August 1, 2018

On behalf of the Montebello Unified School District, it is with great enthusiasm that I welcome you to the 2018-2019 school year. We are fully committed to providing our students with a quality education.

Our elementary and intermediate schools offer a curriculum that successfully prepares our students for present and future success. Our high schools, in addition to offering university preparation classes, including Advanced Placement (AP), Career Technical Education, they also offer free community college courses. Many of our graduates continue their studies at institutions of higher education and attain degrees from prestigious universities.

We are dedicated to providing a safe learning environment. We are fortunate to have a community and a Board of Education that strongly supports our students’ academic and personal achievements. Our administrators, teachers, and classified personnel work tirelessly to support student learning. We pledge to continue fostering an environment that allows our students to flourish both personally and professionally.

We acknowledge the important role you play as a parent/guardian, and encourage you to meet the teachers and other personnel at your student’s school. You can help your student by making sure he/she comes to school daily and on time. Please review this handbook as it will assist you to become familiar with the laws and regulations that govern the Montebello Unified School District and public education in California. After carefully reviewing it, please return the signed forms to your school’s office. If something is unclear, I ask that you seek clarification from school and/or district staff.

Attentively,

[Signature]

Anthony J. Martinez, Ph.D.
Superintendent of Schools
<table>
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<tr>
<th>DIVISION</th>
<th>DEPARTMENT/PROGRAM</th>
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## Elementary Schools

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<tbody>
<tr>
<td>Bandini Elementary</td>
<td>BAE</td>
<td>2318 Couts Ave., Commerce, CA 90040</td>
<td>(323) 887-7898</td>
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<tr>
<td>Bell Gardens Elementary</td>
<td>BGE</td>
<td>5620 Quinn St., Bell Gardens, CA 90201</td>
<td>(323) 927-1223</td>
</tr>
<tr>
<td>Bella Vista Elementary</td>
<td>BVE</td>
<td>2410 Findlay Ave., Monterey Park, CA 91754</td>
<td>(323) 721-4335</td>
</tr>
<tr>
<td>Cesar Chavez Elementary</td>
<td>CCE</td>
<td>6139 Loveland St., Bell Gardens, CA 90201</td>
<td>(323) 773-1804</td>
</tr>
<tr>
<td>Fremont Elementary</td>
<td>FRE</td>
<td>200 Madison Ave., Montebello, CA 90640</td>
<td>(323) 721-2435</td>
</tr>
<tr>
<td>Garfield Elementary</td>
<td>GAE</td>
<td>7425 S. Garfield Ave., Bell Gardens, CA 90201</td>
<td>(562) 927-1915</td>
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<tr>
<td>Greenwood Elementary</td>
<td>GWE</td>
<td>900 S. Greenwood Ave., Montebello, CA 90640</td>
<td>(323) 721-4605</td>
</tr>
<tr>
<td>Joseph Gascon Elementary</td>
<td>JGE</td>
<td>630 S. Leonard Ave., Los Angeles, CA 90022</td>
<td>(323) 721-2025</td>
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<tr>
<td>La Merced Elementary</td>
<td>LME</td>
<td>724 N. Poplar Ave., Montebello, CA 90640</td>
<td>(323) 721-5043</td>
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<tr>
<td>Montebello Gardens Elementary</td>
<td>MGE</td>
<td>4700 Pine St., Pico Rivera, CA 90603</td>
<td>(562) 463-5191</td>
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<tr>
<td>Montebello Park Elementary</td>
<td>MPE</td>
<td>6300 Northside Dr., Los Angeles, CA 90022</td>
<td>(323) 721-3305</td>
</tr>
<tr>
<td>Potrero Heights Elementary</td>
<td>PHE</td>
<td>8026 E. Hill Dr., So San Gabriel, CA 91770</td>
<td>(626) 307-7010</td>
</tr>
<tr>
<td>Suva Elementary</td>
<td>SUE</td>
<td>6740 East Suva St., Bell Gardens, CA 90201</td>
<td>(562) 927-1827</td>
</tr>
<tr>
<td>Washington Elementary</td>
<td>WAE</td>
<td>1400 W. Madison Ave., Montebello, CA 90640</td>
<td>(323) 721-3621</td>
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<tr>
<td>Wilcox Elementary</td>
<td>WIE</td>
<td>816 Donna Way, Montebello, CA 90640</td>
<td>(323) 728-1833</td>
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<tr>
<td>Winter Gardens Elementary</td>
<td>WGE</td>
<td>1277 S Cleta Ave., Los Angeles, CA 90022</td>
<td>(323) 268-0477</td>
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## Intermediate Schools

<table>
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<th>School Name</th>
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<tbody>
<tr>
<td>Bell Gardens Intermediate</td>
<td>BGI</td>
<td>5841 Live Oak St., Bell Gardens, CA 90201</td>
<td>(562) 927-1319</td>
</tr>
<tr>
<td>Eastmont Intermediate</td>
<td>EAI</td>
<td>400 N. Bradshawe Ave., Montebello, CA 90640</td>
<td>(323) 721-5133</td>
</tr>
<tr>
<td>La Merced Intermediate</td>
<td>LMI</td>
<td>215 E. Avenida de La Merced, Montebello, CA 90640</td>
<td>(323) 722-7262</td>
</tr>
<tr>
<td>Macy Intermediate</td>
<td>MAI</td>
<td>2101 S. Lupine Ave., Monterey Park, CA 91755</td>
<td>(323) 722-0260</td>
</tr>
<tr>
<td>Montebello Intermediate</td>
<td>MOI</td>
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<td>(323) 721-5111</td>
</tr>
<tr>
<td>Suva Intermediate</td>
<td>SUI</td>
<td>6660 E. Suva St., Bell Gardens, CA 90201</td>
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## High Schools

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<th>School Name</th>
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<th>Address</th>
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<tbody>
<tr>
<td>Applied Technology Center</td>
<td>ATC</td>
<td>1200 W. Mines Ave., Montebello, CA 90640</td>
<td>(323) 248-2500</td>
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<tr>
<td>Bell Gardens High School</td>
<td>BGHS</td>
<td>6119 Agra St., Bell Gardens, CA 90201</td>
<td>(323) 826-5151</td>
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<tr>
<td>Montebello High School</td>
<td>MHS</td>
<td>2100 W. Cleveland Ave., Montebello, CA 90640</td>
<td>(323) 728-0121</td>
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<tr>
<td>Schurr High School</td>
<td>SHS</td>
<td>820 Wilcox Ave., Montebello, CA 90640</td>
<td>(323) 887-3090</td>
</tr>
<tr>
<td>Vail High School</td>
<td>VHS</td>
<td>1230 S. Vail Ave., Montebello, CA 90640</td>
<td>(323) 728-1940</td>
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<tr>
<td>Montebello Community Day School</td>
<td>CDS</td>
<td>400 N. Bradshawe Ave., Montebello, CA 90640</td>
<td>(323) 887-7900, ext.6891</td>
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## Montebello Community Adult School Sites

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<th>School Name</th>
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<td>Ford Park Adult School</td>
<td>FPA</td>
<td>7800 Scout Ave., Bell Gardens, CA 90201</td>
<td>(562) 927-7750</td>
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<td>Montebello Adult School</td>
<td>MOA</td>
<td>149 North 21st St., Montebello, CA 90640</td>
<td>(323) 887-7844</td>
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<tr>
<td>Schurr Adult School</td>
<td>SHA</td>
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## Dual Immersion Academy Directory

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<tr>
<td>Bell Gardens Elementary</td>
<td>BGE</td>
<td>5620 Quinn St., Bell Gardens, CA 90201</td>
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<td>Bella Vista Elementary</td>
<td>BVE</td>
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<td>La Merced Elementary</td>
<td>LME</td>
<td>724 N. Poplar Ave., Montebello, CA 90640</td>
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<td>Winter Gardens Elementary</td>
<td>WGE</td>
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<td>La Merced Intermediate</td>
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## Pathways Directory

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<td>Applied Technology Center</td>
<td>ACE – Architecture Construction and Engineering Pathway focused on architecture, construction, and engineering.</td>
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<tr>
<td>Bell Gardens High School</td>
<td>CHOP – Culinary Hospitality Opportunities Pathway focused on culinary arts, hotel, and recreational facility management.</td>
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<tr>
<td>Montebello High School</td>
<td>DRIVEN – Delivering Resourceful Individuals who Value Education Now Pathway focused on automotive technology, alternative fuel and conservation.</td>
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# PUPIL CALENDAR 2018-2019

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<td>First Day of School</td>
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<td>September 3, 2018</td>
<td>Labor Day Holiday</td>
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<td>November 12, 2018</td>
<td>Veterans Day</td>
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<td>November 19 – 23, 2018</td>
<td>Thanksgiving Recess</td>
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<td>December 24, 2018 – 14, 2019</td>
<td>Winter Recess</td>
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<td>January 14, 2019</td>
<td>Non-Instructional Day</td>
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<tr>
<td>January 21, 2019</td>
<td>Martin Luther King Jr.’s Birthday Holiday</td>
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<tr>
<td>February 11, 2019</td>
<td>Lincoln’s Birthday Holiday</td>
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<td>February 18, 2019</td>
<td>Washington’s Birthday Holiday</td>
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<td>April 15-22, 2019</td>
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<td>May 27, 2019</td>
<td>Memorial Day Holiday</td>
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<td>June 13, 2019</td>
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# SBAC TESTING CALENDAR 2018-2019

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<td>April 1, 2019</td>
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<td>May 31, 2019</td>
<td>SBAC Testing Window Ends</td>
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# KEY OF ABREVIATIONS

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<tr>
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<td>California Education Code</td>
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<td>FC</td>
<td>Family Code</td>
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<td>FERPA</td>
<td>Family Educational Rights and Privacy Act</td>
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<td>HSC</td>
<td>California Health and Safety Code</td>
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<td>PC</td>
<td>Penal Code</td>
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<td>SB</td>
<td>Senate Bill</td>
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<td>USC</td>
<td>United States Code</td>
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<tr>
<td>VC</td>
<td>Vehicle Code</td>
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<td>WIC</td>
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<td>5 CCR</td>
<td>Title 5, California Code of Regulations</td>
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<tr>
<td>34 CFR</td>
<td>Title 34, Code of Federal Regulations</td>
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<td>40 CFR</td>
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For more detailed calendar information please visit our website at [www.montebello.kl2.ca.us](http://www.montebello.kl2.ca.us)
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<td>College Admission Requirements &amp; Higher Education Information</td>
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<td>Pupil Discipline</td>
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<td>Parental Consent Form – Media Release</td>
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<td>Notice of Parents’ Rights and Responsibilities</td>
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ATTENDANCE

The Montebello School District currently provides comprehensive educational programs for school age children enrolled in transitional kindergarten through grade 12. These programs are available on a limited basis through existing statutory attendance options to pupils who reside outside District boundaries. Additional attendance options as described below are available on a limited basis to pupils whose parents or legal guardians currently reside within the District’s attendance boundaries and to pupils who have established residency.

A minor between the ages of 6 and 18 years is subject to compulsory education and, unless exempted by EC 48200 or Chapter 3 (commencing with Section 48400), shall attend the public full-time day school (length of the school day is designated by the governing board) or continuation school or classes of the school district in which the residency of either the parent or legal guardian of the pupil is located. (EC 48204.1)

ATTENDANCE INTERVENTION PROGRAMS – EC 48263

Montebello Unified School District participates in the Abolish Chronic Truancy Act (ACT) and School Review Board (SARB). Pupils who exhibit poor attendance (as defined by California Education Code 48262) may be referred to the above mentioned attendance intervention programs. The Abolish Chronic Truancy (ACT) program is an intervention program that enforces compulsory education laws by working with school administrators, teachers, parents, and pupils. The focus of the program is to help parents/legal guardian and pupils understand compulsory school attendance laws in order to prevent their children from becoming chronic truants. If after being placed on the ACT program there is no improvement in attendance the pupil and parents/guardians are referred to the Pupil Attendance Review Team (SART). An individual meeting with the SART team is held to identify and address the obstacles that may be preventing the pupil from attending school. If after SART there is still no improvement in attendance parents/legal guardians and all their school-aged children enrolled in MUSD will be referred to a School Attendance Review Board (SARB) hearing to identify and address the obstacles that may be preventing the pupil from attending school. If the poor attendance continues after the SARB hearing the matter will be referred to the district attorney’s office for mediation and possible prosecution.

VERIFIED ABSENCES – EC 48205, 46014 & 48980 (j)

A pupil is excused from school, with the written consent of their parent or legal guardian, when the absence is due to the following:

A. Due to illness.

B. Due to quarantine under the direction of a county or city health officer.

C. For the purpose of medical, dental, optometric, or chiropractic services rendered.

D. For the purpose of attending the funeral services of a member of his or her immediate family, so long as the absence is not more than one day if the service is conducted in California, and not more than three days if the service in conducted outside California.

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

F. Due to the illness or medical appointment during school hours of a child of whom the pupil is the custodial parent.

G. For justifiable personal reasons, including but not limited to, an appearance in court, attendance at a funeral service, observance of a holiday or ceremony of his or her religion, attendance at religious retreats, or 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.

For purposes of this section, attendance at religious retreats shall not exceed four hours per semester. Any absence pursuant to this section is defined as non-apportionment computing average daily attendance and does not generate state apportionment payments. “Immediate family,” as used in this section, has the same meaning, except that references to “employee” are references to “pupil.”

H. For the purpose of serving as a member of a precinct board for an election.
A pupil absent from the 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. The teacher of a 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.

I. For the purpose of spending time with a member of the pupil’s immediate family who is an active duty member of the uniformed services as defined in EC 49701, and has been called to duty for, is on leave from, or has immediately returned from, deployment to a combat zone or combat support position. “Immediate family,” as used in this section, has the same meaning, except that references to “employee” are references to “pupil.”

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. A pupil absent from the 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. The teacher of a 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.

PERFECT ATTENDANCE POLICY

Based on records kept in Montebello Unified School District Pupil Information System, pupils must be enrolled in Montebello Unified School District schools at least ninety percent of the academic school year.

Pupils must have:

- 0 absences
- Maximum of 4 unexcused tardies (not to exceed 90 minutes total per year)
- Partial day absences (early departure and late arrival)- parents must provide documentation of the verified absences and shall not exceed 4 per year. Only the following valid excuses will be considered:
  - Medical appointments for pupils
  - Dental appointments for pupils
  - Court appearances for pupils
  - Religious observance (see below EC 48205)

REGULATIONS REGARDING ABSENCES FOR RELIGIOUS PURPOSES – EC 48205

Pupils with written consent of their parents/legal guardians are excused from school in order to participate in religious exercises held away from school property. However, the pupil must attend school at least the minimum school day for his grade on the day excused, and no pupil is excused from school for such purpose on more than four days per school month. For purposes of this section, attendance at religious retreats shall not exceed four hours per semester. Any absence pursuant to this section are defined as non-apportionment computing average daily attendance and do not generate state apportionment payments.

REPORTING ABSENCES

A parent/legal guardian must notify the school site via telephone or written notice of the reason for the absence. Illnesses identified by a written notification from a doctor or dentist are considered excused absences. A written doctor’s or dentist’s notice must be signed and stamped by the doctor’s office. Absences without a written or verbal excuse are recorded as unexcused.

Written excuses should include:
- The absent pupil’s name
- The name and signature of the person (must be over 18 years of age) who wrote the note (and relationship to the pupil if other than parent/guardian)
- The current date of when the note was written
- The date of the absence to which the note refers to
- The reason for the absence (example: ill, court appearance, personal, religious, etc.)

TARDINESS – EC 48260

Pupils should be encouraged to be prompt as part of their educational development. They are expected to be at school on time per the Uniform Standards established by the governing board of the district. If pupils are late, they should bring a written excuse from home to the school office. Tardiness in excess of a 30-minute period during the school day without
valid excuse on 3 occasions in one school year is classified as truant.

**TRUANCY – EC 48260(a), 48261, 48262, 48263 & 48297**

A pupil is considered truant after three absences or three tardies of more than 30 minutes each time and the absences or tardies are unexcused. After a pupil has been reported as a truant three or more times in a school year, the pupil is considered a habitual truant. A pupil 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.

Existing law provides that a parent/legal guardian or other person having control of or charge of any pupil who is a truant or chronic truant is guilty of, among other things, an infraction and subject to specified penalties for the first to third or subsequent convictions (EC 48297).

**CIVILITY**

**SCHOOL DISRUPTION—EC 32210, PN 627 – 627.10 & PC 415, BP 1250**

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

Montebello Unified School District is committed to keeping the school free from disruption and to keeping unauthorized persons from entering school grounds. Members of the MUSD staff will treat parents and other members of the public with respect and expect the same in return. The District is committed to maintaining an orderly educational and administrative environment. The Civility Policy of MUSD promotes mutual respect, civility and orderly conduct among District employees, parents and the public. This policy is not intended to deprive any person of his/her right to freedom of expression, but only to maintain, to the extent possible and reasonable, a safe, harassment-free workplace for our pupils and staff.

California Penal Code 415 states that fighting, noise or offensive words shall be punished by imprisonment in the county jail for a period of not more than 90 days, a fine of not more than four hundred dollars, or both such imprisonment and fine. Additionally, PC 415.5 provides various penalties for any person who unlawfully disturbs the peace of a school and is not a registered pupil or lawful employee.

**COLLEGE ADMISSION REQUIREMENTS AND HIGHER EDUCATION INFORMATION**

Education Code 51229 requires that each school year, as part of the annual notification, a school district offering any of grades 9 to 12 provide the parent/legal guardian of each pupil enrolled in any of those grades a one-page written notice that includes all of the following:

1) A brief explanation of the college admission requirements.
2) A list of the current UC and CSU websites that help pupils and their families learn about college admission requirements and list high school courses that have been certified by UC as satisfying the requirements for admission to UC and CSU.
3) A brief description of what career technical education is, as defined by the California Department of Education (CDE).
4) The Internet address for the portion of the website of the CDE where pupils can learn more about career technical education.
5) Information about how pupils may meet with school counselors to help them choose courses that will meet college admission requirements and/or enroll in career technical education courses.

The State of California offers community colleges, California State Universities (CSU), and Universities of California (UC) for pupils who wish to continue their education after high school. In order to attend a community college, you need only be a high school graduate or 18 years of age. Pupils may transfer to a UC or CSU after attending a community college.

There are 23 California State Universities (CSU): Bakersfield, Cal Maritime, Channel Islands, Chico, Dominguez Hills, East Bay, Humboldt, Sacramento, Sonoma, San Francisco, San Jose, Stanislaus, Fresno, Monterey Bay, San Luis Obispo, Northridge, San Bernardino, Pomona, Fullerton, Los Angeles, Long Beach, San Marcos, and San Diego. CSU admission requires a minimum 15-unit pattern of courses for admission as a first-time freshman. Each unit is equal to a
year of study in a subject area. A grade of a “C” or better is required for each course you use to meet any subject requirement.

There are 9 University of California (UC) campuses: UC Berkeley, UC Davis, UC Irvine, UCLA, UC Merced, UC Riverside, UC San Diego, UC San Francisco and UC Santa Cruz. The UC admission requirements for freshman require 15 college-preparatory courses (a-g) with a letter grade of C or better, with at least 11 courses finished prior to the beginning of senior year.

<table>
<thead>
<tr>
<th></th>
<th>a-g Requirements</th>
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<tbody>
<tr>
<td>a</td>
<td>History and Social Science (including 1 year of U.S. History or 1 semester of U.S. history and 1 semester of civics or American government AND 1 year Social Science)</td>
</tr>
<tr>
<td>b</td>
<td>English (College preparatory English composition and literature)</td>
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<tr>
<td>c</td>
<td>Mathematics (4 years recommended: including Algebra 1, Geometry, Algebra II, or higher mathematics each year)</td>
</tr>
<tr>
<td>d</td>
<td>Laboratory Science (including 1 biological science and 1 physical science)</td>
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<tr>
<td>e</td>
<td>Language other than English (2 years of the same language)</td>
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<tr>
<td>f</td>
<td>Visual and Performing Arts (dance, drama or theater, music, or visual art)</td>
</tr>
<tr>
<td>g</td>
<td>College-preparatory elective (additional year chosen from the University “a-g” list)</td>
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</tbody>
</table>

Early Assessment Program

Pupils applying for CSU’s and participating California Community Colleges (CCC) must also submit their 11th grade CAASPP scores for English and math to determine college readiness. Pupils who score at the highest performance level 4 (Standard Exceeded) on the CAASPP will be able to register in college degree-bearing courses upon entering the CSU and participating CCC. Pupils who score at level 3 (Standard Met) are considered “Conditionally Ready” and must take an approved English and/or math course(s) in the 12th grade and receive a grade of a C or better. Pupils who do not meet the conditional requirement may be placed in the CSU’s Early Start Program or in supported baccalaureate course, unless they meet the exemption through another pathway. Pupils who score at level 2 (Standard Nearly Met) or level 1 (Standard Not Met) are not ready for English and/or mathematics college-level coursework and will be placed in an Early Start Program and in supported baccalaureate courses unless they meet the exemption criteria through another pathway.

For more information on college admission requirements, please refer to the following web pages:

- [www.cccco.edu](http://www.cccco.edu) — This is the official website of the California Community College system. It offers links to all of the California Community Colleges.
- [www.assist.org](http://www.assist.org) — This interactive site provides course transfer information for pupils planning to transfer from a California Community College to a CSU or UC.
- [www.cde.ca.gov](http://www.cde.ca.gov) – California Department of Education for Early Assessment Program (EAP) and CAASPP scores
- [www2.calstate.edu](http://www2.calstate.edu) – Information on California State University system and links to all 23 campuses
- [www.universityofcalifornia.edu](http://www.universityofcalifornia.edu) – Information on the University of California system and links to all 9 campuses

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

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

**CAREER AND TECHNICAL EDUCATION**

This program of study involves a multiyear sequence of courses that integrates core academic knowledge with technical and occupational knowledge to provide pupils with a pathway to postsecondary education and careers. More information can be found at [http://www.cde.ca.gov/ci/ct/](http://www.cde.ca.gov/ci/ct/). For more information about college and career opportunities for California pupils, please visit [http://California Colleges.edu](http://California Colleges.edu).
COMPLAINTS

NON-DISCRIMINATION / TOLERANCE

It shall be the policy of the Board of Education that pupils and employees in the Montebello Unified School District shall not be subjected to discrimination, harassment, intimidation, and bullying based on actual or perceived ancestry, age, color, disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sex, sexual orientation or association with a person or a group with one or more of these actual or perceived characteristics and shall not be excluded from participation in or denied the benefits of any program or activity, except as provided for by law or regulation. The Board of Education also requires that school personnel take immediate steps to intervene when it is safe to do so and when he or she witnesses an act of discrimination, harassment, intimidation or bullying.

The Montebello 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 discrimination, harassment, intimidation, and bullying of any individual based on the person’s actual race, color, ancestry, national origin, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, or gender expression; the perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics. Specifically, state law prohibits discrimination on the basis of gender in enrollment, counseling, and the availability of physical education, athletic activities, and sports. Transgender pupils 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:

CCR TITLE V Coordinator/Title IX Coordinator – Employees
Dr. Angel Gallardo, Assistant Superintendent- Human Resources
(323) 887-7917

SAFE PLACE TO LEARN ACT – EC 234 - 234.1

The Montebello Unified School District is committed to maintaining a learning environment that is free from discrimination, harassment, violence, intimidation, and bullying based on actual or perceived characteristics set forth in Section 422.55 of the Penal Code and EC 220, and disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or association with a person or group with one or more of these actual or perceived characteristics. All school personnel who witness an act of discrimination, harassment, intimidation, or bullying must take immediate steps to intervene when safe to do so. Any pupil who engages in acts of discrimination, harassment, violence, intimidation, or bullying related to school activity or school attendance occurring within a school of the school district may be subject to disciplinary action up to and including expulsion. To report an incidence and/or to receive a copy of the district’s anti-discrimination, anti-harassment, anti-intimidation, and anti-bullying policies, please contact (323) 887-7900.

UNIFORM COMPLAINT PROCEDURES – 5 CCR 4600, et al., & EC 32289

The Montebello Unified School District has the primary responsibility to insure 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 Montebello 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 regarding discrimination, harassment, intimidation, or bullying complaints may be based on actual age, ancestry, color, ethnic group identification, gender expression, gender identity, gender, disability, nationality, national origin, race or ethnicity, religion, sex or sexual orientation, 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 any state financial assistance.

The UCP shall also be used when addressing complaints alleging failure to comply with state and/or federal law, inclusive but not limited to Montebello Unified School District Adult Education, Consolidated Categorical Aid Programs, Career Technical Education and Training Programs, Child Care and Developmental Programs, Child Nutrition Programs, Special Education Programs, and Safety Planning Requirements.
A complaint of noncompliance with laws to pupil fees may be filed pursuant to the local UCP. A pupil enrolled in a public school shall not be required to pay a pupil fee for participation in an educational activity.

A pupil fee includes, but is not limited to, all of the following:

1. A fee charged to a pupil as a condition for registering for school or classes, or as a condition for participation in a class or an extracurricular activity, regardless of whether the class or activity is elective or compulsory, or is credit.
2. A security deposit, or other payment, that a pupil is required to make to obtain a lock, locker, book, class apparatus, musical instrument, clothes, or other materials or equipment.
3. A purchase that a pupil is required to make to obtain materials, supplies, equipment, or clothes associated with an educational activity.

A pupil fee shall not be filed later than one year from the date the alleged violation occurred.

Complaints, other than complaints relating to pupil fees, must be filed in writing with the following compliance officer:

Dr. Angel Gallardo, Assistant Superintendent —Human Resources
123 South Montebello Blvd., Montebello, California, 90640
(323) 887-7917

Complaints of noncompliance with laws relating to pupil fees are filed with a principal of a school. A complaint regarding pupil fees may be filed anonymously if the complaint provides evidence or information to support an allegation of noncompliance with laws relating to pupil fees.

Complaints alleging discrimination, harassment, intimidation, or bullying, must be filed within six (6) months from the date the alleged discrimination, harassment, intimidation or bullying occurred or the date the complainant first obtained knowledge of the facts of the alleged discrimination, harassment, intimidation or bullying, unless the time for filing is extended by the superintendent or his or her designee.

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 with the complainant. 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.

The complainant has a right to appeal Montebello Unified School District’s decision to the California Department of Education (CDE) by filing a written appeal within 15 days of receiving the LEA’s Decision. The appeal must include a copy of the complaint filed with the Montebello Unified School District and a copy of Montebello Unified School District’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 Montebello 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 Montebello Unified School District’s UCP policy and complaint procedures shall be available free of charge.

For a complaint form or additional information, contact Board of Education designated Compliance Officers:

Assistant Superintendent, Human Resources Division
CCR TITLE V Coordinator/Title IX Coordinator – Employees
Dr. Angel Gallardo, Assistant Superintendent- Human Resources
(323) 887-7917

WILLIAMS SETTLEMENT

The Williams vs. State of California case was filed as a class action in San Francisco County Superior Court. The basis of the lawsuit was that the State of California and State educational agencies failed to provide public school pupils with equal access to instructional materials, safe school facilities, and qualified teachers. The settlement resulted in five pieces of legislation enacted in 2004. As a result of that legislation, parents/ legal guardians, teachers/staff and pupils may file a complaint regarding any of the following matters:
COUNSELING

BULLYING: COUNSELING SERVICES – EC 48900.9

A victim of, witness to, or other pupil affected by, an act of bullying committed on or after January 1, 2015, may be referred by the Principal or designee to the school counselor, school psychologist, social worker or other school support service personnel for case management, counseling, and participation in a restorative justice program, as appropriate. A pupil who has engaged in an act of bullying may also be referred to those school support service personnel for case management and counseling, or for participation in a restorative justice program.

CAREER COUNSELING AND COURSE SELECTION – EC 221.5 (d)

The school will notify the parents/legal guardians in advance of career counseling and course selection, commencing with course selection for grade 7, to affirmatively promote careers based on the interest and ability of the pupil and not on the pupil’s gender. Parents/legal guardians are notified so that they may participate in such counseling sessions and decisions.

CUSTODY CONCERNS

CUSTODY DISPUTES - WIC 361

Custody disputes must be handled by the courts. The school has no legal jurisdiction to refuse a biological parent access to his/her child and/or school records. The only exception is when signed restraining orders or court divorce papers, specifically stating visitation limitations, are on file in the school office (FC 3084). Any pupil release situation which leaves the pupil’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 will be requested to intervene. Parents are asked to make every attempt not to involve school sites in custody matters. Parents/legal guardians are required to provide the school with updated court orders.

RELEASE OF PUPIL TO PEACE OFFICER – EC 48906, PC 11165.6

The District requires school officials to take immediate steps to notify parents/guardian when a child is taken into custody except when the child is a victim of suspected child abuse, as defined in Section 11165.6 of the Penal Code. In such cases, law enforcement would assume all notification responsibilities.

ALCOHOL, DRUGS & TOBACCO

ALCOHOL AND OTHER DRUGS – EC 48900 (c)

Pupils are not permitted to use alcohol and other drugs including, but not be limited to marijuana, LSD, glue, and barbiturates while on a school campus, or while attending school sponsored activities, or while in district vehicles, or while under the supervision and control of District employees. Pupils who violate this policy shall be subject to disciplinary procedures, which may result in suspension from school.

The District shall utilize a comprehensive approach to reduce the chance that pupils will begin or continue alcohol and/or other drug use. This includes education, counseling, parental involvement, medical referral and police referral in handling such incidents in schools involving the possession, sale, and/or use of behavior affecting substances.

The prevention program shall include instruction, intervention, recovering pupil support, and enforcement/discipline. All Board policies, regulations, procedures and school rules related to this prevention program are communicated to pupils, staff and parents/ legal guardians.

The Board shall encourage instruction regarding the effects of alcohol and other drugs on the human body and discourage pupils from the use of alcohol and other drugs.
ANABOLIC STEROIDS – EC 51262

Because anabolic steroids present a serious health hazard to pupils, the Superintendent or designee shall prohibit the use of anabolic steroids or other drugs used for athletic performance enhancement.

CONTRABAND DETECTION DOGS – BP 5145.12 (a)

In an effort to keep the schools free of dangerous contraband, the district may use specially trained, nonaggressive dogs to sniff out and alert staff to the presence of substances prohibited by law or Board policy.

DISCIPLINE ENFORCEMENT– BP 5131.6 (b)

The Superintendent or Designee shall take appropriate action to eliminate possession, use or sale of alcohol and other drugs and related paraphernalia on school grounds, at school events, or in any situation in which the school is responsible for the conduct and well-being of pupils. Pupils possessing, selling and/or using alcohol and other drugs or related paraphernalia, shall be subject to disciplinary procedures which may result in suspension or expulsion. School authorities may search pupils and inspect school properties in the interest of maintenance, health, and safety where a reasonable suspicion exists that a pupil has violated or is violating the law and/or school rules.

Inspections and searches for the location of drugs, narcotics, liquor, weapons, poisons, and missing properties are matters relating to health and safety, and may be regarded as reasonable purposes for inspection by school personnel.

NON-PUNITIVE SELF-REFERRAL – BP 5131.6 (b)

The Board strongly encourages any pupil using alcohol or drugs to discuss the matter with his/her parents/ legal guardians or with any school staff member or designated team. Pupils disclosing past alcohol or drug use when seeking help from an intervention or recovery program are not punished or disciplined for past use.

SUPPORT FOR RECOVERING PUPILS – BP 5131.6 (b)

The Board recognizes the presence of recovering pupils in the schools and the need to support them and their families in avoiding re-involvement with alcohol and other drugs. Therefore, the Board shall encourage the provision of and referral to professional assistance, services and activities that enhance recovery.

TOBACCO – EC 48901, BP 5131.62

No school shall permit the smoking or use of tobacco or any products containing tobacco or nicotine products, including but not limited to cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, betel, nicotine delivery devices such as electronic cigarettes, and other vapor emitting electronic devices with or without nicotine content that mimic the use of tobacco products, by pupils while on a school campus, or while attending school sponsored activities, or while in district vehicles, or while under the supervision and control of District employees. Pupils who violate this policy shall be subject to disciplinary procedures, which may result in suspension from school.

However, exceptions may be made for the use or possession of prescription nicotine products.

The Board shall encourage instruction regarding the effects of smoking on the human body and discourage pupils and all District employees from smoking. The Board shall advocate for a smoke free environment.

INTERDISTRICT ATTENDANCE PERMIT – EC 46600 – 46607 & BP 5117

A parent/legal guardian of a pupil may seek release from home district to attend a school in any other school district. The fundamental basis for this permit is the signing of an agreement between districts. Interdistrict transfer/reciprocal agreement must be approved by both the pupil’s original district of residence and the district to which the pupil seeks to transfer. A permit of this type may contain standards of application and specify the terms and conditions in which the permit is either received or released. It is within the authority of either the home district or the receiving district to revoke an interdistrict transfer/reciprocal agreement at any time for any reason the local board or district superintendent deems appropriate. Once accepted, pupil will not have to reapply for an interdistrict transfer until school level changes or permit is revoked. Incomplete applications will not be processed. Please note the application time frame for outgoing interdistrict permits for the following year will commence in the beginning of July of the current school year and ends on the last day of August.
INTRADISTRICT ATTENDANCE PERMIT – EC 35160.5, 35291, 35351, 48980 & BP 5116

Intradistrict enrollment is available to pupils whom request a transfer from their school of residence to their school of choice within the Montebello Unified School District boundary. In order to make the transfer from the sites, the pupil must be released by the school’s principal of residence and the permit is subject to review and approval, on an individual basis, by the school’s principal of choice. Once accepted, the pupil will not have to reapply for an intradistrict transfer until the promotion to the next school site level (i.e., elementary to intermediate, intermediate to high school).

Permits may also be revoked for the following reasons:
- Excessive tardiness or absences that may occur
- Excessive behavioral problems that may occur
- If continuance would lead to an enrollment overload displacing other currently enrolled pupils, by District policy or California law
- If children are brought to school excessively early or picked up excessively late
- If academic expectancy is not achieved or other conditions occur which would render continuance inadvisable.

OPEN ENROLLMENT – BP 5116.11

Open enrollment is available to pupils who currently reside within the District attendance boundaries. This program allows the pupil to transfer from their school of residency to their school of choice. This process establishes permanent residency at the chosen school. Requests for admission to the chosen school are subject to the school’s capacity and availability of programs. If there is a limited amount of space at the school being requested, the list of pupils requesting that particular school will be chosen by a random lottery or another unbiased selection process. The pupil will follow the feeder schools from the selected school all the way through to when the pupil reaches 12th grade (i.e. Potrero Heights Elementary>Macy Intermediate>Schurr High School). This permit does not need an annual renewal.

RESIDENCY REQUIREMENTS

The District will accept a wide range of documents and representations as reasonable evidence that pupil can meet for the residency requirements, including but not limited to, utility service statement or bill (i.e. electric, gas, water); or two of the following documents: property tax bills, rental property agreement, or lease; voter registration, pay check stubs, correspondence from a government agency, or a declaration of residency executed by the parent/legal guardian of a pupil (i.e. Pupil Residency Questionnaire along with/or the Statement of Residence).

If the school’s staff reasonably believes that false or unreliable evidence of residency was provided, a Montebello Unified School District Attendance Officer will make a home visit to confirm that the pupil actually meets the residency requirements.

FACILITIES DEVELOPMENT
MAINTENANCE AND OPERATIONS

ASBESTOS MANAGEMENT PLAN

The District maintains and has available a complete Asbestos Hazard Emergency Act (AHERA) management plan for asbestos-containing material at each campus referencing school buildings. A copy of the District wide management plan and matrix are available from the Facilities Development, Maintenance and Operations Director’s office.

For more information contact: (323) 887-7900 ext. 6740.

PESTICIDES

Assembly Bill 2260, Healthy Schools Act of 2000, became effective January 1, 2001. This law requires school districts to notify parents/legal guardians, and school employees about the pesticides used in their schools. It also requires that the Department of Pesticide Regulation to promote the voluntary adoption of Integrated Pest Management (IPM) practices in schools.
To meet the requirements of the Healthy Schools Act of 2000, the District is required to provide annual written notification to parents/legal guardians, and staff regarding the intended application of pest management products. For the 2018/2019 school year, the District may apply the following pest management products as necessary:

<table>
<thead>
<tr>
<th>Material</th>
<th>Active Ingredient(s)</th>
<th>Used For</th>
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<tbody>
<tr>
<td>Roundup</td>
<td>Glyphosate</td>
<td>Vegetation Management</td>
</tr>
<tr>
<td>Fumitoxin</td>
<td>Aluminum Phosphide</td>
<td>Burrowing Rodent Control</td>
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<tr>
<td>Contracl Blox</td>
<td>Bromadiolone</td>
<td>Rats, Mice Control</td>
</tr>
<tr>
<td>Delta Dust</td>
<td>Deltamethrin</td>
<td>Crawling and Flying Insects</td>
</tr>
<tr>
<td>Demand CS</td>
<td>Lambda-cyhalothrin</td>
<td>Crawling insects, ants, fleas, mosquitoes, termites, bed bugs.</td>
</tr>
<tr>
<td>Advion Fire Ant Bait Granules</td>
<td>Indoxacarb</td>
<td>Fire ants, Pavement ants, Big headed ants.</td>
</tr>
<tr>
<td>Distract Tracking Powder</td>
<td>Diphacinone</td>
<td>Norway &amp; Roof Rats, Mice Control</td>
</tr>
<tr>
<td>Advion Cockroach Gelbait &amp; Arena</td>
<td>Indoxacarb</td>
<td>German, American, Australian, Asian and brown Cockroaches.</td>
</tr>
<tr>
<td>ExciteR</td>
<td>Pyrethrins &amp; Piperonyl Butoxide Technical</td>
<td>Crawling and Flying Insects</td>
</tr>
<tr>
<td>First Strike Rodenticide</td>
<td>Difethialone</td>
<td>Rats and Mice</td>
</tr>
<tr>
<td>Gentrol IGR Concentrate</td>
<td>(S)Hydroprene</td>
<td>Roaches, Drain &amp; Fruit Flies, Bedbugs and stored product insects</td>
</tr>
<tr>
<td>Termidor SC</td>
<td>Fipronil</td>
<td>Termites, Carpenter Ants, Beetles, Crickets, Millipedes etc.</td>
</tr>
<tr>
<td>Transport GHP, Mikron, and SC</td>
<td>Acetamiprid &amp; Bifenthrin</td>
<td>Crawling And Flying Insects</td>
</tr>
</tbody>
</table>

We do not anticipate using any pesticide product that does not appear on the above list. If a product that does not appear on the list is to be used, we will contact the site within 72 hours prior to the application to inform the Administrator of its use, except in the case of an emergency. We will always notify the site of any such emergency application and always provide compliant signage and notification.

Parents/legal guardians and staff may register with the District if they wish to receive notification of individual pesticide applications. Registered individuals will be notified of all applications at least 72 hours prior to the application except in the case of an emergency. This notification will include the names of the products to be used, the active ingredient(s) and the intended date of application. The District will use pesticides that pose the least possible hazard in a manner that minimizes risks to people, property, and the environment. For more information visit If you have questions or would like further information, please contact our Hazardous Materials Coordinator's Office at (323) 887-7900, ext. 6740 or visit the Department of Pesticide Regulations at website [http://www.cdpr.ca.gov](http://www.cdpr.ca.gov) and click on School IPM Program.

**FAMILIES IN TRANSITION**

**FAMILIES IN TRANSITION LIAISON - 42 USC 11432**

A district Families in Transition Liaison will ensure that parents/legal guardians of homeless pupils are informed of educational and related opportunities available to their children and are provided with meaningful opportunities to participate in the education of their children. Homeless youth have the right to immediate enrollment in school of origin or school where currently residing without proof of residency, immunization records or tuberculosis skin-test results, school records, or legal guardianship papers and the right to education and other services. The Families in Transition Liaison will assist children and youth to obtain the immunization or medical records or obtain the required immunizations to meet the District’s requirements.

The McKinney-Vento Act defines homeless children and youths as individuals who lack a fixed, regular, and adequate nighttime residence. This definition also includes:

- Children and youths who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason
- Children and youths who may living in motels, hotels, trailer parks, or shelters
- Children and youths who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings
- Children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings, or
- Migratory children who qualify as homeless because they are children who are living in similar circumstances listed above
FOSTER YOUTH EDUCATIONAL LIAISON – EC 48850

Assembly Bill 490 guiding principal states “Everyone shares the duty to promote the educational progress of children in out of home placement.”

A district liaison shall ensure pupils in foster care receive educational and related opportunities that are in the best interests of the child, including:

- To ensure proper educational placement, school enrollment, and checkout from school,
- To assist with the transfer of grades, credits, and records when there is a school change, and
- To request or provide school records within 2 business days when there is a change of school. EC § 48853.5(b), (d)(4)(C).

For more information contact Foster Youth Program at (323) 887-7900 ext. 2455.

HEALTH SERVICES

ACCIDENT INSURANCE - EC 49471 & 49472

The Montebello Unified School District does not provide medical, hospital or dental insurance for pupils should they be injured on school premises while under school jurisdiction or through school-sponsored activities. In accordance with EC 49472, the district makes available low cost medical/dental accident insurance plans for parent/guardian consideration. The parent/legal guardian is responsible for paying the cost of the insurance. Contact is made directly with the insurance company.

For more information visit: http://www.peinsurance.com

ADMINISTRATION OF PRESCRIBED MEDICATION FOR A PUPIL – EC 49414.7, 49423, 49423.1 & 49480, BP 5141.21

Pupils with written consent of their parents/ legal guardians, may take medication prescribed for them by a physician, who is licensed to practice in California, provided the School District receives a written statement from such physician detailing the method, amount, and time schedules by which such medication is to be taken. With the approval of the pupil’s authorized health care provider and the parent/legal guardian, the Board of Education of the District may allow a pupil to carry and to self-administer emergency medication including auto-injectable epinephrine and inhaled asthma medications at school.

CONCUSSIONS – EC 49475

A concussion is a brain injury that can be caused by a bump, blow, or jolt to the head, or by a blow to another part of the body with the force transmitted to the head. Even though most concussions are mild, all concussions are potentially serious and may result in complications including prolonged brain damage and death if not recognized and managed properly. A school district that elects to offer athletic programs must immediately remove from a school-sponsored athletic activity for the remainder of the day an athlete who is suspected of sustaining a concussion or head injury during that activity. The athlete may not return to that activity until he/she is evaluated by, and receives written clearance from, a licensed health care provider. On a yearly basis, a concussion and head injury information form must be signed and returned by the athlete and the athlete’s parent/legal guardian. Prior to any practice or participation in competition this form must be submitted to the school. 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.

For more information visit: https://www.cdc.gov/concussion

EMERGENCY EPINEPHRINE AUTO-INJECTORS

California Education Code (EC) Section 49414, as amended by Senate Bill 1266, effective January 1, 2015,5 requires school districts to provide emergency epinephrine auto-injectors to school nurses or trained personnel who have volunteered, and provides that school nurses or trained personnel who have volunteered may use epinephrine auto-injectors to provide emergency medical aid to persons suffering or reasonably believed to be suffering from an anaphylactic reaction. The legislative history of SB 1266 indicates the intent to protect not only children with previously diagnosed allergies, but also children who do not know they are allergic and who therefore may not have prescribed epinephrine.
ENTRANCE HEALTH SCREENING — HSC 124085, 124100, 124105 & 120475

Health and Safety Code 124085 requires that the parent/legal guardian of each pupil provide the school documentary proof that the pupil has completed a comprehensive health screening within 18 months prior to entry into the first grade or within 90 days thereafter.

In lieu of the health screening, the parent or legal guardian may submit a waiver indicating that he/she does not want or is unable to obtain a health screening. The waiver form will be provided upon request and can also be found on the Department of Health Care Services website at http://www.dhcs.ca.gov/.

The Superintendent or Designee shall exclude from school, for not more than five school days, any first-grade pupil who does not present evidence of a health screening or waiver on or before the 90th day after entering first grade.

HEAD LICE – EC 48210 – 48214, 49451, BP 5141.33

School employees shall report all suspected cases of head lice to the school nurse or designee as soon as possible. If a pupil is found with active, adult head lice, he/she shall be allowed to stay in school until the end of the school day. The parent/legal guardian of any such pupil shall be given information about the treatment of head lice and encouraged to begin treatment of the pupil immediately and to check all members of the family. The parent/legal guardian also shall be informed that the pupil shall be checked upon return to school the next day and allowed to remain in school if non-active head lice are detected.

Upon the pupil’s return to school, the school nurse or designee shall check the pupil for active head lice. If it is determined that the pupil remains infected with head lice, the school nurse or designee shall contact the pupil’s parent/legal guardian to discuss treatment. As needed, the school nurse or designee may provide additional resources and/or referral to the local health department, health care providers, or other agencies.

When it is determined that one or more pupils in a class or school are infested with head lice, the Principal or designee may, at his/her discretion, notify parents/legal guardians of pupils in that class or school and provide them with information about the detection and treatment of head lice. Staff shall maintain the privacy of pupils identified having head lice.

For more information visit: www.cdc.gov/parasites/lice/head/prevent/html

HUMAN SEXUALITY & HIV/AIDS EDUCATION – EC 51930 – 51939

Parents/legal guardians of pupils receiving informational instruction regarding Acquired Immune Deficiency Syndrome (AIDS), Health, Sexually Transmitted Disease or Human Sexuality in any of their classes will be informed through written notice of the rights to inspect written and audiovisual materials and/or exclude their pupils in writing from such instruction because of conflict with religious training and/or personal beliefs. At least fourteen days prior to the instruction, parents/legal guardians will receive written notification of the instruction and, if outside organizations or guest speakers will participate in the instruction, the notice will include the date of the instruction and the name of the organization or affiliation of each guest speaker.

In accordance to Section 51513, no test, questionnaire, survey, or examination containing any questions about the pupil’s personal beliefs or practices in sex, family life, morality, and religion, or any questions about the pupil’s parent’s or guardian’s beliefs and practices in sex, family life, morality, and religion, shall be administered to any pupil in Kindergarten or grades 1 to 12, inclusive, unless the parent/legal guardian is notified in writing that this test, questionnaire, survey, or examination is to be administered and the parent/legal guardian of the pupil gives written permission for the pupil to take this test, questionnaire, survey, or examination.

HOME AND HOSPITAL INSTRUCTION – EC 48206.3 & BP 5112.1

Existing law requires each person subject to compulsory education to attend full-time school or continuation school. The Home and Hospital Instruction Program (EC 48206.3) serves pupils who incur a temporary disability which makes attendance in the regular day classes or alternative education program impossible or inadvisable. The district in which the home or residential health facility is located is responsible for instructing and educating pupils who must be hospitalized or remain at home due to temporary but extended illness or disability. There is no provision in statute that specifically addresses instructional content; however, the goal of home or hospital instruction should be the maintenance of the pupil’s former level of performance while recovering.
IMMUNIZATIONS – EC 48216 & 49403, HSC 120335, 120365 & 120370

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

(a) All new pupils, in transitional kindergarten through grade 12, enrolled into the Montebello Unified School District must provide proof of (4 doses) polio, (5 doses) diphtheria, pertussis, tetanus, (2 doses) measles, mumps, rubella, (3 doses) hepatitis B and (1 dose) varicella immunizations.

(b) All seventh grade pupils must also provide proof of (1 dose) pertussis booster vaccination.

Pupils are prohibited from attending school until all immunization requirements are met. The District is required to exclude pupils from attendance when the pupil is not properly immunized. The District is required to refer parents/legal guardians to the usual sources of medical services to obtain such immunizations.

Beginning January 1, 2016, parents/legal guardians of pupils in any school or child-care facility, whether public or private, will no longer be allowed to submit a personal beliefs exemption to a currently required vaccine. A parent may still submit a medical exemption to a required immunization as long as the notification from the physician states the following:

- the physical condition or medical circumstances of the child are such that the required immunization(s) will not be given
- which vaccines are being exempted
- whether the medical exemption is permanent or temporary
- the expiration date, if the exemption is temporary
- the signature of the physician and the stamp of the medical office is placed on the notification.

For more information visit: http://www.shotsforschool.org

ORAL HEALTH ASSESSMENT – EC 49452.8

Pupils are required to have a dental checkup by May 31 of their first year in public school. The assessment must be no earlier than 12 months prior to the date of initial enrollment. The pupil may be excused from complying with the oral health assessment if parent/legal guardian indicates on the standardized form that it could not be completed for any of the following reasons:

- Completion of an assessment poses an undue financial burden on the parent/legal guardian.
- The parent/legal guardian lacks access to a licensed dentist or other dental health professional.
- The parent/legal guardian does not consent to an assessment.

For more information visit: http://www.cde.ca.gov/ls/he/hn/documents/oralhlthassess.doc

Pupils who are not assessed, or for whom the parent/legal guardian fails to return the standardized form, shall not be excluded from school attendance.

PHYSICAL EXAMINATION – EC 49451

A parent/legal guardian having control or charge of any child enrolled in public schools may file annually with the principal of the school in which he is enrolled a statement in writing, signed by the parent/legal guardian, stating that parent/legal guardian will not consent to a physical examination of child. Thereupon the pupil shall be exempt from any physical examination, but whenever there is a good reason to believe that the pupil is suffering from a recognized contagious or infectious disease, the pupil shall be sent home and shall not be permitted to return until the school authorities are satisfied that any contagious or infectious disease does not exist.

SCOLIOSIS TEST – EC 49451 & 49452.5

The Board of Education shall, subject to Section 49451 and in addition to the physical examinations required pursuant to Sections 100275, 124035, and 124090 of the Health and Safety Code, provide for the screening of every female pupil in grade 7 and every male pupil in grade 8 for the condition known as scoliosis.

SIGHT AND HEARING TEST – EC 49452

The Board of Education provides vision and hearing test for each pupil enrolled in the District in accordance with California Department of Education guidelines.
COMMUNICABLE DISEASES – EC 48211 & EC 49403

The governing body of any school district may exclude children suffering from contagious or infectious diseases. A pupil while infected with any contagious or infectious disease may not remain in any public school. (California Administrative Code, Title 5, Education, 202.)

The governing board of any school district shall cooperate with the local Health Officer in measures necessary for the prevention and control of communicable diseases in school-age children.

INSTRUCTIONAL PROGRAMS

SCHOOL ACCOUNTABILITY REPORT CARD (SARC)

Since November 1998, state law has required all public schools receiving state funding to prepare and publish a SARC by February 1st. The purpose of the report card is to provide parents and the community with important information about each public school.

Parents/legal guardians may view the SARC on the Montebello Unified School District website at http://www.montebello.k12.ca.us/sarc or request a copy of the SARC at any Montebello Unified School District school site or at the district office.

NOTICE OF ALTERNATIVE EDUCATION

California state law authorizes all school districts to provide for alternative schools defined as alternative school as a school or separate class group within a school, which operates in a manner as designed below:

(a) Maximizes the opportunity for pupils to develop the positive values of self-reliance, initiative, kindness, spontaneity, resourcefulness, courage, creativity, responsibility, and joy.

(b) Recognizes that the best learning takes place when the pupil learns because of his desire to learn.

(c) Maintains a learning situation maximizing pupil self-motivation and encouraging the pupil in his own time to follow his own interests.

(d) Maximizes the opportunity for teachers, parents and pupils to cooperatively develop the learning process and its subject matter. This opportunity shall be a continuous, permanent process.

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

PARENT SUPPORT SERVICES

The District acknowledges the rich diversity that our educational stakeholders bring with them. Parent Advisory Committees are an essential aspect of parental involvement. The District Parent Involvement Policy provides a framework for the development and maintenance of school level and district level advisory committees.

The Montebello Unified School District Parent Involvement Policy outlines necessary actions that the District takes to ensure that communication is furthered amongst stakeholders. The intent of these actions is to provide stakeholders with the opportunity to review and analyze relevant data. A copy of the policy can also be viewed on the Montebello Unified School District website: http://www.montebello.k12.ca.us. In addition, copy of the policy can be obtained by calling or writing to: 123 South Montebello Blvd., Montebello, CA 90640, (323) 887-7900.

AVAILABILITY OF FUNDS TO COVER ADVANCED PLACEMENT (AP) FEES

The Board of Education shall advise parents/legal guardians of the availability of funds to cover the costs of Advanced Placement examination fees.

USE OF ANIMALS – EC 32255 – 32255.6, BP 5145.8

Any pupil with a moral objection to dissecting (or otherwise harming or destroying) animals, living or dead, or any parts thereof, may refuse or refrain from participation in these activities provided he/she notify his or her teacher and that this notification is accompanied by a note from the parent/guardian.
SPECIAL PROGRAMS

Recruitment of Pupils by Representatives of Armed Forces / Release of Directory Information – EC 49063, 49073 & BP 5125.1

Individual schools may invite representatives of the various branches of the armed forces to speak to pupils in connection with:

- Career Day programs
- Scholarship programs involving university or college training
- Other programs as approved by the school administration

Military service representatives shall have access to directory information (BP 5125.1), unless the parent/guardian has specified that information not be released in accordance with the law.

Pregnant and Parenting Program

The Montebello Unified School District applies no rule concerning a pupil’s actual or potential parental, family, or marital status that treats pupils differently on the basis of sex. (5 CCR § 4950.) The Montebello Unified School District does not exclude or deny any pupil from any educational program or activity solely on the basis of pregnancy, childbirth, recovery from pregnancy. (5 CCR § 4950 (a); 34 CFR § 106.40 (b)(1.) Pregnant minors and parenting male or female pupils are not excluded from participation in their regular school programs or required to participate in pregnant-minor programs or alternative educational programs. (34 CFR § 106.40 (b)(3); 5 CCR § 4950(c).) Minors who voluntarily participate in alternative programs are given educational programs, activities, and courses equal to the regular program. (5 CCR § 4950(c)

The Montebello Unified School District treats pregnancy, childbirth, and recovery from pregnancy in the same manner and under the same policies as any other temporary disabling condition. (5 CCR § 4950(d); 34 CFR § 106 (b) (4).

NON-DISCRIMINATION

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

Title IX Coordinator
Dr. Angel Gallardo, Assistant Superintendent- Human Resources
(323) 887-7917

NUTRITION SERVICES

NUTRITION PROGRAMS - EC 38080 -38086, 38090 & 41350 & BP 5030
The Montebello Unified School District provides school meals that meet federal nutrition standards as well as comply with the Dietary Guidelines for Americans, contributing to student growth and development and lifelong, healthful eating habits. Nutrition Services collaborates with school site administrators to reinforce good nutrition practices and provide scientifically sound nutrition education to students and their families. The Board of Education supports efforts to provide students with adequate space, time to eat meals, and pleasant surroundings that encourage a positive mealtime experience.

All school meals provided meet or exceed USDA nutritional standards, and offer a variety of entrees, fruits, and vegetables to appeal to students’ tastes. Menus are available at school sites and at http://www.montebello.k12.ca.us/ns_menus.
MEAL CHARGE PROCEDURES
FREE AND REDUCED PRICED MEALS – EC 49550 – 49562

Nutrition Services provides breakfast and lunch at all school sites each school day, as well as midafternoon snack for sites with afterschool programs. During the summer, Nutrition Services provides summer meals at select school sites at no cost to students.

At Provision II schools where at least 90% of the students come from families that are eligible for free or reduced meals, the copayment is waived for all students who would otherwise pay reduced price or full price. Provision II schools are listed as follows:

**Elementary**

<table>
<thead>
<tr>
<th>School Name</th>
<th>School Name</th>
<th>School Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bandini</td>
<td>Bell Gardens Elementary</td>
<td>Cesar Chavez</td>
</tr>
<tr>
<td>Garfield</td>
<td>Greenwood</td>
<td>Joseph Gascon</td>
</tr>
<tr>
<td>Montebello Gardens</td>
<td>Montebello Park</td>
<td>Rosewood Park School</td>
</tr>
<tr>
<td>Suva Elementary</td>
<td>Winter Gardens</td>
<td></td>
</tr>
</tbody>
</table>

**Intermediate**

<table>
<thead>
<tr>
<th>School Name</th>
<th>School Name</th>
<th>School Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bell Gardens Intermediate</td>
<td>Eastmont Intermediate</td>
<td>Montebello Intermediate</td>
</tr>
<tr>
<td>Suva Intermediate</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

For all other schools that are not Provision II, the prices are as follows:

<table>
<thead>
<tr>
<th></th>
<th><strong>STUDENT MEAL PRICES</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>FULL PRICE</strong></td>
<td>Breakfast</td>
</tr>
<tr>
<td>Elementary</td>
<td>$0.75</td>
</tr>
<tr>
<td>Middle School</td>
<td>$0.75</td>
</tr>
<tr>
<td>High School</td>
<td>$1.00</td>
</tr>
<tr>
<td><strong>REDUCED PRICE</strong></td>
<td>Breakfast</td>
</tr>
<tr>
<td>Elementary</td>
<td>$0.30</td>
</tr>
<tr>
<td>Middle School</td>
<td>$0.30</td>
</tr>
<tr>
<td>High School</td>
<td>$0.30</td>
</tr>
</tbody>
</table>

**MAKING PAYMENT**

School cafeterias accept payment in cash or check. Pupils can pay just for the meal that day, or pre-pay to add money to their accounts to cover future meals. Unused balances will be carried forward to the subsequent school year.

Pupils who owe negative balances in their meal accounts will receive notification from the cafeteria staff. Pupils at elementary schools will receive written notification of their negative balances from cafeteria staff. Pupils at intermediate and high schools will receive oral notification of their negative balance from the cashiers in the cafeteria. In addition, oral notification is sent weekly from the District’s automatic parent telephone notification system when the negative balance reaches the following thresholds:

- a. Elementary and Intermediate Schools: $10 or more
- b. High Schools: $20 or more

All balances owed by pupils must be paid in full by the last day of school each year.

**ALTERNATE MEALS**

Meal credit may be extended up to three (3) meals; after that, milk, crackers and fruit may be served to full paying pupils. Adequate notification will be made to the child and family before this occurs.

**MEAL APPLICATIONS**

To qualify for free or reduced price meals, households need to turn in their meal applications and receive approval. Turn in the applications early, because meals are full price until the application is processed and approved, even for households whose incomes may qualify.

Meal applications are mailed to households in July of each year. They can be turned in to the school or to the Nutrition Services office. Meal applications can also be submitted online. For more information, see the Nutrition Services website or call the Nutrition Services office at (323) 887-7978. Applications are accepted throughout the school year.
NUTRITION EDUCATION

Nutrition Services provides nutrition education for pupils and program outreach to families. One notable program with over 20 years in Montebello USD is Harvest of the Month, where pupils get to sample a variety of fruits or vegetables and receive grade-appropriate lessons each month in the classroom. Nutrition Services also sponsors Nutrition Advisory Councils (NACs), which are pupil groups that learn about nutrition and food services in order to educate and advocate for their fellow students. NACs often taste test items that are on the school menu or are being considered for the menu, and make recommendations about what they like and what might be changed. Nutrition Services participates in community events such as Open House, Back to School, and community health fairs throughout the year. Classes for parents may be scheduled at school sites.

PUPIL WELLNESS - 42 USC 1758b

The District’s Local Wellness Policy (BP 5030, AR 5030, and E 5030) encompasses federal and state regulations regarding pupil health on school campuses. It includes goals for nutrition promotion and education, physical activity, and other school based activities that promote pupil wellness. It also addresses district wellness leadership, involvement of school community, assessment of compliance with the policy, and the availability of information on the policy and assessment to the public. A Wellness Council for the district convenes several times a year to review school progress towards goals in the Local Wellness Policy, share best practices, and update the wellness policy as needed. The general public and the school community (including parents, pupils, and representatives of the school food authority, teachers of physical education, school health professionals, the school board, and school administrators) are invited to join the Wellness Council. This information, as well as a summary of state, federal, and district rules regarding the nutritional content of all foods and beverages sold on campus, can be found on the Nutrition Services website: http://www.montebello.k12.ca.us/nutrition

POLICE SERVICES

School police officers have peace officer authority pursuant to section 830.32 of the California Penal Code. They receive the same basic academy training as a municipal police officer or county deputy sheriff, but are also required to complete additional training related to juvenile law and school policing. The authority given to school police officers extends their peace officer powers to anywhere in the state. This includes the ability to arrest, search, seize and cite.

REPORTING ASSAULT BY PUPIL AGAINST EMPLOYEE – EC 44014 & SB 691

Whenever any employee of a school district or of the office of a County Superintendent of Schools is attacked, assaulted, or menaced by any pupil, it shall be the duty of such employee, and the duty of any person under whose direction or supervision such employee is employed in the public system who has knowledge of such incident, to promptly report the same to the appropriate law enforcement authorities of the county or city in which the same occurred. Failure to report shall be a misdemeanor punishable by a fine of not more than two hundred dollars ($200).

Any act by any member of the Board of Education of a school district, a County Superintendent of Schools, or any employee of any school district or the office any County Superintendent of Schools, which is designed directly or indirectly to influence or urge a person under a duty to make the report prescribed by subdivision (a) not to make such report, shall be a misdemeanor, and shall be punishable by a fine of not less than one hundred dollars ($100) or more than two hundred dollars ($200).

SAFETY

BICYCLE HELMET LAW – VC 21212

A person under 18 years of age shall not operate a bicycle, a non-motorized scooter, or a skateboard, nor shall they wear inline or roller skates, nor ride upon a bicycle, a non-motorized scooter, or a skateboard as a passenger, upon a street, bikeway, or any other public bicycle path or trail unless that person is wearing a properly fitted and fastened bicycle helmet that meets the specified standards.

BUS TRANSPORTATION – EC 38020, 5 CCR 14103 & BP 5131.1

In the event of a major disaster during the time pupils are on buses en route between home and school, the following may occur:

a. If the bus is on the road, the driver will continue to his/her original destination if possible, or report to the closest
regular school where the Principal will assume responsibility for the pupils.
b. If the bus is in the process of picking up pupils, the driver will continue loading and proceed to his/her original
destination or report to the closest regular school.
c. If the bus is on the road delivering pupils to their homes, the driver will continue to the regular bus stop or try to get as
close to their homes as possible. If the driver doubts anyone is home, and there is no one in the neighborhood to
assume responsibility, the pupils will be returned to their original school or the closest regular school.
d. During a field trip the driver and certificated employee will guide the pupils to maximum protection and, when
possible, proceed to the nearest Montebello Unified School District school or if possible, the school of attendance.

The Board of Education of the District requires that, upon registration, parents/legal guardians of pupils receive written
information on school bus safety as applicable to transitional kindergarten, kindergarten and grades 1 to 6.

**COMPREHENSIVE SCHOOL SAFETY PLAN** – EC 35294.10 – 35294.15 & SB 187

Each Montebello Unified School District school site has a Comprehensive School Safety Plan, which includes a disaster
preparedness plan and emergency procedures. Copies are available to read at each school office. Fire and emergency
drills are held periodically at each school.

The general objective of the Comprehensive School Safety Plan is to guide District personnel in providing for the safety
and well-being of pupils entrusted to their care.

The plan must include the immediate physical safety of pupils and personnel, whether threatened by fire, explosion,
earthquake or some other danger. It should make provision for first aid in case of injury and for the care of the pupil until
they can return to their family.

The Comprehensive School Safety Plan is compliant with both the Standard Emergency Management System (SEMS)
and the National Incident Management System (NIMS). Though each school is unique in its external characteristics, all
schools will follow a unified program of drills so that pupils and personnel will have the necessary education and practice
to be able to execute these procedures in the event of a real emergency.

**EN ROUTE POLICY**

If an emergency/disaster occurs while a pupil is en route to school (walking, bus, or other vehicle), he/she is to proceed to
school. If an emergency/disaster occurs while the pupil is en route home, parents/legal guardians should determine in
advance whether they want their child to return to school or proceed home and ensure the pupil(s) is aware of what to do
in the event of an emergency.

**MEGAN'S LAW**—PC 290 et seq.

Information about registered sex offenders in California can be found on the California Department of Justice’s website,
http://meganslaw.ca.gov/. The website also provides information on how to protect your family, facts about sex
offenders, frequently asked questions, and California sex offender registration requirements.

**SCHOOL EMERGENCY RESPONSE PLAN** – EC 51202, BP 5141.1

**Fire Drill**

*Signal:*

Repeated successive short intermittent signals for a full period of ten seconds, followed immediately by an
intermission or period of silence of five full seconds before signal resumes. In no case shall such signal or signals
sound for less than a one-minute period.

*Procedure:*

Pupils and staff evacuate the buildings and proceed to safe areas according to the school’s emergency/disaster plan.
These drills occur every month in grades TK-8 and once a quarter at the high school.

**Earthquake**

These drills are conducted a minimum of four times a year.

*Procedure:*

1. During class:
   a. Teacher gives “DROP” command at first indication of ground movement.
   b. Pupils find cover under, near desks, or against inside wall, kneeling with arms covering head.
   c. The pupils will remain in this position until the ground movement ends.
   d. Pupils are then evacuated to a predetermined assembly area where teachers will account for all pupils.
2. If outside:
   Pupils will assume drop position under tables, benches or in the open, avoiding buildings, walls, power poles
   and other objects that could fall.

**Adequate Food Supplies**
In case of a disaster, cafeterias will use the food on hand during the period of time that the pupils remain at school.
Additional food supplies will arrive as soon as possible.

**Medical Aid**
Each school is equipped with an emergency disaster kit, in addition to the normal inventory of first aid supplies. All
schools have personnel trained in CPR and first aid.

**SCHOOL CLOSURE POLICY – EC 49408 & BP 5141**

**Elementary and Intermediate Schools**

1. All pupils will remain at school until released to a parent or other responsible adult.
2. All school employees will remain at school as long as needed.
3. All school gates remain locked and an emergency access gate will be available for parents to enter.
   (Please remember that this is for the protection and safety of all pupils.)
4. Schools will provide first aid, shelter, food and supervision to the best of our ability, until pupils are released to their
   parents/ legal guardians or a designated adult.
5. Pupils will be released according to the following rules:
   a. Pupils will be released to their parents/ legal guardians or a responsible designated adult known to the pupil and
      with whom the pupil is comfortable leaving.
   b. The designated adult will sign the pupil out of school and notify school staff where the child will be taken.

**High Schools**

In the event of a major disaster, high school pupils will be released from school when:
1. It has been determined by the Superintendent or designee that no further classes will meet for the remainder of the day
   and when,
2. It has been determined by consulting with appropriate authorities that the general conditions in the community present
   no hazard to pupils attempting to return to their homes. High school pupils will be held at the school when:
   a. Conditions in the surrounding community indicate that general movement could be hazardous to pupils or
      when,
   b. Parents have indicated, in advance, in writing, that their son/daughter is to remain at school in the event of a
      disaster or when,
   c. The pupil expresses a desire to remain at the school.
   d. The school will provide for the orderly location and checkout of pupils.

**VEHICLE SEARCHES – EC 35160 & BP 5145.12**

Pupils are permitted to park on school premises. However, any public school ground utilized by any pupil contained
therein or any other area that may be set aside for the personal use of the pupils remains under the exclusive control of
MUSD. As such, pupil vehicles may not be used to store illegal, unauthorized, or contraband materials.

The acceptance and use of the parking facilities for privately owned vehicles on school campus by any pupil shall
constitute consent by the pupil to the search of such vehicles by authorized school personnel so long as warnings that
such searches may take place are posted and visible.

**VISITORS – PC 627.6**

The District shall post at every entrance to each school and facility a notice establishing visitor registration requirements
including hours, location, route and the penalties for violation of registration requirements.

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**SECTION 504**

Section 504 of the Federal Rehabilitation Act of 1973 and the Americans with Disabilities Act (42 USC 12101 et seq.)
provide pupils with physical and mental disabilities the right to be educated without discrimination. Section 504 requires
school districts to identify and evaluate children with disabilities in order to provide them with a free, appropriate
education. Amended in 2008, the Amendments Act broadens the definition and interpretation of a disability. Individuals with a physical or mental impairment that substantially limits one or more major life activities, including learning, are eligible to receive services/aids designed to meet their needs as adequately as the needs of non-disabled pupils are met.

Parents/legal guardians should be informed of the following: the name and contact information of the person designated by the district responsible for implementing Section 504, the identification and evaluation procedures used whenever there is a reason to believe that a pupil has a disability that limits his or her ability to attend or function at school, the right to a written accommodation plan if the pupil is found to have a disability that requires services under Section 504, the right of the pupils to be educated with non-disabled, and notice of the procedural safeguards guaranteed by law. 29 USC Section 794, 34 CFR Section 104.32, 104.36

SPECIAL EDUCATION

EC 56001, 56500.1 & 56506 20 USC 1400, 28 CRF 35.106, AND DISABILITY EDUCATION ACT (IDEA) 121(a)

The District does not discriminate against pupils with special needs in educational programs and activities based on sex, race, national origin, handicap, color or lack of English skills. Pupils with special needs receive a free and appropriate education in the least restrictive environment as required by Federal Law.

All individuals with exceptional needs have a right to participate in appropriate programs of publicly supported education. Exceptional needs individuals are assured an education appropriate to his or her needs in publicly supported programs through completion of secondary education programs. Early educational opportunities are available to all children between ages of three and four years and nine months who require intensive service in special programs. Each individual with exceptional needs shall have his or her educational goals and objectives specified in a written individualized education program. Pupils are exited from special education programs when such services are no longer required. Procedures and materials for assessment and placement of individuals with exceptional needs must be selected and administered so as not be racially, culturally, or sexually discriminatory. No single assessment instrument shall be the sole criterion for determining the placement of the pupil. Procedures and materials for assessment and placement must be in the individual’s mode of communication. Procedures and materials for use with non-English speaking and limited English speaking pupils must be in the individual’s primary language.

The law gives pupils and their parents/legal guardians certain rights to fair hearings with respect to the assessment and placement of pupils. For information about these programs and rights, contact the Montebello Unified School District at (323) 887-7900. Any individual, or public agency or organization may file a written complaint with the State Superintendent of Public Instruction alleging a matter, which if true, would constitute a violation by that public education agency of federal or state law or regulation governing special education and related services. The complaint is filed with:

Superintendent of Public Instruction
721 Capitol Mall
Sacramento, CA 95814.

PUPIL RECORDS

DEFINITION – EC 49061

“Pupil record” means any item of information directly related to an identifiable pupil, other than directory information, which is maintained by a school district or required to be maintained by an employee in the performance of his or her duties whether recorded by handwriting, print, tapes, film, microfilm or other means.

“Parent” means a natural parent, an adopted parent, or legal guardian. If the parents are divorced or legally separated, only a parent/legal having legal custody of the pupil may challenge the content of a record pursuant to Section 49070, offer written response to a record pursuant to Section 49072, or consent to release records to others pursuant to Section 49075. Either parent/legal guardian may grant consent if either parents have notified, in writing, the school or school district that an agreement has been made. If a pupil has attained the age of 18 years or is attending an institution of postsecondary education, the permission or consent required of, and the rights accorded to, the parent or guardian of the pupil shall thereafter only be required of, and accorded to, the pupil.

CUSTODIAN OF RECORDS – EC 49063, 5 CCR 433
The custodian of records is responsible for the security of pupil records and for devising procedures to ensure that access to pupil records is limited to authorized persons. Student Services Division serves as custodian of records, with responsibility for pupil records at the district level. At each school, the principal or a classified designee shall act as custodian of records for pupils enrolled.

**RECORDS – AR 5125**

A cumulative record, whether recorded by handwriting, print, tapes, film, microfilm or other means, must be maintained on the history of a pupil’s development and educational progress. The District will protect the privacy of such records. School officials with legitimate educational interests may access pupil records without parental consent as long as the official needs to review the records in order to fulfill his/her professional responsibility. Upon request from officials of another school district in which a pupil seeks or intends to enroll, the district shall disclose educational records without parental/legal guardian consent.

Parent/legal guardian requests to access their pupil’s educational records must be submitted in a written form to the school’s custodian of records and the school will have five (5) business days from the day of receipt of the request to provide access to the records. The District shall charge a reasonable fee not to exceed the actual cost of reproducing, handling and mailing (if applicable) for copies of pupil records made available to parents/legal guardian.

Following an inspection and review of a pupil’s records, the parent/legal guardian of a pupil or former pupil of a school district may challenge the content of any pupil record. The parent/legal guardian of any pupil may file a written request with the Superintendent of the district to correct or remove any information recorded in the written records concerning his or her child which the parent or guardian alleges to be any of the following:

- Inaccurate.
- An unsubstantiated personal conclusion or inference.
- A conclusion or inference outside of the observer’s area of competence.
- Not based on the personal observation of a named person with the time and place of the observation noted.
- Misleading.
- In violation of the privacy or other rights of the pupil.

**MANDATORY ACCESS TO RECORDS**

The Family Educational Rights and Privacy Act (FERPA) gives certain rights regarding children’s education records. The following persons or agencies shall have the right to access pupil records: natural parents, adoptive parents, or legal guardians of pupils younger than 18. These rights transfer to the pupil when he or she reaches the age of 18 or attends a school beyond the high school level.

**PERMITTED ACCESS TO RECORDS – EC 49073**

Parental consent is not required when information is shared with other persons within educational institutions, agencies or organizations obtaining access, so long as those persons have a legitimate interest in the information. The District may release information from pupil records to the following: appropriate persons in an emergency if health and safety are at stake; agencies or organizations in connection with pupil's application for financial aid; accrediting associations; officials and employees of private schools or school systems where the pupil is enrolled or intends to enroll.

Directory information may be released according to local policy as to any pupil or former pupil. However, notice shall be given at least on an annual basis of the categories of information that the school district plans to release and of the recipients. Directory information shall not be released regarding a pupil if a parent of that pupil has notified the school district that the information shall not be released.

The Federal Rights and Privacy Act (FERPA) along with California Law affords parents/legal guardians and pupils over 18 years of age (eligible pupils) certain rights with respect to the pupil’s education records, and the right to be informed about the following information:

**Types of Records Maintained**

Schools are required to maintain information relative to an individual pupil. Such records include: Mandatory Permanent Records which include name, date of birth, address, dates of school attendance, subjects taken, grades and credits, and date of high school graduation. Mandatory Interim Records which include: access log, health records, special education records, progress reports, directory information, absence slips/verifications, suspension notices/expulsion records. Permitted records may include: objective staff ratings, routine disciplinary data.
Official Responsible for Maintaining Records

The school site principal shall be responsible for records maintained at his/her school site. A parent/legal guardian or eligible pupil who wishes to access pupil records shall submit a written request to the school principal or designated school official. The school official will make arrangements for access, including notification of the time and location where the records may be inspected.

Location of Access Log

An access log shall be maintained within each pupil record file. The log shall identify all persons, agencies or organizations requesting or receiving information from the pupil record file. The log does not need to include parents/legal guardians or eligible pupils to whom access is granted nor school employees having a legitimate education interest to access the pupil record file.

Access by School Employees/Legitimate Educational Interest

An exception to the pupil record access law is provided for school officials who have a legitimate educational interest to access pupil records. An eligible school official is a person employed by the school district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a school board member; a person or company under contract to perform a special task (such as an attorney, auditor, medical consultant); a parent/legal guardian or pupil serving on an official committee or assisting school officials in performing tasks. A school official has a legitimate educational interest if the official needs to review an educational record to fulfill his or her professional responsibility.

Right of Parent/Legal Guardian to Access Pupil Records

Parents/legal guardians of currently enrolled or former pupils have an absolute right to access all pupil records related to their children. They may request copies of records or review records during regular school hours (no later than five school days following the date of a written request). Procedures for review shall include notification to the parent/legal guardian of the location of all official records, if not centrally located, and the availability of qualified certificated personnel to interpret records. Emergency card contacts and caregivers do not have access to pupil records, unless they are the parents/legal guardians or have a Caregiver Affidavit on file.

Reviewing, Expunging and Challenging Records

Following the inspection or review of a pupil record, the parent/legal guardian or eligible pupil may ask the school to amend or expunge (delete) a record that they believe to be inaccurate or misleading. If the school does not amend or delete the record as requested, the school will advise the parent/legal guardian or eligible pupil of their right to challenge the record by seeking a remedy through a hearing process. Additional information about the hearing procedures will be provided. Any challenge to school records must be submitted in writing to your pupil’s school. A parent/legal guardian challenging school records must show that the records are 1) inaccurate, 2) an unsubstantiated personal conclusion or inference, 3) a conclusion or inference outside the observer’s area of competence, 4) not based on the personal observation of a named person with the time and place of the observation noted, 5) misleading, or 6) in violation of the privacy or other rights of the pupil. Parents have the right to file a complaint with the United States Department of Education concerning an alleged failure by the District to comply with the provisions of the United States Family Educational Rights and Privacy Act (FERPA) by writing to: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Ave., SW, Washington, D.C. 20202-4605.

When grades are given for any course of instruction taught in a school district, the grade given to each pupil shall be the grade determined by the teacher of the course and the determination of the pupil’s grade by the teacher, in the absence of clerical or mechanical mistake, fraud, bad faith, or incompetency, shall be final.

Directory Information

“Directory information” means one or more of the following items: Pupil’s name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance and degrees, awards received and the most recent previous school attended by the pupil. The District will determine which individuals, officials or organizations may receive directory information. However, no information may be released to a private, profit making entity other than employers, prospective employers, representatives of the news media, and to military services representatives. The District may limit or deny the release of specific categories of directory information to any public or private non-profit organization based upon a determination of the best interest of the pupils. Montebello Unified School District may photograph and/or video record your child. The District may use these photographs and/or video recordings at its discretion for educational presentations, newsletters,
brochures, news releases, publicity and telecommunications programs.

If you wish to withhold the release of your child’s directory information and or you DO NOT want your child’s name or image to be used in ANY District or news media publication during the school year complete appropriate section on the pupil registration or re-registration forms. Please contact the schools site for assistance.

**Health Insurance Portability and Accountability Act (HIPPA)**

HIPPA went into effect in April 2003 and establishes national standards for protected health information. Parents/ legal guardians need to know that Montebello Unified School District complies with all provisions of the act.

**PUPIL CONDUCT**

The Montebello Unified School District supports collaboration between home and school to establish and enforce appropriate standards of conduct for pupils. Parental/legal guardian participation and responsibility is essential in assisting pupils in maintaining appropriate conduct. Therefore, with the exception of mandated police notification for serious infractions, teachers and other district personnel will initiate contact with parents/legal guardians as a primary action in response to pupil conduct that violates school rules. Parents/legal guardians are expected to provide and maintain current phone numbers of home and work to enable school personnel to make timely contact on behalf of pupils.

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

To assist pupils and parents/legal guardians in identifying positive behaviors that are encouraged and expected, the following are established:

**ENCOURAGED AND EXPECTED PUPIL BEHAVIORS**

Pupils will:
1. Attend school daily, on time and actively participate in all classes.
2. Produce quality work that meets the highest classroom standards.
3. Bring all necessary materials to class including completed assignments and homework.
4. Set aside time every day to complete homework.
5. Read Daily
6. Know and follow all school and class rules.
7. Respect themselves, the school, classmates, staff, family and community.
8. Use appropriate language at all times when communicating with others.
9. Avoid negative peer pressure and activities.
10. Regularly communicate with their parents and teachers about their progress in school.
11. Commit to remain in school with an objective to graduate on time.
12. Believe they can learn and will learn.

**AUTHORITY OF THE TEACHER – EC 489.08**

All pupils shall comply with the regulations, pursue the required course of study, and submit to the authority of the teachers of the school.

**DRESS CODE / GANG APPAREL / SUN-PROTECTIVE CLOTHING—EC 35183 & 35183.5**

The District supports the schools in the implementation of a dress code for their school site and prohibits the wearing of gang-related apparel. It is the policy of the Board of Education of the District to mandate all pupils in grades TK to 8 to wear school uniforms to promote pupil safety, a positive school spirit, and to reinforce a positive learning environment. Parents/legal guardians authority shall have the right to opt out of this uniform policy without penalty, by advising their school in writing of their decision not to participate.

The District also supports school sites to set policy related to the type of sun-protective clothing, including, but not limited to, hats, that pupils will be allowed to use outdoors. Each school site may set a policy related to the use of sunscreen by pupils during the school day.
PROPER ATTIRE – EC 35181 – 35186

All pupils who go to school without proper attention having been given to personal cleanliness or neatness of dress may be sent home to be properly prepared for school or shall be required to prepare themselves for the school room before entering. As neatness, appearance, and appropriate dress is a part of total education, pupils must conform to standards established by the local school. Deviation from acceptable standards tends to create a disturbing influence on the pupil body and constitutes justifiable grounds for disciplinary measures.

HAZING – EC 32050

“Hazing”, according to EC 32050, includes any method of initiation or preinitiation into a pupil organization or pupil body or any pastime or amusement engaged in with respect to these organizations which causes, or is likely to cause, bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm, to any pupil or other person attending any school, community college, college, university, or other educational institution in this state. The term “hazing” does not include customary athletic events or other similar contests or competitions.

ELECTRONIC SIGNALING DEVICES – EC 48901.5

The Montebello Unified School District acknowledges the importance of electronic communication between pupils and parents/legal guardians, particularly in school wide emergencies. Further, the District realizes that instructional time is precious and strives to prevent unnecessary disruption.

Therefore pupils shall be permitted to have in their possession an electronic signaling device on campus during the school day, while attending school sponsored activities, or while under supervision of a school district employee. Use of such devices is strictly prohibited on campus during the regular school day except:

- During an emergency affecting the school or community,
- Upon written order signed by a licensed physician and/or surgeon if carrying such a device is essential to, and the use is limited specifically to, the health of the pupil.

Electronic signaling devices include any device that operates through the transmission or receipt of radio waves, including, but not limited to pagers, cellular telephones, including camera phones. In permitting pupil possession of such devices, the district assumes no liability for the loss, damage, confiscation or its misuse by another person.

The regular school day, defined as the time between the beginning of school, or the first regularly scheduled class in the morning, through the end of school, or the end of the last regularly scheduled class of the day.

Pupils may be subject to school discipline for failure to comply with these guidelines.

ELECTRONIC LISTENING OR RECORDING DEVICE – EC 51512

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

LASER POINTERS: PROHIBITION ON SALES, POSSESSION AND USE – PC 417.27

Possession of a laser pointer by any pupil on any school premise is prohibited, unless possession is for valid instruction. This further prohibits directing the beam of a laser pointer into the eyes of another or into a moving vehicle or into the eyes of a guide dog.

PUPIL DISCIPLINE

DETENTION – AR 5144

Certified staff may restrict a pupil’s recess time under the following conditions when he/she believes that this action is the most effective way to bring about improved behavior:

- The pupil shall be given adequate time to use the restroom and get a drink or eat lunch, as appropriate.
- The pupil shall remain under a certified employee’s supervision during the period of detention.
- Teachers shall inform the principal of any recess restrictions they impose.
Pupils may be detained for up to one hour after the close of the maximum school day under the following conditions:

- A pupil who is transported by school bus shall be detained only until the time when the bus departs (Code of Regulations, Title 5, Section 307, 353).
- A pupil who is not transported by school bus shall be detained only after his/her parent/guardian has been notified of the day and amount of time involved.
- The pupil shall remain under the supervision of a certified employee during the period of detention.

Pupils may be offered the choice of serving their detention on Saturday rather than after school.

SUSPENSION – EC 48900, 48900.5, 48495

Suspension means removal of a pupil from ongoing instruction for adjustment purposes.

The Principal of the school, the Principal’s designee, or the Superintendent of Schools may suspend a pupil from the school for any of the reasons enumerated in the Education Code for no more than five (5) consecutive school days.

(a) Suspension, including supervised suspension, shall be imposed only when other means of correction fail to bring about proper conduct. 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.

(b) Other means of correction include, but are not limited to, the following:

1. A conference between school personnel, the pupil’s parent/guardian, and the pupil.
2. Referrals to the school counselor, psychologist, social worker, child welfare attendance personnel, or other school support service personnel for case management and counseling.
3. Study teams, guidance teams, resource panel teams, or other intervention-related teams that assess the behavior, and develop and implement individualized plans to address the behavior in partnership with the pupil and his or her parents.
4. Referral for a comprehensive psychosocial or psycho-educational assessment, including for purposes of creating an individualized education program, or a plan adopted pursuant to Section 504 of the federal Rehabilitation Act of 1973 (29 U.S.C. Sec. 794(a)).
5. Enrollment in a program for teaching prosocial behavior or anger management.
6. Participation in a restorative justice program.
7. A positive behavior support approach with tiered interventions that occur during the school day on campus.
8. After-school programs that address specific behavioral issues or expose pupils to positive activities and behaviors, including, but not limited to, those operated in collaboration with local parent and community groups.
9. Any of the alternatives described in Section 48900.6.

Amended by Stats. 2012, Ch. 425, Sec. 3. Effective January 1, 2013

Specific Offenses for a Suspension – EC 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, sniff, chew packets, betel, and nicotine delivery devices such as electronic cigarettes. Other vapor emitting electronic devices with or without nicotine content, that mimic the use of tobacco products, are also prohibited. However, this section does not prohibit use or possession by a pupil of his or her own prescription products.

(i) Committed an obscene act or engaged in habitual profanity or vulgarity.

(j) Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell drug paraphernalia, as defined in Section 11014.5 of the Health and Safety Code.

(k) (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 this subdivision, and this subdivision shall not constitute grounds for a pupil enrolled in kindergarten or any of grades 1 to 12, inclusive, to be recommended for expulsion.

(l) Knowingly received stolen school property or private property.

(m) Possessed an imitation firearm. As used in this section, “imitation firearm” means a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.

(n) Committed or attempted to commit a sexual assault as defined in Section 261, 266c, 286, 288, 288a, or 289 of the Penal Code or committed 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, which is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to a former, current, or prospective pupil. For purposes of this subdivision, “hazing” does not include athletic events or school-sanctioned events.

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

(1) “Bullying” means any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, and including one or more acts committed by a pupil or group of pupils as defined in Section 48900.2, 48900.3, or 48900.4, directed toward one or more pupils that has or can be reasonably predicted to have the effect of one or more of the following:

(A) Placing a reasonable pupil or pupils in fear of harm to that pupil’s or those pupils’ person or property.
(B) Causing a reasonable pupil to experience a substantially detrimental effect on his or her physical or mental health.

(C) Causing a reasonable pupil to experience substantial interference with his or her academic performance.

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

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

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

(ii) A post on a social network Internet Web site including, but not limited to:

   (I) Posting to or creating a burn page. “Burn page” means an Internet Web site created for the purpose of having one or more of the effects listed in paragraph (1).

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

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

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

(3) “Reasonable pupil” means a pupil, including, but not limited to, an exceptional needs pupil, who exercises average care, skill, and judgment in conduct for a person of his or her age, or for a person of his or her age with his or her exceptional needs.

(s) A pupil shall not be suspended or expelled for any of the acts enumerated in this section unless 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 may use his or her discretion to provide alternatives to suspension or expulsion that are age appropriate and designed to address and correct the pupil’s specific misbehavior as specified in Section 48900.5.

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

Amended by Stats. 2012, Ch. 425, Sec. 2. Effective January 1, 2013
REQUIRED PARENTAL ATTENDANCE – EC 48900.1 & BP 5144.1 (b)

Whenever a pupil is removed from a class because he/she committed an obscene act, engaged in habitual profanity or vulgarity, disrupted school activities or otherwise willfully defied valid staff authority, the teacher of the class from which the pupil was removed may provide that the pupil’s parent/legal guardian attend a portion of a school day in that class. After completing the classroom visit and before leaving school premises, the parent/legal guardian also shall meet with the principal or designee.

SEXUAL HARASSMENT – EC 231.5, EC 48900.2, & 5 CCR 4917

In addition, a pupil may be suspended from school or recommended for expulsion if the Superintendent or the school Principal where the pupil attends determines that the pupil has committed sexual harassment. This shall not apply to pupils enrolled in kindergarten and grades 1 to 3, inclusive. The Montebello Unified School District prohibits unlawful sexual harassment of or by any pupil or by anyone in or from the District. Conduct, which constitutes sexual harassment of pupils, impairs the ability of pupils to make full and effective use of the School District’s instructional programs. Sexual harassment can cause embarrassment, feelings of powerlessness, reduced ability to perform schoolwork, and increased absenteeism and tardiness. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature when:

1. Submission to the conduct implicitly or explicitly is made a term or a condition of an individual’s employment, academic status, or progress.

2. Submission to or rejection of, the conduct by the individual is used as the basis of employment, academic status, or progress.

3. 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.

4. Submission to, or rejection of the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through the educational institution. BP5145.7(a)

Pupils who commit sexual harassment are subject to disciplinary action up to and including suspension and expulsion from the School District.

Any pupil of the District who believes that she or he has been the victim of sexual harassment is encouraged to bring the problem to the attention of the school site administrator so that appropriate action may be taken.

Such reports should ordinarily be brought to the attention of the site administrator(s), Principal or Assistant Principal, because they are responsible for maintaining a suitable learning environment on the school campus, are trained to investigate misconduct, and are authorized to impose appropriate disciplinary action.

However, the District recognizes that, due to the possibly embarrassing nature of sexual harassment conduct, individual pupils may instead choose to make a report to another trusted adult employee such as a counselor, nurse, or teacher. District employees who receive such reports are expected to take appropriate action to ensure that pupils are not subject to sexual harassment. Additionally, should the sexual harassment constitute child abuse, reporting shall be made in the manner provided in District Administrative Regulations. All District staff involved in the receipt of, or investigation of, allegations of sexual harassment is to hold such information in appropriate confidence in such a way as to ensure the privacy of the individuals concerned.

HATE VIOLENCE – EC 48900.3

A pupil in grades 4 to 12 inclusive, may be suspended from school or recommended for expulsion if the Superintendent or the school Principal where the pupil attends determines that the pupil has caused, attempted to cause, threatened to cause, or participated in an act of hate violence.

TERRORIST THREATS AGAINST SCHOOL OFFICIALS OR PROPERTY, OR BOTH – EC 48900.7

A pupil may be suspended from school or recommended for expulsion if the Superintendent or the school Principal where the pupil attends determines that the pupil has made terrorist threats against school officials or school property, or both. For the purposes of this section, “terrorist 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 damages 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 the face and under the circumstances in which it is made, is
so unequivocal, unconditional, immediate, and specific as to convey to the person threatened, a gravity of purpose and an immediate prospect of execution of the threat, and thereby causes that person reasonably to be in sustained fear for his or her own safety or for his or her immediate family’s safety, or for the protection of School District property, or the personal property of the person threatened or his or her immediate family.

**PARENT LIABILITY FOR PERSONAL INJURY AND DEFACING OF DISTRICT PROPERTY – EC 48904**

The parent/legal 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 who willfully cuts, defaces, or otherwise injures in any way any property, real or personal, belonging to the District, or personal property of any school employee shall be liable for all such damages so caused by the minor. The parent/legal guardian of a minor shall be liable to a school district for all property belonging to the District loaned to the minor and not returned upon demand of any employee of the District authorized to make the demand. The District may withhold the grades, diploma, and transcripts of the pupil responsible for damages until the pupil or pupil’s parent/legal guardian has paid for the damages, for any pupil involved in such acts, and after affording the pupil his or her due process rights.

Pupils are expected to use books carefully and to keep them in good condition. Principals shall assess fines in payment for willful or negligent damages to or loss of books.

If expulsion of a pupil or pupils has resulted from enforcement of this section, satisfactory arrangements for restitution must be presented to a review panel as a consideration for readmission.

**SUSPENSION BY TEACHER FROM CLASS – EC 48910 & EC 48913**

A teacher may suspend any pupil from his or her class, for the day of the suspension and the day following. The teacher shall immediately report the suspension to the Principal of the school and send the pupil to the Principal or Principal’s designee for appropriate action. If that action requires the continued presence of the pupil at the school site, the Principal or Principal’s designee will determine, based on available resources, the appropriate placement and supervision of the pupil. As soon as possible, the teacher shall ask the parent/legal guardian of the pupil to attend a parent-teacher conference regarding the suspension. In addition, a school counselor or a school psychologist shall attend the conference whenever possible. A school administrator shall attend the conference if the teacher or the parent/legal guardian so requests. The pupil shall not return to the class during the period of the suspension, without the concurrence of the teacher of the class and the Principal.

A pupil suspended from a class will not attend in another regular class during the period of suspension. However, if the pupil is assigned to more than one class per day, it shall apply only to other regular classes scheduled at the same time as the class from which the pupil was suspended. A teacher may also refer a pupil, to the Principal or the Principal’s designee for consideration of a suspension from the school.

The teacher of any class from which a pupil is suspended may require the suspended pupil to complete any assignments and test missed during the suspension.

**EXPULSION – EC 48915**

Expulsion means removal of a pupil from the immediate supervision and control, or the general supervision, of school personnel.

Upon recommendation by the Principal, the Superintendent of Schools, or by an administrative panel appointed pursuant to subdivision (d) of Section 48918 of the Education Code, the Board of Education may order a pupil expelled upon finding that the pupil violated CEC 48900, subdivision (a) through (e), and either of the following conditions exist; that other means of correction are not feasible, or have repeatedly failed to bring about proper conduct, or, 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.

The school district may order a pupil expelled upon finding that the pupil also violated subdivision (f) through (m) of CEC 48900, or Section 48900.2, 48900.3, or 48900.4, and either of the following conditions exist; that other means of correction are not feasible, or have repeatedly failed to bring about proper conduct, or, 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.

Upon finding that a pupil violated subdivision (a) through (o) in a matter involving a pupil with previously identified exceptional needs who is currently enrolled in a special education program, the Board of Education may order the pupil expelled only if the Board also finds, based upon a determination by an individualized education program team, that the misconduct was not caused by the pupil’s identified handicap or by an inappropriate placement.

The Principal or the Superintendent of Schools shall recommend a pupil’s expulsion for any of the following acts, unless
the Principal or Superintendent finds, and so reports in writing to the Board of Education, that expulsion is inappropriate, due to the particular circumstance, which shall be set out in the report of the incident:

1. Causing serious physical injury to another person, except in self-defense.
2. Possession of any firearm, knife, explosive, or other dangerous object of no reasonable use to the pupil at school or at a school activity off school grounds.
3. Unlawful sale of any controlled substance, except for the sale of not more than one avoirdupois ounce of marijuana, other than concentrated cannabis.
4. Robbery or extortion.
5. Assault or battery, as defined in Sections 240 and 242 of the Penal Code, upon any school employee.

A suspension may be extended pending expulsion proceedings only if the Superintendent or Designee makes specific findings that the return of the pupil to the classroom or in an alternative school placement would endanger persons or property or disrupt the instructional process.

A hearing with the pupil and pupil’s parent/legal guardian will be held to make the determination. The Superintendent or designee will make the decision as to extension of the suspension or placement of the pupil in an educational alternative. The pupil and pupil’s parent/legal guardian will be notified of the decision in writing.

PARTICULAR CIRCUMSTANCES FOR ZERO TOLERANCE EXPULSIONS – EC 48915

The Principal of a school or the Superintendent of Schools shall immediately suspend 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:

(a) Possession, 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 by the Principal or Designee. This subdivision applies to an act of possessing a firearm only if an employee of a school district verifies the possession.
(b) Brandishing a knife, screwdriver, or an ice pick at another person.
(c) Unlawfully selling a controlled substance.
(d) Committed or attempted to commit a sexual assault, or committed a sexual battery.
(e) Possession of an Explosive.

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

(a) Is appropriately prepared to accommodate pupils who exhibit discipline problems.
(b) Unavailable at the comprehensive middle, junior, or senior high school, or at any elementary school.
(c) Is not housed at the school site attended by the pupil at the time of suspension.

If a pupil is expelled for reasons in this subsection, the Board of Education shall set a date of one year from the date the expulsion occurred. The pupil will be reviewed for readmission to a school maintained by the District, except that the Board of Education may set an earlier date for readmission on a case by case basis.

The Board of Education shall recommend a plan of rehabilitation for the pupil at the time of the expulsion order. This plan may include, but not limited to periodic review as well as assessment at the time of review for readmission. The plan may include recommendations for improved academic performance, tutoring, special education, assessments, job training, counseling, employment, community service, or other rehabilitative programs.

THREAT AND INTIMIDATION – EC 48950

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 a pupil or group of pupils that is sufficiently severe or pervasive to have the actual and reasonably expected effect of materially disrupting class work, creating substantial disorder, and invading the rights of that pupil or group of pupils by creating an intimidating or hostile educational environment.
STATEWIDE TESTING NOTIFICATION

California pupils take several mandated statewide tests. These tests provide parents/guardians, teachers, and educators with information about how well pupils are learning and becoming college and career ready. The test results may be used for local, state, and federal accountability purposes.

CALIFORNIA ASSESSMENT OF STUDENT PERFORMANCE AND PROGRESS

Smarter Balanced Assessment Consortium Assessments
The California Assessment of Student Performance and Progress (CAASPP) computer adaptive assessments are aligned with the Common Core State Standards (CCSS). English language arts/literacy (ELA) and mathematics tests are administered in grades three through eight and grade eleven to measure whether pupils are on track to college and career readiness. In grade eleven, results from the ELA and math assessments can be used as an indicator of college readiness.

California Science Tests (CAST)
The computer-based CAST measures pupil acquisition of the California Next Generation Science Standards. It is administered in grades five and eight, and once in high school.

California Alternate Assessments (CAA)
The computer-based CAA for ELA and CAA for mathematics is administered to pupils with the most significant cognitive disabilities in grades three through eight and grade eleven. Test items are aligned with the CCSS and are based on the Core Content Connectors. The instructionally embedded CAA for Science is administered in grades five and eight, and once in high school.

Pursuant to California Education Code Section 60615, parents/legal guardians may annually submit to the school a written request to excuse their child from Smarter Balanced Assessments, the California Science Tests or the California Alternate Assessments.

English Language Proficiency Assessments for California
The English Language Proficiency Assessments for California (ELPAC) is aligned with the 2012 California English Language Development Standards. It consists of two separate English Language Proficiency (ELP) assessments: one for the initial identification of pupils as English learners and the other for the annual summative assessment to identify pupils’ English language proficiency level and to measure their progress in learning English.

Physical Fitness Test
The physical fitness test (PFT) for pupils in California schools is the FitnessGram®. The main goal of the test is to help pupils in starting lifelong habits of regular physical activity. Pupils in grades five, seven, and nine take the fitness test. Pupils in grades ten to twelve, inclusive may be administered the FitnessGram® if the pupil has not yet performed within the Healthy Fitness Zone (HFZ) on tests in five of the six areas.

ENGLISH LANGUAGE PROFICIENCY ASSESSMENT FOR CALIFORNIA

INITIAL ASSESSMENT NOTIFICATION – EC 11518.5(c)

The English Language Proficiency Assessments for California, or “ELPAC,” are tests used to measure how well students understand English when it is not the language they speak at home. Identifying students who need help learning English is important so they can get the support needed to do well in English language arts/literacy, mathematics, science, and other subject areas in school. Your pupil’s teacher will use data from the ELPAC to identify the areas in which your pupil needs extra support. Pupils are tested on their skills in listening, speaking, reading, and writing. To learn more about the ELPAC, please read the Parent Guide to Understanding the ELPAC, which can be found on the CDE Parent Guide to Understanding the ELPAC Web page at: https://www.cde.ca.gov/ta/tg/ep/documents/elpacparentguide.pdf. The ELPAC practice tests are another good resource. They can be found on the ELPAC Web site at https://www.elpac.org, where parents and students can see the kinds of questions that will be on the test. If you have any questions about your student taking the ELPAC, please call your school office to arrange a conference with your pupil’s teacher.
INTERNET ACCESS – EC 51006 & BP 6163.4 (a)

Pupils will utilize online resources and the internet as a normal part of school activities. The District’s Acceptable Use Policy (AUP) and the MUSD Net Handbook of Ethical and Acceptable Use govern the use of the District’s technology resources and which all pupils and staff are required to follow. Copies of the policy and handbook are available at each school site and on the District website at http://www.montebello.k12.ca.us/its.

Because the District’s information technology services are used as a part of District and school activities, all District and school codes of conduct and disciplinary procedures apply to activities involving use of District networks and technology resources. Board of Education Policy and Administrative Regulations address vandalism, unauthorized access to information, computer piracy, hacking, cyberbullying, appropriate online behavior including interacting with other individuals on social networking sites and in chat rooms, and tampering with hardware or software.

The District AUP sets the parameters for the use of District network services and technology resources. All pupils, employees, and parents/legal guardians shall follow the rules set forth in the District AUP and to report any misuse of the system to a teacher, administrator, or supervisor.

The use of District network services and technology resources is a privilege, not a right, and inappropriate, unauthorized, or unacceptable use will result in the restriction or cancellation of a user’s privilege to utilize them. Additionally, inappropriate, unauthorized, or unacceptable use may lead to disciplinary and/or legal action, including but not limited to suspension, expulsion, or dismissal from school or employment, and/or criminal prosecution by government authorities. It is the user’s sole responsibility should such a restriction or cancellation of these privileges affect their ability to execute their duties as pupils or staff.

HELPFUL TIPS AND RESOURCES

The Montebello Unified School District will continue to provide internet security within our schools. It is important that parents also monitor internet use at home.

MEDIA RELEASE – BP 1112(a)

In an effort to inform the community about school and district events, we sometimes photograph or video record at schools, and use those images in district publications including the district newsletter, website and/or other public promotional materials. Also, we often invite the news media to attend school events, and they sometimes photograph, video record, and/or interview pupils and staff. The media release form attached to the pupil handbook operates as a record and demonstrates that parents/legal guardians have provided their written consent for the publication of a pupil’s name, picture, artwork, written work, voice, along with verbal statements or portraits (including still photographs and video records).

TRANSPORTATION


SCHOOL BUS CODE OF CONDUCT

The District’s bus transportation is a privilege extended to pupils so long as they display good conduct while boarding, riding and unloading the District or chartered transport bus. Any evidence of disorderly conduct or persistent refusal to submit to the authority of the bus driver shall be sufficient means and reason to be denied transportation by the District.

The Superintendent or Designee shall promulgate behavior standards and penalties for violation of those standards. All proposed penalties will be mutually agreed to by District Administration and the pupil’s principal.

PUPIL/STAFF ELIGIBILITY FOR DISTRICT TRANSPORTATION

Eligibility and the privilege to utilize District transportation is granted to those pupils enrolled in schools maintained by the Montebello Unified School District. Montebello Unified School District employees may also be transported on a school bus. At the sole request and discretion of the principal, volunteer adults, who are assisting in supervision, may accompany pupils on the bus. The ratio of one parent/legal guardian for each ten (10) pupils at the elementary level and
one parent/legal guardian for each thirty 30 pupils at the secondary level is the recommended maximum.

**DESIGNATED SCHOOL ROUTES AND TRANSPORTATION SERVICES – AR 3541(a)**

Pupils residing beyond minimum transportation distances shall be eligible for transportation service to the school of their attendance area.

- Distances will be determined by the most direct route, along established streets, from the pupil’s residence to the nearest entrance to each school site.
- Bus routes are established along main traveled highways and streets.
- The pick-up and discharge of pupils from school buses shall be made only at approved bus stops.
- Transportation shall be provided for special education pupils and physically disabled pupils in accordance with such rules and regulations established by statute.
MONTEBELLO UNIFIED SCHOOL DISTRICT

PARENTAL CONSENT FORM – MEDIA RELEASE

Pupils who attend school in the Montebello Unified School District (MUSD) are occasionally asked to display their work publicly, and to appear as a participant in school or district announcements or publicity. Typically pupils and their work are published on the MUSD website, or in publications and public relations announcements. As a condition to such participation or notoriety, the district generally requires parents/legal guardians to consent to publishing the image, likeness or work of pupils, and requests that pupils and their parents/legal guardians read, sign and return this form.

This form operates as a record and demonstrates that parents or legal guardians have provided their written consent for the publication of a pupil’s name, picture, artwork, written work, voice, along with verbal statements or portraits (including still photographs and video records). For example, pictures reflecting school activities or accomplishments may appear in local newspapers, on district publications and even on television. These pictures may or may not personally identify the pupil, and these pictures or videos may be used by the district in the future.

**Parental / Legal Guardian Consent**

Pupil and Parent/Legal Guardian agree that this consent has been executed without coercion or duress and delivered to MUSD to allow the district to publish and use the undersigned pupil’s name, image, picture, artwork, written work, voice, along with verbal statements or portraits (including still photographs and video records) to appear in district publications, videos or on the district’s web site. This release operates into the future. If a pupil, parent or legal guardian intends to rescind this Consent, the pupil, parent/legal guardian may do so at any time by written notice.

**Montebello Unified School District**

The MUSD hereby agrees that the pupil’s name, image, picture, artwork, written work, voice, along with verbal statements or portraits (including still photographs and video records) to appear in district publications, videos or on the district’s web site in connection with public relations, public information, school or district promotion or recognition, and for publicity and instruction. Pupil information may also appear, if requested, in the news media in connection with works of art.

**Release**

I declare and state that I am the parent/legal guardian of the pupil set forth hereunder, and that I agree to waive any and all claims against the Montebello Unified School District, the Board of Education, agents, employees and officers from any and all claims, demands, causes of action, or judgments due to the use of the following pupil:

Pupil Name: ___________________________ ID: ___________________________

Pupil Signature: ___________________________ Date: ___________________________

Father/Legal Guardian Name: ___________________________ Signature: ___________________________

Mother/Legal Guardian Name: ___________________________ Signature: ___________________________
MONTEBELLO UNIFIED SCHOOL DISTRICT

NOTICE OF PARENTS’ RIGHTS AND RESPONSIBILITIES

Dear Parent/Legal Guardian:

Governing Board of the Montebello Unified School District is required, as specified in California Education Code 48980, to notify parents/legal guardians of certain rights and responsibilities. The aforementioned Education Code sections are concerned with these rights and responsibilities. Please read and discuss with your child.

Please sign and return this page to your child’s school, acknowledging that you have been notified of parent/legal guardian rights and responsibilities and have discussed them with your child. Your signature does not indicate consent for the pupil to participate in any particular program.

Pupil Name: __________________________________________________________

School of Attendance: ___________________________ Grade: ______________________

Father/Legal Guardian Name: ________________________________

Father/Legal Guardian Signature: ____________________________________________

Mother/Legal Guardian Name: ______________________________________________

Mother/Legal Guardian Signature: ____________________________________________