HACIENDA LA PUENTE UNIFIED SCHOOL DISTRICT
15959 EAST GALE AVENUE, CITY OF INDUSTRY, CA 91716-0002
www.hlpschools.org • (626) 933-1000

2026-2027

DISTRICT ANNUAL INFORMATION HANDBOOK

REQUIRED LEGAL NOTICES – STUDENTS, EMPLOYEES, PARENTS OR GUARDIANS OF STUDENTS, SCHOOL AND DISTRICT ADVISORY COMMITTEES, APPROPRIATE PRIVATE SCHOOL OFFICIALS OR REPRESENTATIVES, AND OTHER INTERESTED PARTIES

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All district forms and parent information about resources in the community for medical, social and other services can be found by going to the district website and clicking on Parent Information. The website is www.hlpschools.org

2026 - 2027 SCHOOL YEAR CALENDAR

August 5	School Begins (PreK-12)
September 7	Labor Day Holiday
September 18	Grading Period Ends (6-8)
September 21 - 25	Parent Conferences (TK-8)
September 23	School Recess (TK-8)
October 30	Grading Period Ends (6-8)
November 6	Grading Period Ends (TK-5)
November 11	Veterans Day Holiday
November 23 - 27	School Recess / Thanksgiving Holidays (TK-12)
December 18	Grading Period Ends (6-8)
December 21	School Recess and Semester Grading Period Ends (9-12)
December 21 - January 4	Winter Break (TK-12)
January 5	School Resumes
January 18	Martin Luther King Jr. Holiday
February 8	Lincoln's Birthday Holiday
February 15	President's Day Holiday
February 19	Grading Period Ends (TK-12)
March 1 - 5	Parent Conferences (TK-8)
April 5 - 9	Spring Break
May 21	Grading Period Ends (TK-12)
May 20	Last Day of School (TK-12)
May 21	School Recess (TK-12)

High Schools Graduation Dates

Valley High School	May 18, 2027
Workman High School	May 18, 2027
La Puente High School	May 18, 2027
Wilson High School	May 20, 2027
Los Altos High School	May 20, 2027

High Schools Awards Night

La Puente High School	May 11, 2027
Workman High School	May 11, 2027
Wilson High School	May 13, 2027
Los Altos High School	May 13, 2027

Middle Schools Promotion Date

Cedarlane Academy	May 18, 2027
Grandview College Prep	May 18 2027
Sparks Middle School	May 19, 2027
Newton Middle School	May 19, 2027
Fairgrove Academy	May 19, 2027
Orange Grove Middle School	May 20, 2027
Sierra Vista Middle School	May 20, 2027
Mesa Robles School	May 20, 2027

Middle Schools Awards Night

Mesa Robles School	May 18, 2027
Cedarlane Academy	May 12, 2027
Sparks Middle School	May 12, 2027
Fairgrove Academy	May 17, 2027
Grandview College Prep	May 17, 2027
Orange Grove Middle School	May 17, 2027
Newton Middle School	May 18, 2027
Sierra Vista Middle School	May 19, 2027

Summer School Schedule

May 24 - July 16, 2027 (Tentative)	TK-6 Expanded Learning Opportunity Program (ELOP)
May 24 - July 2, 2027	High School and Summer Grad Program

Adult Education

TBD	ESL/Citizenship Ceremony at Hacienda Heights Community Center High School Graduation and Career Technical Education Awards at Hacienda Heights Community Center

HACIENDA LA PUENTE UNIFIED SCHOOL DISTRICT

15959 EAST GALE AVENUE ▪ CITY OF INDUSTRY, CALIFORNIA 91745 ▪ (626) 933-3800

JOHN ROACH, Superintendent

MEMBERS OF THE BOARD
GINO KWOK, Esq., President
ADRIANA QUIÑÓNES, Vice President
NANCY LOERA, Clerk
JEFFREY DE LA TORRE, Member
STEPHANIE SERRANO, Member

August 5, 2026

Dear Parents/Guardians and Students:

On behalf of our Board of Education, administrators, teachers, and staff, it is my pleasure to welcome you to a new school year. We are excited to begin another year of learning, growth, and achievement together.

Our district remains committed to providing every student with a safe, supportive, and engaging educational experience. We believe that all students can succeed when they are challenged academically, supported socially and emotionally, and encouraged to pursue their individual strengths and interests. Each day, our dedicated staff works to create learning environments where students feel valued, respected, and inspired to reach their full potential.

Enclosed is the District Annual Information Handbook for the 2026-2027 school year, which serves as an important resource for understanding district policies, procedures, expectations, and available services. We encourage all families and students to review the handbook carefully and refer to it throughout the year. By working together and maintaining open communication, we can ensure a positive and productive school experience for every student.

Family partnerships are essential to student success. We appreciate the trust you place in our schools and value your involvement in your child's education. Whether through volunteering, attending school events, communicating with teachers, or supporting learning at home, your engagement helps strengthen our school community.

As we begin this new year, we look forward to celebrating accomplishments, overcoming challenges, and creating meaningful opportunities for learning and growth. Together, we will continue to build a culture of excellence, respect, responsibility, and belonging.

Thank you for being a valued member of our district community. We wish all of our students and families a successful, rewarding, and inspiring school year.

Sincerely,

John Roach
Superintendent

CIVILITY POLICY (BP/AR 1300)

The Hacienda La Puente Unified School District is committed to maintaining orderly educational and administrative processes in keeping schools and administrative offices free from disruptions and preventing unauthorized persons from entering school/district grounds. Any person who willfully disturbs any public school or any public school meeting is guilty of a misdemeanor. District staff will address parents and other members of the public with respect and expect the same in return.

Our district policy promotes mutual respect, civility and orderly conduct among district employees, parents and the public.

STUDENT WELLNESS POLICY (BP 5030)

The Hacienda La Puente Unified School District is committed to providing a school environment that enhances learning and the development of lifelong wellness practices. The Governing Board recognizes the link between student health and learning and desires to provide a comprehensive program promoting healthy eating and physical activity for district students. The Superintendent or designee shall build a coordinated school health system that supports and reinforces health literacy through health education, physical education, health services, nutrition services, psychological and counseling services, health promotion for staff, a safe and healthy school environment, and parent/guardian and community involvement.

SCHOOL SAFETY PLAN (EC 32280 et seq.)

All Hacienda La Puente School District school sites have a Comprehensive School Safety Plan, which includes a disaster preparedness plan and outlined emergency procedures. Copies are available to read at each school office. Emergency, earthquake and lock down drills are held annually at all of our schools.

TITLE I DISTRICTWIDE PARENT AND FAMILY ENGAGEMENT POLICY

1.0 The local governing board shall adopt and implement a policy on parent and family engagement. (California Education Code [EC] sections [§§] 11500-11504, 51101[b]; 20 United States Code [U.S.C.] § 6318[a][2])

1.1 Hacienda La Puente Unified School District (HLPUSD) has developed a written Title I parent and family engagement policy with input from parents and family members of participating children.

Parents/guardians are invited to participate in an annual meeting to review and revise the Title I Districtwide Parent and Family Engagement Policy based on input gathered through parent surveys and discussions. The District Advisory Committee (DAC) and the District English Learner Advisory Committee (DELAC) members are given an opportunity to provide additional feedback before the policy is adopted for the following school year.

The district has distributed the policy to parents and family members of children served under Title I, Part A. (20 U.S.C. § 6318[a][2])

The Title I Districtwide Parent and Family Engagement Policy is published in the District Annual Information Handbook. The handbook is distributed through Aeries Parent Portal upon initial enrollment and annual data confirmation. The Title I Districtwide Parent and Family Engagement Policy is also posted on the District website and is available in multiple languages. Additionally, a hard copy of this policy is available upon request. Every site holds a minimum of two Annual Title I meetings to inform parents regarding programs and services and about the content and implementation of the Title I Districtwide and School- Level Parent and Family Engagement Policies.

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

a) **The district incorporates the parent and family engagement policy into the district's plan. (20 U.S.C. § 6318[a][2])**
HLPUSD incorporates a goal about improving family engagement in the Local Control and Accountability Plan (LCAP). This goal includes actions, services, and expenditures addressing family engagement, including meaningful participation and opportunities to provide input on decisions. Actions and strategies are also included in the LCAP Federal Addendum.

b) **HLPUSD involves parents and family members in the joint development of the local educational agency planning efforts and in the process of school review and improvement. (20 U.S.C. § 6318[a][2][A])**
Parents/guardians will be notified of all parent meetings including: Annual Title I, School Site Council (SSC) and English Learner Advisory Committee (ELAC) (as applicable) and have the opportunity to review and make recommendations on the School Plan for Student Achievement (SPSA). Additionally, HLPUSD annually surveys parents and family members to gather feedback about what is working and areas of improvement around the LCAP, the LCAP Federal Addendum, as well as school goals and actions. Educational partners' feedback is gathered at school meetings, district and school parent advisory committee meetings, SSC meetings, and through other means. The information gathered is used to revise the district's LCAP, the LCAP Federal Addendum, and the sites' School Plan for Student Achievement (SPSA).

c) **HLPUSD provides coordination, technical assistance, and other support necessary to assist and build the capacity of all participating schools within the LEA in planning and implementing effective parent and family involvement activities to improve student academic achievement and school performance. (20 U.S.C. § 6318[a][2][B])**
District staff work to support school site efforts to educate parents about Title I programs, assessment scores, and academic workshops in consultation with the appropriate parent advisory committees.
District staff provides on-going support to all sites including Site Governance Facilitator (SGF) and parent and family engagement resources, assistance in the development and annual revisions of site: SPSA, Parent and Family Engagement Policy, and the School Parent/ Family Compact.
Activities for each site are described in the school's parent and family engagement policy and are included in the SPSA.

d) **To the extent feasible and appropriate, HLPUSD coordinates and integrates Title I, Part A parent and family engagement strategies, with other relevant Federal, State, and local laws and programs. (20 U.S.C. § 6318[a][2][C])**
Parent and family engagement activities for all programs, including Local Control Funding Formula (LCFF) and LCAP, State Preschool, English Learner, Special Education, Adult Education, Career Technical Education programs, and Equity and Access are coordinated and integrated with those offered through Title I, Part A.

e) **HLPUSD conducts, with the meaningful involvement of parents and family members, an annual evaluation of the content and effectiveness of the parent and family engagement policy in improving the academic quality of the schools served under Title I, Part A. (20 U.S.C. § 6318[a][2][D])**
The district identifies the following:
   1. **Barriers to greater participation by parents in activities authorized by this section (with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background). (20 U.S.C. § 6318[a][2][D][i])**
   Barriers are identified through the educational partners engagement process and actions and strategies put into place to address the needs of families, such as ensuring information is provided in a language and format easily understood by families, providing babysitting and holding meetings at times convenient to parents/families.
   2. **The needs of parents and family members so that they may assist with the learning of their children, including engaging with school personnel and teachers. (20 U.S.C. § 6318[a][2][D][ii])**

Workshops are offered and information is provided supporting families with strategies to engage with the school. Examples of strategies include: questions to ask during parent conferences, how to contact their child's teacher, assistance with completing school/district forms, and information about the educational program.

3. **Strategies to support successful school and family interactions. (20 U.S.C. § 6318[a][2][D][iii])**
Each school develops a Title I School - Level Parent and Family Engagement Policy and School-Parent Compact designed to meet the needs of their families. Schools host family activities, such as Back to School Night, Math or Literacy Night, parent-teacher conferences, and other opportunities for families to engage with school staff. The compact describes how families and school staff share the responsibility for improving student achievement and how the school and families will collaborate to assist students to achieve the state academic standards.

f) **HLPUSD uses the findings of such evaluation in subparagraph (e) to design evidence-based strategies for more effective parental involvement, and to revise, if necessary, the Parent and Family Engagement Policy. (20 U.S.C. § 6318[a][2][E])**
The District annually gathers input and feedback from educational partners through the LCAP survey, LCAP engagement activities, as well as site and district advisory committees to evaluate the effectiveness of the parent and family engagement policy. The results of the evaluation are used to improve family engagement through evidence- based strategies, and to revise the Title I Parent and Family Engagement Policy, as needed.

g) **HLPUSD involves parents in activities of schools served under Title I, Part A to adequately represent the needs of the population served by such agency for the purposes of developing, revising, and reviewing the parent and family engagement policy. (20 U.S.C. § 6318[a][2][F])**
Parents/ guardians are invited to participate in an annual meeting to review and revise the Title I Districtwide Parent and Family Engagement Policy based on input gathered through parent surveys and discussions. The District Advisory Committee (DAC) and the District English Learner Advisory Committee (DELAC) members are given an opportunity to provide additional feedback before the policy is adopted for the following school year.

1.2 **The district policy on parent and family engagement for all schools (including Title I and non-Title I) in the LEA shall be consistent with the goals and purposes listed below. (EC §§ 11502, 11504, 11506)**

a) **Engage parents positively in their children's education by helping parents to develop skills to use at home that support their children's academic efforts at school and their children's development as responsible future members of our society. (EC § 11502[a])**
Each school develops a site-level Title I Parent and Family Engagement Policy and a School-Parent Compact to address the needs of parents at their school. Each school offers parent and family engagement activities to assist families with supporting learning at home. Information and resources are shared with families at parent information nights, Literacy and Math nights, parent-teacher conferences, parent workshops, as well as on the website and materials sent home. The district monitors school sites' parent and family engagement through review of documentation.

b) **Inform parents and family members that they can directly affect the success of their children's learning, by providing parents with techniques and strategies that they may utilize to improve their children's academic success and to assist their children in learning at home. (EC § 11502[b])**
Information and trainings to help parents to improve their children's academic achievement and foster parental and family engagement are provided based on parent and families' needs and interests, (i.e. the annual LCAP survey, DAC and DELAC input, and school site surveys).

c) **Build consistent and effective communication between the home and the school so that parents may know when and how to assist their children in support of classroom learning activities. (EC § 11502[c])**
Communication between schools and parents/ families about their child's progress will be facilitated continuously at each school site, including progress reports and grades, parent-teacher conferences, Aeries Parent Portal, and Back to School Night. Primary language translation, to the extent possible, is offered. Notices are sent home in families' primary language, to the extent possible.
Information is additionally communicated in the following ways: ParentSquare, Canvas, emails, social media platforms, phone calls, school marquee, monthly flyers, school newsletters, and/or school websites.

d) **Train teachers and administrators to communicate effectively with parents. (EC § 11502[d])**
The district provides resources, information, workshops, and/ or training to teachers and administrators on best practices for effective school-parent/family communication.

e) **Integrate parent involvement programs into the school's master plan for academic accountability. (EC § 11502[e])**
Each site annually develops a SPSA informed by a comprehensive needs assessment with aligned goals, strategies, activities, and expenditures to support and improve parent and family engagement, academic achievement, and the learning environment.

1.3 **Districts receiving more than $500,000 in Title I, Part A funds reserves at least one percent of its allocation to carry out parent and family engagement activities. (20 U.S.C. § 6318[a][3][A])**
The district reserves at least one percent of the Title I, Part A allocation to support school sites' parent and family engagement activities. Additionally, all sites include in their SPSA a specific description of their Title I mandated parental involvement activities with each related expenditure based on at least the minimum required set-aside. Parent and family engagement activities are also described in the district's LCAP and the LCAP Federal Addendum. District level staff are also in place to support family engagement.

1.4 **Parents and family members of children receiving Title I, Part A services are involved in the decisions regarding how funds reserved are allotted for parental involvement activities. (20 U.S.C. § 6318[a][3][B])**
The District supports and encourages parents' active collaboration and participation in school site and district decision- making including SSC, ELAC, DAC, and DELAC. Each schools' SSC and ELAC provide input for the parent and family engagement activities in the SPSA. In addition, information gathered at school meetings, district and school parent advisory committee meetings, is used to annually update the LCAP and the LCAP Federal Addendum, including the actions and services for family engagement.

1.5 **Not less than 90 percent of the funds reserved are distributed to schools served with priority given to high-need schools. (20 U.S.C. § 6318[a][3][C])**
90% or more of the 1% reservation for parent and family engagement is distributed to Title I schools based on a funding formula. Schools are ranked for distribution of funds based on income eligibility.

1.6 **Funds reserved by a district are used to carry out activities and strategies consistent with the LEA's parent and family engagement policy, including not less than one of the following: (20 U.S.C. § 6318[a][3][D])**

a) **Supporting schools and nonprofit organizations in providing professional development for district and school personnel regarding parent and family engagement strategies. (20 U.S.C. § 6318[a][3][D][i])**

b) **Supporting programs that reach parents and family members at home, in the community, and at school. (20 U.S.C. § 6318[a][3][D][ii])**

c) **Disseminating information on best practices focused on parent and family engagement, especially best practices for increasing the engagement of economically disadvantaged parents and family members. (20 U.S.C. § 6318[a][3][D][iii])**

d) **Collaborating, or providing subgrants to schools to enable such schools to collaborate, with community-based or other organizations or employers with a record of success in improving and increasing parent and family engagement. (20 U.S.C. § 6318[a][3][D][iv])**

e) **Engaging in any other activities and strategies that the district determines are appropriate and consistent with the parent and family engagement policy. (20 U.S.C. § 6318[a][3][D][v])**
Funds reserved by the District for parent and family engagement activities are used to support the activities and strategies addressed in the Title I Districtwide and School Site Parent and Family Engagement Policies, consistent with the LCAP, LCAP Federal Addendum, and SPSAs.

This Title I Districtwide Parent and Family Engagement Policy has been developed jointly with, and agreed upon with, parents of children participating in Title I, Part A programs, as evidenced by the Annual Title I Districtwide Parent and Family Engagement Policy meeting, as well as the District Advisory and the District English Learner Advisory Committees' agendas.

This policy was adopted by the HACIENDA LA PUENTE UNIFIED SCHOOL DISTRICT on June 11, 2026 and will be in effect with annual updates. The school district will distribute this policy to all parents of participating Title I, Part A, children on or before August 31st of each year by including it in the District Annual Information Handbook.

LANGUAGE ACQUISITION PROGRAMS

Language acquisition programs are educational programs designed to ensure English acquisition occurs as rapidly and effectively as possible. They provide instruction to English learners based on the state-adopted academic standards, including English language development (ELD) standards (20 U.S.C. Section 6312[e][3][A][iii], [v]); EC Section 306[c.

Language Acquisition Programs Offered:

Hacienda La Puente Unified School District offers the following language and language acquisition programs for student enrollment. Parents/Guardians may choose a language acquisition program that best suits their child (EC Section 310 [a]).

- **Structured English Immersion (SEI) Program:** A language acquisition program for English learners in which nearly all classroom instruction is provided in English, but with curriculum and a presentation designed for students who are learning English. At minimum, students are offered Designated ELD and provided access to grade level academic subject matter content with Integrated ELD. Education Code (EC) sections 305(a)(2) and 306(c)(3).
- **Dual-Language Immersion (DLI) Program (English/Spanish, Mandarin or Korean):** A language acquisition program for English learners and native English speakers that provides language learning and academic instruction with the goals of high academic achievement, first and second language proficiency, and cross-cultural understanding. This program begins in Transitional Kindergarten and continues to eighth grade. EC Section 306(c)(1). For more information on which school sites offer the Dual-Language Immersion Program, please visit: https://www.hlpschools.org/family/dual-immersion-language-programs.

How to Enroll Your child in a Language Acquisition Program:

Parents or guardians may choose a language acquisition program that best suits their child (EC Section 310). Please submit a verbal or written request to the office at your local school.

How to Request the Establishment of a New Program at a School:

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[s].) Please submit a verbal or written request to the office at your local school.

About Language Acquisition Programs and Language Programs:

PROGRAM TYPE	CHARACTERISTICS
Language Acquisition Program (English Learners)	**The California Code of Regulations section 11309 requires that any language acquisition program provided by a school, district, or county shall:** • Be designed using evidence-based research and include both Designated and Integrated English Language Development; • Be allocated sufficient resources by the local educational agency (LEA) 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 • Within a reasonable period of time, lead to: ∘ Grade-level proficiency in English, and, when the program model includes instruction in another language, proficiency in that other language; and ∘ 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.
Language Program (non-English Learners)	• Language programs offer students who are not English learners opportunities to be instructed in languages other than English • May lead to proficiency in languages other than English

PARENT AND COMMUNITY ENGAGEMENT

Parents may provide input regarding language and language acquisition programs in the LEA or to be considered in the LEA during the development of the Local Control and Accountability Plan (EC Section 52062). If interested in a different program from those listed above, please contact Blanca Risco, Executive Director, Multilingual Education/School Based Programs at (626) 933-4342 to ask about the process.

Parents of English learners have a right to decline or opt their children out of the school district's language acquisition program or opt out of particular English learner service(s) within a language acquisition program. (20 U.S.C Section 6318[c][A]{vii}) However, LEAs remain obligated to provide the student meaningful instruction (5 CCR Section 11302) until the student is reclassified, inform the parent when progress is not made, and offer the parent programs and services to consider at that time.

ENGLISH LEARNERS IDENTIFICATION NOTICE
EC 313.1

Parents are to be notified by schools that in addition to the child's English proficiency status, for which they are notified using the English Language Proficiency for Assessments for California (ELPAC), and they are to be notified that their child is a "Long-Term English Learner" or is an "English Learner at-risk of becoming a Long-Term English Learner".

RIGHTS AND RESPONSIBILITIES OF STUDENTS, PARENTS, TEACHERS AND ADMINISTRATORS

5CCR, Ed. Code 300

RIGHTS AND RESPONSIBILITIES OF STUDENTS

Rights…

- to remain enrolled in school until removed under due process conditions as specified in the Education Code.
- to have access to records upon reaching the age of sixteen.
- to be informed in class of school rules and regulations.

Responsibilities…

- to attend classes regularly and to behave in a manner conducive to a positive learning environment.
- to obey school rules and regulations.
- to respect the rights of school personnel and fellow students.
- to be prepared for class with appropriate materials and work, be diligent in study.
- to refrain from the use of profane and vulgar language.

RIGHTS AND RESPONSIBILITIES OF PARENTS

Rights…

- to be informed of district policy and school rules and regulations related to their children.
- to be informed of all facts and school actions related to their children.
- to inspect their child's records with the assistance of a certificated staff member for proper explanation.
- to be assured that the assignment of a student to another school site or program may be made only after the student and the student's parents have been notified of the intention and have been given a chance to respond.

Responsibilities…

- to visit school periodically to participate in conferences with teachers or counselors on the academic and behavioral status of their children.
- to provide supportive action by making sure that children have enough sleep, adequate nutrition, and appropriate clothing before coming to school.
- to maintain consistent and adequate control over their children.
- to be familiar with district policies and school rules and regulations.

RIGHTS AND RESPONSIBILITIES OF TEACHERS

Rights…

- to expect students to put forth effort and participate in class in order to receive a passing grade.
- to expect students to behave in a manner which will not interfere with the learning of other students.
- to have parental support related to academic and social progress of students.

Responsibilities…

- to conduct a well-planned, effective, standards-based classroom program.
- to inform parents through report cards and conferences about the academic progress, school citizenship, and general behavior of their children.
- to initiate and enforce a set of classroom regulations consistent with school and district policies.
- to hold pupils to strict accountability for their conduct on the way to and from school, on the school grounds, or during school-related activities.

RIGHTS AND RESPONSIBILITIES OF ADMINISTRATORS

Rights…

- to hold students to strict accountability for any disorderly conduct in school or on their way to and from school.
- to take appropriate action in dealing with students guilty of misconduct.
- to recommend suspension, exemption, exclusion and/or expulsion as the situation demands.

Responsibilities…

- to provide leadership that will establish, encourage, and promote good teaching and effective learning in a standards-based program.
- to establish, publicize, and enforce school rules that facilitate effective learning and promote attitudes and habits of good citizenship among the students.
- to keep record of, and report to all appropriate agencies, all incidents of crime and violence that occur on school grounds or at school-related events.
- to request assistance from the Director of Student and Family Services in matters concerning serious behavioral, emotional, health or attendance problems.
- to grant access to student records by parents/legal guardian or others with proper authorization.

RIGHTS OF PARENTS AND GUARDIANS TO INFORMATION California Education Code 51101 (in part)

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

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

PARENT ENGAGEMENT - SCHOOL ACCOUNTABILITY (EC 11500, 11501, 11502, 11503)

To participate in the district offerings of parent education and to provide parental input to the local training programs for parents, please contact the following district representative for more information on how you may contribute: (626) 933-4340.

RELEASE OF JUVENILE INFORMATION (WIC 827, 831)

Juvenile court records should be confidential regardless of the juvenile's immigration status. Only if a court order is provided, will any student information be disseminated, attached or provided to federal officials. The court order must indicate prior approval of the presiding judge of the juvenile court. Otherwise, juvenile information is protected from distribution and remains private without a court order.

Whenever a pupil has been found by a court to have committed any felony or misdemeanor involving curfew, gambling, alcohol, drugs, tobacco products, carrying of weapons, a sex offense, assault or battery, larceny, vandalism, or graffiti, the court will provide a written notice to the superintendent of the school district of attendance. The superintendent will then provide the information to the principal at the school of attendance, who will disseminate the information to any administrator, teacher, or counselor directly supervising or reporting on the behavior or progress of the pupil, allowing them to work with the pupil in an appropriate manner.

CHILD ABUSE AND NEGLECT REPORTING (PC 11164 et seq.)

The Hacienda La Puente Unified School District is committed to protecting all students in its care. All employees of the District are considered mandated reporters, required by law to report cases of child abuse and neglect whenever there is reasonable suspicion abuse or neglect has occurred. District employees may not investigate to confirm a suspicion.

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

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

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

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

SAFE PLACE TO LEARN ACT (EC 234 AND 234.1)

The Hacienda La Puente Unified School District 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.

All school personnel who witness an act of discrimination, harassment, intimidation, or bullying must take immediate steps to intervene when safe to do so. Any student who engages in acts of discrimination, harassment, violence, intimidation, or bullying related to school activity or school attendance occurring within a school of the school district may be subject to disciplinary action up to and including expulsion. To report an incident and/or to receive a copy of the district's anti-discrimination, anti-harassment, anti-intimidation, and anti-bullying policies, please contact your site principal.

SCHOOL SAFETY: BULLYING (EC 234.4 and 32283.5)

The Hacienda La Puente Unified School District is committed to the prohibition of discrimination, harassment, intimidation, and bullying including cyberbullying on social media. Annual training will be provided to all staff who work with students, to prevent bullying and cyberbullying. You may find a list of education web pages describing the staff training at: https://www.cde.ca.gov/ls/ss/se/bullyres.asp

If you or your child should experience any bullying on campus, at school events, or on the way to or from school, please contact our district counseling liaison available to assist you in identifying and stopping this behavior at Student and Family Services (626) 933-4335.

GUN-FREE SCHOOL ZONE ACT (PC 626.9, 30310)

California prohibits any person from possessing a firearm on, or within 1,000 feet from, the grounds of a public or private school, unless it is with the written permission of the Superintendent and Chief of School Police. This does not apply to law enforcement officers, any active or honorably retired peace officers, members of the military forces of California or the United States, or armored vehicle guards engaged in the performance of, or acting in the scope of, their duties. A person may also be in possession of a firearm on school grounds if the firearm is unloaded and in a locked container or within the locked trunk of a motor vehicle. A violation of this law is punishable by imprisonment in a county jail for up to six months, a fine of up to $1,000, or both imprisonment and fine.

GUN SAFETY (EC 32221.5 (9-12) and EC 49390, 48391, and 49392)

This is a reminder that firearms are to be safely stored away from children and teens. The accidental shooting of children and youth is the third leading cause of death following accidents and suicide. California public schools are mandated to remind families to keep their home safe from such potential dangers. If there is a threat or perceived threat, then the public schools will cooperate with local law enforcement to conduct an immediate threat assessment.

IMITATION FIREARMS (P.C. 12550 & 12556)

It is a criminal offense to openly display or expose any imitation firearm, which includes BB guns / devices in a public place, including a public school.

PROVISIONS FOR COMPLAINTS AND APPEALS (BP/AR 1312)

Complaints related to problems should be heard and resolved as close to the source of the problem as possible. The following procedure will be utilized:

1. Complaints are to be submitted to the local site/program administrator. The site/program administrator shall investigate the complaint, ensuring that due process is followed, and render a decision in a timely manner.
2. If there is a disagreement with the decision of the site/program administrator, the complainant shall be advised that the decision can be appealed in writing to the Assistant Superintendent. If such an appeal is made, the Assistant Superintendent will investigate the complaint, and render a decision to the complainant in a timely manner.
3. If there is disagreement with the decision of the Assistant Superintendent, the complainant may appeal to the district superintendent in writing.
4. The district superintendent will investigate the complaint; determine if due process, board policy, and administrative directives have been followed, and render a decision in a timely manner.
5. If the district superintendent affirms the decision of the Secondary Schools Division and the parent disagrees, the case can be appealed in writing to the board of education.

NONDISCRIMINATION STATEMENT

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 a 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.

Title VI of the Civil Rights Act of 1964 prohibits discrimination on the basis of race, color and national origin. Title IX prohibits discrimination on the basis of sex. 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.

The Hacienda 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 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. 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: Assistant Superintendent, Human Resources or Designee.

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: Assistant Superintendent of Human Resources, Kevin Maldonado 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 may be 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: Assistant Superintendent of of Human Resources, Kevin Maldonado

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.

School or Athletic Team Names: California Racial Mascots Act AB 3074 (Schiavo)
Prohibits public schools that are not operated by an Indian tribe or tribal organization from using any derogatory Native American term as a school or athletic team name, mascot, or nickname and adds school or athletic team names, mascots, or nicknames to the Uniform Complaint Procedures. [EC 221.3 and 33315]

The Uniform Complaint Procedures (UCP) complaint is a written and signed statement by a complainant alleging a violation of federal or state laws or regulations, which may include an allegation of unlawful discrimination, harassment, intimidation, bullying or charging pupil fees for participation in an educational activity or non-compliance. The person who receives the complaint shall respond to the parent in writing within 60 days. The parent may appeal to CDE within 15 days if not in agreement with the final report. Please contact the Assistant Superintendent of Human Resources if you would like more information on how to file a complaint with the school or district prior to appealing to the CDE. For more information you may go to the CDE website: https://www.cde.ca.gov/re/cp/uc/ucpmonitoring.asp

WILLIAMS COMPLAINTS NOTICE (AR 1312.4)

Notice to Parents, Guardians, Pupils, and Teachers Complaint Rights

Parents, Guardians, Pupils, and Teachers:

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

1. There should be sufficient textbooks and instructional materials. That means each pupil, including English learners, must have a textbook or instructional materials, or both, to use in class and to take home.
2. School facilities must be clean, safe, and maintained in good repair.
3. There should be no teacher vacancies or misassignments. There should be a teacher assigned to each class and not a series of substitutes or other temporary teachers. The teacher should have the proper credential to teach the class, including the certification required to teach English learners if present.

   Teacher vacancy means a position to which a single designated certificated employee has not been assigned at the beginning of the year for an entire year or, if the position is for a one-semester course, a position to which a single designated certificated employee has not been assigned at the beginning of a semester for an entire semester.

   Misassignment means the placement of a certificated employee in a teaching or services position for which the employee does not hold a legally recognized certificate or credential or the placement of a certificated employee in a teaching or services position that the employee is not otherwise authorized by statute to hold.
4. A complaint form may be obtained at the school office, district office, or downloaded from the school's Web site at http://www.hlpschools.org . You may also download a copy of the California Department of Education complaint form from the following Web site: http://www.cde.ca.gov/re/cp/uc.

SEXUAL HARASSMENT POLICY (BP/AR 5145.7)

In accordance with Title VII of the Civil Rights Act, Title XIV of the Educational Amendments of 1972 USC Section 1681 et. seq. and California Education Code 212.6 and 48980(g), the Board of Education of the Hacienda La Puente Unified School District has established a policy which prohibits sexual harassment of and by students. Sexual harassment means unwelcome sexual advances, requests for sexual favors, and other unwanted verbal, visual, or physical conduct of a sexual nature, made against another person of the same or opposite gender when:

- Submission to the conduct is explicitly or implicitly made as a term or a condition of an individual's employment, academic status or progress.
- Submission to, or rejection, of the conduct by the individual is used as the basis of employment or academic decisions affecting the individual.
- The conduct has the purpose or effect of having a negative impact upon the individual's work or academic performance, or of creating an intimidating, hostile, or offensive work or educational environment.
- 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 any district program or activity.

Students who engage in the sexual harassment of anyone may be subject to disciplinary action up to, and including, expulsion from the school district.

Any student who feels that they are being sexually harassed should immediately contact the principal or designee and may file a complaint pursuant to board policy. Each complaint of sexual harassment will be investigated and resolution will be expedited within a reasonable period of time. A complaint and the results of any subsequent investigation shall be **confidential** to the extent reasonably possible under the investigation process. The district prohibits **retaliation** against any participant in the complaint process. Each complaint shall be investigated promptly and in a way that respects the privacy of all parties concerned.

TO FILE A COMPLAINT

FILING A COMPLAINT: Any student who feels aggrieved because of conduct that may constitute sexual harassment should immediately report to the school principal of which he/she is in attendance. The principal shall reduce the student complaint to writing and forthwith transmit it to the Executive Director. The complaint shall: identify the offending person or persons; include reference to specific examples of offensive conduct; inclusive of the times and places of their occurrence; provide the name of witnesses and other evidence, if available; identify the remedy sought; and describe the informal efforts to correct the situation. The complaint should be filed as soon as reasonably possible after the conduct in question has arisen.

INVESTIGATION: The Assistant Superintendent or designee shall review the complaint and, as soon as reasonably possible after receipt of the complaint, the student, employee, or other person who is accused of sexual harassment should be informed of the contents of the communication. The complaint shall be investigated thoroughly, promptly and in a confidential manner. The investigation and a written report shall be completed within a reasonable period of time and all parties concerned shall be notified of the outcome of the complaint or investigation. Complainants will be assured that steps will be taken to prevent further incidents of harassment.

ACTION: Upon completion of the investigation filed against a student, employee, or other individual, the Executive Director shall determine whether the harassment has occurred and whether any corrective action is appropriate. Corrective action may include counseling, warning, or initiation of disciplinary procedures against a student or employee; and counseling, warning or penalties or sanctions against other individuals as may be available to the district.

APPEAL: All decisions made under this procedure may be appealed by the aggrieved student to the governing board. If a complainant is dissatisfied with the district's decisions, he/she may appeal in writing to the California Department of Education within 15 days of receiving the district's decision.

CIVIL LAW REMEDIES: A person filing the complaint may also pursue available civil remedies, such as mediation centers, public/private interest attorneys, injunctions, restraining orders, etc.

If you have a complaint, contact a teacher, principal, site administrator, or the Executive Director, Elementary Schools or Executive Director, High Schools

GUIDELINES FOR STUDENT BEHAVIOR (ED. CODE 48900)

STUDENT CONDUCT AND DISCIPLINE CODE

WHEREAS, the Board of Education of the Hacienda La Puente Unified School District wants every student to be assured of the most wholesome learning environment; and

WHEREAS, learning cannot take place in an atmosphere of violence, tension, or lack of student discipline; and

WHEREAS, teachers and administrators must fully implement the district's policies and regulations related to student control to assure this positive learning environment that is the right of each student;

THEREFORE, BE IT RESOLVED, that the Board of Education supports all teachers and administrators in their implementation of the policies and regulations on student control to assure schools that are free from violence, tension, and lack of student discipline (BP/AR 5144).

PHILOSOPHY AND GOALS

The California state constitution, the Education Code, and Board of Education policy charge teachers and administrators with providing a proper learning environment and for maintaining proper control for students under their charge. This mandate includes developing means to motivate and reinforce positive behavior patterns and taking positive action by all legally available means to correct unacceptable behavior by students.

The Board of Education recognizes the individual rights of students. The possession of rights also brings commensurate responsibility. This responsibility extends to the students, school administrators, and staff. If a student is not willing to accept this responsibility, school authorities must take appropriate measures to ensure that the student's conduct does not hinder the maintenance of an orderly educational program.

The board has wide discretionary authority to enact reasonable rules and regulations governing the conduct of students. It shall be the duty of the principals and teachers to enforce such rules for school and class control as the board may establish. Control of student conduct should be such that procedures used will assist in advancing the purposes of education as approved by the board and will be in agreement with state laws, policies of the board, and administrative directives.

According to the Education Code (35291, 35291.5), the board shall prescribe rules, not inconsistent with law or rules prescribed by the State Board of Education, for the government and discipline of the schools under its jurisdiction (BP/AR 5144).

DEFINITION OF POSSIBLE DISCIPLINARY ACTIONS

Informal Talk – School personnel discuss inappropriate behavior with student. May be recorded in the Student Information System (SIS).

Conference – A formal conference is held between the student and a school official. During the meeting the student is directed to correct the behavior. Recorded in the SIS record.

Detention – Students may be detained in school for disciplinary reasons for a maximum of one hour.

Truancy Citation – Tickets issued by the HLPUSD Police and Safety Department.

SART – Student Attendance Review Team

SARB – School Attendance Review Board

Parent Involvement – The parent/legal guardian is notified and involved in a conference with school personnel, the student, and/or any other individuals. A student performance contract may be written.

Drop from Class – (High School) The student may be dropped from a class for disciplinary actions with loss of credit.

Saturday School – Student may be assigned to school on Saturday in lieu of suspension. Recorded in anecdotal record.

Alternate School Site or Program – Transfer to another school within the district, or placement in Continuation High School, Independent Study Program, or home studies.

Suspension – Suspension shall be imposed only when other means of correction fail to bring about proper conduct. Suspension means temporary removal of a student from the ongoing instructional process. A suspended student may be required to complete and receive credit for assignments and tests missed during the suspension. A suspended student must remain under parent supervision and not be on any school campus or attend any school activity for the duration of the suspension. A student may also be temporarily removed from an individual class for a specific period of time for inappropriate behavior.

Expulsion – Expulsion is the removal of the student by board action from attendance in all schools within the district.

GROUNDS FOR SUSPENSION/EXPULSION (EDUCATION CODE 48900)

A pupil shall not be suspended from school or recommended for expulsion, unless the superintendent of the school district or the principal of the school in which the pupil is enrolled determines that the pupil has committed an act as defined pursuant to any of subdivisions (a) to (r), inclusive:

(a) 1. Caused, attempted to cause, or threatened to cause physical injury to another person.
2. Willfully used force or violence upon the person of another, except in self-defense.

(b) Possessed, sold, or otherwise furnished a firearm, knife, explosive, or other dangerous object, unless, in the case of possession of an object of this type, the pupil had obtained written permission to possess the item from a certificated school employee, which is concurred in by the principal or the designee of the principal.

(c) Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of, a controlled substance listed in 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) Stole or attempted to steal school property or private property.

(h) Possessed or used tobacco, or products containing tobacco or nicotine products, including, but not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel. However, this section does not prohibit the use or possession by a pupil of the pupil's 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) (1) Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties.

(2) Except as provided in Section 48910, a pupil enrolled in kindergarten or any of grades 1 to 3, inclusive, shall not be suspended for any of the acts enumerated in paragraph (1), and those acts shall not constitute grounds for a pupil enrolled in kindergarten or any of grades 1 to 12, inclusive, to be recommended for expulsion. This paragraph is inoperative on July 1, 2020.

(3) Except as provided in Section 48910, commencing July 1, 2020, a pupil enrolled in kindergarten or any of grades 1 to 5, inclusive, shall not be suspended for any of the acts specified in paragraph (1), and those acts shall not constitute grounds for a pupil enrolled in kindergarten or any of grades 1 to 12, inclusive, to be recommended for expulsion.

(4) Except as provided in Section 48910, commencing July 1, 2020, a pupil enrolled in any of grades 6 to 8, inclusive, shall not be suspended for any of the acts specified in paragraph (1). This paragraph is inoperative on July 1, 2025.

(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, 287, 288, or 289 of, or former Section 288a 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 purposes of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both.

(p) Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.

(q) Engaged in, or attempted to engage in, hazing. For purposes of this subdivision, "hazing" means a method of initiation or preinitiation into a pupil organization or body, whether or not the organization or body is officially recognized by an educational institution, that is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to a former, current, or prospective pupil. For purposes of this subdivision, "hazing" does not include athletic events or school-sanctioned events.

(r) Engaged in an act of bullying. For purposes of this subdivision, the following terms have the following meanings:

(1) "Bullying" means any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, and including one or more acts committed by a pupil or group of pupils as defined in 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 the pupil's physical or mental health.

(C) Causing a reasonable pupil to experience substantial interference with the pupil's academic performance.

(D) Causing a reasonable pupil to experience substantial interference with the pupil's ability to participate in or benefit from the services, activities, or privileges provided by a school.

(2) (A) "Electronic act" means the creation or transmission originated on or off the school site, by means of an electronic device, including, but not limited to, a telephone, wireless telephone, or other wireless communication device, computer, or pager, of a communication, including, but not limited to, any of the following:

(i) A message, text, sound, video, or image.

(ii) A post on a social network internet website, including, but not limited to:

(I) Posting to or creating a burn page. "Burn page" means an internet website created for the purpose of having one or more of the effects listed in paragraph (1).

(II) Creating a credible impersonation of another actual pupil for the purpose of having one or more of the effects listed in paragraph (1). "Credible impersonation" means to knowingly and without consent impersonate a pupil for the purpose of bullying the pupil and such that another pupil would reasonably believe, or has reasonably believed, that the pupil was or is the pupil who was impersonated.

(III) Creating a false profile for the purpose of having one or more of the effects listed in paragraph (1). "False profile" means a profile of a fictitious pupil or a profile using the likeness or attributes of an actual pupil other than the pupil who created the false profile.

(iii) (I) An act of cyber sexual bullying.

(II) For purposes of this clause, "cyber sexual bullying" means the dissemination of, or the solicitation or incitement to disseminate, a photograph or other visual recording by a pupil to another pupil or to school personnel by means of an electronic act that has or can be reasonably predicted to have one or more of the effects described in subparagraphs (A) to (D), inclusive, of paragraph (1).

A photograph or other visual recording, as described in this subclause, shall include the depiction of a nude, semi-nude, or sexually explicit photograph or other visual recording of a minor where the minor is identifiable from the photograph, visual recording, or other electronic act.

(III) For purposes of this clause, "cyber sexual bullying" does not include a depiction, portrayal, or image that has any serious literary, artistic, educational, political, or scientific value or that involves athletic events or school-sanctioned activities.

(B) Notwithstanding paragraph (1) and subparagraph (A), an electronic act shall not constitute pervasive conduct solely on the basis that it has been transmitted on the internet or is currently posted on the internet.

(3) "Reasonable pupil" means a pupil, including, but not limited to, a pupil with exceptional needs, who exercises average care, skill, and judgment in conduct for a person of that age, or for a person of that age with the pupil's exceptional needs.

(s) A pupil shall not be suspended or expelled for any of the acts enumerated in this section unless the act is related to a school activity or school attendance occurring within a school under the jurisdiction of the superintendent of the school district or principal or occurring within any other school district. A pupil may be suspended or expelled for acts that are enumerated in this section and related to a school activity or school attendance that occur at any time, including, but not limited to, any of the following:

(1) While on school grounds.

(2) While going to or coming from school.

(3) During the lunch period whether on or off the campus.

(4) During, or while going to or coming from, a school-sponsored activity.

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

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

(v) For a pupil subject to discipline under this section, a superintendent of the school district or principal is encouraged to provide alternatives to suspension or expulsion, using a research-based framework with strategies that improve behavioral and academic outcomes, that are age appropriate and designed to address and correct the pupil's specific misbehavior as specified in Section 48900.5.

(w) (1) 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.

(2) It is further the intent of the Legislature that the Multi-Tiered System of Supports, which includes restorative justice practices, trauma-informed practices, social and emotional learning, and schoolwide positive behavior interventions and support, may be used to help pupils gain critical social and emotional skills, receive support to help transform trauma-related responses, understand the impact of their actions, and develop meaningful methods for repairing harm to the school community.

ADDITIONAL GROUNDS FOR SUSPENSION/EXPULSION

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

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

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

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

EC 48900.7 - Terroristic Threats – (a) In addition to the reasons specified in Sections 48900, 48900.2, 48900.3, and 48900.4, a pupil may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has made terroristic threats against school officials or school property, or both.
(b) For the purposes of this section, "terroristic threat" shall include any statement, whether written or oral, by a person who willfully threatens to commit a crime which will result in death, great bodily injury to another person, or property damage in excess of 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.

EC 48915 - Circumstances for Recommending Expulsion

(a) (1) Except as provided in subdivisions (c) and (e), the principal or the superintendent of schools shall recommend the expulsion of a pupil for any of the following acts committed at school or at a school activity off school grounds, unless the principal or superintendent *** determines that expulsion should not be recommended under the circumstances or that an alternative means of correction would address the conduct:

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

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

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

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

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

(D) Robbery or extortion.

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

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

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

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

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

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

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

(2) Brandishing a knife at another person.
(3) Unlawfully selling a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code.
(4) Committing or attempting to commit a sexual assault as defined in subdivision (n) of Section 48900 or committing a sexual battery as defined in subdivision (n) of Section 48900.
(5) Possession of an explosive.

(d) The governing board shall order a pupil expelled upon finding that the pupil committed an act listed in subdivision (c), and shall refer that pupil to a program of study that meets all of the following conditions:
(1) Is appropriately prepared to accommodate pupils who exhibit discipline problems.
(2) Is not provided at a comprehensive middle, junior, or senior high school, or at any elementary school.
(3) Is not housed at the school site attended by the pupil at the time of suspension.

(e) Upon recommendation by the principal, superintendent of schools, or by a hearing officer or administrative panel appointed pursuant to subdivision (d) of Section 48918, the governing board may order a pupil expelled upon finding that the pupil, at school or at a school activity off of school grounds violated subdivision (f), (g), (h), (i), (j), (k), (l), or (m) of Section 48900, or Section 48900.2, 48900.3, or 48900.4, and either of the following:
(1) That other means of correction are not feasible or have repeatedly failed to bring about proper conduct.
(2) That due to the nature of the violation, the presence of the pupil causes a continuing danger to the physical safety of the pupil or others.

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

(g) As used in this section, "knife" means any dirk, dagger, or other weapon with a fixed, sharpened blade fitted primarily for stabbing, a weapon with a blade fitted primarily for stabbing, a weapon with a blade longer than 3½ inches, a folding knife with a blade that locks into place, or a razor with an unguarded blade.

(h) As used in this section, the term "explosive" means "destructive device" as described in Section 921 of Title 18 of the United States Code.

SUSPENSION BY SUPERINTENDENT/ PRINCIPAL OR DESIGNEE (EDUCATION CODE 48911)

(a) The principal of the school, the principal's designee, or the superintendent of schools may suspend a pupil from the school for any reasons enumerated in Section 48900, and pursuant to Section 48900.5, for no more than five consecutive school days.

To ensure safe and drug-free campuses for our students, the district has contracted to bring specially trained canines onto our campuses to detect illegal substances.

FOSTER YOUTH: SUSPENSION AND EXPULSION AB 740 (ASSEMBLY MEMBER KEVIN MCCARTY)

Extends parent notification and rights to foster child's attorney, social worker, tribal social worker and county social worker. [EC 47605, 47605.6, 48432.5, 48853.5, 48911, 48911.1, 48915.5, and 48918.1]
In addition to parental notification requirements for an involuntary transfer to a continuation school, suspension, or expulsion, to the foster child's attorney and social worker, and, for the child's tribal social worker, if applicable, and county social worker. The attorney and social worker have the same rights as parents during these processes, such as requests for meetings and the ability to inspect all documents.

STUDENT DISCIPLINE: EXPULSIONS: PROCEDURES – EC 48916, 48916.1, & 48926

Expulsion Process and Procedures
Expulsion is the most serious level of school discipline and may occur when a student commits certain violations of state law or district policy. According to AB 1230, LEAs are to adopt rules and regulations establishing procedures for the filing and processing of requests for readmission, the required review of expelled students for readmission, and the transition process for readmitted students.

If a student is recommended for expulsion:
- The student and parent/guardian will receive written notice of an expulsion hearing.
- The notice will include the date, time, and location of the hearing, as well as the reason the expulsion is being recommended.

At the hearing, the student has the right to:
- Be represented by a parent/guardian, advocate, or attorney
- Review the evidence presented by the district
- Present witnesses or evidence on the student's behalf

After the hearing, the governing board or administrative panel will determine whether the student will be expelled.

Educational Placement After Expulsion
If a student is expelled, they still have the right to continue their education. The district must ensure that an educational placement is provided to expelled students no later than three (3) school days after the issuance of the expulsion order. Possible educational placements may include: a district alternative education program, a community day school, a county office of education program, or another program designed to serve students who have been expelled. These programs provide academic instruction and support while students are serving the expulsion term.

Length of the Expulsion Term and Possible Extension
In many cases, an expulsion term may last up to one year. If, upon assessment, the student has not met the conditions of the rehabilitation plan, the governing board may grant one extension of the expulsion period (i.e., one semester). The district will continue to support and review the students' progress during the extension period to determine the student's readiness for readmission.

Individual Rehabilitation Plan
Students who are expelled will receive an individualized rehabilitation plan outlining the steps the student must take to be considered for readmission to school. The expelling district must ensure that the rehabilitation plan includes a periodic review and an assessment for readmission (45 days before the end of the expulsion term), is tailored to the individual student's needs, and specifically addresses the behavior that led to the expulsion. The plan may be developed in consultation with school personnel who have knowledge or special expertise regarding the student's unique needs. The governing board will assist the student and parent/guardian in locating accessible opportunities and services necessary for the successful completion of the rehabilitation plan. The governing board cannot require students or parents/guardians to pay for any costs or services deemed necessary to complete the rehabilitation plan.

The conditions of the rehabilitation plan may include:
- Regular attendance in the assigned educational program
- Participation in academic tutoring
- Demonstrating academic progress
- Participation in counseling or behavioral support services
- Completion of community service, job training, or other rehabilitative programs
- Participation in programs related to the behavior that led to the expulsion
- Other appropriate requirements determined by the district

The rehabilitation plan will be provided in writing to the student and the parent/guardian, along with the district's governing board-approved expulsion order.

Readmission Review Procedures
An assessment of the student's progress toward completion of the rehabilitation plan will be conducted 45 days before the end of the expulsion term to determine whether the student will be readmitted to the district. A student cannot be denied readmission because of financial or transportation barriers or a lack of viable opportunities to complete the plan. Upon a student's readmission, the governing board shall ensure that there is a procedure for the successful transition of readmitted students.

The governing board must readmit the student unless it finds that:
(1) the student has not substantially met the plan despite having access to necessary resources and opportunities, or
(2) the student continues to exhibit the behaviors that led to expulsion or commits new expellable acts.

If the student is denied readmission, the governing board is to provide the expelled student and the parent/guardian with written notice describing the reasons for denying the student readmittance into the regular school district program. This notice also includes the educational program in which the student is to be enrolled until the next readmission review and assessment (i.e., 45 days before the end of the expulsion term).

EXPECTED STUDENT BEHAVIORS, PROBLEM AREAS, AND DISCIPLINARY ACTIONS

GENERAL STUDENT EXPECTATIONS

Students are expected to respect themselves, others and others' property. School rules and regulations are established to maintain an atmosphere and environment conducive to learning. All students shall comply with these rules and regulations, pursue the required courses of study, and submit to the authority of school officials. Those students who fail to comply with established rules and regulations will face disciplinary actions such as counseling, community service, reprimand, suspension, expulsion, transfer to an alternative school or program, or arrest when the laws are applied. Participation or attendance at extracurricular/co-curricular activities is considered part of the educational program. Participants and spectators carry responsibilities as representatives of their school and community. All rules and regulations of student conduct also apply to all extracurricular/co-curricular activities.

PROBLEM AREAS AND POSSIBLE DISCIPLINARY ACTIONS

All actions, will be taken in accordance with established school board policies or state laws.

DANGEROUS OBJECTS

Laser Pointer – PC 417.27
It is a crime for any student to possess a laser pointer on any elementary or secondary school premise, unless the possession is for a valid instructional or other school-related purpose.

Imitation Firearm – PC 12550, 12556
A BB device can be considered an imitation firearm. The Penal Code makes it a criminal offense to openly display or expose any imitation firearm in a public place, including a public school.

CUSTODY ISSUES

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

DRESS FOR SUCCESS UNIFORM POLICY (BP/AR 5132.1)

The dress for success policy is implemented at some of our elementary and K-8 sites. This chart should help you determine the age-appropriate clothing to meet the Dress For Success Uniform Policy expectations. Powder blue and white shirts are acceptable in the prekindergarten-eighth grade level and navy blue, green or white shirts are appropriate in grades nine through twelve.

It is important to remember that on optional dress days or at school-sponsored events, students must comply with the district Student Dress and Grooming Standards. Please review with your student(s) the Dress For Success Uniform Policy and Student Dress and Grooming Standards.

Yearly waivers for the Dress For Success Uniform Policy may be issued by the site administrators as follows:

1. Parents who object to the "Dress For Success" policy must fill out and submit a waiver request form at the school site during the two weeks before the opening of school.

DRESS FOR SUCCESS

GRADE LEVELS	PRE K-8	PRE K-8	9-12	9-12	9-12	9-12	PRE K-12	PRE K-12	PRE K-12
COLORS	NAVY BLUE	POWDER BLUE	NAVY BLUE	GREY	BEIGE	GREEN	WHITE	PLAID*	SOLID
SLACKS (must be hemmed, solid colors)	YES		YES	YES	YES				
SHIRTS (tucked in, no logos)		YES	YES			YES	YES		
SCHOOL TEAM T-SHIRTS									SCHOOL**
SCHOOL JACKETS (no logos, no pro teams)	YES	YES	YES	YES	YES	YES	YES		YES
LETTERMAN JACKETS									SCHOOL**
SHORTS (above knee, solid colors, hemmed)	YES		YES	YES	YES				
SKORTS	YES		YES	YES	YES			YES	
SKIRTS	YES		YES	YES	YES			YES	
JUMPERS	YES		YES	YES	YES			YES	
SWEATERS (no logos, solid colors only)	YES		YES	YES	YES	YES	YES		
SWEATSHIRTS (no logos except school, college or university; must be worn over collared shirt)			YES			YES	YES		SCHOOL**
SWEAT PANTS (same as sweat shirts) K-8 ONLY	YES								SCHOOL**

* McKinsley Plaid: PRE K-8 / French Toast: PRE K-12 / Tartan Plaid: 8-12

** School Team or School Color

UNACCEPTABLE AT ANY AFTER-SCHOOL EVENT FOR HLPUSD STUDENTS: UNAPPROVED HATS • GANG-RELATED ATTIRE • SHORTS BELOW THE KNEES • PLAID FLANNEL SHIRTS/JACKETS • BAGGY PANTS • DRUG OR ALCOHOL ADVERTISING • TANK TOPS/HALTER/TUBE TOPS • KNEE-HIGH STOCKINGS/SOCKS • UNSAFE; UNHEALTHY ATTIRE

2. Students new to the district will have a two-week period from the date of enrollment to file a waiver request. During this two-week period, students must meet Student Dress and Grooming Standards.

Additionally, waivers of varying duration may be granted to those who meet one of the following criteria:

1. Religious reasons that can be verified with documentation.
2. A short-term medical/health issue.
3. Financial hardship when four or more children from one family are enrolled in the district and the head of the household is unemployed, on disability, or if the family is homeless.

We hope this communication provides you with enough information to make a family decision on how your student(s) dresses for school. We expect another positive year focusing on student learning and achievement.

Dress affects attitude and behavior, and most students wearing uniforms arrive at school with the attitude that they are there to learn.

Affordable school uniforms should reduce the clothing costs for many families. They eliminate designer label competition and allow the student to concentrate more on learning. The emphasis is on who the students are, not what they are wearing.

DRESS FOR SUCCESS

UNIFORM COLORS AND STYLES (K-8)

Our district colors are navy blue and white, with navy bottoms and white tops. Shirts and blouses must have sleeves, and must be tucked in.

Additional options are cited by grade level on the chart (below, on page 15).

COMPLIANCE MEASURES

The district's Student Dress and Grooming Standards will be enforced along with the district uniform policy.

No student shall be suspended from class or from school, be expelled from school, or receive a lowered academic grade solely as a result of not complying with board policy 5132.

No student shall be considered noncompliant with the policy in the following instances:

1. when noncompliance derives from a financial hardship;
2. when a student wears a button, armband or other accouterment to exercise the right to freedom of expression as provided by Education Code 48907, unless the button, armband, or other accouterment signifies or is related to gangs, gang membership, or gang activity as provided by Education Code 35183;
3. when a student wears the uniform of a nationally recognized youth organization, such as Boy Scouts or Girl Scouts, on regular meeting days;
4. when a student wears a school-adopted logo shirt on designated days;
5. when a student's parent or guardian has secured a waiver from the uniform policy by following the procedure outlined below.

EXEMPTION PROCEDURE

To exempt a student from the uniform policy, the parent or guardian must observe the following procedure:

Yearly Waivers

1. Parents who object to the Dress For Success Uniform Policy must fill out and submit a waiver request form at the school site during the two weeks before the opening of school.
2. Parents of students new to the district will have a two-week period to file a waiver request from the date of enrollment. During this two-week period, students must meet district Student Dress and Grooming Standards. Any other waiver will have to be approved by a member of the Superintendent's Cabinet, with one appeal to the Superintendent.

WAIVERS OF VARYING DURATION

Waivers of varying duration for the Dress For Success Uniform Policy may be issued by the site administrators. 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 or sect that has historical religious tenets that can be verified, which precludes them from wearing 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 criteria:
   a. homelessness;
   b. head of the family is unemployed or on disability.

After the opening of school, if the student does not comply with the uniform policy or have a waiver on file, the parent or guardian will meet with the designated administrator to:

a. become informed of the reason for the policy;
b. become informed of the uniform policy requirements.

FINANCIAL CONSIDERATIONS

No student will be penalized in any way for failing to wear the uniform for reason of financial hardship. Each school will:

1. designate a specific staff member to assist those families in need;
2. work with the staff, local school community and business partners to identify resources;
3. arrange for a method for recycling the uniforms.

ANNUAL EVALUATION

The district shall design an evaluation for district-wide use. Each school shall complete its respective evaluation by May 1 of each year for the first three years of the uniform policy. The schools and the district shall review the results of the evaluations, and the district shall consider proposed modifications to the policy, as appropriate. After the first three years of the program, the annual evaluation may be included in the schools' annual review.

STUDENT DRESS AND GROOMING STANDARDS (AR 5132)

In order to assure that the dress code is administered consistently across the district, the following procedure must be followed:

STUDENT DRESS AND GROOMING STANDARDS

In order to assure that the dress code is administered consistently across the district, the following procedure must be followed:

1. If a student is suspected of violating the dress code, the violation will be reported to the principal or designee.
2. The principal or designee shall observe the student to make an initial determination if the student is in violation of the dress code. At that time if the student is found to be in violation of the code, a conference will be held.
3. The student will have an opportunity to review the contention that the dress code has not been violated. If the principal or designee is not persuaded, the student will be asked to remove the clothing or jewelry. The principal or designee shall retain the clothing and/or jewelry until the end of the school day. At that time, the item will be returned to the student. The student will be directed not to wear the item in the future, while at school, or at any school activities.
4. Any student who repeatedly violates the dress code will be subject to disciplinary action. The parent will be notified by telephone or in writing of the disciplinary action being taken. The parent will be given the opportunity to meet with the principal or designee, if requested. If the meeting occurred with the designee and the parent is not satisfied with the conclusion of the conference, the parent can then meet with the principal of the school. If the parent is still not satisfied, he/she can schedule a meeting with the superintendent's designee.
5. Because gang attire can change from year to year, as well as from campus to campus, the principal and his/her designee need to be sensitive to new group attire for recognition. After several incidents have occurred in which attire by the participants can be established as a contributing factor, the specific clothing identified with the group can be added to the list of unacceptable school attire.

In recognition of the instructional responsibilities and goals of the Hacienda La Puente Unified School District, the district has set forth the following rules relative to the dress and appearance of students, which will be strictly enforced.

RULES FOR SCHOOL ATTIRE

1. Shoes must be worn at all times. Sandals should have heel straps.
2. Jewelry and personal items (backpacks, fanny packs, gym bags, water bottles, etc) shall be free of writing, pictures or any other insignia which are crude, vulgar, profane or sexually suggestive, which bear drug, alcohol or tobacco company advertising, promotions and likenesses, or which advocate racial, ethnic or religious prejudice, shall not be worn on campus or at school activities.
3. Clothing must be free from tears, rips, holes, etc. Clothes shall be sufficient to conceal undergarments at all times. See-through or fish-net fabrics, halter tops, off-the-shoulder or low-cut tops, bare midriffs and skirts or shorts shorter than mid-thigh are prohibited.
4. Shirts and blouses should have sleeves. Hoods on shirts, sweaters, sweatshirts, jackets, etc. should not be worn up.
5. Shorts must fit at the waist, not be oversized. Shorts must not be below the knee. Socks must not be pulled to meet the shorts.
6. Pants must fit the student at the waist, cannot be oversized and must be hemmed, (sagging, drooping is not allowed). Pants should touch the top of the student's shoe without dragging on the ground.
7. Jackets, sweatshirts and shirts may only contain writing and pictures of teams or groups at the school, those of colleges or universities, or a small manufacturer's logo (Grade 6-12).
8. No hats, baseball caps, or other head gear is to be worn on campus or at school activities unless such head gear is approved sun-protective head gear or medically or religiously required and approved by the school principal. Students may wear sun-protective clothing, including hats, while outdoors during the school day in accordance with Education Code 35183.5. The basic approved hat is a straw or cloth hat with brim that is 1.5-4 inches wide. It may be white, off-white or tan without design or writing. Any other type of hat may not be worn unless it has been specifically approved by the school principals for the individual school site. Approved hats must be worn in such a manner as to provide protection from the sun. Approved hats may only be worn while outside.
9. Gang slogans and graffiti will not be allowed on school binders or books, notebooks, Pee-Chees, backpacks, clothing, or folders. These items will be confiscated. Books damaged will be billed to the student who checked out the book.
10. Students shall not wear articles of clothing, jewelry, or accessories which, in the opinion of the school principal, pose a clear and immediate threat to the physical well-being or safety of other students on campus: i.e. heavy chains holding keys or wallets, spike collars, spike wrist bands, or shoes with metal toes.
11. Gang-Related Apparel: At individual schools that have a dress code prohibiting gang-related apparel at school or school activities, the principal, staff and parents/guardians participating in the development of the school safety plan shall define "gang-related apparel" and shall limit this definition to apparel that reasonably could be determined to threaten the health and safety of the school environment if it were worn or displayed on a school campus. (Education Code 32282) Because gang-related symbols are constantly changing, definitions of gang-related apparel shall be reviewed at least once each semester and updated whenever related information is received..

GUIDELINES

Standards for dress and grooming in the schools should reflect styles and behavior which are acceptable and representative of the community and, generally, of the appropriate student age group.
Health and safety requirements of individual locations and conditions may influence dress and grooming standards, particularly when special protective garments or equipment is not available.
More specific or stringent dress requirements may be established at each school in consultation with parents, teachers, and students involved in a specific activity when conditions of participation suggest or require them. Such standards should be reasonable and are subject to the approval of the school principal.

1. ACTIVITIES – Generally, dress and grooming standards appropriate for school attendance will be acceptable for activity participation. When uniform dress is appropriate for an activity, such as for school bands, all participating students will be required to wear such uniform dress. Grooming requirements may reflect the special conditions of an activity.
2. ATHLETICS – Dress and grooming standards appropriate for school attendance will be acceptable except when specific conditions require exceptions. Individual teams may choose to adopt more specific grooming standards so long as they are reasonable and appropriate, subject to the approval of the coach and principal. All enforcements of exceptions to general standards must occur in consultations with the principal.
   Health and safety conditions applicable to specific sports will serve to determine reasonableness of grooming standards. However, any such standards must meet the spirit and intent of these guidelines and must be identified independently of standards relating to physical conditioning and health requirements and personal conduct and discipline of team members. 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)
3. PERFORMANCES – Special dress and grooming standards may be required for public performances, even though uniforms are not provided, so long as they are reasonable and appropriate. School groups will be expected to meet participation requirements of outside organizations when the school participates in such sponsored events.

GRADUATION CEREMONIES AND ACTIVITIES (Students BP 5127)

High school graduation ceremonies shall be held to recognize those students who have earned a diploma by successfully completing the required course of study, satisfying district standards, and passing any required assessments. The Governing Board believes that these students deserve a public celebration that recognizes the significance of their achievement and encourages them to continue the pursuit of learning throughout their lives.

RETROACTIVE GRANT OF HIGH SCHOOL DIPLOMAS: DEPARTED AND DEPORTED PUPILS (EC 51430)

The governing board of the Hacienda La Puente may award a diploma to any student who may have been deported outside the US, if in good standing after completing the second year of high school. Any transfer credits from outside the US will be considered as completion through online or foreign classes.

MCKINNEY-VENTO ASSISTANCE ACT (42 U.S.C. § 11431-11435) (ESSA, AB 490)

The McKinney-Vento Homeless Assistance Act (McKinney-Vento Act) is federal legislation that ensures the educational rights and protections of children and youths experiencing homelessness. If a student lacks a "fixed, regular and adequate" nighttime residence you may be eligible for special assistance. Immediate enrollment regardless of lack of documentation, immunizations (including TDAP), etc. Please go to your school to complete the Student Residency Questionnaire, SRQ.

EDUCATION OF HOMELESS YOUTH: RIGHT TO APPLY FOR FINANCIAL AID - EC 69432.7, 69519, 69731, 69956, 70032, 78220, AND 88931

Students experiencing homelessness have a right to apply for financial aid to seek education beyond high school. Every district must appoint a homeless liaison to assist students and families. Our Homeless liaison is Patty Wu. Please contact the Department of Equity and Access at (626) 933-5302 for more information on services and policies related to homeless education rights.

FOSTER YOUTH EXEMPTION FROM LOCAL GRADUATION REQUIREMENTS (EC 48853, 49069, AND 51225.2)

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

MIGRANT EDUCATION: EXTENDED SCHOOL YEAR PROGRAM: ADA (EXTENDED SCHOOL YEAR – MIGRANT EDUCATION) AB 1777 (ASSEMBLY MEMBER CECILIA AGUIAR-CURRY)

Schools serving migrant students in grades TK-6 may allow extended school year collection of ADA in both the public school the student last attended and the next public school to be attended following their agricultural work migration with their family. [EC 41601]

Extended School Year – Migrant Education – EC 41601.6
Students who are identified as a "migrant child" in grades TK-6 may be allowed to enroll in two public schools during summer, winter, or other intersessions – both the school in which they last attended and the next intended school to be entered upon the migration with parents from one agricultural work site to another.

FEDERAL STUDENT AID (EC 51225.8)

Under state law, school districts are required to inform parents that students prior to entering 12th grade are entitled to information on how to properly complete and submit the Free Application for Federal Student Aid (FAFSA) or the California Dream Act Application as well as the ability to opt out of these opportunities. This information should be available in a timely manner as financial aid is awarded in order of submission according to deadlines, on a first-come, first served basis. All family and student personal information will be protected according to state and federal privacy laws and regulations. Hacienda La Puente provides this information to high school students through academic counseling, to parents through our school and district information parent sessions, and through our annual Parent Symposium and College Fair. Student lists will be matched to FAFSA applications for the purpose of ensuring that either the FAFSA is completed or an opt out form is completed to maintain the students' ability to graduate.

COURSES OFFERED: DUAL ENROLLMENT AND INTERNATIONAL BACCALAUREATE, GRADES 7-12 - EC 48980.6

For students in grades 7 to 12, the district offers dual enrollment opportunities as well as International Baccalaureate courses.

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 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.

CALIFORNIA COLLEGE GUIDANCE INITIATIVE EC 60900.5

The California College Guidance Initiative (CCGI) is part of California's efforts to close the gaps between systems and ensure that all California students, especially those who have been underrepresented in higher education, can move seamlessly from K-12 to college and career. CCGI provides a set of college and career planning tools designed to help students plan for and apply to California public colleges and universities. To support these efforts, CCGI receives enrollment data for all public-school students enrolled in grades six through twelve through California Pupil Achievement Data System (CALPADS). CALPADS is a longitudinal data system used to maintain individual-level data including student demographics, course data, discipline, assessments, staff assignments, and other data for state and federal reporting. The shared data will be used to provide students and families with direct access to online tools and resources and will enable the student to transmit information shared with the CCGI to both of the following:

1. Postsecondary educational institutions for the purpose of admissions and academic placement.
2. The Student Aid Commission for purposes of admissions and academic placement.

PREGNANT AND PARENTING PUPILS (EC 221.51, 222.5, 46015, 48205, and 48980)

The governing board of the Hacienda La Puente Unified School District will treat both the pregnant teen mother and the teen father with the same accommodations, regardless of sex. The teen parents may not be excluded from any class or extracurricular activities, solely on the basis of pregnancy, childbirth, false pregnancy, termination of pregnancy, or postpartum recovery. Physical and emotional ability to continue may only be determined by physician or nurse practitioner. Pregnant or parenting pupils may not be required to participate in pregnant minor programs or alternative programs, with the exception of personal choice.

Parental rights will be an option available in annual notifications or at semester term periods, welcome packets, orientation, online or in print, or in independent study packets as provided to all regular students from school districts or charter schools.

Parental leave for eight weeks for preparation of birth of infant, post-partum for mental and physical health needs of the teen parents and to bond with infants, or any additional medically approved time to protect the infant or parents is allowed. Any additional time due if deemed medically necessary, as prescribed by physician or nurse practitioner. The pregnant and parenting teens are not required to take all or part of the leave to which they are entitled. Leave will be approved by the district or charter school supervisor of attendance, as excused absence, with a unique code similar to independent study. However, no work is required during the leave. Upon return, the parenting teens are entitled to return to the school courses that were in enrolled before taking leave. Make up plans and re-enrollment will be worked out with the school counselor or administrator to achieve an opportunity to fully participate in all activities, as before leave. If needed, a parenting teen may enroll for a fifth year of instruction if on course for graduation requirements. If parenting teens were enrolled in an alternative school setting, a return to that environment is to be available as needed to achieve graduation. A pupil shall not incur any academic penalties due to using these available accommodations.

An illness for a sick child does not require a doctor note for the custodial parenting teens; the mother or father will be excused by the attendance supervisor.

ACCELERATION, PROMOTION AND RETENTION (BP/AR 5123)

Decisions to promote or retain students in grade 2 and 3 will be based on student achievement in reading. For students in Grades 4, 5 and 8, the decision to promote or retain will be based on student achievement in reading, language arts, and mathematics.

Parent/Guardian Notification That Child Is At Risk-of-Retention

AS EARLY IN THE YEAR AS PRACTICABLE

1. The principal or designee will identify students who are at-risk-of-retention based on the At-Risk-of-Retention Criteria
2. The school will notify, in writing, parents/guardians of students identified as being at-risk-of-retention at the end of the current grade based upon the At-Risk-of-Retention Criteria for students in Grades 2, 3, 4, 5 and 8
3. Teacher(s) will update parents/guardians of students at-risk-of-retention concerning their child's current eligibility for promotion or retention. Teachers will update parents/guardians using the Academic Profile.

ONGOING MONITORING

1. The principal or designee and teachers will continue to monitor students' achievement to determine if additional students are at-risk-of-retention.
2. Students who transfer in from other districts will be expected to meet the district board-adopted promotion criteria. Students who transfer into our district before the spring conference will be identified as at-risk-of-retention based on the district criteria .
3. Students in Grades 2-5 entering after the spring conference period or Grade 8 students entering after the fifth grading period shall be evaluated individually based on comparable data from the previous district. The decision to promote or retain will be at the discretion of the principal or designee.

GUIDELINES FOR ELIGIBILITY AND PARTICIPATION IN EXTRACURRICULAR AND CO-CURRICULAR ACTIVITIES (BP/AR 6145)

DEFINITIONS

Extracurricular activities are those programs that have all of the following characteristics: (Education Code 35160.5)

1. The program is supervised or financed by the school district.
2. Students participating in the program represent the school district.
3. Students exercise some degree of freedom in the selection, planning or control of the program.
4. The program includes both preparation for performance and performance before an audience or spectators.

Extracurricular activities are not part of the regular school curriculum, are not graded, do not offer credit and do not take place during classroom time.
(Education Code 35160.5)

Co-curricular activities are programs that may be associated with the curriculum in a regular classroom. (Education Code 35160.5)

An activity is not an extracurricular or co-curricular activity if either of the following conditions applies: (Education Code 35160.5)

1. It is a teacher-graded or required program or activity for a course which satisfies the entrance requirements for admission to the California State University or the University of California.
2. It is a program that has as its primary goal the improvement of academic or educational achievement of students.

ELIGIBILITY REQUIREMENTS

The grade point average used to determine eligibility shall be based on grades of the last previous grading period during which the student attended class at least a majority of the time. (Education Code 35160.5)

The academic eligibility standards for participation in extracurricular and co-curricular activities by students in grade 7 to 12 are as follows:

1. Students must maintain at least a 2.0 average on a 4.0 scale in the total enrolled courses taken during the prior semester.
2. The principal shall ensure that each student participating in extracurricular or co-curricular activities is maintaining minimal progress toward meeting the high school graduation requirements prescribed by the Board by passing a minimum of four classes at each grading period.
3. Students who transfer within the district will follow this district's guidelines. Transfers from outside the district who come to us with less than a 2.0 GPA will be placed on immediate probation for the semester they enroll in our district. Should they not maintain a satisfactory 2.0 and pass a minimum of four classes, they will then become ineligible at the end of each grading period. Students who receive probationary status need to have been eligible in the previous grading period.
   a. Students returning from Valley High School to the regular high school campus will be immediately eligible for sports and other covered extra curricular activities if they have completed 15 credits of new work with a 2.0 grade point average.
4. At the end of each grading period, each school will determine the eligibility status of the enrolled students by a review of the grades and credits.
5. Students who move from middle school to one of our high schools who do not have a 2.0 GPA or have not passed the four classes will be placed on probation for the first semester they are at the high school. Should they not maintain a 2.0 and pass at least four classes at each grading period, they will then become ineligible.
6. Students who have not demonstrated satisfactory educational progress, as defined in 1 and 2 above, will be placed on a probationary status for the next grading period. During the probationary period, a student may continue to participate in extracurricular or co-curricular activities.
   a. Students may regain eligibility status by attending summer school classes. These classes (whether make-up or new classes) and/or grades will be counted in the previous semester totals.
      For GPA eligibility purposes, the highest grade earned in a repeated class will be the one counted.
      (1) Any summer school class may be used to replace an "F" from the spring semester to meet five classes of passing grade requirement
      (2) Any summer school class may be used with previous semester grades to raise GPA requirements for 2.0 eligibility
      (3) Any summer school class, other than a repeated class for which credit was previously granted or an additional physical education or athletics class when one PE class is already included in the five classes passed, may be used with previous semester grades to raise GPA requirements for 2.0 eligibility
      (4) Summer school grades are only applied to the previous semester to improve the student's eligibility status. Summer school grades will not be used if they lower GPA.

ACADEMIC ELIGIBILITY FOR HIGH SCHOOL ATHLETICS

The district's high school will at all times implement the current academic eligibility policies of the CIF as contained in the CIF, Southern Section Blue Book in addition to district eligibility policies for all high school athletic teams.

CO/EXTRACURRICULAR ACTIVITIES RULES AND REGULATIONS

1.0 Philosophy Statement

We believe that involvement in school activities has a very positive affect on students' academic and social behavior.

2.0 Equal Opportunity and Tryouts

Every student has the opportunity to try out for and become a part of the co/extracurricular activities, provided the eligibility requirements of the activity are met. A student on academic probation can try out for a co-curricular program i.e. drill team, rally squad, tall flags, ASB office, and athletics. However, the student and parent need to realize that if the student's grades do not improve, they will be removed from the activity at the end of the probationary period. Additionally, the student will be responsible for any expenses incurred in the ordering of uniforms in the event that they become ineligible following the probationary period. No student will be excluded from participation because of race, religion, sex, or financial hardship. If finances are a problem, the advisor/coach should be seen after the announcements of tryouts.

Many co/extracurricular activities have a tryout schedule that must be adhered to by the individual student. The tryout schedule is advertised prior to the selection of participants. Final selection of members is the sole responsibility of the advisor/ coach. Others may participate in the selection process and give recommendations and/or input to the advisor/coach.

3.0 School Representation and Citizenship

As members of any co/extracurricular group, students are representatives and ambassadors of their school at all times. This means that behavior and citizenship must be in accordance with all school rules and regulations. These expectations are not limited solely to school-related activities or events but extend to behavior and citizenship at non-school activities.

As an ambassador and representative of the school, students are accountable to represent their school and community in as favorable a manner as possible in relation to citizenship, behavior, sportsmanship, and appearance at all times. They are to conduct themselves in a manner on campus or in the community that will do nothing to hurt the reputation of the school or the program.

4.0 Participant's Attitude, Commitment, and Grades

a. ATTITUDE: As a member of the group, students have a responsibility to maintain a positive attitude toward all group members and group activities.

b. COMMITMENT: Students will be expected to attend all practices, performances, and/or competitions. In the event that they cannot, prior notification must be given to the advisor/coach. Alternative work may be assigned to make up for the participation that will be missed. Failure to fulfill responsibilities may result in removal from the activity.

c. GRADES: Evaluation is an integral portion of co/extracurricular activities. The individual's participation and performance is evaluated against the other members of the group/team and the standard that the advisor/coach has for the individuals in the group. Commitment and attitude are other ingredients considered in the grading of co/extracurricular activities.

5.0 Sportsmanship and Competition

Good sportsmanship is expected of every participant! Respect for one's opponent is an integral portion of sportsmanship. Win or lose, the student is expected to behave with dignity and not embarrass the team or their school through poor sportsmanship. Profanity, fighting, belittling opponents, or hazing are never acceptable forms of behavior.

The co/extracurricular activities provide students an opportunity to develop their skills in an organized program. These organized activities provide the student the opportunity to learn to deal with both success and defeat in a supervised environment. The student will learn that the group's success is contingent upon each individual doing their best. The sum of the whole is greater than the sum of the individual members.

One of the most valuable lessons an individual can learn is that winning and losing are both realities of life. Many times the difference between winning and losing can be very small and may be determined by the amount of preparation and work the individual and team are willing to put forth toward a winning performance.

6.0 Coach/Advisor and Student Relationship

Each student is expected to come to practice with a positive mental attitude that is conducive to a good learning environment. Students are expected to be loyal and show respect to their advisor/coach, follow the directions given, and be positive contributors to the program.

Students are expected to complete the activity, contributing as much to the program as is possible. Should a student decide not to complete the year/season, the student must inform the advisor/coach. If the student does not secure a release and ceases to attend or take part in the activity, the student may jeopardize their participation in other activities. Students who drop or are removed will not be eligible for any award. A student who quits one co/extracurricular activity may jeopardize their eligibility for other co/extracurricular activities.

Students have a three-week "grace period" from the beginning of their participation to receive an honorable release from the co/ extracurricular activity.

7.0 Qualifications

a. DISTRICT: Every co/extracurricular activity must meet the academic standards established by the Hacienda La Puente Unified School District Board of Education. Board policy requires that students pass a minimum of four classes each semester and maintain a "C" average in those classes.

Students returning from Valley High School to the comprehensive high school campuses will be immediately eligible for sports and other covered extracurricular activities if they have completed 15 credits of new work with a 2.0 grade point average. Ninth graders who were ineligible as 8th graders or did not have a 2.0 second semester of their 8th grade year will be placed on probation the first semester of enrollment at the high school.

b. CIF (SPORTS): For athletics, in addition to the above, students must meet the CIF Blue Book regulations, as well as passing four classes of new work each grading period (six weeks). Students who have exercised choice transfer requests must be enrolled within the first 15 days of school in September to be eligible to participate in athletics.

c. GENERAL: To participate, students must do the following:

1. Meet the academic requirements mentioned above.
2. Be a bona fide member of the student body.
3. Maintain a cooperative and positive attitude.
4. Be in attendance at school the day of any competition.
5. Where applicable, meet the requirements of the activity through trying out and competing for a position.
6. Where appropriate, to assure that no harm comes to the student through participation, be able to pass a physical examination.
7. Have insurance that meets the requirements of the activity.
8. Have parental consent to try out or participate.
9. Must not have any outstanding school bills.
10. Some programs require the acquisition of uniforms and equipment beyond what the school can afford to supply. Each student is advised of this prior to being selected to a group or team during the tryout period.

d. APPEARANCE: To maintain eligibility as a member of a co/ extracurricular activity or team, students must also maintain good citizenship and be a positive role model for peers. Reasonable standards of dress and conformity will be required by co/ extracurricular activities. Students will be expected to refrain from extreme forms of dress, make-up, or hairstyle. During performances, competition, or practices, the student's attire must not interfere with the proper fit of the uniform or equipment or detract from the uniformity of the group.

e. CITIZENSHIP AND BEHAVIOR: Students are expected to demonstrate good citizenship, sportsmanship, and behavior at all times. Students involved in these programs are expected to refrain from the sale, possession or use of any controlled substance (i.e., alcohol, tobacco, or drugs, including steroids) or paraphernalia at all times. The HLPUSD strongly discourages the use of so-called "performance enhancing" supplements and adheres to the following policy:

It is not the practice of the HLPUSD to endorse, supply or otherwise promote the use of any supplement or substance. Supplements are not regulated by any federal agency and therefore, the quality, contents and purity of these substances is in question. Because they cannot be deemed safe and effective, HLPUSD does not provide or promote the use of any supplement by students. It is HLPUSD's policy to promote a healthy lifestyle through proper diet, exercise and rest. It is best to contact a student's physician regarding any substance that a student may use. The physician has a more complete medical history and would be more aware of any potential drug interactions or complications caused by supplements, performance enhancing substances, or other products.

Parents and school staff may get more information at:
www.cifstate.org (California Interscholastic Federation)
www.acsm.org (American College of Sports Medicine)
www.nfhs.org (National Federation of State High School Associations)
www.niaaa.org (National Voice of Athletic Administrators)
http://www.drugfreesport.com/qt-yes.html (The National Center for Drug Free Sport)
http://www.nida.nih.gov (National Institute on Drug Abuse)

As participants, students should not violate school policies or rules that could result in disciplinary action. Students are expected to be law abiding citizens. Students are expected to be at all practices, competitions, and performances unless prior approval has been granted.

As stated in 3.0 of this document, students are to conduct themselves in a manner on campus or in the community that will do nothing to hurt the reputation of the school or the program.

8.0 Sanctions for Not Meeting the Above Qualifications

a. GRADES AND REQUIREMENTS: Students who do not meet BP/AR 6145 requirements ("C" average and must pass at least four classes at the semester) will be put on academic probation. If, after one semester on probation, the student has not raised their grade(s) to a "C" average and passed at least four classes, the student will be ineligible. In addition, athletes must meet the CIF requirements (pass four classes at each six-week grading period) or they will be declared ineligible until the next six-week grading period.

b. BEHAVIOR AND CITIZENSHIP: Any student who behaves in a way that brings disgrace or ridicule upon himself, his program, or his school will be evaluated for disciplinary action. Any disciplinary action will be consistent with Board of Education policy and the laws relating to school behavior. Some of the activities that could lead to such action are listed below.

1. Use, sale or possession of controlled substances or paraphernalia at school or in the community.
2. Any behavior that could result in disciplinary action or suspension by the school.
3. Arrest at school or in the community.
4. Failure to participate in a practice, competition, or performance without prior approval from the advisor/coach.
5. Failure to fulfill the commitment made to the co/extracurricular activity.

c. DISCIPLINARY ACTION: If a student violates the expectations of behavior, appearance, sportsmanship, attendance, grades, attitude, commitment, or citizenship, the sanctions imposed will be in accordance with Board of Education policy and the laws relating to school behavior.

Additionally, the sanctions imposed may fall under the following categories, depending on the severity of the offense and the action deemed appropriate by the administration on the recommendation of the advisor/coach.

1. Assigned work to make up for missed practice, competition, or performance.
2. Probation for a fixed period of time.
3. Suspension from an activity/team.
4. Ineligibility to participate in an activity/team.
5. Removal from the activity/team.
6. Removal from school.

CODE OF ETHICS – CO-CURRICULAR ACTIVITIES AND ATHLETICS

A code of ethics for has been established at all school sites:

- To emphasize the proper ideals of sportsmanship, ethical conduct and fair play.
- To eliminate all possibilities which tend to destroy the best values of the activities.
- To stress the values derived from participation in school activities.
- To show cordial courtesy to visiting teams, officials, all advisors and sponsors.
- To establish a happy relationship between visitors and hosts.
- To respect the integrity and judgment of all officials, advisors and sponsors.
- To achieve a thorough understanding and acceptance of the rules of the game, the standards of eligibility, and the purpose of activities.
- To encourage leadership, use initiative, and good judgment by all participants.
- To recognize that the purpose of activities is to promote the physical, mental, moral, social and emotional well-being of the student participants.
- To remember that an athletic contest is only a game – not a matter of life and death for player, coach, school, officials, fan, community, state, or nation.

CALIFORNIA YOUTH FOOTBALL ACT – HSC 124241 (6-12)

Under state law, students who participate in football games in grades 6-12 must have a licensed medical professional present during the game, whether playing at a home game or away at another school. This does not include Physical Education classes or intramural football games outside of extra-curricular athletics offered at the middle or high school.

COMPETITIVE ATHLETICS – EC 221.9

Commencing with the 2016-2017 school year and every year thereafter, each public elementary and secondary school, including each charter school, that offers competitive athletics, shall publicly make available at the end of the school year all of the following information:

1. The total enrollment of the school, classified by gender.
2. The number of pupils enrolled at the school who participate in competitive athletics, classified by gender.
3. The number of boys' and girls' teams, classified by sport and by competition level.

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

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

COMPETITIVE ATHLETES SEEKING HIGHER EDUCATION ATHLETIC PROGRAMS – EC 67455

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

PUPIL SWIMMING SAFETY– EC 35179.6

Requires all LEAs who provide an event at a pool or swimming facility to have adults trained in CPR in attendance. Named "Alex's Law" after a young man named Alex was underwater for more than two minutes and no CPR was provided prior to EMT arrival at the scene.

Our District is committed to safety for all our students at our planned events, including around swimming pools. There is already a requirement for pool sport coaches to be fully-trained in CPR in case of accidental drowning in the pool. If there is any event on-campus or hosted at a swimming pool facility, at least one adult with a valid certification of CPR training will be present throughout the duration of the event.

HACIENDA LA PUENTE UNIFIED SCHOOL DISTRICT EDUCATION CODE SECTIONS – PARENTS RIGHTS

Dear Parents/Guardians:

As required by law (Ed. Code Section 48980(a)), you are hereby notified of specific code sections and of the rights to permit or refuse your child to engage in identified school programs provided by the Hacienda La Puente Unified School District. Section 48982 of the Education Code requires parents to provide a signature/e-signature as an acknowledgment of being informed as required by existing statutes.

Your e-signature on your student's data confirmation page acknowledges receipt of this information.

ED. CODE SECTION 37254 – MAINTENANCE OF SCHOOLS – SUMMER SCHOOL

Due to Senate Bill 172 (Chapter 572, Statutes of 2015), suspends the administration of the high school exit examination (HSEE) through the 2017–18 school year and the requirement that each student completing grade twelve successfully pass the HSEE as a condition of receiving a high school diploma.

ED. CODE SECTION 51229 – REQUIRED COURSES OF STUDY

College Admissions – Start preparing today and be ready tomorrow! The A-G requirements are a set of college preparatory classes that are required to be considered for admission into the University of California "UC" and the California State University system "Cal States." It is extremely important that you enroll in the outlined courses throughout your 4 years in high school.

If you have any questions, please contact your school counselor and/or the career center.

For a copy of the UC A-G Certified Course List, please log onto: http://pathways.ucop.edu/doorways/list/ and type in the name of your high school. If you are unable to access the list please visit the career center to obtain the most current copy. UC and Cal States only accept courses listed on the A-G Certified Course list with a grade of "C" or better.

Minimum UC and CSU A-G Requirements:

History/Social Science. . . . . 2 years

English . . . . . .4 years*

Mathematics. . . . . .3 years, 4 years recommended (minimum of Integrated Math I, Integrated Math II, and Integrated Math III)

Laboratory Science . . . . . 2 years, 3 years recommended (1 year of Life Science i.e. Biology and 1 year of Physical Science i.e. Chemistry)

Language Other than English . . . . . .2 years, 3 years recommended Courses should be of the same language

Visual & Performing Arts . . . . . 1 year It must be a year-long course

College Prep Elective. . . . . 1 year

* Students taking ELD courses can have 1 year of ELD Early Advanced count as 1 year of English but will need to take at least 3 years of College Prep English to satisfy the A-G requirements.

Useful College Websites:

Cal State's. . . . . www.csumentor.edu
www.calstate.edu

UC's . . . . . www.universityofcalifornia.edu/campuses/welcome.html
admissions.ucop.edu/pathwaysF2008/Pathways

Independent Colleges . . . . . www.aiccumentor.org/
www.commonapp.org/

Community Colleges . . . . . .www.ccco.edu

Info on California Colleges. . . . . www.californiacolleges.edu/

A-G Certified Course List . . . . . pathways.ucop.edu/doorways/list/

Free scholarship search engine . . . . . .www.fastweb.com

SAT . . . . . www.collegeboard.com

ACT . . . . . www.actstudent.org/

List of SAT optional schools . . . . . .www.fairtest.org/optstate.html

Financial Aid . . . . . .www.californiacashforcollege.org/
www.fafsa.ed.gov/
www.calgrants.org/

College search engines . . . . . www.collegeview.com
www.embark.com
www.petersons.com
www.nces.ed.gov/ipeds/cool

The Career Technical Education program involves a multiyear sequence of courses that integrates core academic knowledge with technical and occupational knowledge to provide students with a pathway to postsecondary education and careers. To learn more about this program, visit the website at www.cde.ca.gov/ci/ct/. Information regarding graduation requirements and/or enrollment in career technical education course(s), as well as admission to colleges are discussed at parent/student meetings and conferences during the year.

ED. CODE SECTION 221.5 – CAREER COUNSELING

No vocational or school program guidance shall be offered to students of one sex which is different from that offered to students of the opposite sex. All students must receive the same counseling on differentiated careers and vocational or higher education opportunities.

Parents or legal guardians of pupils may participate in counseling sessions and decisions prior to career counseling and course selection commencing with course selection for grades seven through twelve.

ED. CODE SECTION 231.5, 48900.2 & 5CCR 4917 – SEXUAL HARASSMENT

The Hacienda La Puente School District is committed to maintaining a learning and working environment that is free from sexual harassment. Any student who engages in sexual harassment of anyone in or from the district may be subject to disciplinary action up to and including expulsion. Any employee who permits, engages in, or fails to report sexual harassment shall be subject to disciplinary action up to and including dismissal. For a copy of the district's sexual harassment policy or to report incidences of sexual harassment, please contact your school administrator.

EDUCATIONAL EQUITY: GOVERNMENT INSTRUCTION AND CONFERENCES- EC 224

The Sex Equity in Education Act exempts any discrimination based on male or female identity for pupils who seek to participate in state or national conferences, therefore, furthering California's goal of providing an equal educational opportunity to all students by prohibiting the use of public resources when a program discriminates based on gender.

EDUCATIONAL EQUITY : DISCRIMINATION : ANTISEMITISM PREVENTION- EC 244, 262.3,280, 33800,48980,51500,51501, 60151 & 60152

HLPUSD is committed to maintaining a learning environment free from discrimination, harassment, and bias. All instructional materials, textbooks, and teacher-led discussions must be factually accurate and free from content that promotes unlawful discrimination. This includes specific protections against antisemitism, Islamophobia, and bias based on shared ancestry or ethnic characteristics. HLPUSD is required to ensure that all curriculum aligns with state standards and does not subject students to a hostile environment. Any materials found to be discriminatory or factually inaccurate regarding protected groups will be removed from the classroom.

If you believe your student has experienced discrimination or that instructional materials violate these standards, you have the right to file a uniform complaint with UCP Coordinator and provide evidence that supports the allegations. The district will investigate and respond to all formal complaints within 60 days. If HLPUSD fails to meet this timeline or if you are unsatisfied with the local resolution, you have the right to appeal directly to the California Department of Education (CDE).

To report a concern or request more information about our anti-discrimination policies, please contact: Kevin Maldonado, Assistant Superintendent of Human Resources and Compliance Officer. Uniform Compliant Forms : https://www.hlpschools.org/district/forms.

EDUCATIONAL EQUITY: IMMIGRATION AND CITIZENSHIP STATUS - EC 200, 220, and 234.1 adding Article 5.7 to EC 234.7, EC 66251, 66260.6, 66270, and 66270.3

The Equity in Higher Education Act, states that all persons in public schools, regardless of their Immigration status, disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or any other other specified characteristic, are to be afforded equal rights and opportunities in the schools, and are not to be discriminated against on the basis of these specific characteristics in any program or activity conducted by the school that receives or benefits from state financial assistance or enrolls students who receive state financial aid. School officials are prohibited from collecting information or documents regarding citizenship or immigration status of students or their family members. Schools are to adopt a policy that prohibits and adopt a process for receiving and investigating complaints of discrimination, harassment, intimidation, and bullying based on those actual or perceived specified characteristics. The superintendent of a school district or county office of education and principal of a charter school are to report to the governing board of local educational agency in a timely manner any requests for information or access to the school site by an officer or employee or a law enforcement agency for the purpose of enforcing the immigration laws in a manner that ensures the confidentiality and privacy of any potentially identifying information. Schools are encouraged, when an employee is aware that a student's parent or guardian is not available to care for the student, to work with parents or guardians to update the emergency contact information and not to contact Child Protective Services to arrange for the student's care unless the school is able to arrange for care through the use of emergency contact information or instructions provided by the student's parent or guardian. Governing boards or schools are to provide information to parents and guardians as appropriate, regarding their children's right to a free public education, regardless of immigration status or religious beliefs.

Schools and school districts will adopt by July 1, 2018 model policies created by the California Attorney General, limiting immigration enforcement at public schools ensuring that public schools remain safe and accessible regardless of immigration status.

Regardless of immigration status, students who are enrolled in community college bridge programs may use their individual tax identification number, if a student does not have a social security number, in order to fully participate in an internship offered through concurrent enrollment pathway courses. Residency status does not stop opportunities offered to all students on their pathway toward graduation with appropriate courses and internships available to all students eligible.

The Equity in Higher Education Act, states that all persons, regardless of their disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or any other specified characteristic such as hairstyles, equal rights and opportunities and adds this opportunity to apply for financial aid for higher education to also be equitable, and an application may not be denied of a student based on their immigration status. This does not guarantee any final eligibility, but simply an ability to apply for financial aid just like any other student, without discrimination.

All Children in The Hacienda La Puente Unified School District have a right to a free public education, regardless of their immigration status, or the immigration status of their parents or guardians. This school district will not deny enrollment to any child based on immigration status. HLPUSD is committed to providing a safe, welcoming environment for all students. Our schools are "Safe Zones," where learning is protected. We will not allow immigration enforcement officers to enter any school site, or access student records, without a valid judicial warrant, court order, or subpoena. School personnel will not solicit, collect, or retain information regarding the citizenship or immigration status of students or their family members. We do not disclose student records to immigration authorities without parent/guardian consent, a court order, or a subpoena. If an immigration enforcement officer enters a school campus, our staff will:

- Immediately notify the Principal and Superintendent/Superintendent's Designee
- Verify the officer's identification and credentials.
- Ask for a valid, signed judicial warrant or subpoena.
- Ensure that no students are interviewed or removed from campus without legal justification and parent notification, if allowed by law.

In the event that an immigration enforcement action occurs at or near a school site, the School District will promptly notify parents/guardians, to the extent possible under law and consistent with the safety of students and staff.

The District strictly prohibits discrimination, harassment, intimidation, or bullying based on actual or perceived immigration status, national origin, or ethnicity. Students or parents who experience such actions are encouraged to report them to the site principal or through our Uniform Complaint Procedures. We encourage families to ensure that emergency contact information is updated, identifying a trusted adult who can care for their child in the event a parent is detained or deported.

ED. CODE SECTION 32051 & 48900 (q) – HAZING PROHIBITION

Students or other persons in attendance at any public or private institutions are prohibited from conspiring to engage in hazing. Violation is a misdemeanor.

ED. CODE SECTION 32255 – MORAL OBJECTION TO DISSECTING

Pupils with a moral objection to dissecting or otherwise harming or destroying animals or any parts thereof have the right to refrain from harmful or destructive use of animals in the classroom. The student shall notify his or her teacher of such objections. Such objections shall be substantiated by a note from his or her parent or guardian. 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.

ED. CODE SECTION 35256, 33126 & 35258 – SCHOOL ACCOUNTABILITY REPORT CARD: INTERNET ACCESSIBILITY

Each year each school district, as required by law, will publish a School Accountability Report Card to 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. Copies may be obtained from your school principal or may be accessed on the district's web site, http://www.hlpschools.org.

CALIFORNIA PROFICIENCY PROGRAM – 5 CCR 11523 (9-12)

The California Proficiency Program (CPP) is a voluntary test that assesses proficiency in basic reading, writing, and mathematics skills taught in public schools. Eligible pupils who pass the CPP 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 is equivalent to a high school diploma; however, it is not equivalent to completing all course work required for regular graduation from high school. Pupils planning to continue his or her studies in a college or university should contact the admissions office of the institution to find out if the Certificate of Proficiency will meet admission requirements.

A pupil is eligible to take the CPP only if he or she meets one of the following requirements on the test date: 1) is at least 16 years old; 2) has been enrolled in the tenth grade for one academic year or longer; or 3) will complete one academic year of enrollment in the tenth grade at the end of the semester during which the CPP regular administration will be conducted. A fee for each examination application shall not be charged to a student experiencing homelessness or placed in foster care who is also under the age of 25. For more information, including administration dates and registration deadlines, visit the following website: https://www.cde.ca.gov/ta/tg/cp.asp.

ED. CODE SECTION 60800 & 5CCR 863 – PHYSICAL PERFORMANCE TEST

Aggregate results of the physical performance testing will be reported in the annual school accountability report card.

ED. CODE SECTION 44807 – DUTY CONCERNING CONDUCT OF STUDENTS

All district teachers shall hold students strictly accountable for their conduct on the way to and from school, on the playgrounds, or during recess.

ED. CODE SECTION 46010.1 – CONFIDENTIAL MEDICAL SERVICE

School authorities may excuse any pupil in grades 7-12 from the school for the purpose of obtaining confidential medical services without the consent of the pupil's parent or guardians. When excusing students for confidential medical services or verifying such appointments, staff will not ask the purpose of such appointments but may contact a medical office to confirm the time of the appointment. Staff will not notify a parent when a student leaves school to obtain confidential medical services.

ED. CODE SECTION 49475 – CONCUSSION AND HEAD INJURIES

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 healthcare 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.

ED. CODE SECTION 46014 –REGULATIONS REGARDING ABSENCES FOR RELIGIOUS PURPOSES

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 and religious instruction at their respective places of worship or at other suitable places away from school property designated by the religious group, church, or denomination, which shall be in addition and supplementary to instruction in manners and morals required elsewhere in this code. Such absence shall not be deemed absence in computing average daily attendance, if all of the following conditions are complied with:

a. Each pupil so excused shall attend school at least the minimum school day for this grade for elementary school, and as provided by the relevant provisions of the rules and regulations of the State Board of Education for secondary schools.

b. No pupil shall be excused from school for such purpose on more than four days per school month.

ED. CODE SECTION 46600 – INTERDISTRICT ATTENDANCE AGREEMENT

The district may enter into an agreement with other districts to allow for the transfer of students for a period of up to five years. Districts must take into consideration the child care needs of students. Parent/guardian may appeal to the county board when an interdistrict permit is denied.

COMPULSORY EDUCATION/EXCUSED ABSENCES/ ENROLLMENT OPTIONS – EC 35160.5(B), 48200, 48205, 46600, 48980(G)

COMPULSORY EDUCATION - EC 48200

Each person between the ages of 6 and 18 years is subject to compulsory full-time education. Each person shall attend the public full-time day school or continuation school or classes and for the full time designated as the length of the school day by the governing board of the school district in which the residency of either the parent or legal guardian is located and each parent, guardian, or other person having control or charge of the pupil shall send the pupil to the public full-time day school or continuation school or classes and for the full time designated as the length of the school day by the governing board of the school district in which the residence of either the parent or legal guardian is located. A pupil shall not be enrolled for less than the minimum school day established by law.

Exceptions are for persons enrolled in charter school, home school or other private school enrollments, and other online charter school options.

Regular school attendance is essential for student learning, academic success, and social development. Students who attend school consistently are more likely to achieve higher academic outcomes, stay engaged in learning, graduate on time and avoid the need for academic or legal interventions. Parents/guardians are legally responsible for ensuring their child attends school regularly and on time. The school is committed to supporting students and families in improving attendance. When attendance concerns occur, the school may offer attendance conferences, counseling or support services, academic interventions, referrals to school or community resources, and other supports..

ED. CODE SECTION 48205 – EXCUSED ABSENCES

Hacienda La Puente 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. The district also asks that travel or other absences be avoided during the time school is in session. The higher the district's daily attendance rate, the more a student will learn and the greater the amount of funding that the district will receive from the state for classroom instruction and academic programs.
The school calendar is developed to minimize attendance problems for families that plan vacations around traditional holiday periods.

Excused Absences:

1. Due to the pupil's illness, including an absence for the benefit of the pupil's mental or behavioral health.
2. Due to quarantine under the direction of a county or city health officer.
3. For the purpose of having medical, dental, optometrical, or chiropractic services rendered.
4. For the purpose of attending the funeral services or grieving the death of either a member of the pupil's immediate family, or of a person that is determined by the pupil's parent or guardian to be in such close association with the pupil as to be considered the pupil's immediate family, so long as the absence is not more than five days per incident.
5. For the purpose of jury duty in the manner provided for by law.
6. Due to the illness or medical appointment during school hours of a child of whom the pupil is the custodial parent, including absences to care for a sick child, for which the school shall not require a note from a doctor.
7. For justifiable personal reasons, including, but not limited to, an attendance or appearance in court, attendance at a funeral service, observance of a holiday or ceremony of the pupil's religion, attendance at a religious retreat, 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 of the school district.
8. For the purpose of serving as a member of a precinct board for an election pursuant to Section 12302 of the Elections Code.
9. For the purpose of spending time with a member of the pupil's immediate family who is an active duty member of the uniformed services, as defined in Section 49701, and has been called to duty for, is on leave from, or has immediately returned from, deployment to a combat zone or combat support position. Absences granted pursuant to this paragraph shall be granted for a period of time to be determined at the discretion of the superintendent of the school district.
10. For the purpose of attending the pupil's naturalization ceremony to become a United States citizen.
11. For the purpose of participating in a cultural ceremony or event.
12. (A) For the purpose of a middle school or high school pupil engaging in a civic or political event, as provided in subparagraph (B), provided that the pupil notifies the school ahead of the absence. (B) (i) A middle school or high school pupil who is absent pursuant to subparagraph (A) is required to be excused for only one schoolday-long absence per school year. (ii) A middle school or high school pupil who is absent pursuant to subparagraph (A) may be permitted additional excused absences in the discretion of a school administrator, as described in subdivision (c) of Section 48260.
13. (A) For any of the purposes described in clauses (i) to (iii), inclusive, if an immediate family member of the pupil, or a person that is determined by the pupil's parent or guardian to be in such close association with the pupil as to be considered the pupil's immediate family, has died, so long as the absence is not more than three days per incident.
    (i) To access services from a victim services organization or agency.
    (ii) To access grief support services.
    (iii) To participate in safety planning or to take other actions to increase the safety of the pupil or an immediate family member of the pupil, or a person that is determined by the pupil's parent or guardian to be in such close association with the pupil as to be considered the pupil's immediate family, including, but not limited to, temporary or permanent relocation.
    (B) Any absences beyond three days for the reasons described in subparagraph (A) shall be subject to the discretion of the school administrator, or their designee, pursuant to Section 48260.
14. Due to pupil's participation in military entrance processing.
15. (A) Authorized at the discretion of a school administrator, as described in subdivision (c) of Section 48260.
    (B) A pupil absent from school under this section shall be allowed to complete all assignments and tests missed during the absence that can be reasonably provided and, upon satisfactory completion within a reasonable period of time, shall be given full credit therefore, the teacher of the class from which a pupil is absent shall determine which tests and assignments shall be reasonably equivalent to, but not necessarily identical to, the tests and assignments that the pupil missed during the absence.
    (C) For purposes of this section, attendance at religious retreats shall not exceed one school day 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) For purposes of this section, the following definitions apply:
    (1) A "civic or political event" includes, but is not limited to, voting, poll working, strikes, public commenting, candidate speeches, political or civic forums, and town halls.
    (2) "Cultural" means relating to the practices, habits, beliefs, and traditions of a certain group of people.
    (3) "Immediate family" means the parent or guardian, brother or sister, grandparent, or any other relative living in the household of the pupil.
    (4) "Victim services organization or agency" has the same meaning as defined in paragraph (7) of subdivision (g) of Section 230.1 of the Labor Code.

TRUANT CONSEQUENCES – EC 48260.5, 48263, 48267, 48268, AND 48269; WIC 236, 601, 601.3,653.5, 654, AND 651.5

Any student who is identified as "Truant" may be assigned as a ward of the court, if the available community resources do not resolve the students' continued problem of truancy, by a Probation Officer or Deputy District Attorney.

Parents will be notified if their child is identified as a truant. Parents are obligated to compel their child to attend school. District staff will offer to meet with the parents to discuss solutions and offer alternative educational options to help address the truancy. In addition, school personnel are available to meet with the pupil and family to develop strategies to support the pupil's attendance at school and offer available mental health and supportive services.

CHRONIC ABSENTEEISM – EC 60901

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

TARDINESS: EC 48260(a)

Children should be encouraged to be prompt as part of developing good habits. They are expected to be at school on time. If a child is late, the child should bring an excuse from home to the school office. 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.

ED. CODE SECTION 48260, 48262 & 48263.6 – TRUANCY DEFINITIONS

A student is considered truant after three absences or three tardies of more than 30 minutes each time or any combination thereof and the absences or tardies are unexcused. After a student has been reported as a truant three or more times in a school year and the district has made a conscientious effort to meet with the family, the student is considered an 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.

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 their 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).

ED. CODE SECTIONS 48206.3, 48207, 48208 & 48980 (b) – TEMPORARY DISABILITY

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

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

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

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

An honorary high school diploma which is clearly distinguishable from the regular diploma of graduation may be awarded to a pupil who is terminally ill, from the resident governing school board, a county office of education or a charter school.

INDEPENDENT STUDY – EC 51744, 51745, 51745.5, 51746, and 56026

Independent Study (IS) is by choice and may not be mandated. Each district and charter school that chooses to offer IS must have policies for independent study courses or curriculum equivalent time to complete work expectations equal to what is offered in person. In addition, the short-term (less than 15 school days) and long-term (15 or more school days) will require the IS engagement defined per the policies adopted by the local governing board. Persons who sign the IS agreement, deadline to sign within 10 days of short-term IS or in advance of long-term IS must be updated including the equitable access to students with disabilities based upon individual student needs.

ED. CODE SECTION 51512 – ELECTRONIC LISTENING OR RECORDING DEVICE

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

ED. CODE SECTION 48904 & 48904.3 – PARENTAL LIABILITY; GRADES WITHHELD

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.

ED. CODE SECTION 48980 (c) – PARENTS NOTIFIED

Parents shall be notified of the schedule for minimum day and pupil-free staff development days no later than one month prior to the dates.

ED. CODE SECTION 48980 (d) – INVESTING FOR FUTURE EDUCATION

Parents are advised that it is important to invest for future college or university education for their children.

ED. CODE SECTION 48980 (j) – GRADE REDUCTION/LOSS OF ACADEMIC CREDIT

No pupil shall have a grade reduced/loss of credit for any absence or absences excused pursuant to Ed. Code 48205, for missed assignments/ tests that can reasonably be provided/ completed.

ED. CODE SECTION 48980 (k) AND 52244 – ADVANCED PLACEMENT EXAMINATION FEES

Any economically disadvantaged pupil who is enrolled in an advanced placement course may apply for a grant to cover the costs of advanced placement examination fees. A pupil who receives a grant shall pay $10.00 of the examination fee.

ED. CODE SECTION 48985 & 51101.1 – REPORTS GIVEN IN ENGLISH OR PRIMARY LANGUAGE

When 15 percent or more of the pupils enrolled in a public school that provides instruction in kindergarten or any of grades 1 through 12 speak a single primary language other than English, as determined from the census data submitted to the Department of Education pursuant to Section 52164 in the preceding year, all notices, reports, statements, or records sent to the parent or guardian of any such pupil by the school or school district shall, in addition to being written in English, be written in such primary language, and may be responded to either in English or the primary language.

FERPA, 5CCR 431 (e) AND ED. CODE SECTION 49063 – 49069, 20 USC, 1232 (g), 34, CFR 99.7, 49073, 20 USC, 7908 – PUPILS' RECORDS

The categories of information which the school district has designated as directory information pursuant to Section 49073 and the parties to whom such information will be released are listed below unless the parent objects. You have a right to review, inspect, and question all written files and data at a mutually convenient time during the regular school day and receive a copy of the records. You have the right to file a request for removal or amendment of records and/or a complaint with the Department of Education concerning an alleged failure by the district to comply with the requirements of FERPA.

ED. CODE 49073 – DIRECTORY INFORMATION

"Directory Information" includes one or more of the following items: student's name, address, telephone number, e-mail address, date of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent public or private school attended by the student.

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 their pupil's directory information.

Directory information regarding a pupil identified as a homeless child or youth shall not be released unless a parent, or pupil given parental rights, has provided written consent that directory information may be released.

DIRECTORY INFORMATION RELEASED WITHOUT PARENTAL CONSENT

Names, addresses and ages as well as height and weight of pupil's participating in athletics and other school activities and pupils receiving scholastic or other honors and awards may be released to press, television, radio, and other news organizations, and California Interscholastic Federation.

Names, addresses, and telephone numbers of pupils may be released to school-affiliated organizations such as PTA, boosters clubs, alumni associations, Commission on Teacher Credentialing.

Names and addresses of high school juniors and seniors may be released to federal, state and local government agencies, and the military forces of the United States, public and private trade or professional schools.

Federal requirements under "No Child Left Behind," require the release of specified directory information on students to military recruiters. **Parents may "opt out" to deny the release of a student's name, address and telephone number. The "opt out" box is currently found on the Data Confirmation page. The Data Confirmation process must be completed by parents within the first two weeks of school.**

TYPES OF EDUCATION RECORDS MAINTAINED BY SCHOOL

Mandatory permanent record including name, enrollment, birth and residence statistics, sex of pupil, dates of attendance, subjects and grades, immunizations and high school graduation or equivalency.

Upon request each school site shall make its prospectus available for review.

Mandatory interim record including parental notes, health, admission to and progress in special education programs, and application for work permits.

Permitted pupil records include family composition, staff ratings, test scores, disciplinary reports, behavior observations, and verification of pupil absences.

ACCESS TO STUDENT RECORDS

The school principal is responsible for the maintenance of the records (Supplementary records on pupils are under the custody of the Associate Superintendent of Business and are located at the school district office).

"Directory Information" may be released to any individual or organization listed above unless parents request in writing that such information be kept confidential. If requested, a qualified, credentialed employee is available to interpret records.

Other provisions of the law permit access to non-directory information in pupil records without parental or student (18 years of age or over*) consent to the following:

- school, district personnel (school officials) with legitimate educational interest as defined in District Policy
- out-of-district schools to which student is transferring
- specified federal and state educational administrators
- prospective grantors of student financial aid
- specified state and local law enforcement agencies
- appropriate persons concerned with the health and safety of students or others in case of emergency
- school attendance review boards
- court order

A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

As specified by law, a record is maintained in the file of all persons or agencies requesting or reviewing information from the pupil record.

All other requests for pupil information by individuals, agencies, or organizations will NOT be honored without a written statement, signed by the parent or student (18 years or over*), authorizing its release.

Parents or pupils over 16 years of age or having completed the tenth grade may obtain copies of student records. Upon request, records will be available within five business days.

CONFIDENTIALITY OF MEDICAL INFORMATION ACT – CC 56.10

School linked service coordinators will have access to health care information which complies with federal health insurance requirements. The coordinator must be credentialed and serve with confidentiality requirements per licensed school nurses, marriage and family therapists, educational psychologists, and clinical counselors.

RECORDS RETENTION

Records are reviewed periodically by the staff and material no longer required is destroyed in accordance with state law.

MENTAL HEALTH - EC 49428

In order to initiate access to available pupil mental health services, you may contact the Office of Equity and Access at (626) 933-5302. Our school district will notify parents at least twice per year of mental health services.

SUICIDE PREVENTION POLICIES - EC 215

Student suicide rates are of concern to all members of the school community. One child, ages 12 and older, dies by suicide every five days in California. Local Districts were required by California law to provide suicide prevention education, according to age-appropriate and sensitive local policies, for grades 7 to 12. Legislators have determined that training in mental health and coordination around improved services is extended to our elementary students. A shared goal by all staff educators is to keep a safe place to learn, free from harm to any of our students.

ED. CODE SECTION 49403 AND 48216 – IMMUNIZATIONS (HSC 120335, 120365, AND 120370)

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 Hacienda La Puente Unified School District must provide proof of polio, diphtheria, pertussis, tetanus, measles, mumps, rubella, and varicella immunizations.

(b) All transitional kindergarten and kindergarten students must also provide proof of vaccination against hepatitis B.

(c) All seventh grade students must also provide proof of a second *** measles-containing vaccine, and a pertussis booster vaccine.

Free- or low-cost immunizations for children are available. Please call your school site for information.

Information about a medical exemption or personal beliefs exemption from immunizations for your student is available at your school site.

Information about a medical exemption or personal beliefs exemption from immunizations for your student is available at CAIR ME. For more information on medical exemptions, please visit the following website: https://cair.cdph.ca.gov/exemptions/home.

EMERGENCY TREATMENT FOR ANAPHYLAXIS – EC 49414 PUPIL HEALTH: EMERGENCY MEDICAL CARE: EPINEPHRINE AUTO-INJECTORS - EC 48985.5

EC 49414 requires 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. Emergency epinephrine auto-injectors must be stored in an accessible location along with a copy of written training material upon need for emergency use. Notice of location must be publicly posted.

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 may 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 in 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.

ED CODE SECTION 49452.8 – PUBLIC HEALTH, ORAL HEALTH ASSESSMENT

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

CONTROLLED SUBSTANCES: OPIOIDS– EC 49476

School authorities must provide facts regarding the risks and side effects of opioid use each school year to athletes. Parents and student athletes must sign acknowledgement of receipt of the document annually.

PUPIL SAFETY: PARENTAL NOTIFICATION: SYNTHETIC DRUGS - EC 48980, 48985.5

Our school district is committed to the safety of all our students. Although the long-term effects of many synthetic drugs on physical and mental health are not yet known, immediate effects on a student's education, family, and life could be long-lasting. A synthetic drug is a drug with properties and effects similar to a known hallucinogen or narcotic but with a slightly altered chemical structure created to evade existing restrictions against illegal substances. These drugs may include synthetic cannabinoids, methamphetamines, bath salts, and fentanyl. Illicit fentanyl can be added to other drugs to make them cheaper, more powerful, and more addictive and has been found in heroin, methamphetamine, counterfeit pills, cocaine and other drugs. Fentanyl mixed with any drug increases the likelihood of a fatal overdose. Unless tested, it is difficult to tell if drugs have been laced with fentanyl because it cannot be seen, smelled, or tasted. In addition, various social media platforms may be used to market and sell synthetic drugs, such as fentanyl Additional information regarding fentanyl is available from the CDPH's Substance and Addiction Prevention Branch.

ED CODE SECTION 49480, 49423 – MEDICATION REGIMEN

The parent or legal guardian of any pupil taking medication on a regular basis must inform the school nurse or Principal 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, during the regular school day, medication prescribed by a physician may be assisted by the school nurse or other designated school personnel 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 requesting the school nurse to assist the pupil with prescribed medication as set forth in the physician statement.
Student 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 that the student self-administer. All requests are to be approved by the school nurse prior to use.

LACTATING PUPILS – EC 222

Lactating pupils are allowed reasonable time to accommodate the need to express breast-milk in a private and secure room without academic penalty, and access to a power source and a place to safely store expressed breast milk. A student may file a complaint with the California Department of Education, if they are not properly accommodated, by going to this website: http://www.cde.ca.gov/re/cp/uc/.

ED CODE SECTIONS 49423 and 49423.1 – ADMINISTRATION OF PRESCRIBED MEDICATION FOR PUPILS

Any pupil who is required to take, during the regular school day, medication prescribed by a physician or surgeon, may be assisted by the school nurse or other designated school personnel or may carry and self-administer 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 mediation 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.

ED. CODE SECTION 49414.7 – ADMINISTRATION OF EPILEPSY MEDICATION

If a pupil with epilepsy has been prescribed an emergency antiseizure medication by his or her health care provider, the pupil's parent or guardian may request the pupil's school to have one or more of its employees receive training in the administration of an emergency antiseizure medication in the event that the pupil suffers a seizure when a nurse is not available.

ED. CODE SECTION 49451 – PARENT'S REFUSAL TO CONSENT

A parent or guardian having control or charge of any child enrolled in the public schools may file annually with the principal of the school in which he is enrolled a statement in writing, signed by the parent or guardian, stating that he will not consent to a physical examination of his child.

ED. CODE SECTION 49452.7 – TYPE 2 DIABETES INFORMATION

Pursuant to California Education Code Section 49452.7, this type 2 diabetes information is for local educational agencies to provide to parents and guardians of incoming seventh grade students beginning July 1, 2010. The California Department of Education developed this type 2 diabetes information in collaboration with the California Department of Public Health, American Diabetes Association, California School Nurses Organization, and Children's Hospital of Orange County.

Type 2 diabetes is the most common form of diabetes in adults.

- Until a few years ago, type 2 diabetes was rare in children, but it is becoming more common, especially for overweight teens.
- According to the U.S. Centers for Disease Control and Prevention (CDC), one in three American children born after 2000 will develop type 2 diabetes in his or her lifetime.

Type 2 diabetes affects the way the body is able to use sugar (glucose) for energy.

- The body turns the carbohydrates in food into glucose, the basic fuel for the body's cells.
- The pancreas makes insulin, a hormone that moves glucose from the blood to the cells.
- In type 2 diabetes, the body's cells resist the effects of insulin, and blood glucose levels rise.
- Over time, glucose reaches dangerously high levels in the blood, which is called hyperglycemia.
- Hyperglycemia can lead to health problems like heart disease, blindness, and kidney failure.

RISK FACTORS ASSOCIATED WITH TYPE 2 DIABETES

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

RISK FACTORS

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

- **Being overweight.** The single greatest risk factor for type 2 diabetes in children is excess weight. In the U.S., almost one out of every five children is overweight. The chances are more than double that an overweight child will develop diabetes.
- **Family history of diabetes.** Many affected children and youth have at least one parent with diabetes or have a significant family history of the disease.
- **Inactivity.** Being inactive further reduces the body's ability to respond to insulin.
- **Specific racial/ethnic groups.** Native Americans, African Americans, Hispanics/Latinos, or Asian/Pacific Islanders are more prone than other ethnic groups to develop type 2 diabetes.
- **Puberty.** Young people in puberty are more likely to develop type 2 diabetes than younger children, probably because of normal rises in hormone levels that can cause insulin resistance during this stage of rapid growth and physical development.

WARNING SIGNS AND SYMPTOMS ASSOCIATED WITH TYPE 2 DIABETES

Warning signs and symptoms of type 2 diabetes in children develop slowly, and initially there may be no symptoms. However, not everyone with insulin resistance or type 2 diabetes develops these warning signs, and not everyone who has these symptoms necessarily has type 2 diabetes.

- Increased hunger, even after eating
- Unexplained weight loss
- Increased thirst, dry mouth, and frequent urination
- Feeling very tired
- Blurred vision
- Slow healing of sores or cuts
- Dark velvety or ridged patches of skin, especially on the back of the neck or under the arms
- Irregular periods, no periods, and/or excess facial and body hair growth in girls
- High blood pressure or abnormal blood fats levels

TYPE 2 DIABETES PREVENTION METHODS AND TREATMENTS

Healthy lifestyle choices can help prevent and treat type 2 diabetes. Even with a family history of diabetes, eating healthy foods in the correct amounts and exercising regularly can help children achieve or maintain a normal weight and normal blood glucose levels.

- **Eat healthy foods.** Make wise food choices. Eat foods low in fat and calories.
- **Get more physical activity.** Increase physical activity to at least 60 minutes every day.
- **Take medication.** If diet and exercise are not enough to control the disease, it may be necessary to treat type 2 diabetes with medication.

The first step in treating type 2 diabetes is to visit a doctor. A doctor can determine if a child is overweight based on the child's age, weight, and height. A doctor can also request tests of a child's blood glucose to see if the child has diabetes or pre-diabetes (a condition which may lead to type 2 diabetes).

TYPES OF DIABETES SCREENING TESTS THAT ARE AVAILABLE

- Glycated hemoglobin (A1C) test. A blood test measures the average blood sugar level over two to three months. An A1C level of 6.5 percent or higher on two separate tests indicates diabetes.
- Random (non-fasting) blood sugar test. A blood sample is taken at a random time. A random blood sugar level of 200 milligrams per deciliter (mg/dL) or higher suggests diabetes. This test must be confirmed with a fasting blood glucose test.
- Fasting blood sugar test. A blood sample is taken after an overnight fast. A fasting blood sugar level less than 100 mg/dL is normal. A level of 100 to 125 mg/dL is considered pre-diabetes. A level of 126 mg/dL or higher on two separate tests indicates diabetes.
- Oral glucose tolerance test. A test measuring the fasting blood sugar level after an overnight fast with periodic testing for the next several hours after drinking a sugary liquid. A reading of more than 200 mg/dL after two hours indicates diabetes.

Type 2 diabetes in children is a preventable/treatable disease and the guidance provided in this handbook is intended to raise awareness about this disease. Contact your student's school nurse, school administrator, or health care provider if you have questions.

HEALTH CARE COVERAGE – EC 49452.9

Your child and family may be eligible for free or low-cost health coverage. For information about health care coverage options and enrollment assistance, go to www.CoveredCA.com.

ED. CODE SECTION 49471 & 49472 – INSURANCE PLAN

The Hacienda La Puente 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's consideration. Contact is made directly with the insurance company.

"Under state law, school districts are required to ensure that all members of school athletic teams have accidental injury insurance that covers medical and hospital expenses. This insurance requirement can be met by the school district offering insurance or other health benefits that cover medical and hospital expenses.

Some pupils may qualify to enroll in no-cost or low-cost local, state, or federally sponsored health insurance programs.

Information about these programs may be obtained by calling Healthy Families at 1 (800) 880-5305 or Get Enrollment Moving at 1 (626) 851-2748 or Medi-Cal at 1 (888) 747-1222."

FREE AND REDUCED-PRICE MEALS – EC 49501.5, 49510, 49391 AND 49392

Commencing in SY 2022–23, Education Code (EC) 49501.5 requires public school districts, county offices of education, and charter schools serving students in grades TK–12 to provide two meals free of charge (breakfast and lunch) during each school day to students requesting a meal, regardless of their free- or reduced-price meal eligibility. Charter Schools and Districts will still require eligible parents to submit an application in order to remain in compliance for accounting purposes only. Schools serving grades 1-6 will serve breakfast or a morning snack to non-school-aged children with a guardian present.

CALIFORNIA HEALTHY YOUTH ACT – EC 51930-51939

The California Healthy Youth Act requires school districts to provide pupils with integrated, comprehensive, accurate, and unbiased sexual health, including menstrual health and HIV prevention education at least once in middle school and once in high school.

It is intended to ensure that pupils in grades 7-12 are provided with the knowledge and skills necessary to: 1) protect their sexual and reproductive health from HIV, other sexually transmitted infections, and unintended pregnancy; 2) develop healthy attitudes concerning adolescent growth and development, body image, gender, sexual orientation, relationships, marriage, and family; and 3) have healthy, positive, and safe relationships and behaviors. It also promotes understanding of sexuality as a normal part of human development.

Parents or legal guardians have the right to:

1. Inspect the written and audiovisual educational materials used in the comprehensive sexual health and HIV prevention education.
2. Request in writing that their child not receive comprehensive sexual health or HIV prevention education.
3. Request a copy of Education Codes 51930 through 51939, the California Healthy Youth Act.
4. Be informed whether the comprehensive sexual health or HIV prevention education will be taught by district personnel or outside consultants.
5. Receive notice by mail or another commonly used method of notification no fewer than 14 days before the instruction is delivered if arrangements for the instruction are made after the beginning of the school year.

AB 2229 Requires LEAS to add menstrual health to the content in comprehensive sexual health education students are required to receive once in middle school and once in high school (EC 51931).

ED. CODE SECTION 58501 & 48980(i) – NOTICE OF ALTERNATIVE SCHOOLS

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

a. Maximize the opportunity for students to develop the positive values of self-reliance, initiative, kindness, spontaneity, resourcefulness, courage, creativity, responsibility and joy.

b. Recognize that the best learning takes place when the student learns because of his desire to learn.

c. Maintain a learning situation maximizing student self-motivation and encouraging the student in his own time to follow his own interests. These interests may be conceived by him totally and independently or may result in whole or in part from a presentation by his teachers of choices of learning projects.

d. Maximize the opportunity for teachers, parents and students to cooperatively develop the learning process and its subject matter. This opportunity shall be a continuous, permanent process.

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

In the event any parent, pupil, or teacher is interested in further information concerning alternative schools, the county superintendent of schools, the administrative office of this district, and the principal's office in each attendance unit have copies of the law available for your information. This law particularly authorizes interested persons to request the governing board of the district to establish alternative programs in each district.

40CFR, SECTION 763.93 – ASBESTOS MANAGEMENT PLAN

The Hacienda La Puente Unified School District has a complete, updated management plan for asbestos-containing material in school buildings and is available for perusal.

HSC 124085, 124100, AND 124105 – ENTRANCE HEALTH SCREENING

State law requires that the parent or legal guardian of each pupil provide the school within 90 days after entrance to first grade documentary proof that the pupil has received a health screening examination by a doctor within the prior 18 months.

Pupils may be excluded up to 5 days from school for failing to comply or not providing a waiver. Free health screening is available for eligible students through the Child Health Disabilities Prevention Program.

ADM. CODE SECTION 3102 AND ED. CODE SECTION 56301 – SEARCH AND SERVE PROCEDURES – SPECIAL EDUCATION

Each local agency shall establish written policies and procedures for the seeking out of all individuals with exceptional needs, including children with disabilities who are homeless or wards of the state consistent with Education Code Section 56301 (a) and Title 45, Code of Federal Regulations, Sections 121a, 128 (a) and 121a, 220. These policies and procedures shall include, but need not be limited to, notification of all parents of their rights and the procedure for initiating a referral for assessment to determine eligibility for special education programs and/or services. Contact the Special Education/SELPA Office for assistance at (626) 933-6507.

SCRA OF 1964, AND EDUCATIONAL AMENDMENT ACT OF 1972, REHABILITATION ACT OF 1973, CODE SECTION 504 – HANDICAPPED STUDENTS/DISCRIMINATION

Section 504 of the Rehabilitation Act of 1973 is a federal law which prohibits discrimination against persons with a disability. The School District provides a free and appropriate public education to all pupils regardless of the nature or severity of their disability. The District has a responsibility to identify, evaluate, and if eligible, provide pupils with disabilities the same opportunity to benefit from education programs, services, or activities as provided to their non-disabled peers. To qualify for Section 504 protections, the pupil must have a mental or physical impairment which substantially limits one or more major life activity. For additional information about the rights of parents of eligible pupils, or questions regarding the identification, evaluation, and eligibility of Section 504 protections, please contact the Section 504 Coordinator, Executive Director, Student & Family Services, (626) 933-4335.

WIC, SECTION 18976.5 – CHILD ABUSE PREVENTION TRAINING PROGRAM

Parents/Guardians have the right to exclude their children from participating in a child abuse primary prevention program.

ADM. CODE SECTION 3104 – IDEA APPROPRIATE EDUCATIONAL PROGRAM

Federal and state laws require that students with exceptional needs be provided an appropriate educational program in the least restrictive environment from three through 21 years. Early intervention services for "at-risk infants and toddlers" under three years of age is also available. If no public school program is available, the district may make payment toward tuition for an approved private school placement.

ED, CODE SECTION 49001 – CORPORAL PUNISHMENT OF PUPILS IN GRADES KINDERGARTEN THROUGH EIGHTH

No person employed by or engaged in a public school shall inflict or cause to be inflicted corporal punishment upon a pupil.

ED. CODE SECTION 60615 – STATEWIDE PUPIL ASSESSMENT PROGRAM

Notwithstanding any other provision of law, a parent/guardian may request in writing that their student be excused from taking any or all parts of the assessments administered under the statewide pupil assessment program.

ED. CODE SECTION 51513, 20 USC.1232 (h) – PERSONAL BELIEFS

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.

SCHOOL LOCKERS

Lockers are school property and may be searched from time to time for health, safety or maintenance reasons.

NOTICE TO ALL PARENTS, STUDENTS, AND SCHOOL PERSONNEL, AS ORDERED BY THE FEDERAL DISTRICT COURT, REGARDING IMPLEMENTATION OF PROPOSITION OF 187

The Federal Court has issued a preliminary injunction prohibiting the implementation of Proposition 187. This means that no student who lives in California can be kept out of school (from kindergarten through 12th grade) just because of their citizenship or immigration status. Schools must use the same rules they used before Proposition 187 was passed.

No school employee may ask any student, parent, or guardian about their citizenship or immigration status.

No school employee may report or give information about the citizenship or immigration status of a student, parent, or guardian to the Immigration and Naturalization Service, the Attorney General, or any government agency.

This preliminary injunction against Proposition 187 will stay in effect unless otherwise ordered.

* Exceptions are listed in the Operational Procedures located at each school site.

HLPUSD MAHMOUD V. TAYLOR OPT OUT NOTICE

Hacienda La Puente Unified School District ("District") is committed to providing a rich, well-rounded education that reflects the diverse experiences, histories, and perspectives of people in our community and throughout the world. In accordance with state law, (see Cal. Educ. Code § 51930(b)(2) Cal. Educ. Code § 51204.5; Cal. Educ. Code § 51500), the District's standards-aligned elementary (K-5) curriculum includes age-appropriate storybooks and classroom materials designed to promote inclusion, respect, and empathy.

We encourage all students to participate in these meaningful learning opportunities.

The District recognizes that families hold a wide range of sincerely held religious beliefs. In light of the *Mahmoud v. Taylor* Supreme Court Case (2025), parents and guardians may request that their child be excused from specific storybook materials or instructional content and provided an alternate assignment if they believe that the content substantially interferes with their child's religious development or poses a genuine conflict with their family's sincerely held religious beliefs or practices.

If you wish to request that your child be excused from a specific storybook, please submit a written request to your school principal before the materials/content are presented in class. Your written request should include:

- The title or description of the specific storybook or instructional material from which you are requesting excusal if known. Include dates or curriculum units if known; and
- An explanation of how the storybook material or instructional content substantially interferes with the religious upbringing of your child in accordance with your sincerely held religious beliefs.

Upon receiving your request, the principal will review it and determine the appropriate response based on the nature of the request and the instructional context. Alternative assignments will be considered on a case-by-case basis in alignment with legal requirements and District policy.

Thank you for your ongoing engagement and collaboration as we work to support all students and families.

V.C. 21212 BICYCLE HELMET LAW

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

P.C. 290.4, 290.45 & 290.46 MEGAN'S LAW, RELEASE OF SEX OFFENDER INFORMATION

Penal Code 290.4 requires Department of Justice to operate service where members of public may provide list of six persons on approved form and inquire whether any of the persons is required to register as sex offender and is subject to public notification. Penal Code 290.46 makes information about certain sex offenders, including their home addresses, available to the public via the Internet.

MENSTRUAL PRODUCTS – EC 35292.6 (APPLICABLE GRADES 3-12)

The Hacienda La Puente School District supports period equity and now provides free and accessible menstrual products, in all women's restrooms and all-gender restrooms, and in at least one men's restroom at schools serving grades 3 to 12. Notice of this service is required to be posted in a prominent and conspicuous location in every restroom where menstrual products are available and accessible, free of cost, and are required to be stocked. A posted notice will contain the name, email and phone number of the person responsible for maintaining this supply at this school site.

ATTENDANCE OPTIONS/PERMITS – EC 48980(H)

EC 48980(h): Requires the annual notification to advise parents or guardians of all existing statutory attendance options and local attendance options available in the school district, including all options for meeting residency requirements for school attendance, programmatic options offered within the local attendance areas, and any special programmatic options available on both an interdistrict and intradistrict basis.

Notification to include a description of all options, a description of the procedure for application to alternative attendance areas or programs, an application form from the district for requesting a change of attendance, and a description of the appeals process available, if any, for a parent or guardian denied a change of attendance.

Notification to also include an explanation of the existing statutory attendance options including, but not limited to, those available under EC 35160.5, 46600 et seq., 48204(b), 48300 et seq, and 48350 et seq.

RESIDENCY – EC 48200 and 48204

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.

A school district may also deem a pupil as having complied with the residency requirements for school attendance in the school district if one or both the parents or legal guardians of the pupil are physically employed within the boundaries of the school district for a minimum of 10 hours during the school week.

Once admitted to residency, the pupil's transfer may be revoked only if the parent ceases to be employed within the boundaries of the district. As a resident, the student does not have to re-apply for the transfer to be valid.

INTRADISTRICT OPEN ENROLLMENT – EC 35160.5 (b)

Residents of the School District may apply to other schools within the District for their child to attend on a space available basis. Information on each school within the District is provided on the District website. Parents of high school athletes should check on CIF sports eligibility rules before pursuing open enrollment. Transportation to any other school is the responsibility of the parent.

ATHLETICS, SAFETY, AND CIVIL RIGHTS (NEW) - CIF BYLAW 210C, EC 221.8, 230, 32050, 32051, 35179.4, HSC 124238.5, 20 U.S.C. § 1681, PC 245.6

Beginning in the 2026-2027 school year, California schools must include several CIF-related (California Interscholastic Federation) notices in their annual parent information packets, covering anti-discrimination, anti-hazing, and emergency action plans (EAPs) for athletes.

In addition, the Nevaeh Youth Sports Safety Act requires LEAs that run or partner with youth sports programs to notify parents of location(s) of automated external defibrillators (AEDs).

The Hacienda La Puente Unified School District is committed to providing a safe and inclusive environment for all student athletes. Participation in athletic programs is provided without regard to actual or perceived race, color, ancestry, national origin, religion, disability, sex, sexual orientation, gender identity, or gender expression. Per California law, any incident of racial discrimination, harassment, or "hate-motivated behavior" occurring at an athletic event must be reported. A standardized Sporting Event/ Game Incident Report is available on the HLPUSD website and Violations of non-discrimination policies in athletics may be filed under the LEAs Uniform Complaint Procedure (UCP).

Hazing of any kind—defined as any method of initiation or pre-initiation into a student organization or team that causes, or is likely to cause, bodily danger or physical or mental harm—is strictly prohibited. Students found in violation of the anti-hazing policy will face immediate disciplinary action, including possible expulsion and removal from all athletic programs. Students who witness hazing but do not report it may also face disciplinary consequences.

To ensure the safety of our students during practice and competition, NAME OF LEA has implemented the following: Written Emergency Action Plans are posted at every athletic venue (gyms, fields, and courts). These plans outline the location of Automated External Defibrillators (AEDs), emergency exits, and procedures for medical emergencies. Before participating, parents and students must review and sign the annual Athletic Safety Packet, which includes specific information on:

- Concussion Protocols: "When in doubt, sit them out."
- Sudden Cardiac Arrest (SCA): Warning signs and the importance of immediate AED use.
- Exertional Heat Illness: Standards for hydration and cooling.
- NAME OF LEA follows the CIF "Pursuing Victory with Honor" principles.

Please be advised:

- Any spectator who physically assaults a game official (referee, umpire, etc.) during or after an event will be permanently banned from attending any CIF-sanctioned athletic contest.
- Spectators are expected to model sportsmanship. Taunting, profanity, or harassment of players, coaches, or officials may result in immediate removal from the facility.

By participating in interscholastic athletics, the student-athlete and parent/guardian agree that the student shall not use androgenic/anabolic steroids or any dietary supplement on the banned substance list without a written prescription from a licensed healthcare practitioner to treat a medical condition.

INTERDISTRICT ATTENDANCE – EC 46600 et seq.

The parent or legal guardian of a pupil may seek release from the home district to attend a school in any other school district. School districts may enter into agreements for the interdistrict transfer of one or more pupils for a period of up to five years. The agreement must specify the terms and conditions for granting or denying transfers, ***and may contain standards of reapplication and specify the terms and conditions under which a permit may be revoked. Unless otherwise specified in the agreement, a pupil will not have to reapply for an interdistrict transfer, and the school board of the district of enrollment must allow the pupil to continue to attend the school in which he/she is enrolled.***

A student who has completed grade 10 by June 30, may remain enrolled within the district of enrollment through grades 11 and 12 without any revocation from the desired district, and must be treated the same as any other resident student.

If the interdistrict permit request is denied, you may appeal the decision with Student and Family Services. Once the parent has completed the final appeal process, and if the request is still denied, the education rights holder may appeal to the Los Angeles County Office of Education within 30 calendar days of a final denial from the denying district. The County appeal process may take up to a maximum of sixty calendar days based on certain factors.

A student who is appealing a denial for an interdistrict permit approval through the district or the County Office of Education may be eligible for provisional admission by the desired district in grades TK through 12, while continuing through the process of appeal, if space is made available by the desired district, not to exceed two months.

For questions about the interdistrict permit process, please contact Student and Family Services at (626) 933-4335.

Regardless of whether an agreement exists or a permit is issued, the school district of residence cannot prohibit the transfer of a pupil who is a child of an active military duty parent to a school district of proposed enrollment if that district approves the application for transfer. Nor may a district prohibit an interdistrict permit release when no intradistrict permit options are available to a victim of bullying. A "victim of an act of bullying" means a pupil that has been determined to have been a victim of bullying by an investigation pursuant to the complaint process described in Section 234.1 and the bullying was committed by any pupil in the school district of residence, and the parent of the pupil has filed a written complaint regarding the bullying with the school, school district personnel, or a local law enforcement agency. "Bullying" means any severe or pervasive physical or verbal communication made in writing or by means of an electronic act directed toward one or more pupils that results in placing a reasonable person in fear of harm of self or property. It may cause a substantially detrimental effect on physical or mental health, interfere with academic performance or the ability to participate in or benefit from the services, activities, or privileges provided by a school, and may be done in person or online. Bullying may be exhibited in the creation or transmission of bullying online, on or off the school site, by telephone or other device in a message, text, sound, video, or image in a post on a social network internet website or burn page that creates a credible impersonation of another student knowingly and without consent for the purpose of bullying. Sharing or forwarding messages contributes to the act of bullying.

A student who is appealing a decision for an interdistrict permit approval through the County Office of Education may be eligible for provisional admission to the desired district in grades TK through 12, while continuing through the process of appeal, if space is made available by the desired district, not to exceed two months.

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

Each school district shall post their interdistrict policy agreements and local district caps on their district and/or school websites. Reasons for approval and denial of interdistrict transfer requests must be updated on the district website according to board policies. The County appeals process will be offered with the final denial in writing by the school district. The County appeal process may take up to a maximum of two months. If you have any questions about the interdistrict process please call the district office at (626) 933-4335 or call the County Office at (562) 922-6233.

PERMIT	OPENS	CLOSES	COMMENTS
Intradistrict	April 1	May 30	Exceptions: Student New to District, Military, Special Circumstance
Interdistrict	July 1	June 30	Year Round
Intradistrict Open Enrollment	January 1	February 1	30 days after the window closes

ED CODE SECTION 35160.5 (B) HACIENDA LA PUENTE UNIFIED SCHOOL DISTRICT INTRADISTRICT OPEN ENROLLMENT BP/AR 5116.1

INTRADISTRICT OPEN ENROLLMENT PROCEDURES

All HLPUSD resident students who wish to change schools within the district must submit an application to the Office of Student and Family Services. Applicants shall be eligible for the applicant pool at the school of their choice for the following school year under the district's intradistrict open enrollment policy.

When applications exceed the space available at a school or grade level, an applicant pool for a school of choice shall be determined by lottery in a random, unbiased lottery process, with the placement to be completed by April 1.

Within each category, students with sibling attending the choice school, will have priority over those without siblings. When possible, consideration will be given to children of district employees.

The Superintendent or designee shall inform applicants in writing of their placement. Schools will receive the final list and letters will be mailed home on or before April 1. The applicant pool waiting lists expire on June 1 of each year.

Students who do not register at their school of choice within 10 days may lose their placement at their school of choice.

Students who have exercised Open Enrollment transfer requests must be enrolled within the first 15 school days of the academic school year to be eligible for participation in the California Interscholastic Federation (CIF).

Transportation is not provided for open enrollment transfers.

An Open enrollment transfer shall be for no less than one school year.

Once enrolled, a student shall not have to apply for readmission to their school of choice.

Once accepted the school of choice (open enrollment) becomes the permanent home school. All choice students are part of the choice school's feeder path to middle school and high school.

It is intended that all students attending Fairgrove Academy of the Arts are placed at Fairgrove through the open enrollment process. Students applying for Fairgrove School of the Arts must demonstrate an interest in fine or performing arts and an additional application is required indicating interest.

Students moving into a school attendance area after the school has reached capacity will be place at an alternate school for the remainder of the school year and will be given and opportunity to return to their home school as space is available. Such students will not have the right to displace students who are already attending their school of residence. They will, however, have residence priority for the succeeding school year. In order to attempt to remain at the alternate school for the succeeding school year, they must apply during the open enrollment period.

After an initial choice placement for a student, no matter where the student may move to within the boundaries of the district, the initial open enrollment placement remains in effect.

Parents are responsible for the accuracy of the information they put on the Intradistrict Open Enrollment application.

All of the procedures listed above apply to students with special needs after the Special Education Office initially reviews applications to confirm appropriate services and space available at the requested school of choice.

Intradistrict open enrollment transfers will include the terms and conditions for attendance at the new school, as well as the consequences for failing to meet the terms and conditions of approval (i.e., revocation of the intradistrict attendance permit).

INTRADISTRICT AND INTERDISTRICT ATTENDANCE PERMITS

INTRADISTRICT ATTENDANCE PERMITS

Intradistrict attendance permits are defined as transfers between schools within a district and are handled through the Office of Student and Family Services.

1. Intradistrict transfer applications for the following school year will be received and processed from April 1 to May 31.
2. Intradistrict transfer applications will not be processed after June 1, except: students who are new to the Hacienda La Puente Unified School District and students of military families. Requests received after the May 31 deadline may be considered in special circumstances.
3. Students are to remain in attendance at their school of residence until such time as a decision is made regarding their application.
4. The parent will receive a letter of the approval or denial of the intradistrict request.
5. Intradistrict transfers which are approved will include the terms and conditions for attendance at the new school, as well as the consequences for failing to meet the terms and conditions of approval (i.e., revocation of the intradistrict attendance permit).
   a. The receiving school will hold a parent/student conference to review the rules and expectations of the school and to set student goals.
   b. The receiving school will develop strategies for regularly monitoring student grades, attendance and citizenship. Monitoring will occur at the end of each grading period.

Eligibility

Students may be eligible for an intradistrict attendance permit for one of the following reasons:

- *Special Physical, Emotional, or Psychological*
  Programs available in the school or district that are not available in the school or district of residence.
- *Disciplinary Challenges*
  The principal of the school of residence determines that a student with a record of consistent disciplinary challenges should be transferred to another school.
- *Supervision*
  The parents of a student can substantiate that their youngster would receive inadequate supervision for a significant period of the day if he/she were required to attend the school of residence.
- *Change of Residence*
  The student has completed the junior year in high school at the former school of residence and desires to graduate with their class at the former school of residence.
- *Special Courses*
  The student can demonstrate a prior consistent interest in a course or series of courses that is offered at another district school, and not at the home school of residence.
- *Students Receiving Special Education and Related Services*
  If the classes at the school of residence have reached their limit at the time the student is registered, the principal of the school of residence will arrange for the student to attend the nearest school with space available. The student will be returned to the school of residence for the next school year.
- *Special Education Students*
  Parents of students who receive special education and related services requesting intradistrict attendance permits shall be referred to the Executive Director of Special Education/SELPA to determine whether the school of preference is able to meet the child's unique needs.
  The district will consider the following factors in determining whether to admit a special education student who applies for admission pursuant to this policy or to terminate an existing attendance agreement:
  1. Whether there is space in the program or class in which the student would be enrolled;
  2. Whether the student has needs that would require the district to create a new program or class, or provide a new service to serve that student; and
  3. Whether approving the application would require the displacement of any other student who resides within the district's attendance area or is currently enrolled in a district school from a school or program conducted by the district.

Residence Violation

If a student is found to be enrolled in a school outside their attendance area without authorization, they will be transferred back to the school of residence at an appropriate time. The Office of Student and Family Services will process the transfer.

Transportation

Transportation will be the responsibility of the parents unless the intradistrict attendance permit is based on over enrollment at the school of residence. District school bus schedules will not be altered to accommodate students who are on an intradistrict attendance permit.

INTERDISTRICT ATTENDANCE PERMITS (AR 5117)

Interdistrict transfer applications for the following school year will be received and processed from April 1 to May 31. The Superintendent or designee may approve an interdistrict attendance permit for a student for any of the following reasons:

1. To allow a high school senior to attend the same school he/she attended as a junior, even if their family moved out of the district during the junior year.
2. When there is valid interest in a particular educational program not offered in the district of residence.
3. Verified parent employment by the district requested.
4. To provide a change in school environment for reasons of personal and social adjustment. This may require certification of a physician, psychologist or other appropriate school personnel.
5. The interdistrict process begins with the parent initiating an online survey (Qualtrics).

Revocation of an Intradistrict Attendance Permit/Intradistrict Open Enrollment

The district may revoke an intradistrict attendance permit if false information is submitted; if the student demonstrates poor attendance and/or tardiness, unacceptable behavior, unsatisfactory academic achievement; if the initial basis for the intradistrict attendance agreement no longer exists, for example the child no longer participates in a specialized program of the District; or if any other reason exists as determined by the Education Code or district policy.

An interdistrict attendance permit shall not exceed a term of five years. Each permit shall stipulate the terms and conditions established by both districts under which interdistrict attendance shall be permitted, denied, or revoked, and any standards for reapplication. (Education Code 46600)

Once a student is enrolled in a school, he/she shall not be required to reapply for an interdistrict transfer and shall be allowed to continue to attend the school in which he/she is enrolled, unless reapplication standards are otherwise specified in the permit. Existing interdistrict attendance permits shall not be rescinded, but may be revoked if circumstances warrant revocation, for students entering grade 11 or 12 in the subsequent school year. (Education Code 46600)

A pupil who has been determined by personnel of either the home or receiving district to have been the victim of an act of bullying, as defined in EC 48900(r), shall, at the request of the parent or legal guardian, be given priority for interdistrict attendance under any existing agreement or, in the absence of an agreement, be given additional consideration for the creation of an interdistrict attendance agreement. (Education Code 46600)

The Superintendent or designee may deny initial requests for interdistrict attendance agreements if the school's facilities are overcrowded at the relevant grade level and based on other considerations that are not arbitrary. However, once a student is admitted based on child care needs, their continued attendance may not be denied because of overcrowding.

The Superintendent or designee shall notify the parents/guardians of a student who is denied interdistrict attendance regarding the process for appeal to the County Board of Education as specified in Education Code 46601. (cf. 5145.6 – Parental Notifications)

Processing Incoming Interdistrict Attendance Permits

The procedure in processing a request for an interdistrict attendance permit from a student wishing to attend the HLPUSD from another district is as follows:

- An application for an interdistrict attendance permit, which has first been approved by the district of residence, is to be submitted to the requested school.
- New incoming interdistrict permits will be processed after the Open Enrollment process is completed.
- Continuing interdistrict permit students may stay at the transfer school, per the principal. A renewal application is required.

Students Receiving Special Education and Related Services

Parents of students who receive special education and related services requesting interdistrict attendance permits shall be referred to the HLPUSD Executive Director of Special Education/SELPA. An inter-SELPA (Special Education Local Plan Area) attendance permit, which has first been signed by the SELPA of residence, along with any required HLPUSD documentation/ forms, is to be submitted to the Executive Director of Special Education/SELPA. The district will consider the following factors in determining whether to admit a student who receives special education and related services who applies for admission pursuant to this policy or to terminate an existing transfer:

1. Whether there is space in the program or class in which the student would be enrolled;
2. Whether the student has needs that would require the district to create a new program or class, or provide a new service to serve that student; and
3. Whether approving the application would require the displacement of any other student who resides within the district's attendance area or is currently enrolled in a district school from a school or program conducted by the district.

Revocation of Interdistrict Attendance Permits

The district may revoke an interdistrict attendance permit if false information is submitted; if the student demonstrates poor attendance and/or tardiness, unacceptable behavior, unsatisfactory academic achievement; if the initial basis for the intradistrict attendance agreement no longer exists, for example the child no longer participates in a specialized program of the District or if any other reason exists as determined by the Education Code or district policy.

Processing Outgoing Interdistrict Attendance Permits

The procedure to be followed in processing a request for an interdistrict attendance permit from a student residing in the Hacienda La Puente Unified School District wishing to attend another district is as follows:

- Families begin the process by completing an online survey
- An application for an interdistrict attendance permit is obtained in the Student and Family Services Office. This is available on the District website > Parents > Forms > Enrollment. The completed application, along with all of the required supporting documents, must be submitted to the Student and Family Services Office. Incomplete applications shall not be processed and shall be returned to the applicant with notification of the application deficiencies.
  The responsibility for completed applications shall be that of the applicant.
  Once a completed application and all supporting documents are submitted to the Student and Family Services Office, the application shall be processed.
- If the reasons for the request are consistent with this directive, the interdistrict attendance permit will be approved. If, however, the request for an interdistrict attendance permit is not consistent with this directive, it will be denied and written notification of the reasons for the denial will be sent to the applicant.
- Processing may take up to four (4) weeks.
- Interdistrict attendance permits may affect eligibility for athletics or extra-curricular activities.

Appeal Procedures

A parent may appeal, in writing, the denial of an interdistrict attendance permit to the Interdistrict Attendance Permit Appeal Panel within two (2) weeks of the denial, where the district's decision will be final. This appeal can be submitted to the S&FS office.

An appeal to the County Board of Education can be made within 30 calendar days of the date of notification of the district's final decision.

NO SMOKING POLICY/TOBACCO FREE CAMPUS HSC 104420 & 104495

The Board of Education of the Hacienda La Puente Unified School District enacted a tobacco free district/work place (Section 24167) effective January 1, 1994. This policy applies year-round and your cooperation is requested in guaranteeing that the following areas are TOBACCO-FREE:

- School campuses, even when students are not present
- School parking lots
- School activities, before, during and after school
- School buses and other district vehicles
- Smoking or use of any tobacco-related products and disposal of any tobacco-related waste within 25 feet of a school playground, except on a public sidewalk located within 25 feet of the playground is prohibited.
- "Tobacco products" include, but are not limited to, smokeless tobacco, snuff, chew, clove cigarettes, and other nicotine delivery devices, such as electronic cigarettes.

We appreciate your cooperation in making the Hacienda La Puente Unified School District a more pleasant and healthier place for students and staff.

Tobacco prevention and cessation information is available at the Student and Family Services Office at 933-4335.

MOBILE COMMUNICATION DEVICES BOARD POLICY: BOARD POLICY 5131.8 & AR 5131.8: MOBILE COMMUNICATION DEVICES EFFECTIVE BEGINNING THE 2026–2027 SCHOOL YEAR

At Hacienda La Puente Unified School District, we are committed to creating learning environments where students can stay focused, engaged, and connected to one another. Assembly Bill 3216 calls on school districts across California to limit student use of mobile communication devices during the school day to support improved concentration, stronger learning experiences, and overall student well-being. In alignment with this law and informed by feedback gathered through surveys of HLPUSD employees, families, and high school students, the Board of Education has adopted a Mobile Communication Devices Policy, effective at the start of the 2026–2027 school year. This policy is designed to minimize distractions, support student wellness, and strengthen student engagement in learning and positive interactions throughout the school day.

What Families Need to Know

What is considered a mobile device?

- Cell phones, smartwatches, smart glasses, gaming devices, AirPods, earbuds, headphones, and similar personal technology.

Policy by grade level?

- Preschool, elementary, and middle school, grades PK through 8
- Students may not use devices during the school day, including class time, recess, lunch, and before or after school programs or childcare. Devices must be turned off and kept out of sight while on campus.

High school, grades 9 through 12

- During instructional time, including class periods, tutorials, assemblies, and labs, devices must be turned off and kept out of sight.
- During non instructional time, students may use devices responsibly during passing periods, lunch, and other designated times in accordance with school site expectations.

Important expectations for all students, grades PK through 12

- Devices are not permitted in restrooms, locker rooms, or any area where privacy is expected.
- Students who need to contact their families during the school day may use the school office phone. Families are asked not to call or text students during the school day.
- Staff may confiscate devices used in violation of this policy and will follow site procedures for return.
- Repeated violations may result in progressive discipline consistent with district policy.
- Devices may not be used as rewards or incentives.
- The district is not responsible for lost, stolen, or damaged personal devices brought to school or school events.

Legal protections and exceptions

- Students shall not be prohibited from using a mobile device when required for their health as determined by a licensed physician, when included in an Individualized Education Program or Section 504 Plan, or in an emergency or perceived safety threat.

Why this policy

- This policy aligns with Assembly Bill 3216, which requires California school districts to limit student use of mobile communication devices during the school day.
- It also reflects survey feedback from HLPUSD employees, families, and high school students seeking consistency and clarity. In addition, the policy is grounded in research indicating that reducing device-related distractions supports stronger learning and student well-being, and it is informed by successful implementation experiences, including the Los Altos High School pilot program.

Frequently Asked Questions

Why did HLPUSD adopt this policy? To support focused, distraction free learning environments, align with state law, and respond to input from employees, families, and students.

What devices are included? Cell phones, smartwatches, smart glasses, gaming devices, AirPods, earbuds, headphones, and similar personal technology.

Can students contact families during the school day? Yes. Students may use the school office phone when needed. Families are asked to avoid calling or texting students during the school day.

What are the expectations by grade level? Grades PK through 8 have no device use during the school day. Grades 9 through 12 must keep devices off during instructional time and may use them during non-instructional time based on school rules.

What about privacy sensitive areas? Devices are prohibited in restrooms, locker rooms, and similar areas.

Are there exceptions? Yes. Exceptions include medical needs, IEP or 504 requirements, and emergencies.

How will this be enforced?

- Staff will remind students of expectations.
- Devices used in violation may be confiscated and returned according to site procedures.
- Repeated violations may lead to progressive discipline.

Final message to families

- We recognize this transition will take time, and we appreciate your partnership.
- Our shared goal is to ensure students remain focused, engaged, and connected to their learning and to one another throughout the school day.

ACCESS TO INTERNET AND ON-LINE SITES

Given that the Board of Education recognizes the growing importance of, and demand for, computer network resources within the instructional and administrative processes, it is the policy of the board that all users of these resources available through the district must submit an appropriately signed HLPnet membership application as acceptance of the terms and conditions for the appropriate use of these network resources as set forth in administrative directive. This policy is necessary to establish these terms and conditions relative to membership application, information content, on-line conduct, grounds for access termination, access charges,

and third party information, and to further provide protection against inappropriate use and intentional misuse of these resources that may adversely affect other network users.

The superintendent is authorized to prepare an administrative directive to implement this policy. The directive will become effective February 6, 1995 and establish acceptable use terms and conditions for HLPnet, which will be applied to all existing and future users of this network.

HLPNET ACCEPTABLE USE TERMS AND CONDITIONS

Adopted 04/21/2015 Administrative Regulation 3520

GENERAL INFORMATION

The Hacienda La Puente Unified School District (HLPUSD or District) believes in the educational value of technology and recognizes its importance for supporting curriculum, instruction and management. The District network and internet connections have been developed as tools to promote educational excellence, innovation and communication for students and staff. It must be understood that the District's business information, telephone, network, computer and software resources, peripherals and supplies are District property, provided to meet District needs. Establishing standards for hardware and software can preclude disruptions of network operations. The use of personally owned software as well as personally owned computer hardware is not permitted except where authorized.

The District computer network (herein referred to as "HLPnet," "network," or "system") of the Hacienda La Puente Unified School District is a service provided by the District and is a privilege, not a right. Any users should have no expectation of privacy regarding their use of district property, network, and/or internet access or files, including email. The system administrators of HLPnet are employees of the District and reserve the right to monitor all personal or District owned devices, activity and material of users and services on HLPnet. On acceptance for membership to HLPnet, members (herein referred to as "member" and "user") will be given an account name and password with authorization to system resources appropriate for the member. The system administrators, at their sole discretion, further reserve the right to immediately terminate the account of a member who misuses or disrupts the network.
The member's home school and/or the district may take additional disciplinary action including, but not limited to, termination, suspension or expulsion.

District network and computer usage guidelines are provided here so that members and the parents of members who are under 18 years of age are aware of their responsibilities. HLPnet may modify these rules at any time by publishing the modified rule(s) on the system. The signature(s) at the end of HLPnet Membership application, Acceptable Use Policy (AUP) , or upon logging into HLPnet, is (are) legally binding and indicates the party (parties) who signed has (have) read these terms and conditions carefully and understand their significance, and agree to abide by the terms and conditions therein.
Parents/Guardians and students are required to acknowledge and sign the AUP on an annual basis and serves as a reminder of individual responsibility for appropriate use of district computers and networks.

ACCEPTABLE USE

The following provisions specify expectations for all users of HLPUSD network, as established by Board Policy (BP) 3520 & Administrative Regulation (AR) 3520:

- No user is authorized to access the District network until the HLPnet Membership Application and Acceptable Use Policy (AUP) for subsequent years is signed by all required persons.
- Users may not install, remove or modify software equipment on the network, nor damage, destroy, remove, copy, or abuse any District hardware equipment.
- Network administrators may review and/or remove files and communications to maintain system integrity and ensure that users are using the system responsibly.
- Users should not expect that files and data stored on District servers or network attached devices will be private.
- Inappropriate use may result in cancellation of the user's privileges, disciplinary action and/or legal action.

PERSONAL RESPONSIBILITY: Members accept personal responsibility for use of the District network. Members understand that all school and District rules of conduct apply when a user is on the District network or connected to the internet through the District. Members also accept personal responsibility for reporting any misuse of the network to an appropriate District staff member. Members understand that no technology is perfect and will not hold the District or District personnel responsible for the failure of any technology, service interruption, system protection, or security measure.

Parents and guardians of students are encouraged to convey the standards that their children should follow when using media and information sources, including but not limited to use of District devices, accessing the District network whether at school or remotely, and accessing the internet, including social media, as defined in Education Code section 49073.6.

a. Members will not transmit any material in violation of the law, including copyrighted, threatening or obscene material.
b. Members will not use HLPUSD computers and network for personal financial gain, personal shopping or business, personal leisure, including non-educational online games and non-educational chatting, advertising, illegal, or political activities.
c. Members will not use another person's account or password, nor knowingly or negligently allow another person to use theirs.
d. Members will not interfere with or bypass the security or filtering systems used to protect the HLPUSD network.
e. Members will not send chain letters, annoying or unnecessary messages, nor send unnecessary mail to any number of people.
f. Members will not download programs to the network or any computer from either software or the internet without securing written approval. Members will not download or stream games, music, or video content that is not related to district goals.
g. Members will be polite: never send or encourage others to send abusive messages.
h. Members will use appropriate language: never swear, use suggestive, threatening, obscene or other offensive language.

Due to its open nature, there is information available on the internet that is inappropriate for District use. The District protects students and staff, in part, and to the extent practicable, from inappropriate information in accordance with the Child and Information Protection Act by:

- meeting or exceeding all state and federal content filtering guidelines, including blocking or filtering material that is obscene, pornographic, and harmful to minors, or otherwise inappropriate for educational or work-related uses;
- requiring adult supervision and monitoring of student internet use, and educating minors about appropriate use; and
- directing each user to accept personal responsibility for managing the resources appropriately.

Members knowingly bringing, creating, or accessing illegal materials into the district environment will be disciplined according to the discipline policies of the individual school site and the district, which may include termination, suspension and expulsion.
Such activities may independently result in termination of their account on HLPnet and restitution for damages created as a result of inappropriate use. To the extent technically possible and by the requirement set forth by the Children's Internet Protection Act (CIPA) and other requirements, the system administrator will operate and maintain network security and content filtering measures to enforce this policy.

The District will provide age-appropriate instruction regarding safe and appropriate behavior on social networking sites, chat rooms, and other Internet services. Such instruction shall include, but not be limited to, the dangers of posting personal information online, misrepresentation by online predators, how to report inappropriate or offensive content or threats, behaviors that constitute cyber-bullying and how to respond when subjected to cyber-bullying. Cyber-bullying is defined as using any electronic communication device (texting, cell phones, social networks, and other devices or networks as they are developed) to threaten, insult, harass, or electronically post embarrassing photos or untrue information.

TELECOMMUNICATIONS AND OTHER CHARGES OR COSTS

All telecommunications charges for accessing HLPnet from non-district locations, such as a personal residence or home, are the responsibility of the member.

UPDATING MEMBER ACCOUNT INFORMATION

HLPnet may occasionally require new registration and account information from members to continue the service. Members must notify HLPnet of any changes in account information (address, phone, name, school enrollment, etc.) within 10 business days.

NETWORK BEHAVIOR AND PRIVACY: I understand and will follow the generally accepted rules of network behavior:

a. Privacy: never reveal or ask for any person's home address, phone number or other important personal information.
b. Security: never make unauthorized transfers of district files, images or records to outside locations, services or systems.
c. Disruptions: do not use the District network in any way that would disrupt others, including but not limited to vandalizing, hacking, cyber-bullying.
d. Harassment: never send or post messages, images, or other files or links to harass another person or organization.
e. E-mail and District Network Services: all district network systems, files, e-mail and voice mail are district property. Use of encrypted or encoded messages is forbidden. Teachers may not require, encourage, or allow students to establish or access individual accounts on third party sites. Use of the district cloud services, such as HLPUSD Google Apps for Education (GAFE), for student and staff accounts is allowed by district policy.
f. Safety: students shall not meet in person anyone they have met only on the internet.
g. Legal: abusive or threatening e-mail messages may be turned over to law enforcement.

Member, and/or the parent of the member, if the member is a minor, specifically agrees to indemnify HLPnet, the District, and the system administrators for any losses, costs, or damages, including reasonable attorney's fees incurred by HLPnet, the District, and the system administrators or their agents relating to, or arising out of, any breach of this section by member.

Members will not download programs to the network or any computer from either software or the internet without securing written approval. Members will not download or stream games, music, or video content that is not related to District goals.

COPYRIGHTED MATERIAL: Copyrighted material must not be placed on any system connected to HLPnet, operated or owned by the District without the author's permission. Only the owner(s) or persons they specifically authorized may upload and/or use copyrighted material within the service. Member agrees to use the service in strict accordance with pertinent laws of the state of California and the United States of America, including, but not limited to, the Digital Millennium Copyright Act of 2000.

Any information, content, or software created, published, purchased, or maintained using district funds or resources, shall remain the property of the district and shall not be distributed, published or disclosed without permission.

PUBLIC POSTING AREAS (SOCIAL NETWORKS/ ELECTRONIC CONFERENCE): Electronic messages are posted from systems connected to the internet around the world, and the HLPnet system administrators have no control on the content of the messages posted from these other systems. The system administrators will determine which content categories consistent with the provisions of AR 6163.4, "Internet Safety" are most applicable to the curricular needs of the school district and will carry this content on the local system.

TERMINATION OF ACCOUNT

The member, or parent/guardian of member, if member is a minor, may terminate a member's access to, and use of, HLPnet, by sending notice to a system administrator. Terminations by member will be effective on the day that a system administrator receives a notice or on a future date if so specified in the notice. Accounts that are inactive for more than 30 days may be removed along with that member's files without notice given to the member.

OTHER PROVISIONS

The terms and conditions shall be interpreted, constructed and enforced in all respects in accordance with the laws of the State of California. Each party irrevocably consents to the jurisdiction of the courts of the State of California and the federal courts situated in the state of California, in connection with any action to enforce the provisions of the terms and conditions, to recover damages or other relief for breach or default under the terms and conditions, or otherwise arising under or by reason of the terms and conditions.

EXCEPTION OF TERMS AND CONDITIONS

All terms and conditions of LACOEnet, CSUnet, AT&T CERFnet, Verizon Internet, and Genuity, as stated in their respective acceptable use policies are also applicable. These can be referenced at the URL's, noted below:

LACOEnet: http://www.lacoe.edu

CSUnet: http://www.csu.net

AT&T CERFnet: http://www.cerf.net

Genuity: http://www.genuity.com

Verizon Internet: http://www.verizon.com/internet

INTERNET SAFETY

Adopted 05/24/2012 Administrative Regulation 6163.4

GENERAL INFORMATION

Pursuant to the adoption of Board policy 6163.4, Internet Safety, and to comply with provisions of the Children's Internet Protection Act of 2000 (CIPA) and the Protecting Children in the 21st Century Act of 2008, this administrative regulation serves to define and implement those procedures, provisions and methods necessary to maintain a safe and enriching learning environment for all learners accessing the Internet through the district's education network, HLPnet.

The Superintendent or designee shall provide age-appropriate instruction regarding safe and appropriate behavior on social networking sites, chat rooms, and other Internet services. Such instruction shall include, but not be limited to, the dangers of posting personal information online, misrepresentation by online predators, how to report inappropriate or offensive content or threats, behaviors that constitute cyberbullying, and how to respond when subjected to cyberbullying.

Specifically, this administrative regulation addresses the following:

- Intent
- Content Filtering
- Usage Monitoring
- Network Security
- Privacy

This regulation will become effective immediately upon adoption and apply to all existing and future HLPnet users.

INTENT

It is the intent of this administrative regulation to define a minimum set of operating procedures and requirements to ensure a safe learning environment enriched through Internet communications and collaboration. Furthermore, this administrative regulation is intended to supplement those provisions of Board policy and administrative regulation 3512.1, HLPnet Acceptable Use. The provisions of this administrative regulation shall not be interpreted to supersede, nullify or otherwise amend the provisions and requirements of 3512.1.

CONTENT FILTERING

DEFINITION: Information content can exist in many forms throughout the Internet and can be accessed through various methods and protocols. To the extent possible, methods, processes and/or procedures shall exist to filter out inappropriate material that does not enrich the learning environment or the professional workspace in a manner consistent with the mission, policies and administrative regulations of the school district and the Governing Board. Specifically, filtering will, at a minimum, address inappropriate content available through the following access methods and protocols, and require compliance regardless of the software, tool or client used with these protocols:

INTERNET SAFETY AR 6163.4 (continued)

- World-Wide Web (WWW)
- File Transfer Protocol (FTP)
- Trivial File Transfer Protocol (TFTP)
- Gopher
- Chat
- Electronic Mail (SMTP, POP and IMAP)
- NEWS (NNTP)
- Instant Messaging

Should there exist a protocol or access methods that cannot accommodate suitable filtering or blocking, then such protocol or access method shall not be made available as a general service to HLPnet users. Please reference Appendix A for a list of current protocols, their associated filtering technology, and their usage monitoring facility.

Inappropriate content shall be further defined to include, but not be limited to, the following content categories unless specifically required as part of the instructional or research processes:

- Sexually explicit or oriented content (including but not limited to pornography, adults only, lingerie, swimsuit, nudity and sex)
- Games
- Profanity
- Chat
- Violence
- Tasteless/Gross
- Gambling
- Obscenity
- Drugs
- Illegal activities
- Alcohol
- School Cheating Info
- Weapons
- Personals and personal Information

EXCEPTIONS: While it is the intent of this Board policy and administrative regulation to filter only inappropriate content as defined in these categories, it is recognized that some content that is appropriate and necessary for the instructional and research processes may be associated with these categories as well. Subsequently, such appropriate content may become filtered or blocked. So as not to impede or otherwise interfere with these processes, an access override procedure

However, at no time shall an override or bypass condition be enabled for use or access by a minor. Furthermore, filtering override or bypass access shall only be available to an adult for research purposes only.

FILTERING OVERRIDE (BYPASS): To the extent that override (or bypass) methods exist, only the HLPnet System Administrators, as defined in administrative regulation 3700, may authorize and implement requested override access to filtered content. In doing so, the individual requesting the override access shall assume all responsibility and liability for use and access to such content through this access in a manner that is consistent with the missions, policies and administrative regulations of the district and the Board. Authorization of requested access shall in no way be construed, or used, as a means of overriding or bypassing this policy and/or administrative regulation.

The following procedure shall be available only to employees of the district who are active HLPnet members as a means to request override access to appropriate content that has otherwise been classified within a filtered content category:

1. A request for override access must be submitted in writing via electronic mail by the appropriate supervisor or site administrator to the HLPnet System Administrators. This request shall include the following information:
   a. Requestor name
   b. Requestor site
   c. Supervisor name
   d. Supervisor site (if different from requestor's site)
   e. Location (or URL) of desired content
   f. Reason for request
   g. Duration of requested override
   h. Scope of usage (individual, group, class or schoolwide)
2. Upon receipt and within five working days, a decision will be sent to the requestor from the HLPnet System Administrator via electronic mail with any necessary access information. This information will also be copied to the approving supervisor and the site administrator. The decision of the HLPnet System Administrator is final.
   In some instances, this access information will include a username and/or password. This authentication information shall exist for use only by the requesting individual and be subject to the provisions and requirements for use as stated for such information by administrative regulation, 3512.1, HLPnet acceptable use.

UNAUTHORIZED ACCESS: Any attempt to bypass, circumvent, or render inactive or ineffective any access controls or filtering mechanisms will result in cancellation of privileges and subject the member to further disciplinary action according to school and district policies.

USAGE MONITORING:

DEFINITION: To the extent possible, technology-based monitoring procedures and/or methods shall be implemented such that Internet activity and usage information can be coordinated and identified with individual access and authentication events. Furthermore, and in compliance with administrative regulation 3700, the active status and access level of each student's HLPnet membership account shall be reasonably verified prior to network access.

REVIEW: Usage and activity logs shall be reviewed on a regular basis by the HLPnet System Administrator to ensure appropriate use, maintain a secure network, and initiate proactive response to potential security and safety violations. Any identified problems, violations or security threats shall, at a minimum, be reviewed with the appropriate site administrator for corrective action.

To ensure that a safe learning environment and productive professional workspace is maintained, network security mechanisms and procedures shall be implemented to:

NETWORK SECURITY

1. Protect the integrity of student, instructional and administrative content residing within the school district network;
2. Minimize the effect of malicious Internet activities, both internal and external, including worms, Trojan horses, and viruses, etc.;
3. Maximize network availability and usability.

To this end, minimum levels of security are required for each classification of access as defined by the following:

1. Student workstations Virus protection, desktop protection, desktop authentication
2. Employee workstations Virus protection, desktop protection, desktop authentication (instructional)
3. Employee workstations Virus protection (non-instructional)
4. Departmental/ Virus protection, personal firewall site servers
5. Central servers Virus protection, host-based intrusion detection
6. All systems Ingress/Egress network firewall protection
7. Remote Access Users Virtual Private Network access and authentication

PRIVACY

DEFINITION: It is the policy and practice of the school district to not share personally identifiable information collected at any website operated and maintained by the school district with third parties, unless prior consent has been obtained by the affected parties. Below is a summary of the district's privacy practices which shall be available from all school district websites.

PERSONAL INFORMATION COLLECTION AND USE: No personally identifiable information, such as name, address or email address, is automatically collected from visitors to district websites. Personally identifiable information about visitors to these websites is collected only when knowingly and voluntarily submitted. Personally identifiable information that visitors submit to these sites is used only for the purpose for which it is submitted, unless a disclosure is made regarding other uses in this administrative regulation or at the time of collection.
Such other uses may include sending information or materials that may be of benefit or interest to the visitor. However, at the time of collection; the option shall exist to decline any such additional information. For example, there may exist a need to collect name, address and e-mail address from a visitor in connection with a surveyor request form at which time the visitor will be advised at that time of exactly how the collected information will be used, and further given the opportunity to decline any other additional uses.

COOKIE TECHNOLOGY/TRACKING: Cookies are data that a website transfers to a visitor's computer system for record-keeping purposes. Cookies are an industry standard and used by most websites, including those operated and maintained by the school district. Cookies and other tracking technologies are useful for gathering information such as browser type and operating system, tracking the number of visitors to a website, and understanding how visitors use the websites. Cookies can also assist in tailoring the website to specific visitors. Personal information cannot be collected via cookies, but cookies may be tied to personal information, if personal information was previously provided. Cookies do not cause damage to host systems or files.

SECURITY: Collected information is kept secure to the best ability of the school district. Only authorized school district employees and reputable third party organizations contracted to manage websites and related activities have access to this information. All such contractors shall be instructed that the use of personally identifiable information is only for the specific purpose for which it was collected, and is not to be sold, marketed or transferred to others.
Personal information may be disclosed in special situations where the school district has reason to believe that doing so is necessary to identify, contact or bring legal action against anyone damaging, injuring, or interfering with school district rights, property, or users. The school district shall also reveal personal information when required by law.

GENERAL: Third party Internet sites accessible via hyperlinks from school district websites have their own privacy practices, and the district has no responsibility or liability for these independent practices. It is the responsibility of the visitor to review these privacy practices.

Websites operated and maintained by the school district do not knowingly collect personal information from children under the age of thirteen. Furthermore, and as a general practice, users under the age of thirteen should not submit personal information to these or any other websites unless supervised by an adult.

CAMPUS SECURITY

Adopted 01/04/2016 Administrative Regulation 3515

The Superintendent or designee shall ensure that campus security procedures are developed which are consistent with the goals and objectives of the district's comprehensive safety plan and site-level safety plans.

These procedures shall include strategies and methods to:

1. Secure the campus perimeter and school facilities in order to prevent criminal activity. These strategies shall include an analysis of the building security system, lighting system, and campus fencing. Procedures to ensure unobstructed views and eliminate blind spots caused by doorways and landscaping shall also be considered. In addition, parking lot design may be studied, including methods to discourage through traffic.
2. Secure buildings from outsiders and discourage trespassing. These procedures may include requiring visitor registration, requiring staff and student identification tags, and patrolling places used for congregating and loitering.
3. Discourage vandalism and graffiti. These methods may include plans to immediately cover graffiti as well as campus beautification projects and shall also include students and the community in these projects.
4. Control access to keys and other school inventory.
5. Detect and intervene with school crime. These procedures may include the creation of a school watch program, an anonymous crime reporting system, analysis of school crime incidents, and collaboration and communication with local law enforcement agencies. All staff shall receive training in building and grounds security procedures.
6. Provide Video Surveillance and Recording.

These procedures shall be regularly reviewed and updated in order to reflect changed circumstances and to assess progress in achieving safe school objectives.

PERSONALLY-OWNED COMPUTING AND PERIPHERAL EQUIPMENT

Adopted 03/27/2013 Administrative Regulation 3520.1

I. DEFINITIONS

A. Personally-owned Computing Equipment: Personally-owned Computing Equipment is defined as any networked or non-networked computer, smart device or personal digital assistant not owned by the Hacienda La Puente Unified School District or its agents, and used on the properties, within the schools or interfacing with any communication components or technology systems owned and/or operated by the Hacienda La Puente Unified School District. Examples of such devices include, but are not limited to: desktop computers, laptop computers, tablet computers, smartphones and other devices with a processor and/or operating system.

b. Personally-owned Peripheral Devices: Personally-owned Peripheral Devices are defined as any peripheral device to a computing device that is not owned by the Hacienda La Puente Unified School District or its agents, and is used with computing devices, systems or technologies owned and/or operated by the Hacienda La Puente Unified School District. Examples of such devices include, but are not limited to Universal Serial Bus (USB), video, audio, network, wireless devices with 3G/4G such as smart or cellular phones, and devices with wireless connectivity.

c. User: The User is defined as the owner of the personally owned computing equipment or peripheral device. The User is the person who brings the personally owned device into the district.

II. TERMS OF USE

The district provides technology equipment, services and systems necessary for employees to perform their work duties. The use of personally owned computing equipment and peripherals is not required by employees, visitors, volunteers, or students.

Use of personally owned equipment and peripherals is a privilege and not a right. Users can avoid all possible problems by leaving personally-owned computing devices and peripherals at home.

A. Employee Use

The use of personally-owned employee computing devices is permitted by teaching, support or administrative staff in support of the district's education mission, teaching, and learning.

Use of personally owned equipment and peripherals is permitted on the designated district wireless network only, if network access is needed. Personally owned computing equipment and peripherals are not permitted to be connected directly into the district wired network.

B. Student Use

The use of personally-owned student computing devices and peripherals is permitted with the following understandings:

1. Use is in support of the district's education mission, teaching, and learning.
2. Use is permitted IF school administration allows use AND the teacher permits use in his or her class. Teacher, Classroom and School policy will be the final arbiter on student classroom use and school use of personally owned computing devices and peripherals in the school and classroom.
3. It is not mandatory for students to bring a device, even if they own such device. Students will not be penalized or miss out on instruction if they do not own a personally owned device to bring to school.
4. Student personally owned equipment may be confiscated at any time by administrators, teachers and staff. Confiscation is permitted for issues related to inappropriate behavior, safety, security, discipline, classroom or school management, Board policies and district disciplinary practices.
5. Use of personally owned computing equipment and peripherals is permitted on the designated district wireless network only, if network access is needed. Personally owned computing equipment is not permitted to be connected directly into the district wired network.

Use outside of these understandings constitutes a violation of this policy and serves as cause for the loss of the privilege of bringing a staff or student personally-owned computing device or peripheral on district property.

C. Terms of Use Applying to All Users

Teacher, Classroom and School policy will be the final arbiter on student classroom use and school use of personally owned computing devices in the school and classroom.

The district provides a separate wireless network (on own VLAN, ACLs with no access to internal network, data storage and systems) to support employee and student personally owned devices. A Network Access Controller (NAC) will block personal devices that use a hard wire network connection to the district network.

Users are responsible for the all content, documents, software, video, images used and shared on their personally owned equipment. Users of personally owned equipment are responsible for ensuring that content stored, synchronized or accessed via cloud based storage services complies with district policies and laws.

Use of the district network can be revoked at any time. District assumes no liability for loss or damage to data, software, or hardware when used on district property and networks.

Personally owned computing devices and peripherals must access the internet via the district's content filtered wireless network. The student use of unfiltered Internet access available on some personally owned wireless cellular devices is prohibited at schools.
Examples include: commercial wireless networks, such as 3G/4G or similar, on cell phones, tablets, computers or smart phones and portable wireless access, such as hotspots, hot spots, tethering, etc. District employees, volunteers, visitors and students with personally owned 3G/4G wireless network devices or services are prohibited from allowing students to use unfiltered Internet access, either directly or by sharing or tethering. Unfiltered Internet access is an unnecessary risk for allowing students to access, either deliberately or inadvertently, unfiltered Internet content.

The designated district wireless network for personally owned equipment and peripherals is filtered at the strictest level of web filtering (student level) to comply with E-Rate Children's Internet Protection Act (CIPA).

Users of personally owned equipment and peripherals are advised to maintain a backup of any data, apps, and software stored on them. District assumes no liability for loss or damage to data, apps, and software on such equipment when used on district property and networks.

Users of personally owned equipment using any district network agrees to network monitoring and reporting. Such monitoring by the district technology department may include but is not limited to network access, reporting of websites visited, and use of network services.

District employees and/or the technology department will not support, repair, or troubleshoot personally owned devices.

Users of personally owned devices are encouraged to charge devices fully before school. The school does not guarantee the necessary time or power to charge the device.

Users are not permitted to use any electronic device to record audio or video media or take pictures of any student or staff member without their permission. The distribution of any unauthorized media may result in discipline including but not limited to suspension, criminal charges and expulsion.

The wireless network for personally owned devices and peripherals is provided on an as-is basis, designed to work with the majority of devices and peripherals, but is not guaranteed.

The User bears all responsibility for any damage, loss, theft, degradation of performance, and/or wear and tear to their personally owned device.

The User is solely responsible for taking proper precautions and security measures to protect their personal property.

Personally owned devices and peripherals are subject to all district policies, regulations and wireless network logon splash page requirements.

The district reserves the right to prohibit use on district networks of personally-owned computing devices that require customization to operate, violate district technology policies, represents security risks and any other risks as determined by the technology department.

Users of personally owned computing devices and peripherals are responsible for the following, if applicable:

1. Current anti-virus software must be installed and functioning.
2. Current anti-spyware software must be installed and functioning.
3. Current firewall and security software must be installed and functioning.
4. All current operating systems updates and patches must be installed and functioning.
5. All connections to school district computers, technology components or systems meet the electrical, interface and/or operating standards of the host device to which they connect;

User shall be responsible for the maintenance of all personally owned computing and peripheral equipment such that it remains suitable for safe and secure use on a school site and on all district networks.

III. BURDEN OF KNOWLEDGE

The burden to remain knowledgeable with the current minimum qualifications and requirements for personally-owned computing and peripheral equipment as referenced in this Administrative Regulation and district wireless network logon splash page shall remain completely with the User. There shall be no presumption of notification by the school district regarding changes to minimum qualifications and requirements. All changes may occur without notice and are immediately enforceable.

CHILDREN AND YOUTH BEHAVIORAL HEALTH INITIATIVE

Dear Parents and Guardians,

At HLPUSD, we are committed to supporting the whole child — and that includes mental health and wellness. As part of California's Children and Youth Behavioral Health Initiative (CYBHI), we are requesting health insurance information through the Aeries Parent Portal.

By providing your insurance information, you help our district access reimbursement for school-based behavioral health and wellness services — allowing us to expand and sustain support for every student, at no cost to your family.

Please know:

- ✓ There is no cost to your family — no co-pay, deductible, or out-of-pocket expense
- ✓ Your insurance benefits, including Medi-Cal or private insurance, will not change
- ✓ Your child's access to school services is not affected if you choose not to participate
- ✓ Your information is confidential and protected under FERPA and HIPAA
- ✓ You will be informed of any use of your information

Every family that participates helps us do more for all students. Thank you for being a partner in building healthier, stronger schools.

For questions, please contact **Equity and Access Family Engagement at (626) 933-5302.**

2026-2027 SUMMARY OF VOLUNTEER PROCEDURES: NOTES AND TIPS

Volunteers:

Applicants will locate the 2026-2027 volunteer application and instructions on the district website https://www.hlpschools.org/district/human-resources/hr-forms .

Please review Volunteer Flowchart to see if you need to apply. If the school site is covering the cost of the Live Scan, an email needs to be sent to DeAnna at dconsiglio@hlpusd.org with the applicant's name and sac string. If there is no email sent prior to the live scan, the applicant will be unable to Live Scan or must pay for their Live Scan.

*Individual should not volunteer at any capacity, until they have been cleared by Human Resources.

*School Office Managers should maintain a record of all volunteer applications they process(physical and/or electronic).

1. *One-time volunteers are processed by Eloisa Canales in Police and Safety. Please contact her at (626) 933-3899 for further information.
2. *Volunteer-coaches are any individuals providing instruction/coaching, and/or supervising students on the field. Please contact your Athletic Director for guidance on how to process volunteer-coaches.

Student Observations:

1. Applicants will locate the 2026-2027 application on the district website. Applicants will then contact DeAnna to receive further instructions on the process.
2. The completed application is forwarded to the Director of Human Resources for review.
3. Once approved, the student will be given instructions to coordinate an interview with a school administrator who will interview the individual, review their application, and sign off if approved. If approved, the student will then email a copy of the signed application to DeAnna. Official clearance is communicated to the school site shortly after.

HACIENDA LA PUENTE UNIFIED SCHOOL DISTRICT
HUMAN RESOURCES DEPARTMENT
15959 EAST GALE AVENUE • HACIENDA HEIGHTS • CA • 91745 • (626) 933-3840 • (626) 855-3594

Kevin J. Maldonado,
Assistant Superintendent, Human Resources

To Parents/Guardians:

The Elementary and Secondary Education Act (ESEA) requires that parents be notified of their right to request information regarding their child's classroom teacher(s) professional qualifications, including the following:

1. The type of state credential or license that the teacher holds. Some teachers will have a credential in a particular subject area, such as English or Mathematics, and others will have a multiple subject credential, which allows them to teach a variety of subjects, such as in elementary schools.

2. The education level and subject area of the teacher's college degree(s). All teachers have a bachelor's degree, and many teachers have graduate degrees beyond the bachelor's, such as a master's or doctoral degree.

In addition to the qualifications of the teacher, if a paraprofessional (teacher's aide) provides your child services, you may also request information about his or her qualifications. Many paraprofessionals have two years of college, and others have passed a test that verifies their qualifications.

If you would like this information, please contact Mr. Maldonado, Assistant Superintendent, Human Resources, on (626) 933-3830.

Sincerely,

Mr. Kevin J. Maldonado
Assistant Superintendent,
Human Resources

Vision Statement:

The Hacienda La Puente Unified School District is a community committed to developing lifelong learners who value themselves and the diversity of all people; apply decision-making skills leading to responsible actions; and use creativity, critical thinking, and problem solving in meeting the challenges of a changing society.

HACIENDA LA PUENTE UNIFIED SCHOOL DISTRICT
15959 EAST GALE AVENUE • P.O. BOX 60002 • CITY OF INDUSTRY, CA 91716-0002 • (626) 933-1000

August 2026

Dear Parent or Guardian;

The Healthy Schools Act of 2000 was signed into law in September 2000, and requires that all schools provide parents or guardians of students and staff with annual written notification of expected pesticide use on school site. The notification will identify the active ingredient or ingredients in each pesticide product and will include the following Internet address for further information on pesticides and their alternatives: http ://www.cdpr.ca.gov.

Parents, guardians or staff may request prior notification of individual pesticide applications at the school site. Beginning immediately, people listed on this registry will be notified at least 72 hours before pesticides are applied. If you would like to be notified every time we apply a pesticide, please complete and return the form below to your student's school.

If you have any questions, please contact your school.

Sincerely,

John Roach, Superintendent

REQUEST FOR INDIVIDUAL PESTICIDE APPLICATION NOTIFICATION

To: _____
School Name

I understand that, upon request, the school district is required to supply information about individual pesticide applications at least 72 hours before application. I would like to be notified before each pesticide application at this school.

Please print:

Name: _____ Date: _____

Address: _____

Day Phone: _____ Evening Phone: _____

RETURN TO YOUR SCHOOL BY AUGUST 21, 2026.

ASBESTOS YEARLY NOTIFICATION

To: Parents/Guardians of HLPUSD Students
From: Hacienda La Puente Unified School District
Date: August 2026

Re: AHERA (Asbestos Hazard Emergency Response Act) Notification of availability of Asbestos Management Plans for inspection by the public.

The Asbestos Hazard Emergency Response Act (AHERA) requires that the District annually notify, in writing, parent, teacher and employee organizations of the availability of AHERA Management Plans.

Each school has maintained in its Administrative Office a complete, updated copy of the Management Plan for that school. These plans are available for inspection, without cost or restriction, to workers before asbestos-related work begins in any area of a school building.

The plans will also be available for inspection by representatives of EPA and the State, the public, including parents, teachers, and other school personnel and their representatives, upon five (5) working days notice.

Additionally, the Director of Facilities maintains a complete, updated set of Management Plans for all district sites, which are available for inspection by any interested party during normal business hours.

Any questions or concerns you may have regarding this subject should be addressed to the Director of Facilities for asbestos.

HACIENDA LA PUENTE UNIFIED SCHOOL DISTRICT
OPERATIONS DEPARTMENT

SCHOOL PEST MANAGEMENT PRODUCTS

Provided in Accordance with the Healthy School Act of 2000

PRODUCT NAME	ACTIVE INGREDIENTS	APPLIED BY
Borid	Orthoboric Acid	Posted Contractor
BP-100	Pyrethrins Piperonyl Butoxide	Posted Contractor
Tempo 20 WP Power Pak	Cyf1uthrin	Posted Contractor
Tempo 20 WP	Cyf1uthrin	Posted Contractor
Gentrol IGR Conc.	Hydroprene	Posted Contractor
Precor 2000 Premise Spray II	Methhoprene Permethrin	Posted Contractor
Dragnet SFR	Permethrin	Posted Contractor
Suspend SC	Deltamethrin	Posted Contractor
Fumitoxin Tablets	Aluminum Phosphide	Posted Contractor
Deltadust Insecticide	Deltamethrin	Posted Contractor
Talstar CA Granular	Bifenthrin	Posted Contractor
Intruder HPX-20	Cvfluthrin / Pyrethrins Piperonyl Butoxide	Posted Contractor
Deltaguard Granule	Deltamethrin	Posted Contractor
Stinger Wasp and Hornet Jet Spray	Pyrethrins / Carbaryl Piperonyl Butoxide	Posted Contractor
Advance Granular Ant Bait Frm. 1	Abamectin BI	Posted Contractor
Niban-FG	Orthoboric Acid	Posted Contractor
Maxforce Granular Insect Bait	Hydramethylnon	Posted Contractor
Bugs R Done	d-Limonene	Posted Contractor
M-Pede	Potassium salts of fatty acids	Posted Contractor
Gopher Getter Type I	Strychnine	Posted Contractor
Round Up Pro	Isopropylamine salt of Glyphosate	Hacienda USD
Oust	Sulfometuron Methyl Benzoate	Hacienda USD
Montar	Sodium Cacodylate	Hacienda USD
Fusilade II	Phenoxy/propanoate, Butyl	Hacienda USD
Spike 80W	Tebuthiuron	Posted Contractor
Fumitoxin	Aluminum Phosphide	Horticultural Pest
Rozol	Chlorophacinone	Horticultural Pest
Tempo	Cyfluthrin, Cyano	Western Arborists
Merit 75WSP	Imidacloprid	Western Arborists
Aqueous Super-Cidal	Pyrethrins Piperonyl Butoxide	Hacienda USD
Aerosol Bug-Off	Propoxur	Hacienda USD

Rev. 7/03

HACIENDA LA PUENTE USD
2026-2027 SCHOOL YEAR

FREE BREAKFAST & LUNCH!!!

NUTRITION SERVICES PROGRAM INFORMATION

https://hlpusd.healtheliving.net/

The Nutrition Services Department serves the National School Lunch Program, School Breakfast Program, and Child and Adult Care Food Program governed by the State and USDA (United States Department of Agriculture). Meals served must meet nutrition standards as outlined by the USDA. Fruits, vegetables, and milk are offered with every meal. HLPUSD is a Community Eligibility Provision (CEP) District. CEP allows the district to serve breakfast and lunch at no cost to all enrolled students without collecting household applications. BREAKFAST and LUNCH are FREE to all enrolled students for the 2026-2027 school year.

With a concern for the health of our children, the Governing Board of HLPUSD (Hacienda La Puente Unified School District) has adopted a District Wellness Policy which addresses nutrition education goals, physical activity goals and the nutritional quality of foods and beverages sold and served on all campuses throughout the school day.

MEDICAL STATEMENT TO REQUEST SPECIAL MEAL ACCOMMODATIONS

Student/Participant requiring a special meal accommodation must provide the District California Department of Education approved Medical Statement Form signed by a licensed healthcare professional. The form is available on the Nutrition Services website, https://hlpusd.healtheliving.net/ under the 'Menu' section. Please return the completed form to the Nutrition Services Department.

STATE MEAL MANDATE

Education Code (EC) 49501.5 requires providing two meals free of charge (breakfast and lunch) to students in grades transitional kindergarten through grade 12 (TK–12) during each school day to students requesting a meal, regardless of their free or reduced-price meal eligibility.

OTHER REGULATIONS

- California Ed Code 38082 states "Food shall not be sold at any cafeteria operated by a school district to anyone except pupils and employees of any school district…." Schools are directed to make every effort to ensure that meals served in their programs are *consumed only by the children for whom they were intended*. Therefore, the presence of parents and siblings in the cafeteria should be limited to promotional events as allowed under the code and as directed by the principal. In these special occasions, parents and siblings must purchase their own meals.
- In addition, meals reimbursed through the school nutrition program are to be served and consumed as a part of the school program *on school or school related premises* (Sec. 11520, School Nutrition Program manual) for students only.
- ***No food may be taken home or removed from the designated eating area.**

"THIS INSTITUTION IS AN EQUAL OPPORTUNITY PROVIDER."

For Questions Contact: Nutrition Services Department office is at 15959 E Gale Ave, City of Industry 91745:
Office Hours are 7:30 a.m. to 4:00 p.m. Phone: 626-933-3900. Website: https://hlpusd.healtheliving.net/

HACIENDA LA PUENTE
UNIFIED SCHOOL DISTRICT

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City of Industry, CA

15959 EAST GALE AVENUE
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HACIENDA LA PUENTE UNIFIED SCHOOL DIRECTORY

For further information and all District forms, you can visit the District's website at www.hlpschools.org

ADMINISTRATION OFFICES

District Office 933-1000
Amar Children's Center. 933-7101
Equity & Access 933-5302
Instructional Services Division 933-4300
Maintenance & Operations 933-8700
Student and Family Services 933-4335
Special Education/SELPA. 933-6507
School Police & Safety 933-3899

ELEMENTARY SCHOOLS (K–5)

Baldwin Academy 933-3701
California Elementary 933-5201
Grazide Elementary. 933-6101
Kwis Elementary 933-2100
Lassalette School 933-3001
Los Altos Elementary 933-2300
Los Molinos Elementary 933-2200
Nelson Elementary 933-8401
Palm Elementary 933-7401
Sparks Elementary 933-5101
Valinda School of Academics 933-4701
Wedgeworth Elementary. 933-8101
Wing Lane Elementary 933-5901
Workman Elementary 933-4201

K–8 SCHOOLS

Cedarlane Academy 933-8001
Fairgrove Academy 933-8505
Mesa Robles School. 933-6000

MIDDLE SCHOOLS

Grandview Prep 933-4901
Newton Middle 933-2400
Orange Grove Middle 933-7005
Sierra Vista Middle 933-4001
Sparks Middle. 933-5005

HIGH SCHOOLS

Glen A. Wilson High 934-4400
La Puente High 934-6797
Los Altos High. 934-5400
Valley Alternative. 933-3400
Community Day School (7–12) 933-3400
William Workman High 933-8800

K–12 AND ADULT TRANSITION PROGRAMS

Stimson Learning Center 933-6301

ADULT EDUCATION

Administration Office. 933-3915
Dibble Adult School 933-8300
Hudson Adult Learning Center 934-6761
Willow Campus 934-2800