

Azusa Unified School District



2021 - 2022

Student Handbook

1040 E. Gladstone Street
Azusa, CA 91702
(626) 852-8400
www.azusaadult.edu

“Building Futures at AAEC”

TABLE OF CONTENTS

Page 4	Important Dates
Page 5	General Information
Page 5	Campus Hours
Page 5	AAEC Campus Map
Page 6	History of Azusa Unified School District
Page 6	AUSD Board of Education
Page 6	AUSD Cabinet
Page 6	AAEC Administration
Page 7	Vision Statement
Page 7	Mission Statement
Page 7	Schoolwide Learner Outcomes
Page 8	Counseling Office
Page 8	Career Resource Center
Page 9	Frequently Asked Questions
Page 10	AAEC Policies & Procedures
Page 10	Academic Integrity
Page 11	Accidents
Page 11	Admission Policies and Procedures
Page 12	Adults with Disabilities
Page 12	CASAS Testing
Page 13	Change of Status, Address, and Telephone
Page 13	Children
Page 13	Class Schedule
Page 13	Course Wait List
Page 13	Drug Free / Weapon Free / Tobacco Free
Page 14	Electronic Student Acceptable Use and Code of Conduct
Page 14	Eligibility / Priority Enrollment
Page 15	Emergency Drills for Fire, Earthquake and Lockdown
Page 15	Emergency Plan
Page 15	Fees and Tuition
Page 15	Funding Opportunities for Students
Page 15	Grading Policy
Page 15	Graduation
Page 16	Instructional Materials

Page 16	Insurance
Page 16	Lost and Found
Page 16	Medical Emergency and Accidents
Page 16	No Smoking / Vaping
Page 16	Parking
Page 17	Personal Property Disclaimer
Page 17	Publicity and Photo Release
Page 17	Refunds
Page 17	Personal Items
Page 17	Release of Student Records
Page 17	Restrooms
Page 18	Review of Records
Page 18	Safety Precautions
Page 18	Security
Page 18	Student Dress and Grooming
Page 18	Testing Center
Page 18	Transcripts
Page 18	Transfers from Another Institution
Page 19	Vandalism, Theft, and Graffiti
Page 19	Vending Machines
Page 19	Visitors to Campus

Page 19 AUSD Policies & Procedures

Page 19	School District Safety Hotline
Page 19	Línea Directa De Seguridad Del Distrito Escolar - Español
Page 20	AUSD FERPA Policy – Student Records - English
Page 20	POLÍTICA de FERPA de AUSD - Registros de los Estudiantes - Español
Page 21	Non-Discrimination / Harassment Policy – English
Page 21	Política Sobre La Discriminacion Y Acoso - Español
Page 22	Sexual Harassment Policy - English
Page 22	Política Sobre Hostigamiento Sexual - Español
Page 23	Student Non-Discrimination Policy – English
Page 23	Política Sobre La Dicriminacion Al Estudiante - Español
Page 24	Accessibility, Non-Discrimination, Title IX - English
Page 24	Accesibilidad, No Dicriminacion, Titulo IX – Español
Page 25	Uniform Complaint Procedures / Grievance Policy – English
Page 26	Norma y Procedimiento Uniforme para Presentar Quejas - Español



ABOUT THE AAEC STUDENT HANDBOOK . . .

The Azusa Adult Education Center Student Handbook is designed to serve as a valuable resource as you select and progress through your program. The Student Handbook makes it easy to know where to go for resources and information and includes policies and procedures that are important for you to read and understand.

IMPORTANT DATES

August 23	Beginning of Fall Semester / Fall Trimester
September 2	Staff Development Meeting - NO SCHOOL
September 6	Labor Day - NO SCHOOL
November 11	Veteran's Day Holiday - NO SCHOOL
November 12	End of Fall Trimester
November 15	Beginning of Winter Trimester
November 22 - 26	Thanksgiving Holiday - NO SCHOOL
December 24 - Jan 7	Winter Break - NO SCHOOL
January 10	Staff Development - NO SCHOOL
January 17	Martin Luther King Jr. Day - NO SCHOOL
January 21	End of Fall Semester
January 24	Beginning of Spring Semester
February 14	Lincoln's Day - - NO SCHOOL
February 21	Washington's Day - NO SCHOOL
February 25	End of Winter Trimester
February 28	Beginning of Winter-Spring Intersession
March 11	End of Winter-Spring Intersession
March 14	Beginning of Spring Trimester
April 4 - April 8	Spring Break - NO SCHOOL
May 30	Memorial Day - NO SCHOOL
June 9	End of Spring Semester / Spring Trimester

GENERAL INFORMATION

CAMPUS HOURS

AAEC School Office

Telephone: (626) 852-8400

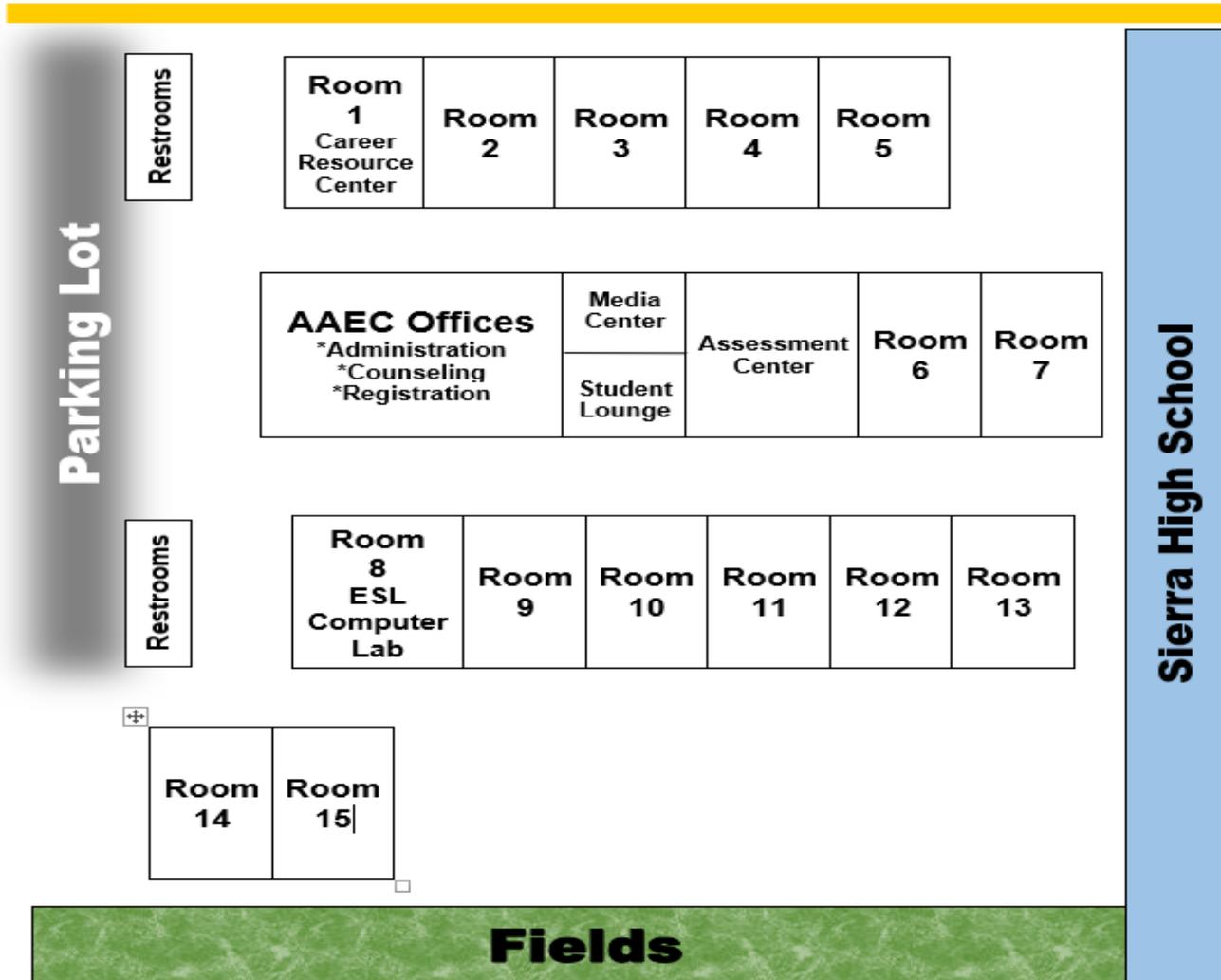
Monday – Thursday 8:00 am – 9:00 pm

Friday 8:00 am – 3:00 pm

AAEC CAMPUS MAP

The campus for the Azusa Adult Education Center is located in the City of Azusa. AAEC is part of the Azusa Unified School District. The Azusa Adult Education Center offers a variety of classes Monday through Friday in the morning and afternoon, as well as Monday through Thursday evenings. The campus houses 15 classrooms including 2 computer labs, an assessment center, a career resource center, and offices.

Gladstone Street

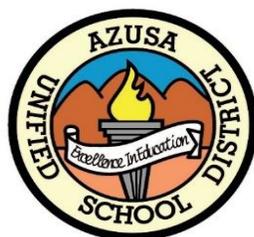


HISTORY OF AZUSA UNIFIED SCHOOL DISTRICT

Originally the Citrus Union High School District encompassed three elementary school districts: Glendora, Azusa, and Gladstone. The high school and college were housed in buildings that are now known as Citrus College. The 1950's boom caused enrollment to grow immensely and in 1956, Azusa High School was built. Glendora High School was built in 1959 and Gladstone High School in 1964. In 1961, Citrus College became a separate entity, and Gladstone and Azusa joined in to the district that is now known as the Azusa Unified School District and Glendora broke away into its own district. The adult school opened in 1961 to serve the adult population. It is now the Alternative Education Center fully accredited by the Western Association of Schools and Colleges.

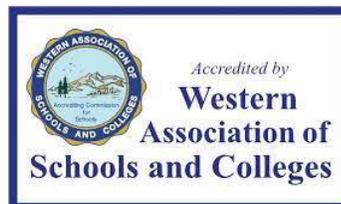
AUSD BOARD OF EDUCATION

Gabriela Arellanes, President
Adrian Greer, Vice- President
Sabrina Bow Ed.D., Clerk
Yolanda Rodriguez-Peña, Member
Xilonin Cruz-Gonzalez, Member



AUSD CABINET

Arturo Ortega, Superintendent
Latasha Jamal, Asst. Supt. of Business
Dayna Mitchell Ed.D., Asst. Supt. of Ed Services
Jorge Ruvalcaba, Asst. Supt. of Human Resources



AAEC ADMINISTRATION

Paul Hernandez, Director
Saida Valdez Ed.D., Assistant Director
Joe Rocha, Evening Administrator
Daniel Soriano, Counselor



Azusa Adult Education Center is a member of CCAEC

THE CITRUS COLLEGE
ADULT EDUCATION
CONSORTIUM





VISION STATEMENT

Azusa Adult Education Center will empower every student to pursue their personal, educational and career goals to transition into higher education, be employed, and thrive in their community.

MISSION STATEMENT

We are committed, as a professional learning community, to the continuous improvement of providing a high quality education where all students have the opportunity to develop and deepen their knowledge, skills and abilities to:

- Actively pursue educational opportunities
- Obtain or advance in a career
- Ethically participate and thrive in a multi-cultural civic society

SCHOOLWIDE LEARNER OUTCOMES

Students at Azusa Adult Education Center will be:

Effective Communicators Who Can Engage In Meaningful and Collaborative Interactions:

- Comprehend and analyze written, spoken, and visual information
- Convey complex thoughts and ideas in verbal, written, and/or visual format
- Synthesize complex communication and data to respond verbally and in writing
- Develop relationships that advance the idea of cooperation and collaboration in positive working and community environments

Productive Individuals Who Utilize Current Tools and Skills to Achieve Attainable Goals:

- Possess digital literacy, as well as mastery of other necessary skill sets for successful employment, community interaction, and achievement of educational goals
- Gain sufficient knowledge for understanding and achieving personal, educational and career goals
- Organize effectively for maximum efficiency
- Develop self-reliance, while maintaining a sense of social responsibility

Critical Thinkers Who:

- Problem solve utilizing mathematical, numeric, and formulaic concepts to resolve complex challenges present in daily life and in the complex environment of the current workplace
- Utilize creativity and proactive thinking to seek out solutions to challenges

COUNSELING SERVICES

The AAEC Counselor is available to meet with students throughout the day and evening to provide the following services to AAEC Students and Community Members:

- Registration for All Classes and Programs
- Academic Counseling: transcript evaluation, high school diploma or high school equivalency test preparation consultation, academic assessment and more.
- Job Information: Local job information is available in our Counseling and Career Centers.
- Continuing Education Information and Guidance: Students receive information about local colleges, trade schools, financial aid, and other informational resources.
- Community Resources and Referrals: Students find connections to local service providers to assist them in finding solutions to barriers that keep them from completing their educational goals.

Call and Make an Appointment Today!!

CAREER RESOURCE CENTER

At our Career Center you will find the resources that will help you to discover various career options, identify potential employers and job listing sites, and learn the skills needed in your job search process. You can also access a lot of resources on our AAEC Website www.azusaadult.edu.

Our Location:

Our AAEC Career Resource Center is located in room 1.

Our Staff Is Ready To Assist You With:

- Career Assessments
- Interviewing Techniques
- Job Search Resources
- Resume Development
- Cover Letter Writing
- Dress for Success Tips

We Offer The Following Services, FREE of Charge:

- Resume and cover letter
- Using social media in your job search
- Financial literacy classes
- Free WIFI
- Online job search
- Making the most of LinkedIn
- Use of desktop computers

All Students And Community Members Are Welcome To Come In!

FREQUENTLY ASKED QUESTIONS

Who can attend?

Adults over 18, there is no restriction associated with your place of residence.

How can I register for a class?

There are 2 ways to register for courses and programs.

- Option #1: Online – Go to our website www.azusaadult.edu, click on the “How to Register”, then please follow the prompts.
- Option #2: In-Person - Please visit our AAEC School Office

All ESL and Academic students must also take the CASAS placement test. Please call the AAEC School Office (626-852-8400) to schedule your test time. Testing is available throughout the day and evening, Monday – Thursday.

All High School Diploma students must meet with the counselor. Please call the AAEC School Office (626-852-8400) to schedule a counseling appointment. Please bring a copy of your most current transcripts to the meeting.

Where can I park?

All parking is FREE. We have a large parking lot off of Gladstone Street, on the Eastside of the campus.

Do you offer High School Diploma and High School Equivalency Diploma/Certificate?

Yes, we offer High School Diploma classes through regularly scheduled classes, and online independent study labs. We offer the HiSET Test instead of the GED. The HiSET test also gives students their High School Equivalency Certificate. To register for the official HiSET test students must register in the AAEC Counseling Office. After registering, students can select available testing dates, times, and locations.

Do I need to speak with a counselor before registering?

No, it is not necessary to speak to a counselor before registering. However, counselors are available to assist students with vocational and academic decisions.

How do I know which ESL class to sign up for?

Students enroll in ESL courses by registering online and then taking the CASAS placement exam to determine their ESL Level. The student will then be advised of their level and which classes are available. If no openings are available, students will be placed on a waiting list and notified when there is a class opening.

How much does it cost to attend the school?

All Academic, Citizenship Preparation, and English As a Second Language (ESL) classes are **FREE**. Career-Technical Education courses may require program, lab or material fees. Fees, books and other supplies purchased at our Counseling Office must be paid with cash, debit card, or credit card (Visa or Master Card only). Checks are not accepted.

Do you offer Financial Aid?

Unfortunately, we do not offer Financial Aid. However, we work closely with America's Job Centers of California that assist students with tuition. Payment plans are available for some CTE course. Please call the AAEC office for more information (626-852-8400) and ask to speak with the Director or Assistant Director.

Do you provide childcare?

We do not provide childcare.

I don't have a green card, may I still attend?

Yes, you may attend. The only requirement to attend an adult school is that you be 18 years of age.

What time of day do you offer your classes?

Classes are offered at various times throughout the day from 8:00 am to 9:00 pm.

Do you have a refund policy?

It is the intent of Azusa Adult Education Center to have a fair and equitable refund policy. The following procedures have been established as part of this policy: Refunds will be issued for classes or programs cancelled by AAEC. Refunds must be requested prior to the first class meeting whether attended or not. No refunds will be issued once classes are in session. An original receipt is required for all refunds.

**If you have any questions or need assistance,
Please feel free to call or stop by our
AAEC School Office
(626) 852-8400 or (626) 852-8421
1040 E. Gladstone Street, Azusa, CA 91702
M-TH 8:00 am – 9:00 pm F 8:00 am – 3:00 pm**

AAEC POLICIES & PROCEDURES

Academic Integrity

The Azusa Adult Education Center is committed to creating an environment where student achievement is accomplished and celebrated. The school values academic integrity as an essential component of academic excellence. Students are expected to be truthful and ethical in their academic work. Commitment to academic integrity is the responsibility of every student and faculty member at the Azusa Adult Education Center. Academic dishonesty is defined as: an act of deception in which a student claims credit for the work or effort of another person or uses unauthorized materials or fabricated information in any academic work. Academic dishonesty is a violation of the school's policy and will not be tolerated.

Examples of Academic Dishonesty

- **Cheating** - Unauthorized copying or collaboration on a test or assignment, or the use or attempted use of unauthorized materials.
- **Tampering** - Altering or interfering with evaluation instruments and documents.
- **Fabrication** - Falsifying experimental data or results, inventing research or laboratory data or results for work not done, or falsely claiming sources not used; fabricating or falsifying documentation to try to change a grade.
- **Plagiarism** - Representing someone else's words, ideas, artistry, or data as one's own another person's work (including published and unpublished material, and material from the internet) without appropriate referencing, presenting someone else's opinions and theories as one's own. Working jointly on a project, then submitting it as one's own.
- **Assisting** - Assisting another student in an act of academic dishonesty, such as taking a test or doing an assignment for someone else, changing someone's grades or academic records, or inappropriately distributing exams to other students.

Accidents

All Azusa Adult Education Center related employee accidents and/or student accidents must be reported immediately to an AAEC Administrator and School Secretary. These forms are available from the School Secretary. Staff members must also be aware that student injuries are not covered by the district and those students must seek care by their own physician.

Admission Policies and Procedures

The Azusa Adult Education Center will enroll students from a schedule posted on the campus website and the school brochure.

All students wishing to enroll in a program must have completed any appropriate assessments, finished the application process and paid applicable fees. Students may enroll in a particular course, in person, during the enrollment windows published in the school calendar. Anyone interested in attending the Azusa Adult Education Center should visit or call for the schedule of academic assessments and the general orientation.

Services for students include admissions and registration assistance, career information, aptitude and academic assessment, financial assistance, and job placement information. Students must be at least 18 years of age, possess interest in career education for employment purposes, and have the basic skills necessary to achieve success in the career certificate program or course chosen.

Licensure and certification programs may require drug screenings, physical examinations or fees for liability or other insurance. Applicants are responsible for paying these costs. For additional admissions information, contact a counselor or advisor at AAEC. An applicant of a health science program that requires a clinical experience training component at a hospital, nursing home or other health care facility must submit to a Level I criminal background check and may be required to submit to a Level II criminal background check as well as a drug screening test in some cases. The student is responsible for paying these costs even though the results may prevent enrollment in the career certificate program.

Our school complies with the Americans with Disabilities Act (ADA) and Section 504 of the Vocational Rehabilitation Act Amendments of 1973 and strictly adhere to the nondiscrimination policy adopted by the School Board of the Azusa Unified School District. Reasonable accommodations can be made for special needs students.

*Disclaimer: Courses subject to cancellation if enrollment is not sufficient.

Adults with Disabilities

All programs, campus organizations, and campus events are open to all students. Efforts are made to assist individuals with disabilities to function as independently as possible while attending school. If you require accommodations or assistance you should contact staff in the Azusa Adult Education Center's School Office.

CASAS Testing

All potential students interested in an Academic, ESL, and some Career Technical Education programs at Azusa Adult Education Center must first complete the CASAS Basic Skills Assessment before registering for a program. The CASAS results are used to guide students into the best classes to successfully meet their education goals.

The CASAS (Comprehensive Adult Student Assessment System) is a multiple-choice assessment measuring reading comprehension in the English Language and Mathematics. CASAS claims to be the most widely used competency based assessment system in the United States. CASAS does not measure intelligence but specific skill ability. Preliminary placement assessments determine areas of need and appropriate placement. The CASAS results are used to guide students into the best classes to successfully meet their education goals.

Refer to the AAEC School Office for times, dates, and the location of testing. You must schedule your CASAS testing time. It is recommended to arrive early to the testing session to

allow time for check-in and to fill out the necessary paperwork. There are no official testing preparation materials available. Reasonable accommodations are available in compliance with ADA regulations. All test takers will need a current government issued I.D. at the time of check-in.

Change of Status, Address and Telephone

Notify the Azusa Adult Education Center office of any change of status, address, telephone, etc.

Children

Minor children (under the age of 18) are NOT allowed to attend adult education classes, unless it is specifically permitted as part of the course.

Class Schedule

The current class schedule may be found at www.azusaadult.edu or in the front office of any Azusa USD campus.

Course Wait List

There is a waiting list policy. Each class has a maximum number of students allowed, depending on space and the course contents. If there is room on the first class meeting, students will be added until the maximum number allowed are enrolled.

Students may be instructed to check back in a few days or wait for the office staff to call them to let them know that the class is available. There is no new enrollment after the second week except in open entry classes or upon teacher discretion.

Wait lists are kept electronically and are on a first come, first served basis. There is no "Cue Jumping" or preferential treatment.

Drug Free / Weapon Free / Tobacco Free

The Azusa Unified School District, in accordance with the Azusa USD board policy and administrative regulations shall keep school grounds, school events, or in any situation in which the school is responsible for the conduct and well-being of students alcohol and drug free.

The Azusa Unified School District has enacted a tobacco free district and workplace environment policy. California Health and Safety Code, Section 24167, requires that all school districts receiving Tobacco Use Prevention Education Funds adopt a tobacco free policy. Current policy prohibits the use of tobacco on school property owned, leased or rented and within all school vehicles in order to provide a tobacco free environment.

The Azusa Unified School District Board desires students and staff to be free from the fear and danger presented by firearms and other weapons. The Board prohibits any person other than authorized law enforcement or security personnel from possessing weapons, imitation firearms, or dangerous instruments of any kind in school buildings, on school grounds or buses, at school-related or school-sponsored activities away from school, or while going to or coming from school.

The Azusa Unified School District Board believes that the use of alcohol or other drugs adversely affects a student's ability to achieve academic success, is physically and emotionally harmful, and has serious social and legal consequences. The Board desires to keep district schools free of alcohol and other drugs and desires that every effort be made to reduce student use of these substances. The Board perceives this effort as an important step towards preventing violence, promoting school safety and creating a disciplined environment conducive to learning.

Electronic Student Acceptable Use and Code of Conduct:

Misuse of the District electronic information services are available in many forms. Users should be aware that inappropriate use of electronic information resources may be a violation of local, state, and federal laws and that they can be prosecuted for violating these laws.

The following represent some of the inappropriate uses that must not occur:

- Using a network for commercial advertising.
- Use that would cause a disruption of network services for others.
- Using copyrighted material in reports without permission.
- Using a network for political purposes, such as lobbying for votes.
- Using any information service to access, view, or transmit pornography, or obscene, sexist, racist, or other inappropriate language.
- Damaging electronic information services through physical abuse of hardware to placing viruses on the network. Using proxy servers to bypass the district's filtering and monitoring systems.
- Sending or receiving electronic messages that are inconsistent with your school's code of conduct including cyber-threats of death, bodily harm, and damage to property.
- Using electronic information services in a manner consistent with, or in violation of, District or school rules and regulations.
- Using personal portable devices to distribute offensive content on school grounds.
- Using the network services to access or provide personal information of others that may be used inappropriately.
- Vandalizing or any malicious intent to alter, harm or destroy equipment or data of another user, any District electronic information service, or any networks connected to the internet.

Eligibility / Priority Enrollment

Persons 18 years of age or older that can benefit from instruction or training are eligible to enroll in the Azusa Adult Education Center. There is open, ongoing enrollment in academic and ESL courses. Enrollment for CTE courses is at the beginning of the semester.

AAEC admits students on a space available and first come, first served basis. Students must meet course prerequisites and complete all required enrollment procedures before being admitted to class. This will ensure successful completion of the course of study. Grading is open-entry/open-exit competency based.

Prior to class registration, Academic students must take the CASAS assessment, and meet with a counselor for transcript evaluation.

Prior to class registration, ESL students must take the CASAS assessment to determine the appropriate ESL Level placement.

Prior to class registration, CTE students may be required to take the CASAS assessment, and complete all prerequisite coursework.

Emergency Drills for Fire, Earthquake and Lockdown

Safety drills will be conducted throughout the year to ensure everyone knows how to conduct themselves during an emergency. Students are expected to cooperate and follow teacher and staff directions. Emergency information is posted in each adult school classroom and the AAEC Emergency Plan is located in the classroom emergency bucket.

Emergency Plan

Emergency information is posted in each adult school classroom. The comprehensive AAEC Emergency Plan is located in the classroom emergency bucket. The emergency plan will be reviewed during student orientation and/or by the classroom teachers during the first week of class.

Notify the instructor or nearest staff member immediately if you are aware of a dangerous situation on campus. The cooperation and involvement of every staff member, student, and all visitors on campus is absolutely necessary to ensure maximum safety and security of individuals and personal belongings.

Fees and Tuition

All course fees and tuition must be paid in full prior to the first day of class. We accept VISA, MASTERCARD, Debit Card, and CASH.

Funding Opportunities for Students

Possible funding opportunities are available through community resource agencies to assist students with program fees. Please contact the AAEC Counseling Office for more information. The following agencies have partnered with AAEC to assist students with course fees, tuition, and instructional supplies:

- Department of Social Services
- America's Job Center of California
- Department of Rehabilitation
- Veterans Benefits Administration
- Workforce Development Board
- Employment Development Department

Grading Policy

Students study under a competency-based system and are graded as competency requirements are satisfactorily completed. Attendance and work ethics are also taken into consideration. Each course's competencies and grading expectations are explained in the course syllabus shared with students at the beginning of each term, and covered in more detail during the class orientation.

Graduation

In June, the Azusa Adult Education Center celebrates commencement. Adult students who have completed the district requirements for a high school diploma, passed the HiSET examination (High School Equivalency Examination), or completed a Career Technical Education Certificate are encouraged to participate.

Instructional Materials

Students enrolled and attending programs are required to provide instructional materials including, but not limited to, reference materials, textbooks, school supplies, and appropriate shoes. The course syllabus will list the additional items needed for their program. If items issued to the student become lost or damaged it is the responsibility of the student to replace the items in a timely manner, so their participation in the program is not impacted. The student can locate and purchase the items on their own that meet the specifications of the program. It is the student's responsibility to order and pay for all fees associated with replacing the items.

Insurance

The Azusa Adult Education Center does not provide student accident or medical insurance coverage. Insurance coverage is a student responsibility.

Lost and Found

Lost and found articles should be promptly reported to the Azusa Adult Education Center Counseling Office. The items will be placed into a locked cabinet until either they are claimed by the rightful owner. Any item not claimed by the end of the school year shall be discarded.

Each student is responsible for their personal items. The school cannot reimburse the cost of any items that are lost by students. It is recommended that students should not bring any personal items onto the campus. Cars should be locked at all times. Any valuables that must be left in a car should be in the trunk or out of sight.

Medical Emergency and Accidents

In case of a medical emergency, an AAEC Administrator is authorized to call an ambulance to remove the student to a hospital. Although the district makes every reasonable effort to prevent student accidents and injuries, accidents do occur.

The Superintendent or designee shall develop procedures to ensure that first aid or medical attention is provided as quickly as possible and that parents/guardians or family members are notified of accidents. Universal precautions shall be observed whenever it is possible that students, employees or others may have contact with blood or bodily fluids as a result of an accident.

No Smoking / Vaping

Smoking and vaping is prohibited on the AAEC campus.

Parking

Parking at Azusa Adult Education Center is free and parking passes are not required. AAEC is not responsible for parking violations; tow away fees, property theft, or damage to vehicles. It is highly recommended that students keep their vehicles locked at all times and valuables out of sight.

Please follow the rules for the safety and convenience of our students and staff:

- Please obey signs, directional arrows and NO PARKING areas, including fire lane markings.
- Parking spaces marked STAFF are for employees only. No students or visitors are to park in these spaces. It is imperative that teachers and staff are able to park and get to their assigned classes on time.
- Observe the 5 miles per hour speed limit.
- Bicycles must be locked in bike racks and are not permitted in buildings. Do not ride bicycles on campus.
- Parking code violations can result in ticketing and/or towing of your vehicle.

Personal Property Disclaimer

The Azusa Unified School District is not responsible for the loss or damage of personal property.

Publicity and Photo Release

As a student in the Azusa Adult Education Center, you may be photographed or filmed for campus or Azusa Unified School District displays, publicity and public relation purposes. Signature on the registration form indicates your agreement for these purposes. If you do not want your image used in any promotional materials, please indicate this on the registration form.

Recording Policy:

No student may record any classroom activity without the express written consent of the instructor. If a student has (or think you may have) a disability, such that they may need to record or tape classroom activities, they should contact the AAEC Office and speak with an administrator to request an appropriate accommodation.

Refunds

It is the intent of Azusa Adult Education Center to have a fair and equitable refund policy. The following procedures have been established as part of this policy: Refunds will be issued for classes or programs cancelled by AAEC. Refunds must be requested prior to the first class meeting whether attended or not. No refunds will be issued once classes are in session. Original receipt is required for all refunds.

Personal Items

You are asked to monitor your own personal property (i.e. school books, wallets, purses, jewelry, clothing, book bags, etc.), as the school is not responsible for lost or stolen property.

Release of Student Records

The release of all information is closely monitored and protected. If you desire your records to be sent to an institution, employer, etc., you must first complete the Student Information Release Authorization Form. The AAEC staff will only release your records to the agency/individual designated on the form. There can be a charge for requested copies of records.

Restrooms

Restrooms are located on campus for student convenience. If the restrooms need servicing, please notify the AAEC office as soon as possible.

Review of Records

The Azusa Adult Education Center maintains educational records in accordance with state and federal laws. A student has the right to review their records but may be charged a fee for any requested copies. Students must give written permission for anyone to review their records. Refer to the FERPA Policy for more specific details and exceptions.

Safety Precautions

All AAEC staff and students are responsible for observing and maintaining safety measures on campus. Whenever an unsafe condition is observed, it should be reported to any staff member immediately.

Security

The Azusa Adult Education Center does not maintain campus police staff. Local law enforcement will be called to assist with any emergency.

School Property, Destruction

Destruction and abuse of school property can result in a financial obligation and will result in a student's dismissal from school. Azusa Unified School District policy determines that any misuse of licensed software, the computer network, or the Internet will be grounds for student dismissal.

Student Dress and Grooming

All AAEC Students are expected to adhere to the established dress and grooming standards by the ASD School Board, in order to prevent distractions and disruption in the classroom and to ensure the physical well-being and safety of students and staff.

Testing Center

The Azusa Adult Education Center is an official testing center for HiSET certification, Pearson Safe-Serve, and Typing tests. There is an administration fee for each of these assessments. Please contact the AAEC School Office if you are interested in taking any of these assessments.

Transcripts

Agency Requesting Education Verification: We ask the agency to fax or email the Azusa Adult Education Center the signed release from the student.

Student Requesting a Transcript: We do not release any transcript or verbal information from a telephone call. We ask the student to come in and fill out a "HSD Transcript Request Form" and bring a picture ID or order a transcript online by going to the AAEC Website www.azusaadult.edu.

Transfer from Another Institution:

Students transferring from other institutions may enter on a space available basis, at the beginning of the semester and must meet the AAEC admission policy requirements before entering the program. Transfer students are required to provide an official transcript or proof of training for all former schools attended. Prior to enrollment, transcripts or proof of training will be reviewed for transfer credit and placement. There may be additional requirements before granting the transfer credit.

Vandalism, Theft and Graffiti

The Governing Board considers vandalism a very serious matter. Vandalism includes the negligent, willful, or unlawful damage or theft of any district-owned real or personal property, including the writing of graffiti. Any AAEC student who commits an act of vandalism shall be subject to disciplinary action by the district and may also be prosecuted through other legal means.

Vending Machines

Vending machines are located on campus for student convenience. Do not kick or beat machines. If money is lost in a machine, report it to the Azusa Adult Education Center School Office.

Visitors to Campus

Any visitors to the AAEC campus must have permission from the instructor or school administrator. All visitors must first report to the AAEC Counseling Office to obtain a visitor's pass. No children under 18 are allowed to visit an adult school classroom.

AUSD POLICIES & PROCEDURES

School District Safety Hotline:

The Azusa Unified School District has installed a Hotline for residents to report safety issues, crimes or related matters. The Hotline records all calls and is monitored daily Monday through Friday. Instructions are given in English and Spanish. The Hotline number is (626) 331-2302.

Línea Directa De Seguridad Del Distrito Escolar:

El Distrito Escolar Unificado de Azusa ha instalado una línea directa para que los residentes informen sobre problemas de seguridad, delitos o asuntos relacionados. La línea directa registra todas las llamadas y se monitorea diariamente de lunes a viernes. Las instrucciones se dan en inglés y español. El número de la línea directa es (626) 331-2302.

AUSD FERPA Policy - Pupil Records

EC 49063 and 49069, 34 CFR 99.7, 20 USC 1232g

A cumulative record, whether recorded by handwriting, print, tapes, film, microfilm or other means, must be maintained on the history of a pupil's development and educational progress. The District will protect the privacy of such records. Parents/guardians have the right to 1) inspect and review the student's educational record maintained by the school, 2) request that a school correct records which they believe to be inaccurate or misleading, and 3) have some control over the disclosure of information from educational records. School officials with legitimate educational interests may access student records without parental consent as long as the official needs to review the records in order to fulfill his/her professional responsibility.

Upon request from officials of another school district in which a student seeks or intends to enroll, the District shall disclose educational records without parental consent. Parents' request to access their student's educational records must be submitted in a written form to a school site administrator and the school will have five (5) business days from the day of receipt of the request to provide access to the records. Any challenge to school records must be submitted in writing to a school site administrator. A parent challenging school records must show that the records are 1) inaccurate, 2) an unsubstantiated personal conclusion or inference, 3) a conclusion or inference outside the observer's area of competence, 4) not based on the personal observation of a named person with the time and place of the observation noted, 5) misleading, or 6) in violation of the privacy or other rights of the student.

Parents have the right to file a complaint with the United States Department of Education concerning an alleged failure by the 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.

POLÍTICA de FERPA de AUSD - Registros de los Estudiantes

CE 49063 y 49069, 34 CFR 99.7, 20 CEEUU 1232g

Un registro cumulativo, sea documentado por escritura, texto impreso, cinta, film, microfilm u otras maneras, debe mantenerse con la historia del desarrollo del alumno y el progreso educacional. El Distrito protegerá la privacidad de tales registros. Los padres/tutores legales tienen el derecho de 1) examinar y revisar el registro educacional del estudiante mantenido por la escuela, 2) solicitar que la escuela corrija los registros que creen que son inexactos o engañosos, y 3) tener algo de control sobre la revelación de información de los registros educacionales. Los oficiales escolares con interés legítimo educativo podrán conseguir acceso a los registros del estudiante sin el consentimiento del padre siempre que el oficial necesite revisar los registros para desempeñar su responsabilidad profesional. A la solicitud de oficiales de otro distrito escolar, en cual un estudiante busca o intenta matricularse, el

Distrito divulgará los registros educacionales sin el consentimiento del padre. La solicitud de los padres para acceder a los expedientes educativos de sus estudiantes debe ser presentada por escrito a un administrador del sitio escolar y la escuela tendrá cinco (5) días hábiles desde el día que la solicitud fue recibida para proveer acceso a los registros. Cualquier desafío a los registros escolares debe ser presentado por escrito a un administrador del sitio escolar. Un padre que cuestiona los registros escolares debe demostrar que los registros son 1) inexactos, 2) una conclusión o inferencia personal sin fundamento, 3) una conclusión o inferencia fuera del área de competencia del observador, 4) no se basa en la observación personal de una persona con nombre La hora y el lugar de la observación anotada, 5) engañosa, o 6) en violación de la privacidad u otros derechos del estudiante.

Los padres tienen el derecho de presentar una queja ante el Departamento de Educación de los Estados Unidos con respecto a un presunto incumplimiento por parte del Distrito de las disposiciones de la Ley de Derechos Educativos y Privacidad de la Familia de los Estados Unidos (FERPA) escribiendo a: Family Policy Compliance Office, Departamento de Educación, 400 Maryland Ave., SW, Washington, DC 20202-4605.

NONDISCRIMINATION / HARASSMENT POLICY

District programs and activities shall be free from discrimination, including harassment, with respect to a student's actual or perceived sex, gender, ethnic group identification, race, national origin, religion, color, physical or mental disability, age or sexual orientation. The District shall ensure equal opportunities for all students and access to the educational program. The Board prohibits intimidation or harassment of any student by any employee, student, or other person in the District. Students who harass other students shall be subject to appropriate discipline. Any student who feels he/she is being harassed should immediately contact the principal, any other staff member or the Coordinator for Nondiscrimination.

AZUSA UNIFIED SCHOOL DISTRICT POLICY #5145.3

Please contact:

Garry Creel, Director, Child Welfare and Attendance, by telephone at: 626-858-6168, by email at: gcreel@azusa.org, or in person at: 546 S. Citrus Avenue, Azusa, CA 91702, for additional information or assistance.

POLÍTICA SOBRE LA DISCRIMINACION Y ACOSO

Los programas y actividades del distrito escolar deben ser libres en discriminación, incluyendo falta de respeto al estudiante, como acoso respecto al sexo, percibir discriminación respecto al género, identificación de grupo étnico, raza, origen nacional, religión, color, discapacidad física o mental, edad u orientación sexual. El distrito escolar garantizará la igualdad de oportunidades a todos los estudiantes y acceso al programa educativo. La Junta Directiva prohíbe la intimidación o acoso sexual a cualquier estudiante por un empleado, estudiante u otra persona del distrito. Los estudiantes que muestren acoso a otros estudiantes serán sujetos a las reglas disciplinarias. Cualquier estudiante que crea que ha sido acosado deberá comunicarse inmediatamente con el director, cualquier otra persona o con el coordinador.

POLÍTICA DEL DISTRITO ESCOLAR UNIFICADO DE AZUSA #5145.3

Por favor comuníquese con:

Garry Creel, Director, Child Welfare and Attendance, by telephone at: 626-858-6168, by email at: gcreel@azusa.org, or in person at: 546 S. Citrus Avenue, Azusa, CA 91702, for additional information or assistance.

SEXUAL HARASSMENT POLICY

The Governing Board is committed to maintaining an educational environment that is free from harassment. The Board prohibits sexual harassment of students by other students, employees or other persons, at school or school sponsored or school related activities. The Board also prohibits retaliatory behavior or action against persons who complain, testify, assist or otherwise participate in the complaint process.

ED CODE 48980 AND 231.5

Definition of Sexual Harassment:

Sexual harassment is defined as unsolicited and unwelcome sexual advances, request for sexual favors, and other verbal, visual, or physical conduct of a sexual nature.

Reporting of Sexual Harassment:

A student or employee who feels that he/she is being or has been subjected to sexual harassment shall immediately contact his/her teacher/supervisor. A school employee to whom a complaint is made by a student or employee shall, within 24 hours of receiving the complaint, report it to the principal or designee. The principal or designee to whom the complaint of sexual harassment is reported to shall investigate the complaint in accordance with administrative regulations.

Confidentiality:

All complaints of sexual harassment shall be kept confidential except as necessary to carry out the investigation or take other subsequent necessary action.

Please contact:

Garry Creel, Director, Child Welfare and Attendance, by telephone at: 626-858-6168, by email at: gcreel@azusa.org, or in person at: 546 S. Citrus Avenue, Azusa, CA 91702, for additional information or assistance.

POLÍTICA SOBRE HOSTIGAMIENTO SEXUAL

La Junta Directiva se ha comprometido a mantener un ambiente educativo que esté libre de hostigamiento. La Junta prohíbe el acoso sexual entre los estudiantes, empleados u otras personas, en la escuela, en eventos patrocinados por la escuela o en actividades que tengan alguna relación con la escuela. La Junta Directiva también prohíbe tomar represalias contra la persona que denuncia, que asiste a alguien en una denuncia de acoso sexual, o que participa de cualquier manera en una investigación o resolución de una denuncia de acoso sexual.

CODIGO DE EDUCACION ESCOLAR 48980 Y 231.5

Definición de Hostigamiento Sexual:

El acoso sexual se define como insinuaciones de carácter sexual no deseadas, solicitud de favores sexuales y otras conductas verbales, físicas, o visuales de índole sexual.

Reporte de Casos de Hostigamiento Sexual:

Cualquier estudiante o empleado(a) que piense o vea que ha sido objeto de maltrato físico y/o psicológico, acoso sexual deberá contactar inmediatamente a su maestro(a) o supervisor(a). Cuando el estudiante hace la denuncia de acoso directamente al director/directora de la escuela, persona o representante designada en las primeras 24 horas después de haber recibido la queja de acoso. El director(a) o persona designada quien recibe el informe de queja de acoso, deberá hacer una investigación a fondo, de acuerdo a los reglamentos administrativos de Distrito Escolar Unificado de Azusa.

Confidencial:

Todas las quejas sobre acoso sexual serán de carácter confidencial, excepto cuando sea necesario llevar a cabo la investigación o cuando se deban tomar medidas necesarias

Por favor comuníquese con:

Garry Creel, Director, Child Welfare and Attendance, by telephone at: 626-858-6168, by email at: gcreel@azusa.org, or in person at: 546 S. Citrus Avenue, Azusa, CA 91702, for additional information or assistance.

STUDENT NON-DISCRIMINATION POLICY

Federal Law

“NO PERSON. . . shall, on the basis of sex, race, color, national origin, lack of English skills, or handicapping condition, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance . . .”

TITLE IX OF THE EDUCATION AMENDMENTS OF 1972 / TITLE VI, SECTION 504

California State Law

“It is the policy of the State of California to afford all persons, regardless of their sex, equal rights and opportunities in the educational institutions of the state . . .”

CALIFORNIA EDUCATION CODE 200-261, AB537

School District Policy

It is the policy of the Azusa Unified School District not to discriminate on the basis of color, race, creed, religion, sex, national origin, sexual orientation, lack of English skills, handicapping condition, age or language in its admission of students to school programs, educational programs and activities, or the recruitment and employment of personnel.

Students, parents, employees, and community members who feel that they have a grievance concerning discrimination should contact:

POLICY FOR STUDENT NON-DISCRIMINATION 5111

Please contact:

Garry Creel, Director, Child Welfare and Attendance, by telephone at: 626-858-6168, by email at: gcreel@azusa.org, or in person at: 546 S. Citrus Avenue, Azusa, CA 91702, for additional information or assistance.

POLITICA SOBRE LA DISCRIMINACION AL ESTUDIANTE

Ley Federal

“NINGUNA PERSONA. . . basándose en sexo, raza, color, origin nacional, o condición de incapacidad, sera excluida de participar, o se le negarán los beneficios, o estará sujeta a ser discriminada bajo ningún programa o actividad que reciba ayuda financiera federal. . .”

Ley Del Estado De California

“La politica del Estado de California es proporcionarle a todas las personas, sin tener cuenta su sexo, los mismos derechos y oportunidades en las instituciones educativas del estado. . .”
CODIGO DE EDUCACION DE CALIFORNIA 200-261, AB537

Politica Del Distrito Escolar

Los programas y actividades de distrito escolar deben ser libres en discriminación, incluyendo falta de respeto al estudiante, como acoso sexual, percibir discriminación respecto al género, identificación de grupo étnico, raza origen nacional, religión, color, discapacidad física o mental, edad u orientación sexual.

POLÍTICA SOBRE LA IGUALDAD DE OPORTUNIDADES #5111

Por favor comuníquese con:

Garry Creel, Director, Child Welfare and Attendance, by telephone at: 626-858-6168, by email at: gcreel@azusa.org, or in person at: 546 S. Citrus Avenue, Azusa, CA 91702, for additional information or assistance.

ACCESSIBILITY, NON-DISCRIMINATION, TITLE IX

The district prohibits, at any district school or school activity, unlawful discrimination, harassment, intimidation, and bullying of any student based on the student' 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.

The district designates the following individual as the responsible employee to coordinate its efforts to comply with Title IX of the Education Amendments of 1972 and California Education Code 234.1, as well as to investigate and resolve sexual harassment complaints under AR 1312.3 - Uniform Complaint Procedures:

Please contact:

Garry Creel, Director, Child Welfare and Attendance, by telephone at: 626-858-6168, by email at: gcreel@azusa.org, or in person at: 546 S. Citrus Avenue, Azusa, CA 91702, for additional information or assistance.

ACCESIBILIDAD, NO DISCRIMINACIÓN, TÍTULO IX

El distrito prohíbe, en cualquier escuela del distrito o actividad escolar, la discriminación ilegal, el acoso, la intimidación y el acoso de cualquier estudiante basado en la raza, color, ascendencia, origen nacional, identificación del grupo étnico, edad, religión, matrimonio o paternidad real del estudiante. estado, discapacidad física o mental, sexo, orientación sexual, género, identidad de género o expresión de género; la percepción de una o más de tales características; o asociación con una persona o grupo con una o más de estas características reales o percibidas.

El distrito designa al siguiente individuo como el empleado responsable para coordinar sus esfuerzos para cumplir con el Título IX de las Enmiendas de Educación de 1972 y el Código de Educación de California 234.1, así como para investigar y resolver las quejas de acoso sexual bajo AR 1312.3 - Procedimientos Uniformes de Quejas:

Por favor comuníquese con:

Garry Creel, Director, Child Welfare and Attendance, by telephone at: 626-858-6168, by email at: gcreel@azusa.org, or in person at: 546 S. Citrus Avenue, Azusa, CA 91702, for additional information or assistance.

Uniform Complaint Policy and Procedure

5 CCR 4600 et seq.

The Uniform Complaint Procedures apply to the filing, investigation and resolution of complaints regarding alleged: 1) failure to comply with federal or state law or regulations governing adult education, consolidated categorical aid programs, migrant education, vocational education, child care and developmental programs, child nutrition programs and special education programs; 2) unlawful discrimination against any protected group as identified under Education Code (EC) sections 200 and 220 and Government Code section 11135, including actual or perceived sex, sexual orientation, gender, ethnic group identification, race, ancestry, national origin, religion, color, or mental or physical disability, or age, or on the basis of a person's association with a person or group with one or more of these actual or perceived characteristics, in any program or activity conducted by a local agency, which is funded directly by, or that receives or benefits from any state financial assistance; 3) failure to comply with school safety planning requirements as specified in Section 7114 of Title 20 of the United States Code; 4) unlawful discrimination, harassment, intimidation, and bullying based on actual or perceived characteristics set forth in Section 422.55 of the Penal Code and EC 220, and disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or association with a person or group with one or more of these actual or perceived characteristics; 5) unlawful imposition of pupil fees for participation in educational activities in public schools; 6) failure to comply with the requirements established through the Local Control Funding Formula related to the Local Control and Accountability Plan as described in EC sections 52060 through 52076 or sections 47606.5 and 47607.3; 7) noncompliance with physical education instructional minutes at specified grade levels; 8) inappropriate assignment of a pupil to courses without educational content or previously completed and received a grade sufficient for satisfying the requirements for high school graduation and admission into post-secondary education; 9) noncompliance with education provisions for pupils in foster care, who are homeless, or who are former juvenile court school students; and 10) failure to reasonably accommodate lactating pupils.

A complaint must be filed no later than six months from the date the complainant first obtains knowledge of the concern. These uniform procedures require the complainant to submit a written complaint to Garry Creel, Director, Child Welfare and Attendance at 546 S. Citrus Avenue, Azusa, CA 91702, who will coordinate an investigation and response within 60 calendar days of receipt of the written complaint, unless the complainant agrees in writing to extend the timeline. If the District finds merit in a complaint, the District shall provide a remedy to all affected pupils, parents/guardians.

A complainant may appeal the District's decision to the California Department of Education (CDE) by filing a written appeal within 15 calendar days after receiving the District's decision. The CDE may directly intervene in the complaint without waiting for action by the district when one of the conditions listed in Section 4650 of Title 5 of the California Code of Regulations exists, including cases in which the district has not taken action within

60 calendar days of the date the complaint was filed with the district. If a district is found to have violated a state or federal law and/or regulation, and the District does not take corrective action to comply, then various civil remedies may be available.

Please contact:

Garry Creel, Director, Child Welfare and Attendance, by telephone at: 626-858-6168, by email at: gcreel@azusa.org, or in person at: 546 S. Citrus Avenue, Azusa, CA 91702, for additional information or assistance.

A copy of the District's UCP policy and complaint procedures is available on the District's website, the District Office or any school site. More information can be found at the California Department of Education website: <http://www.cde.ca.gov/re/cp/uc/>

Norma y Procedimiento Uniforme para Presentar Quejas

5 CRC 4622 et seq.

Los Procedimientos Uniformes para Presentar Quejas aplican a la iniciación, investigación y resolución de quejas sobre la supuesta: 1) falta de cumplimiento con leyes federales o estatales o regulaciones que gobiernan la educación de adultos, programas de ayuda categórica consolidada, educación para estudiantes migrantes, educación vocacional, cuidado de niños y programas de desarrollo, programas de nutrición infantil y programas de educación especial; 2) discriminación ilegal contra cualquier grupo protegido identificado en las secciones del Código de Educación (CE) 200 y 220 y en la sección del Código de Gobierno 11135, incluyendo sexo actual o percibido, orientación sexual, género, identificación de grupo étnico, raza, ascendencia, origen nacional, religión, color o discapacidad mental o física, o edad, o basado sobre la asociación de la persona con una persona o grupo con una o más de éstas características actuales o percibidas, en cualquier programa o actividad llevada a cabo por una agencia local, cual es financiada directamente de, o que recibe o se beneficia de cualquier asistencia financiera estatal; 3) falta de cumplimiento con los requisitos de planificación de seguridad escolar como especificado en la Sección 7114 del Título 20 del Código de los Estados Unidos; 4) discriminación ilegal, hostigamiento, intimidación y acoso basados en características actuales o percibidas enunciadas en la Sección 455.55 del Código Penal y CE 220 y discapacidad, género, identidad de género, expresión de género, nacionalidad, raza o etnicidad, religión, orientación sexual, o asociación con una persona o grupo con una o más de estas características actuales o percibidas; 5) imposición ilegal de cuotas estudiantiles para la participación en actividades educativas en las escuelas públicas; 6) el incumplimiento con los requisitos establecidos a través de la Fórmula para Fondos y Control Local de Gastos relacionado con el Plan de Control Local y Rendimiento de Cuentas descrito en las secciones del CE 52060 al 52076 o secciones 47606.5 y 47607.3; 7) el incumplimiento con los minutos de instrucción de educación física en niveles de grado especificados; 8) asignación inapropiada de un alumno a cursos sin contenido educativo o previamente completados y recibido un grado suficiente para satisfacer los requisitos para la graduación de la escuela secundaria y la admisión en la educación postsecundaria; 9) el incumplimiento de las disposiciones educativas para los alumnos en cuidado de crianza temporal, los que no tienen hogar o los que eran alumnos de los tribunales de menores; y 10) incapacidad para acomodar razonablemente a los alumnos lactantes.

Se debe presentar una queja no más que seis meses del día que el querellante obtiene por primera vez el conocimiento de la preocupación. Estos procedimientos uniformes requieren

que el querellante presente una queja escrita a quien coordinará una investigación y respuesta dentro de 60 días calendario al recibo de la queja escrita, a menos que el querellante está de acuerdo por escrito con prolongar la fecha tope. Si el Distrito encuentra mérito en una queja, el Distrito deberá proporcionar un remedio a todos los estudiantes, padres/tutores legales afectados.

Un querellante puede apelar la decisión del Distrito al Departamento de Educación de California (conocido en inglés como CDE) presentando una apelación escrita dentro de 15 días calendario después de haber recibido la decisión del Distrito. El CDE puede intervenir directamente en la queja sin esperar para la acción tomada por el distrito cuando existe una de las condiciones descritas en Sección 4650 del Título 5 del Código de Reglamentos de California, incluyendo casos donde el distrito no ha tomado acción dentro de los 60 días calendario del día que la queja fue presentada al distrito. Si encuentra que un distrito ha violado una ley y/o reglamento estatal o federal, y el distrito no toma la acción necesaria para corregirse, hay varios remedios civiles a los que puede recurrir.

Por favor comuníquese con:

Garry Creel, Director of Child, Welfare and Attendance al 626-858-6168, a gcreel@azusa.org, o en persona en el distrito 546 S. Citrus Avenue, Azusa, CA 91702, para obtener información o asistencia adicional.

Una copia de la política de UCP del Distrito y los procedimientos de quejas están disponibles en el sitio web del Distrito, la Oficina del Distrito o cualquier escuela. Puede encontrar más información en el sitio web del Departamento de Educación de California:
<http://www.cde.ca.gov/re/cp/uc/>