon) are not allowed at school.
- If brought, these items will be confiscated and must be picked up by a parent from the school office.
- Chewing gum, candy, chocolate, soda, and glass bottles are not permitted on campus.

f. Safety & Sign-Out Procedures

- Students may not leave the school grounds during the school day unless they are picked up and signed out by a parent or an adult listed on the emergency contact list.

g. Behavior and Courtesy

- Students must treat others with courtesy, understanding, and respect.
- The office telephone is for emergency use only.

h. Compliance with Policies

- Students are expected to follow all school and district policies as outlined in the District Handbook.

i. Character Development: Wedgeworth PRIDE

Students are expected to learn and demonstrate Wedgeworth's core character values, represented by **PRIDE**: **P**erseverance, **R**espect, **I**ntegrity, **D**etermination/**D**edication, **E**xcellence.

2. PLAYGROUND

To ensure a safe and respectful environment, all students must follow playground rules during recess and lunch:

a. Supervision and Boundaries

- Students must remain in the playground area during recess and lunch unless given explicit permission from a teacher or Site Supervision Aide (SSA) to go to the office.

b. **End of Recess Procedure**

- When the first bell rings, students must:
  - Stop playing immediately
  - Freeze in place
  - Wait for the SSA's whistle
  - Then WALK directly to their classroom line

c. **Safe Play Guidelines**

- Rough or aggressive games are not allowed, including:
  - Tackle football
  - Chicken fights
  - Keep away
- All playground equipment must be used safely and appropriately.
- Students are not allowed to climb trees, fences, or backstops.
- If a ball goes over the fence or onto the roof, students must inform an SSA or custodian — do not attempt to retrieve it.

3. MPR / Lunch Area Expectations

To maintain a calm, clean, and safe eating environment, students are expected to follow these rules:

a. Arrival and Behavior

- Students must walk quietly and in an orderly line to the MPR or outdoor area with their teacher.
- Use quiet voices at all times while in the MPR.

b. Seating and Dismissal

- Sit at assigned tables and remain seated until dismissed or given permission to leave by the site supervision aides (SSA), custodian, or administrators.
- Students will exit the MPR through the main door, walking quietly when dismissed.

c. Cleanliness and Responsibility

- Each student is responsible for cleaning up their eating area before being dismissed.
- All food must be eaten in the lunch area — food is not allowed outside this designated space.

d. Snack Time Procedures

- During recess, snacks must be eaten at the tables.
- All trash must be thrown away in the appropriate trash containers.

DUTIES OF STUDENTS

It's the law. In Title V. Education Division of the California Code of Regulations the Duties of Pupils are clearly define:

"*Every pupil shall attend school punctually and regularly; conform to the regulation of the school; obey promptly all the directions of his teacher or other authority; observe good order and propriety of the department; be diligent in study; respectful to his teacher and other in authority; kind and courteous to schoolmates; and refrain entirely from the use of profane and vulgar language."*

Below are the guidelines for student's behavior in the Elementary School of the Hacienda La Puente Unified School District. If inappropriate behavior should occur, the disciplinary action taken will follow board policy and state law.

EXPECTED STUDENT BEHAVIOR/ SCHOOL RULES

At Wedgeworth School, we believe that a safe, respectful, and inclusive environment is essential for learning and personal growth. All students are expected to follow these core behavior principles: Students are expected to:

a. Be Respectful

- Respect yourself, others, and the school environment
- Treat classmates, staff, and school property with care
- Contribute positively to a focused and supportive learning atmosphere

b. Be Responsible

- Arrive on time and be prepared for class
- Complete assignments with effort and pride
- Demonstrate a strong work ethic and take ownership of your learning

c. Be Kind

- Show compassion and empathy toward others
- Use polite words and actions—greet others, say "thank you," and share a smile
- Support classmates and help build a caring school community

d. Be Safe

- Follow all school rules and safety procedures
- Make smart, thoughtful choices in your actions and words
- Help create a physically and emotionally safe space for everyone

23. SCHOOL PROPERTY /SCHOOL LIBRARY

The school library is open on most school days and provides students with access to a wide selection of books and learning resources.

- If a library book is misplaced, please take time to thoroughly search for it.
- If a book is lost, parents/guardians are expected to either:
    - Reimburse the school for the cost of the book, or
    - Provide a replacement copy of the same title in good condition.

School Property

Textbooks, equipment, and some classroom supplies are provided by the school for student use.

- Normal wear and tear is expected; however, students are held responsible for any damage caused by negligence, abuse, or improper use.
- If damage occurs, a notice will be sent to parents indicating the cost of repair or replacement.

We encourage all students to take pride in maintaining school property and to treat all materials and equipment with care and responsibility.

24. TO AND FROM SCHOOL

The safety of our students is our top priority.

State law requires that students demonstrate appropriate behavior not only while at school but also on their way to and from school**.** The **s**chool reserves the right to discipline students who engage in unsafe or inappropriate behavior during these times.

Please support your child in choosing the safest route to and from school each day. Traffic in front of the school is often heavy, and we must all work together to ensure student safety.

- Students must cross only at designated crosswalks.
- **Always follow the directions of the crossing guard**.
- Families are encouraged to reinforce these safety rules at home.

School Safety – Morning Drop-Off Procedure

To ensure a safe and orderly arrival for all students:

- **Drop-off times are between 7:30 AM and 7:50 AM.**
  - Students may enter through either the **main gate** or driveway drop-off area.
  - Students must be **in their class line by 7:55 AM** and **ready to learn in the classroom by 8:00 AM**.
- For everyone's safety:
  - **Do not stop or park in the middle of the street or near the stop sign.**
  - **All vehicles must stop** when students are crossing the driveway or street.
- If you choose to park and walk your child to school:
  - Always use the **designated crosswalks** —
  - **NO jaywalking.** Please model safe behavior for all students.

Wedgeworth Drive Drop-Off Lane Guidelines

To ensure the safety of all students during morning arrival, please follow the procedures below when using the **Drop-Off Lane**:

1. **Use the Drop-Off Lane Properly**
   - You may pull your vehicle into the **designated drop-off lane.**
   - For safety reasons, **students must exit from the passenger side** of the vehicle only.
   - If your child cannot independently exit from the passenger side, **please park your car and walk your child to the main gate**.
2. **Sidewalk Safety**
   - Please ensure there is enough space on the sidewalk for students to **safely open their door and walk toward the gate**.
   - Always **use the designated crosswalks** and **follow the directions of the crossing guard** when crossing the street.
3. **Parent Responsibility**
   - Parents/guardians are responsible for ensuring their child is **safely dropped off or picked up**.
   - After drop-off, students should proceed directly to the main gate, where school staff (Site Supervision Aides) are present.
   - All students must follow school safety rules when arriving at or leaving the school.

Your cooperation in following these safety procedures helps protect our students and keeps our drop-off zone efficient and secure. Thank you for your support.

25. VOLUNTEERS

At Wedgeworth School, we greatly value the contributions of our parent and community volunteers. When volunteers are permitted on campus, there are many meaningful opportunities to support our school programs. Volunteer opportunities include assisting in: classrooms, playground supervision, MPR, library, etc..

If you are interested in volunteering, please contact your child's teacher or the school office manager. You will need to complete a **Volunteer Application** to begin the process and attend volunteer orientation. All volunteers must **sign in and out at the front office** during regular school hours. This is essential so that we are aware of who is on campus at all times, especially in the event of an emergency. Thank you for your time, energy, and commitment to making Wedgeworth a thriving learning community!

Wedgeworth Elementary	P Perseverance	R Respect	I Integrity	D Dedication	E! Excellence
Classroom 	• Take an active role in your education and your learning. • Believe that you can do it! • Strive for excellence. • Be an active participant.	• Care for all school property and materials; they are your learning tools! • Respect personal space and property. • Give Me 5/ SLANT	• Do your best work at all times. • Be honest. • Be a problem solver.	• Set goals and reach for them. • Set high expectations. • Be prepared and on time.	**Strive for Warrior Success!**
District Device 	• Only use district sponsored apps and games. • Check Canvas daily to stay up to date on class assignments. • Only use the district device for schoolwork.	• Transport your device safely at all times. • Communicate using kind words. • Food and drinks are consumed away from the device.	• Use school appropriate language at all times. • All chats occur on Canvas between students and educators. • Searches are used for school assignments. • Students only use their accounts when logging in.	• Device is charged for school. • Device is used for schoolwork only. • Home screen background is blue or black. • Mouse pointer remains at normal select.	**Take care of your device, only using it for school assignments.**
Cafeteria 	• Follow all cafeteria/MPR expectations. • See the Respect Category	• Treat other students and adults with respect always. • Show good manners. • Be courteous. • Clean up after yourself.	• Wait patiently and take turns. • Make wise decisions. • Be your best and clean your mess.	• Clean for all not for yourself! • Be an honorable Warrior! • Continue to demonstrate PRIDE. • Walk at all times.	**Be a PRIDE Warrior!**
Playground 	• Use playground equipment properly. • Line up quickly and quietly. • Make wise choices. • Be a good problem solver. • Walk at all times. • Be responsible for personal belongings.	• Use kind words. • Keep hands and feet to yourself. "Hands-Off Policy" • Walk at all times. • **Be Safe, Clean, and Kind.**	• Follow the playground expectations. • Use sincere words. • **Golden Rule:** Treat others the way you want to be treated. • Practice good sportsmanship.	• Use words not your actions to solve problems. • Keep our school and grounds clean. • Walk at all times. • **Be Safe, Clean, and Kind**	**Demonstrate safety, patience, fairness, and include others in activities.**
Restroom 	• Wash your hands! • Silently wait for your turn. • Walk at all times.	• Keep water in the sink and trash contained in the trash bin. • Respect privacy. • Use indoor voice.	• Report problems to an adult. • Conserve soap, water, and paper. • Walk at all times.	• Place trash in trash bin. • Flush the toilet. • Use restrooms before school, during recess and lunch. • Walk at all times.	**Use the restroom properly and keep it clean for other students!**

Wedgeworth Elementary School
Partners in Learning
School-Parent Compact
2026-2027

Name:_____
Grade: _____

STUDENT AGREEMENT:

It is important that I work to the best of my ability. Therefore, I shall strive to do the following:

- Attend school regularly and on time.
- Come to school each day with the necessary tools for learning.
- Complete and return homework assignments.
- Follow all the rules in the Wedgeworth Parent-Student Handbook.
- Adhere to the district/school device usage and dress code.
- Practice and strengthen global competence skills to become an independent learner.
- Demonstrate Wedgeworth P.R.I.D.E. (Perseverance, Respect, Integrity, Dedication/Determination, & Excellence)

Signature_____

PARENT AGREEMENT:

I want my child to achieve. Therefore, I will encourage him/her by doing the following:

- Foster global competency skills and study habits to develop an independent learner.
- Ensure that my child is prepared, punctual, and attends school regularly.
- Provide a positive and supportive learning environment, and help develop global competence skills in the study/work habits.
- Reinforce the Wedgeworth Parent-Student Handbook.
- Supervise my student's device usage and ensure the district device is kept intact.
- Maintain an open and consistent communication with the teacher first.
- Parents are highly encouraged to volunteer and participate in school events.
- Support your child to fulfill all the "Student Agreement" responsibilities listed above.

Signature_____

TEACHER AGREEMENT:

It is important that students achieve. Therefore, I shall strive to do the following:

- Create a safe, supportive, positive, and rigorous classroom environment.
- Collaborate regularly with colleagues to improve and enhance student learning.
- Set high goals and expectations.
- Provide collaborative and active learning environment by incorporating technology into daily instruction.
- Implement effective management, engagement, and instructional strategies to enhance and maximize student learning.
- Utilize the district pacing calendar and content standards to provide meaningful, relevant, and purposeful lessons.
- Maintain open and consistent communication with all educational partners.

Signature_____

PRINCIPAL AGREEMENT:

It is important for the principal to be an instructional leader. Therefore, I shall strive to do the following:

- Focus staff and parents on the school vision and goals to meet student needs.
- Ensure a safe and orderly environment.
- Promote open communication and a partnership between parents, staff, and students.
- Provide staff and parents opportunities for personal and professional development as lifetime learners.
- Respect and uphold the rights and dignity of parents, staff, and students.
- Encourage and enhance parent involvement and community partnerships.
- Promote positive school culture and build capacity among staff and parents.

Signature_____

Approved on April 21, 2026 for the 26-27 school year.

Title I School-Level Parent and Family Engagement Policy
Wedgeworth Elementary School
2026-2027

2.0 With approval from the local governing board, Wedgeworth has developed a written Title I parent and family engagement policy with input from parents and family members of participating children. Parent input occurs during these meetings:

- Cafe with the Principal
- SSC
- ELAC meetings
- DIPAC meetings

The school has distributed the policy to parents and family members of children served under Title I, Part A. (20 United States Code [U.S.C.] Section [§] 6318[b][l]). This policy will be distributed to parents of Title I students at the beginning of the school year with the emergency/school/district information packet. Wedgeworth's Elementary Parent Involvement Policy describes the means for carrying out the following Title I parental involvement requirements.

2.1 Involvement of Parents in the Title I Program Title 1

The policy describes the means for carrying out Title I parent and family engagement requirements. (20 U.S.C. § 6318[b][l])

To involve parents and family members in the Title I program at Wedgeworth, the following practices have been established:

a) The school convenes an annual meeting, at a convenient time, to which all parents of participating children shall be invited to attend and encouraged to attend, to inform parents and family members of their school's participation in the Title I program and to explain the requirements, and the right of the parents to be involved. (20 U.S.C. § 631 8[c][l])

Back-to-School Night/ Annual Title I Parent Meeting

b) The school offers a flexible number of meetings, such as meetings in the morning or evening, and may provide, with Title I funds, transportation, child care, or home visits, as such services relate to parent involvement. (20 U.S.C. § 6318[c][2])

* Parents are invited to the monthly **"Cafe with the Principal"** meetings to discuss issues of Title I and/or ELL programs or any other factors important to parents.

*There are a minimum of five **(5) SSC/SDM meetings** which are planned to develop the Single Plan for Student Achievement (SPSA), review legal assurances and issues related to Title I, budget priorities, and academic achievement.

*There are a minimum of five **(5) ELAC** meetings to discuss the following: EL program and assessment, revisions to the school plan, analysis of data, or any other concern that parents may have.

*There are a minimum of three **(3) DIPAC** meetings to discuss the following: DI program and assessment, school updates, analysis of data, any other concerns that parents may have.

c) The school involves parents in an organized, ongoing, and timely way, in the planning, review, and improvement of the school's Title I program, including the planning, review, and improvement of the school parent and family engagement policy and the joint development of the schoolwide program plan. (20 U.S.C. § 6318[c][3])

Approved on April 21, 2026 for the 26-27 school year

*SSC meetings where the Title I programs are reviewed annually before the SPSA is approved.

*Parents are also to complete the school climate needs assessment that is given at the end of the year. Results are discussed during out SSC parent meetings

d) The school provides parents of participating children with the following:

1. Timely information about the Title I program. (20 U.S.C. § 6318[c][4][A])
   *Flyer/Letter
   *Parent Square/ Peach Jar
   *Parent information board
   • Annual Title I meetings/ *Back to school night
   *Open house
   *DIPAC, ELAC, and SSC meetings
   *Cafe with the Principal
   *Other social media (School Website, Wedgeworth Facebook & Instagram)
2. A description and explanation of the curriculum in use at the school, the forms of academic assessment used to measure student progress, and the achievement levels of the challenging State academic standards. (20 U.S.C. § 6318[c][4][B])
   *Parent trainings/workshops
   *SSC, ELAC, DIPAC
   *Cafe with the Principal
3. If requested by parents, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children, and respond to any such suggestions as soon as practicably possible. (20 U.S.C. § 6318[c][4][C])
   *Student Study Team (SSTs)
   *Multi-Tiered System of Supports (MTSS) referrals.

e) If the schoolwide program plan is not satisfactory to the parents of participating children, the school submits any parent comments on the plan when the school makes the plan available to the local educational agency. (20 U.S.C. § 6318[c][5])
*Student Study Team meetings can be called to identity areas of concerns/ improvements and collectively develop an intervention plan. Three-Way conference meetings can be held with Parent, Student, and Teacher to discuss and plan for actions.

2.2 Building Capacity for Involvement
(Parent and Family Engagement Policy Continued)
To ensure effective involvement of parents and to support a partnership among the school involved, parents, and the community to improve student academic achievement, each school and local educational agency assisted with Title I, Part A funds establishes the practices listed below. (20 U.S.C. § 6318[el)

a) The school provides parents with assistance in understanding such topics as the challenging State academic standards, State and local assessments, the requirements of Title I, Part A, and how to monitor a child's progress and work with educators to improve the achievement of their children. (20 U.S.C. § 6318[e][l])
   *SSTs
   *MTSS referrals can be done by the teacher/staff (parent meetings/conferences, SSTs)

b) The school provides parents with materials and training to help parents work with their children to improve their children's achievement. (20 U.S.C. § 6318[e][2])
   *Parent education classes
   *Parent Training on student achievement-focused on reading and math

c) The school educates teachers, specialized instructional support personnel, principals, and other school leaders, and other staff, with the assistance of parents, in the value and utility of contributions of parents, and in how to reach out to, communicate with, and work with parents as equal partners, implement and coordinate parent programs, and build ties between parents and the

school. (20 U,S,C. § 6318[e][3])

*Professional Development

*Staff meetings

These meetings are provided to aid teachers and staff when working with parents as well as the perceived needs of staff members.

d) The school, to the extent feasible and appropriate, coordinates and integrates parent involvement programs and activities with other Federal, State, and local programs, including public preschool programs, and conducts other activities, such as parent resource centers, to encourage and support parents in more fully participating in the education of their children. (20 U.S.C. § 6318[e][4])
* Parent volunteer program that encourage and support parents to actively participate in the education of their children.

* School personnel as well as other personnel who have been trained by the district also use the room to give parent workshops in different areas (e.g. Reading and Math workshops and Adult Ed).

e) The school ensures that information related to school and parent programs, meetings, and other activities is sent to parents in a format and, to the extent practicable, in a language the parents can understand. (20 U.S.C. § 6318[e][5])
English and Chinese; Spanish when needed

t) The school provides such other reasonable support for parental involvement activities under this section as parents may request. (20 U.S.C. § 6318[e][l4])

*SSC
*ELAC
*DIPAC
*Monthly Cafe with the Principal
*Annual school needs assessment at SSC. It gives parents the opportunity to discuss the most pressing needs of parents.

2.3 Accessibility

Wedgeworth to the extent practicable, provides opportunities for the informed participation of all parents and family members (including parents and family members with limited English proficiency, parents and family members with disabilities, and parents and family members of migratory children) including providing information and school reports required under 20 U.S.C. § 6311 in a format and, to the extent practicable, in a language such parents understand. (20 U.S.C. § 631S[f])

- Translators may be available at these meetings.
  SSC meetings Cafe with the Principal
  ELAC meetings Title I parent training on student achievement
  DIPAC meetings Parent Ed. Meetings
  Annual EL/ Title I Parent meetings
  Parent Teacher Conferences
- Parent bulletin board
- Communication via phone, emails, school website, Parent Square, PeachJar, flyers, forms, etc.

2.4 School-Parent Compact

As a component of the school-level parent and family engagement policy, each school served under this part shall jointly develop with parents for all children served under this part a school-parent compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership to help children achieve the state's high standards. The school-parent compact shall carry out the requirements listed below. (20 U.S.C. § 631S[d])

a) Describe the school's responsibility to provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the children served under this part to meet the challenging state academic standards, and the ways in which each parent will be responsible for supporting their children's learning; volunteering in their child's classroom; and participating, as appropriate, in decisions relating to the education of their children and positive use of extracurricular time. (20 U.S.C. § 631 8[d][1])
Adhere to State and District guidelines. Follow the District's curriculum pacing guides for all core curriculum and administer district interim assessments as well as local assessments to track and monitor student learning. Trimester Specific, Measurable, Achievable, Relevant, and Time bound (SMART) Goals and Action Plans are submitted to track and monitor all subgroups. MTSS team meets on monthly basis to monitor and track At-Risk students-both behavior and academic. Intervention classes are offered both during the day and afterschool programs to students to support student learning.

b) Address the importance of communication between teachers and parents on an ongoing basis through, at a minimum, the requirements listed below. (20 U.S.C. § 6318[d][2])

I. Parent-teacher conferences in elementary schools, at least annually, during which the compact shall be discussed as the compact relates to the individual child's achievement. (20 U.S.C. § 6318[d][2][Al)
Parent-Teacher Conferences Fall & Spring, SSTs, IEPs, Three-Way PTC meetings

2. Frequent reports to parents on their children's progress. (20 U.S.C. § 6318[d][2][B])
Aeries Parent Portal, Emails, & Informal Communication

3. Reasonable access to staff, opportunities to volunteer and participate in their child's class, and observation of classroom activities. (20 U.S.C. § 631 8[d][2][Cl)

4. Ensuring regular two-way, meaningful communication between family members and school staff, and, to the extent practicable, in a language that family members can understand. (20 U.S.C. § 63!8[d][2][D])

• *It may be helpful to include the parent and family engagement policy review in the annual review of the Single Plan for Student Achievement.*

***The policy must be updated periodically to meet changing needs of parents and family members and the school. if the school has a process in place for involving parents and family members in planning and designing the school's programs, the school may use that process if it includes adequate representation of parents and family members of children receiving Title I, Part A services.*

Wedgeworth Elementary School

Student Technology Contract



When I use my iPad or Laptop I will be:



Responsible:

- I accept responsibility for my use of the school technology and the Internet. I understand that the technology, equipment, and systems belong to HLPUSD.
- I will use school technology tools and the Internet for assigned schoolwork **ONLY** (i.e., Google account, Canvas, Classlink, Lexia, Dream Box). YouTube will only be used for educational material.
- I understand that what I search can be public information.
- I understand that everything I do online can be traced back to me and can never be fully erased.

Respectful:

- I will treat all devices with care and make sure they do not become damaged.
- I will not change or tamper with any of the school equipment or systems. This can include settings, software, downloads, hardware, etc.
- I will not download, view, send, or display inappropriate pictures or messages.
- I will not use another student's password to access his/her account for any reason, I understand this type of behavior is called "hacking".
- I will write essays, reports, etc. with my original thoughts and I will properly cite any information I receive from other sources including images, videos, and other multimedia as per Fair Use and Copyright laws (i.e. use of any AI resources and tools are plagiarism).

Kind:

- I am a digital citizen, and I will treat people with dignity and respect when using my technology device and accessing the Internet.
- I will use respectful language in my digital communications and environment. This means I will not use school technology tools to tease, harass, frighten, or cyberbully anyone. I will be an upstander and report any inappropriate incidents to a trusted adult.

Safe:

- I understand my personal information needs to be private, no information sharing.
- I will tell to a trusted adult if I see or read something that is inappropriate, dangerous, or makes me feel uncomfortable.
- I will respect and follow the rules when using my school technology outside school and communicate with my family if I have made a mistake online or need help.

** I **UNDERSTAND** that the purpose of having a **SCHOOL TECHNOLOGY** is to **SUPPORT MY LEARNING**. I understand my use of the district network and school technology is to be limited to only educational activities, research, and communication that support the educational goals and objectives of HLPUSD and its acceptable use policy. I have read and understand what it means to be a responsible, respectful, kind and safe digital citizen. I will accept responsibility for my behavior and the consequences if I make poor decisions. By signing below I agree to follow by the terms of the student technology contract.



Student's signature _____ Teacher's signature _____ Date _____

Wedgeworth Elementary School

Attendance-SART-SARB

Be Here!
EVERY DAY. ALL DAY. ALL THE WAY!
ATTENDANCE COUNTS

Attendance Definitions:
(ED. CODE SECTION 48260, 48262 & 48263.6)

- **Tardy-** A student will be classified as truant if they are tardy or absent for more than a 30-minute period during the school day without a valid excuse on three occasions in one school year.
- **Truant -** A student is considered truant after three absences or three tardies of more than 30 minutes each time or any combination thereof and the absences or tardies are unexcused.
- **Habitual Truants -**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.
- **Chronic Truants -** 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.
- **Chronic Absence -**EC: 60901(c)(1) is missing an extended amount of school for any reason, and includes both excused and unexcused absences. Chronic absentee has been defined in EC as pupil who is absent on 10 percent or more of the school days in the school year when the total number of days a pupil is absent is divided by the total number of days the pupil is enrolled and school was actually taught in the regular day schools of the district.
- **SART** – Student Attendance Review Team
- **SARB** – School Attendance Review Board

What are the school attendance requirements in California?

- Every person between the ages of six (6) years and eighteen (18) years of age is required to attend school. (Education code sec. 48200.)
- Students are expected to attend school regularly and on time.
- Parents and guardians are required to send their children to school.

What is considered a valid legal absence?

- Absences are allowed for the following causes, when verified;
  - a) A student's illness (not parent's or other family member's)
  - b) Quarantine by a county or city health officer;
  - c) Medical, dental or eye appointments;
  - d) Attending the funeral of an immediate family member:
    One (1) day in California; three (3) days out of California. Immediate family member means student's mother/father, brother/sister, child, grandmother/grandfather, or spouse, spouse's mother/father, spouse's child, spouse's brother/sister, or any relative living in the immediate household of the student (education Code 48205.);
  - e) Court appearance when the student has a subpoena with his/her name on it;
  - f) Religious instruction/exercises (max of (4) days per school month, student must attend school at least the minimum school day for his/her grade level)
  - g) Religious holiday/retreat/ceremony (max of four (4) hours per semester) with prior parent request and approval from school.

Excused Notes by Parents

- As a courtesy to the parent a school may accept notes from parents for absences or tardies. If absences or tardies become excessive parent notes will no longer be accepted. Parent notes will not be accepted for illness under SART and SARB contract.
- Excused absences will have to be verified according to Education Code 46011. They must be turned in within 72 hours (3 days) of returning to school.
- Verified absence due to illness or quarantine is allowed.
  Verification may be by one of the following: school/public health nurse, attendance supervisor, physician, principal, teacher, or any other qualified employee of the school district. (CCR Title 5, Sec. 421, Education Code Sec. 46011)

* **Student Attendance Review Team (SART) includes the parent and the student, and school team. SART meeting are held for students who exhibit problems with attendance pursuant to California Compulsory Attendance Laws (EC 48200), who exhibits chronic absenteeism, total of both excused and unexcused absences, who is absent on 10 percent or more of the school days. At this meeting the goal of this team is to identify possible solutions to improving the students' attendance and/or behavior.**

* **Who is Referred to SARB?**
Students who continues to exhibit attendance problems or chronic attendance behavior problems that have not been resolved through SART meetings. SARB process begins with the identification of attendance and/or behavior problems followed by classroom, school site, and district level interventions.
Once the referral is submitted to the SARB, the student and parents/legal guardians are scheduled to attend a meeting with the SARB panel. All school-age siblings of the students are also required to attend this meeting. At this meeting, alternatives and recommendations are explored to address the student's attendance and/ or behavior difficulty.



Student Sexual Harassment Policy:

The Governing Board designates the following Coordinator for Nondiscrimination/Compliance Officer to receive and investigate complaints and to ensure district compliance with state and federal laws prohibiting student sexual harassment.

Assistant Superintendent, Human Resources [626-933-3830]
Executive Director, Elementary [626-933-4363]
Executive Director, High School [626-933-4363]
Executive Director, Adult Education [626-933-2804]

15959 East Gale Avenue
City of Industry, CA 91716

All compliance officers may be emailed at:
TitleIXCoordinator@hlpusd.k12.ca.us

Nondiscrimination/Harassment Policy:

The Board prohibits, at any district school or school activity, unlawful discrimination, including discriminatory harassment, intimidation, (including sexual harassment) or bullying based against, targeted at any student by anyone, based on the student's actual or perceived race, color, ancestry, national origin, nationality, immigration status, ethnic group identification, ethnicity, age, religion, marital status, medical information, parental status, pregnancy status, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, or genetic information, the perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics.

Any student who feels that they have been subjected to discrimination, or harassment, or intimidation or bullying should immediately contact the Coordinator, the principal, or any other staff member.

The District Title IX Coordinator is the Assistant Superintendent of Human Resources, they may be contacted via email at TitleIXCoordinator@hlpusd.k12.ca.us

UNIFORM COMPLAINT POLICY AND PROCEDURE (5 CCR 4622, EC 32289 AND 234.1)

The Uniform Complaint Procedures apply to the filing, investigation and resolution of complaints regarding alleged: 1) failure to comply with federal or state law or regulations governing adult education, consolidated categorical aid programs, migrant education, vocational education, child care and developmental programs, child nutrition programs and special education programs; 2) unlawful discrimination against any protected group as identified under Education Code (EC) sections 200 and 220 and Government Code section 11135, including actual or perceived sex, sexual orientation, gender, ethnic group identification, race, ancestry, national origin, religion, color, or mental or physical disability, or age, or on the basis of a person's association with a person or group with one or more of these actual or perceived characteristics, lactation accommodations, homeless, foster youth, juvenile court student, physical education minutes, or non-instructional courses, in any program or activity conducted by a local agency, which is funded directly by, or that receives or benefits from any state financial assistance; 3) failure to comply with school safety planning requirements as specified in Section 7114 of Title 20 of the United States Code; 4) unlawful discrimination, harassment, intimidation, and bullying based on actual or perceived characteristics set forth in Section 422.55 of the Penal Code and EC 220, and disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or association with a person or group with one or more of these actual or perceived characteristics; *** 5) unlawful imposition of pupil fees for participation in educational activities in public schools; and 6) failure to comply with the requirements established through the Local Control Funding Formula related to the Local Control and Accountability Plan as described in EC sections 52060 through 52076 or sections 47606.5 and 47607.3. A complaint must be filed no later than six months from the date the complainant first obtains knowledge of the concern. These uniform procedures require the complainant to submit a written complaint to compliance officers. The Governing Board designates the following compliance officer to receive and investigate complaints and to ensure district compliance with law: Executive Director, Elementary [626-933-4311], Executive Director, High School [626-933-4305], Executive Director, Adult Education [626-933-2804] located at 15959 East Gale Avenue, City of Industry, CA 91716. Compliance Officers will coordinate an investigation and response within 60 days of receipt of the written complaint, unless the complainant agrees in writing to extend the timeline. If the District finds merit in a complaint, the District shall provide a remedy to all affected pupils, parents/guardians. A complainant may appeal the District's decision to the California Department of Education (CDE) by filing a written appeal within 15 days after receiving the District's decision. The CDE may directly intervene in the complaint without waiting for action by the district when one of the conditions listed in Section 4650 of Title 5 of the California Code of Regulations exists, including cases in which the district has not taken action within 60 days of the date the complaint was filed with the district. If a district is found to have violated a state or federal law and/or regulation, and the District does not take corrective action to comply, then various civil remedies maybe available.

ANNUAL NOTIFICATION OF THE UNIFORM COMPLAINT PROCEDURES (BP/AR 1312.3) The Hacienda La Puente Unified School District has the primary responsibility to ensure compliance with applicable state and federal laws and regulations and has established procedures to address allegations of unlawful discrimination and complaints alleging violation of state or federal laws governing educational programs. The Hacienda La Puente Unified School District shall investigate and seek to resolve complaints using policies and procedures known as the Uniform Complaint Procedures (UCP) adopted by our local board. Unlawful discrimination complaints may be based on actual or perceived sex, sexual

orientation, gender, ethnic group identification, race, ancestry, national origin, religion, color, or mental or physical disability, or age, or on a person's association with a person or group with one or more of these actual or perceived characteristics, in any program or activity that receives or benefits from state financial assistance. The UCP shall also be used when addressing complaints alleging failure to comply with state and/or federal laws in Adult Education, State Consolidated Categorical Aid Programs, Federal Categorical Aid Programs, Migrant Education, Career Technical and Technical Education and Training Programs, Child Care And Developmental Programs, Child Nutrition Programs, Special Education Programs, and Federal Safety Planning Requirements. Complaints must be filed in writing with the following compliance officer. The Governing Board designates the following compliance officer to receive and investigate complaints and to ensure district compliance with law: Executive Director, Elementary [626-933-4363] Executive Director, High School [626-933-4363] Executive Director, Adult Education [626-933-3915] 15959 East Gale Avenue, City of Industry, CA 91716 Complaints alleging discrimination must be filed within six (6) months from the date the alleged discrimination occurred or the date the complainant first obtained knowledge of the facts of the alleged discrimination, unless the time for filing is extended by the superintendent or his or her designee. Within three days of receiving the complaint, the compliance officer may informally discuss with the complainant the possibility of using mediation. If the complainant agrees to mediation, the compliance officer shall make all arrangements for this process. Before initiating the mediation of a discrimination complaint, the compliance officer shall ensure that all parties agree to make the mediator a party to related confidential information. If the mediation process does not resolve the problem within the parameters of law, the compliance officer shall proceed with their investigation of the complaint. The use of mediation shall not extend the district's timelines for investigating and resolving the complaint unless the complainant agrees in writing to such an extension of time. (5 CCR 4631) The Hacienda La Puente Unified School District will provide an opportunity for complainants and/or representatives to present evidence or information. [T5CCR 4631] Refusal by the complainant to provide the investigator with documents or other evidence related to the allegations in the complaint, or to otherwise fail or refuse to cooperate in the investigation or engage in any other obstruction of the investigation, may result in the dismissal of the complaint because of a lack of evidence to support the allegations. [T5CCR 4631] Complainants are protected from retaliation and the identity of a complainant alleging discrimination will remain confidential as appropriate. [T5CCR 4621] Refusal by The Hacienda La Puente Unified School District to provide the investigator with access to records and/or other information related to the allegation in the complaint, or to otherwise fail to refuse or cooperate in the investigation or engage in any other obstruction of the investigation, may result in a finding based on evidence collected that a violation has occurred and may result in the imposition of a remedy in favor of the complainant. [T5CCR 4631] Complaints will be investigated and a written Decision or report will be sent to the complainant within sixty (60) days from the receipt of the complaint. This sixty (60) day time period may be extended by written agreement of the complainant. The report will include the following elements:

i. The findings of fact based on the evidence gathered ii. Conclusion of the law. iii. Disposition of the complainant. iv. The rationale for such a disposition. v. Corrective actions, if any are warranted. vi. Notice of the complainant's right to appeal the HLPUSD's decision to CDE. vii. Procedures to be followed for initiating an appeal to CDE. The LEA person responsible for investigating the complaint shall conduct and complete the investigation in accordance with sections 4680-4687 and in accordance with local procedures adopted under section 4621. [T5CCR 4631] The complainant has a right to appeal the Hacienda La Puente Unified School District's Decision to the California Department of Education (CDE) by filing a written appeal within 30 days of receiving the LEA's Decision. The appeal must include a copy of the complaint filed with the LEA and a copy of the LEA's Decision. Civil law remedies

may be available under state or federal discrimination laws, if applicable. In appropriate cases, an appeal may be filed pursuant to Education Code Section 262.3. A complainant may pursue available civil law remedies outside of the Hacienda La Puente Unified School District's complaint procedures. Complainants may seek assistance from mediation centers or public/private interest attorneys. Civil law remedies that may be imposed by a court include, but are not limited to, injunctions and restraining orders. A copy of the Hacienda La Puente Unified School District's UCP policy and complaint procedures can be found on our district website.