



Student Handbook 2025-2026

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Purpose of the Student Handbook

As Center for Learning Unlimited (CLU) evolves, it is important to articulate the policies and practices that will ensure our quality educational program in the future. This Student Handbook is designed to provide you with an overview of our policies and expectations of our students, and we encourage we encourage each family, even returning ones, to review it together. Then, each student and their parent/guardian must sign the acknowledgement on the last page.

CLU reserves the right to amend the policies and expectations set forth in this student handbook. Should that occur, each student and their families would be provided with a written notice of the amendment.

With your support, our CLU community will continue to grow; thus enabling us to provide high quality, expert educational services and interventions. We look forward to another wonderful year with your families.

A Brief History of Center for Learning Unlimited

Founded in 1985, The Center is a small, highly specialized day school that serves both publicly and privately sponsored students in grades K-12 from Los Angeles South Bay communities. Students at all grade levels participate in an enriched California state curriculum, adapted to meet their learning style needs. We are a best match for bright students identified as Asperger's Syndrome (ASD), Bipolar Disorder or PPD/PPD- NOS (Pervasive Developmental Disorder/-Not Otherwise Specified).

Students typically come to us struggling with educational and/or mental health issues, often associated with learning differences. Much more than simply a way station or stepping stone, The Center offers robust, targeted interventions during critical periods in development to positively impact learning, growth and adjustment. Most students spend 2 to 2 ½ years in the care of our team and then are transitioned to their home school to continue their education.

The Center's interdisciplinary collaboration brings together educators, physicians, psychologists, speech and language specialists and other experienced professionals in the service of our students and their families. To ensure agile, adaptable interventions, members of our team remain in close contact and provide further continuity through weekly and monthly team meetings. A full range of family support services that link home and school interventions are also integral to The Center's programs.

In addition to our full-day educational services, The Center offers therapeutic day school, transition program for young adults, individualized learning plans, on site clinical services, and comprehensive family support services. Currently, our programs serve Kindergarten through high school students.

The central focus of our work in the Center for Learning Unlimited evolves around the process of diagnostic and prescriptive educational intervention and services.

Vision Statement

To establish a comprehensive integrated, community agency serving the needs of children with complex neurological issues.

Mission Statement

Our mission is to reconnect complex children with their academic, social, and emotional potential, thereby empowering them to engage as citizens of the 21st century.

We believe that our students have the potential to the best within their ability and to:

- grow forward as responsible, self-directed learner,
- demonstrate relationship skills within social and classroom settings,
- master the essential California State Content Standards, and
- advocate for their needs after they leave CLU.

New Students

Admission Process

In accordance with California EC 56366.10 CLU will not accept a pupil with exceptional needs if CLU cannot provide or ensure the provisions of service outlined in the pupil's IEP.

All new students will go through the CLU Admission process. The process is comprised of data review, family interview, student interview and input and consideration from other allied professionals and /or school district personnel. Each application is reviewed by our transdisciplinary team in order to determine the appropriateness of that application to the vision and mission of the Center.

All forms provided to the parent or guardian must be completed for each new student before the student can attend school. Completed enrollment forms will be returned to the Admission Coordinator. At the time of the Admissions Interview, private tuition students are responsible for payment of a \$150 (non-refundable) application fee.

New Student Orientation

Scheduling of the first day of the student's attendance in the program will be determined by the Staffing Team. In order to ensure a particular student's success, the Center for Learning Unlimited requires a thirty-day program assessment.

Students will participate in a new student orientation on their first day of attendance. Each student will be given a tour of the school by a teacher, including the location of exits, emergency escape routes and placement of fire extinguishers.

Students with Disabilities Section 504

Section 504 of the Rehabilitation Act of 1973 (Section 504) is a federal civil rights law, which prohibits discrimination against individuals with disabilities in programs and activities that receive financial assistance from the U.S. Department of Education. Section 504 requires that students with disabilities be provided a free, appropriate public education (FAPE). A Section 504 Plan may be developed for students with disabilities who do not need or require special education services, but who may need accommodations, which can be provided by the general education.

Parents or guardians should be notified in writing by their school districts of any school district decisions that concern the identification, evaluations, educational placement of students and their right to appeal these decisions under Section 504. Further information and assistance concerning Section 504 may be obtained by contacting your school district's Educational Equity Compliance Office.

The Center for Learning Unlimited does not discriminate on the basis of race, religion, creed, gender, sexual orientation, age, disability or national origin in the employment of any staff, or in the administration of any school programs, policies and procedures, including admission, financial aid, academics and extracurricular activities.

Student Learning Outcomes

We expect our students to become:

Communicators who:

- demonstrate relationship skills in both unplanned social situations and classroom instruction by resolving conflicts and regulating their emotions.

Responsible, self-directed learners who:

- understand, express and advocate their personal style of learning;
- practice daily time management; and
- set curricular and Individualized Education Plan (IEP).

Academic Achievers who, to the best of his/her individual ability:

- strive for mastery of the essential California State Content Standards, as evidenced through multiple measures of assessment and in accordance with their Individualized Education Plan (IEP); and
- use current multi-media and assistive technology in academic and creative settings.

Daily Schedule – Late Start on Monday

School hours are Tuesday -Friday, 8:30 to 3:23 and Mondays are late start at 9:10. These days are important times for the staff, as it is used for training and meeting times. Please have transportation drop off students NO EARLIER than 8:55 am.

Minimum days dismissal is 1:10 pm. Please check the school calendar for other dates.

Lower School, Middle School, and Upper School

Our Lower School students are in grades K-5, while Middle School is grades 6-8. Upper School is in grades 9-12.

Lunch Schedule

Throughout the school year, Lower School and Middle school have a 30 minute, structured lunch period from 12:15-12:45. Upper School has lunch from 12:52 to 1:22. These times are subject to change.

Parent/Student Expectations

Our staff comes to each class prepared to offer the best educational opportunity for each student. We feel that it is important that our students and their parents expect us to set a tone that facilitates each child's access to the teacher's planning and preparation. Therefore, the Center for Learning Unlimited encourages the following behaviors as standards that we will work toward, and evaluate the student's practice of, as we mentor the student through the Center's process of therapeutic intervention.

When a student leaves our school to return to their school district, they will need to have the self-discipline required for their transition. While at the Center for Learning Unlimited, it is important that the student consistently:

- arrives promptly to class
- demonstrates the ability to bring materials to class
- strives to stay on task during class
- shows the willingness to cooperate and follows direction of the staff
- is able to accept their hands and feet to themselves
- is able to accept to respect others and not participate in bullying
- is able to accept to use acceptable language
- is able to accept to respect the property of others
- is able to accept to honor the school's dress code
- is able to accept to express strong emotion appropriately

- is able to accept to understand and respect our school's zero tolerance for illegal substances
- is able to accept to use appropriate hygiene

Academic Integrity and Plagiarism

Students are expected to maintain high standards of personal and scholarly conduct. Academic dishonesty of any kind will not be tolerated.

"Forms of plagiarism include the failure to give appropriate acknowledgement when repeating another's wording or particularly apt phrase, paraphrasing another's argument, and presenting another's line of thinking. You may certainly use other person's words and thoughts, but the borrowed material must not appear to be your creation. In your writing, then, you must document everything you borrow; not only direct quotations and paraphrases, but also information and ideas."

Joseph Gibaldi, *MLA Style Manual and Guide to Scholarly Publishing*, New York: The Modern Language Association of America, 1998.

Academic dishonesty includes, but is not limited to: Cheating on an examination or other academic work, plagiarism, collusion and the abuse of resource materials.

If a student has any concerns or questions about how to cite material for a particular assignment, the student has a responsibility to consult his/her teacher.

Plagiarism Consequences

Any student who is demonstrated to have engaged in any of these activities will be subject to immediate disciplinary action in the following manner:

- 1st Offense: The student will fail the assignment in question.
- 2nd Offense: The student will fail the course in question.
- 3rd Offense: Further disciplinary action will be taken, which may include, but is not limited to:
 - The student will be expelled from the Center for Learning Unlimited.
 - A full record of all demonstrable violations of this policy will be retained in the student's file.

Attendance

For publicly funded children, the Center for Learning is only paid for each day of actual attendance. Due to the uniqueness of our program, the Center for Learning Unlimited requires daily attendance unless the student is excused due to illness, quarantine, or has an appointment for professional services, funeral services or lack of proper immunizations. A note signed by a parent or legal guardian must accompany a return to school. Please ensure that the student misses school for only excused absences.

We will consider all other absences as unexcused. In the event of excessive unexcused absences or tardies, the Center for Learning Unlimited reserves the right to report said absence or tardies to the local Student Attendance and Review Board (SARB).

Reporting Student Absences

Pre-scheduled Absence

If you know your student has a scheduled absence for an appointment, funeral, etc., please notify the school with date/time/expected return as soon as possible.

Illness Absence

When reporting your child's absence due to illness/injury, please notify the Assistant Director by 8:00AM on the day they will be absent, in addition to leaving a message with expected date of return. Always return your child with a note, authorizing the absence, for our attendance records. For multiple days of absence due to serious illness or injury, please return with a doctor's note for our attendance records.

Absences for Religious Reasons

Pupils who are members of religions which observe religious holidays that fall on school days may absent themselves from school by making prior arrangements as specified by the school Director. Additionally, students may be absent to attend a religious retreat. Such absences are considered excused absences. Pupils absent must accept responsibility for making up work missed.

Pupils in grades K-5, with the written consent of their parent or guardian, may be excused from school in order to receive moral and religious instruction away from school property if the following conditions are complied with:

Each pupil so excused shall be released for no more than 40 minutes.

No pupil shall be excused from school for such purposes on more than four days per school month. The school is participating in the Religious Released-Time Program.

The following number can be accessed 24 hours a day: 310-997-1900

Acquired Immune Deficiency Syndrome (AIDS) Education

Schools are required to instruct students in grades 7 to 12 in AIDS prevention at least once in middle school and once in high school unless the parent or guardian requests that the pupil not attend such instruction. AIDS education may be covered in health, home economics, science and social science courses. The teacher of each course must notify parents or guardians that students will receive such instruction in his/her class.

Body-Piercing and Jewelry

Pierced earrings worn in ear lobes must be removed for physical education. Any piercing being viewed as a safety concern or a distraction, will not be allowed.

Change of Residence: Student Sponsored Through Nonpublic School Contract

When an individual attending a Non-Public school changes residence and this results in change of school district, the parents of the student must notify, in writing, the following parties of the change of residence:

- The Center for Learning Unlimited
- The former school district
- The new school district

The contract for educational services is between the Non-Public School and the former school district. Therefore, if parents knowingly fail to report a change of residence, the Center for Learning Unlimited reserves the right to hold the parent responsible for the educational cost incurred.

Child Abuse Reporting

California law requires that all professionals who work with care for, or otherwise come in contact with children must report all known or suspected cases of child abuse and neglect. Child abuse is defined as any instance of physical abuse, physical neglect, sexual abuse or emotional mistreatment of the child.

If an employee of the Center for Learning Unlimited has reason to believe that any kind of child abuse of any kind as occurred, a report will be made to the appropriate authority.

Classroom Observations

All classroom observations by parents outside service providers must be scheduled with the school at least one week in advance of requested date. Classroom observations are limited to a maximum of 1 hour. Before observations requested by outside service providers can be scheduled, parent/legal guardian and service provider must complete Authorization of Exchange of Information and Confidentiality Forms.

The Center for Learning Unlimited reserves the right to terminate a scheduled classroom observation at any time.

College Tours

College tours take place twice a year, during Fall and Spring semesters. Upper School students are encouraged to attend these outings. Students are required to prepare questions, ask questions, and write a review upon their return. Campus visits have included CSU Long Beach, Dominguez Hills, El Camino, Harbor College, and UCLA. Please check the School Calendar for College Visit dates.

Community Service

Upper School students are encouraged to participate in Community Services program their junior and senior year. Students may receive credit for course completion and may choose to begin the accrual process during their freshman and sophomore year.

Computer & Internet Usage: EDC 48900

All students are required to have staff authorization and monitoring when using any computers at the Center for Learning Unlimited. The computer and Internet are only available for educational purposes. Permission to access the Internet can/will be revoked at the discretion of staff. Students are permitted to receive/send E-mails from the Center's computers using the CLU provided student email ONLY. Should a student abuse the computers and cause damage, that student and his/her family will be held responsible for the cost of repair.

Conduct of Pupils: EDC 44807

Education Code 44807 states that schools shall hold pupils to a strict account for their conduct on the way to and from school, on the playgrounds, or during recess. Any employee of Center for Learning Unlimited, shall not be subject to criminal prosecution or criminal penalties for the exercise, during the performance of his or her duties, of the same degree of physical control over a pupil that a parent would be legally privileged to exercise but which in no event shall exceed the amount of physical control reasonably necessary to maintain order, protect property, or protect the health and safety of pupils, or to maintain proper and appropriate conditions conducive to learning.

The California Code of Regulations, Title 5, requires pupils to follow school regulations, obey all directions, and be diligent in study and respectful to teachers and others in authority, and refrain from the use of profane and vulgar language.

Confidentiality

The most important value mandated by the Center for Learning Unlimited is strict confidentiality. The notion of confidentiality is highly regarded and is essential in order to promote the principles and values within our community. We ask that our parents also respect the confidentiality of their students and other members of our community.

Controlled and Non-Controlled Substances Policy

The Center for Learning Unlimited has a zero tolerance for controlled and non-controlled substance use. Any and all drug and alcohol abuse on the Center for Learning Unlimited's campus will be reported to the student's home school district for consideration. The California Education code mandates that drug and alcohol abuse constitutes good cause for recommendation for expulsion. CLU reserves the right to request random drug testing for students coming out of and/or that has a history of drug abuse. We also reserve the right to ask for random drug testing if suspicion or the use of drugs presents itself.

Controlled Substances include:

- Illegal drugs
- Alcohol
- Intoxicants
- Stimulants
- Supplements
- Over the counter (OTC) medications

Students found in possession of, selling, furnishing, under the influence or having used them will be subject to suspension and/or arrest at all grade levels on the first offense and in some cases, an IEP meeting will be convened to discuss a change of placement.

Other items not permitted are:

- Smoking
- Tobacco
- Nicotine Products

Smoking, using or possessing tobacco and nicotine products (such as cigarettes, chew, or other related products), including lighters, matches and rolling papers are prohibited. Students found in possession, or having used such products under The Center for Learning Unlimited's jurisdiction, will receive specific consequences ranging from suspension to recommendation for participation in deterrent programs.

Corporal Punishment EDC 49000

State law prohibits the use of corporal punishment (Education Code 49001.) The Center for Learning Unlimited does not condone corporal punishment.

Dangerous Objects: EDC 48900

Center for Learning Unlimited maintains a “Zero Tolerance Policy” for any type of dangerous object. Dangerous objects include, but are not limited to, knives (including Swiss Army-style knives), exacto knives, utility knives, razor blades, martial arts combat equipment, clubs, brass knuckles, explosives, and any type of firearm or BB/Pellet gun, including replica guns and water guns. Any student who inadvertently brings an object onto campus that is prohibited should turn it in to a teacher or administrator immediately; doing so will avoid disciplinary consequences. Any student found in possession of a firearm will be reported to the police, suspended, and an IEP meeting will be convened to determine appropriateness of placement at CLU, and/or recommended change of placement from CLU.

All of these rules apply to students in any situation related to school activities or attendance, including, but not limited to, the following:

- On school grounds (including the parking lot and vehicles in the parking lot)
- Going to school and coming from school
- At lunch time, both on and off campus
- At, going to, or coming from a school-sponsored activity

Storage of these items in areas such as, but not limited to purses, backpacks, or automobiles is deemed to be in possession.

Disruptive Behavior: EDC 76033

Any disruptive behavior (as outlined in above ED code 76033) that interferes with the learning of other students or willful defiance of valid authority adult staff engaged in performance of duties. When necessary, a student will be removed from the classroom to a supervised instructional area as a first step of resolution.

Dress Code

The Education Code allows a school’s governing board to adopt a dress code or uniform policy. Center for Learning Unlimited may decide whether it adopt its own student uniform policy. Any uniform policy implemented by CLU must be voluntary and make provision for participation by economically

disadvantaged students. Further, students whose parents choose not to participate in a uniform program may not be disciplined or otherwise denied rights and privileges available to other students.

Students shall be required to show proper attention to personal cleanliness, health, neatness, safety, and suitability of clothing and appearance for school activities. In every case the dress and grooming of the student shall be clean and shall not:

- Cause actual distraction from or disturbance in any school activity or actually interfere with the participating of a student in any school activity;
- Create a hazard to the safety of him/herself or others;
- Create a health hazard.

Consistent with the above guidelines:

- Sneakers, athletic or tennis shoes are required for physical education or related activities. Flip-flops, thongs, slippers, house shoes, backless sandals, unlaced/untied/unbuckled shoes are prohibited.
- Chests, stomachs, midriffs and backs must be covered by appropriate shirts or blouses.
- No cut off shirts, cut off jerseys, halter-tops, strapless tops, see-through tops or low cut blouses are allowed.
- All pants must be appropriately worn at waist level. Pant waists and belts must be no bigger than two inches larger than the student's own waist. No baggy or oversized pants, pants with sagging clothes or accordion waists are allowed.
- Short shorts, running or jogging shorts, and short or miniskirts are not allowed.
- Underwear must not be visible.
- No "rags", bandanas, handkerchiefs, gloves, or sunglasses are allowed
- Hair, sideburns, mustaches and beards may be worn at length or style as determined by the student and his/her parents.

The final decision regarding the appropriateness of questionable attire will be made by the school Director, or an administrator or their designee.

No hats or visors to be worn in the classroom.

If a student comes to school inappropriately dressed, a parent or guardian may be called to bring proper clothing, or the student may be sent home to change and return in appropriate attire. CLU staff may also require students to wear an oversized t-shirt to cover inappropriate dress.

Drills – Fire and Earthquake

CLU conducts monthly fire drills for Lower, Middle and Upper school. Earthquake drills occur once a quarter. Most fire drills are unannounced. An attendance record is kept of all participating students and staff. The Center for Learning Unlimited maintains earthquake kits that are provided by the student's family. In the event of a natural disaster, CLU requests parents/legal guardians to identify an emergency contact, who resides outside the state of California.

Electronic Devices: Ed Code 48900

Pagers, electronic games, hand-held games, and laser pointers are prohibited from being on campus or at school sponsored activities unless recommended by a licensed medical doctor and approved in writing by the Director. Cell phones may be brought but must be turned in to staff immediately for safekeeping if they become disruptive/distracting. Consequences for possessing these items on campus are similar to those for tobacco and nicotine products.

Electronic games and entertainment equipment are allowed at school, but must be turned in to staff immediately for safekeeping if they become disruptive/distracting. Students may use mp3 players/CD players and hand-held games on the school bus, but they must be turned off and handed in to staff immediately for safekeeping if equipment becomes distracting. Student is responsible in retrieving items from staff when they leave. Other items such as makeup, trading cards and sports equipment may be brought to school with permission, but must be turned in to teachers for safekeeping.

Music is permitted and often times encouraged throughout the 8:25 am – 3:18 pm academic school day. Headphones are required for students scheduled to work in an area where the music may distract others. Headphones are used as a positive tool for limiting distractions; however they must be authorized for use by Center for Learning Unlimited staff and may not be used during instructional time. If student chooses to bring headphones to school (personal property), CLU is not responsible for loss or destruction of property.

Elopement

Definition includes leaving school grounds during school hours without parent permission (elopement) including the school bus, leaving assigned areas or going to unassigned areas without permission. Parents will be notified of elopement and the Director will call an emergency IEP if the student chooses to leave without permission of accompaniment.

Emergency or Disaster Situations

Should an emergency or disaster situation ever arise in our area while school is in session, we want you to be aware that Center for Learning Unlimited has made preparations to respond effectively to such situations. As you know, much has been said recently about earthquakes in California. Should we have a major earthquake or disaster during school hours, your student(s) will be cared for at CLU. Your cooperation is necessary in any emergency.

1. Do not telephone the school. Telephone lines may be needed for emergency communication.

In the event of a serious earthquake or other disaster, students will be kept at Center for Learning Unlimited until they are picked up by an identified responsible adult who has been identified as such in CLU's emergency packet, which must be filled out by parents at the beginning of every school year.

Please be sure you consider the following criteria when you authorize another person to pick up your child at school:

- They are 18 years of age or older.
- They are usually home during the day
- They could walk to school, if necessary.
- They are known to your child.
- They are both aware and able to assume this responsibility.

2. Turn your radio to KFI 640AM, KNX 1070AM, or KFVB 980AM for emergency announcements. If students are to be kept at school, radio stations will be notified. Information regarding day-to-day school operations will be available by calling (310)997-1900.

Impress upon your children the need for them to follow the directions of any CLU personnel in times of emergency.

3. Students will be released only to parents and persons identified in the emergency packet. During extreme emergency, students will be released at a designated area located on or immediately surrounding the Center for Learning Unlimited campus. Parents should become familiar with the School Emergency Disaster Plan and be patient and understanding with the student release process. Please instruct your student to remain at school until you or your designee arrives. Since local telephone service may be disrupted, also list an out-of-state contact (in the emergency card) since calls may be made out of the area while incoming calls are affected.

4. The decision to keep students at school will be based upon whether or not streets in the area are open. If this occurs, radio stations will be notified. In the event that a major earthquake (roads are impassable) takes place during the time that students are being transported, students will be kept on the bus and the driver will ask for assistance through radio contact with the school. Any child who is home waiting for the bus will not be picked up (if roads are impassable) and remains the responsibility of the parent or guardian. In the event a major earthquake occurs in the afternoon, the driver will make every reasonable attempt to continue delivering the students to their homes. Should road conditions prevent the driver from delivering students to home or to school in the morning, the students will be delivered to the nearest public school site and the school bus driver or that public school will communicate with CLU to inform us of the students' whereabouts.

In case of a "hazardous release event" (chemical spill) near Center for Learning Unlimited, "Shelter-in-Place" procedures will be implemented to provide in place protection. All students and staff will report to their rooms, and all efforts will be made to prevent outside air from entering the classrooms during the emergency. "Shelter- in-Place" signs will be placed in classroom windows or hung outside doors during a drill or emergency.

Students arriving at school during a "Shelter-in-Place" drill or event should report to the school's receptionist's office since classrooms will be inaccessible. Most chemical releases will last only a few minutes and staying inside should be adequate protection. If the release is prolonged, then the police or fire department may order evacuation. When the dangerous incident had subsided, an all-clear signal will be given.

Please discuss these matters with your immediate family. Planning ahead will help alleviate concern during earthquakes or other disasters.

Energy Drinks Policy

United States scientists have found that these energy drinks contain enough stimulating ingredients to cause anxiety, insomnia, dehydration, gastrointestinal upset, nervousness, flushed face, and an accelerated heart rate. CLU is taking an active approach in maintaining and supporting the health and welfare of our students by banning the consumption of all energy drinks.

Field Trips

Throughout the year, students in all grades have the opportunity to participate in field trips. Parents will be notified of field trips and must provide written permission for students to attend. Upper School students have a college field trip that is scheduled during Fall and Spring semesters.

Fine Arts

CLU's Fine Arts program provides students with the avenue to showcase their talents in music and digital photography. Upper School students may receive credit for course completion.

Gambling and Exchange of Currency

Gambling of any kind is prohibited on CLU property. Any and all gambling on the Center for Learning Unlimited's campus will be reported to the student's home school district for consideration. The California Education code mandates that gambling constitutes good cause for recommendation for expulsion.

The Center for Learning Unlimited does not encourage money to be brought to school. Students may not borrow or loan money to or from other students or staff. CLU is not responsible for any money transactions of any kind and parents will be notified immediately.

Grades/Progress Reports

Parents of Lower School and Middle School will be kept informed of progress and achievement by a progress report which is issued at the end of each semester, usually Fall and Spring. Upper school will

receive and updated transcript upon course completion. If you have any questions about progress, please contact the school's Administration.

Graduation Requirements

	Certificate of Completion – meets minimum state requirements	High School Diploma	Community College	California State Schools/ University of California Schools
English	<p>4 Years</p> <p>English 9 <input type="checkbox"/> A <input type="checkbox"/> B</p> <p>English 10 <input type="checkbox"/> A <input type="checkbox"/> B</p> <p>English 11 <input type="checkbox"/> A <input type="checkbox"/> B</p> <p>English 12 <input type="checkbox"/> A <input type="checkbox"/> B</p>	<p>4 Years</p> <p>English 9 <input type="checkbox"/> A <input type="checkbox"/> B</p> <p>English 10 <input type="checkbox"/> A <input type="checkbox"/> B</p> <p>English 11 <input type="checkbox"/> A <input type="checkbox"/> B</p> <p>English 12 <input type="checkbox"/> A <input type="checkbox"/> B</p>	<p>4 Years</p> <p>English 9 <input type="checkbox"/> A <input type="checkbox"/> B</p> <p>English 10 <input type="checkbox"/> A <input type="checkbox"/> B</p> <p>English 11 <input type="checkbox"/> A <input type="checkbox"/> B</p> <p>English 12 <input type="checkbox"/> A <input type="checkbox"/> B</p>	<p>4 Years</p> <p>English 9 <input type="checkbox"/> A <input type="checkbox"/> B</p> <p>English 10 <input type="checkbox"/> A <input type="checkbox"/> B</p> <p>English 11 <input type="checkbox"/> A <input type="checkbox"/> B</p> <p>English 12 <input type="checkbox"/> A <input type="checkbox"/> B</p>
Math	<p>2 years:</p> <p>Algebra 1 <input type="checkbox"/> A <input type="checkbox"/> B</p> <p>Geometry <input type="checkbox"/> A <input type="checkbox"/> B</p>	<p>2 years:</p> <p>Algebra 1 <input type="checkbox"/> A <input type="checkbox"/> B</p> <p>Geometry <input type="checkbox"/> A <input type="checkbox"/> B</p>	<p>2 years:</p> <p>Algebra 1 <input type="checkbox"/> A <input type="checkbox"/> B</p> <p>Geometry <input type="checkbox"/> A <input type="checkbox"/> B</p>	<p>3 years (4 yrs recommended)</p> <p>Algebra 1 <input type="checkbox"/> A <input type="checkbox"/> B</p> <p>Geometry <input type="checkbox"/> A <input type="checkbox"/> B</p> <p>Algebra 2 <input type="checkbox"/> A <input type="checkbox"/> B</p>

Social Studies	3 years: World History <input type="checkbox"/> A <input type="checkbox"/> B US History <input type="checkbox"/> A <input type="checkbox"/> B American Government <input type="checkbox"/> A Economics <input type="checkbox"/> A	3 years: World History <input type="checkbox"/> A <input type="checkbox"/> B US History <input type="checkbox"/> A <input type="checkbox"/> B American Government <input type="checkbox"/> A Economics <input type="checkbox"/> A	3 years: World History <input type="checkbox"/> A <input type="checkbox"/> B US History <input type="checkbox"/> A <input type="checkbox"/> B American Government <input type="checkbox"/> A Economics <input type="checkbox"/> A	3 years: World History <input type="checkbox"/> A <input type="checkbox"/> B US History <input type="checkbox"/> A <input type="checkbox"/> B American Government <input type="checkbox"/> A Economics <input type="checkbox"/> A
Science	2 years: Biological Science <input type="checkbox"/> A <input type="checkbox"/> B Physical Science <input type="checkbox"/> A <input type="checkbox"/> B	2 years: Biological Science <input type="checkbox"/> A <input type="checkbox"/> B Physical Science <input type="checkbox"/> A <input type="checkbox"/> B	2 years: Biological Science <input type="checkbox"/> A <input type="checkbox"/> B Physical Science <input type="checkbox"/> A <input type="checkbox"/> B	2 years of lab science (3 yrs recommended) Biological Science <input type="checkbox"/> A <input type="checkbox"/> B Physical Science <input type="checkbox"/> A <input type="checkbox"/> B
Physical Education	Four semesters <input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D	Four semesters <input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D	Four semesters <input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D	Four semesters <input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D
Health	One semester <input type="checkbox"/> A	One semester <input type="checkbox"/> A	One semester <input type="checkbox"/> A	One semester <input type="checkbox"/> A

Fine Arts/For. Language	One year Foreign Lang or Arts <input type="checkbox"/> A <input type="checkbox"/> B	One year Foreign Lang or Arts <input type="checkbox"/> A <input type="checkbox"/> B	One year Foreign Lang or Arts <input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D	2 years (3 yrs recommended) Foreign Language <input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D Arts <input type="checkbox"/> A <input type="checkbox"/> B
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Graduation and/or Promotion

All continuing students will be recognized in an end-of-the year promotion. All graduating seniors, who have completed required course work will be able to participate in a graduation ceremony, scheduled for the last day of the school calendar.

Homework Policy

CLU recognizes the importance and value of homework. However, many of our students are unable to attend to the demands of homework. CLU offers homework on an individual basis. If you feel your student would benefit from increased or decreased homework, please contact the child's teacher.

All students in the high school program are expected to complete homework. Upon the third week of starting high will begin to be assigned homework. Students are initially assigned homework twice a week, with language arts and novel reading as an emphasis. Overtime the homework load is increased, with students expected to spend an average of 1-2 hours daily on homework completion. When homework is not submitted on time points will be deducted.

Immunizations

New students will not be enrolled unless a written immunization record provided by a physician or the health department is presented at the time of enrollment and immunizations are up to date. There are new requirements for Hepatitis B and Measles Mumps-Rubella vaccines (MMR) immunization for new enrollees entering preschool and kindergarten.

As required by all, all 7th grade students must provide proof of receiving the Tdap immunization on or before their 10th birthday.

Students who require additional vaccine doses or who lack a written record are no longer allowed a grace period. All students new to Center for Learning Unlimited or transfer students must show that they have received all currently required immunizations in order to be enrolled.

The immunization status of all students will be reviewed periodically. Those students who do not meet the State guidelines must be excluded from school until the requirements are met. Students who have been exposed to a communicable disease for which they have not been immunized may be excluded from school at the discretion of the health department. A new California immunization law effective July 1, 1999, requires all students entering the 7th grade to be immunized against Hepatitis B; a second MMR (measles, mumps, and rubella) and booster TD (tetanus, diphtheria) are also required.

Insurance

The Center for Learning Unlimited does not provide student insurance for medical and hospital services needed for injuries to students while involved in school-related accidents.

Lockers

All high school students are offered the option of a locker at the beginning of the year. Students are expected to supply their own combination lock with the combination to be kept on file. Lockers are under the joint control of CLU and the student, with CLU having the right to inspect the locker without student permission if there is reasonable suspicion that the search may disclose evidence of illegal possessions or activity that can be a potential safety threat.

While locker usage is voluntary, CLU will not be liable for any items lost or damaged due to storage outside of the locker.

Conditions for Locker Usage:

- Locker usage is voluntary.
- Only assigned school locks may be used on the school lockers. Any non-school lock used to secure a locker may be cut off and the school will not be held responsible for the lock or the contents of any lockers used/secured without authorization.
- Students are not permitted to share lockers. Students should never share their locker combinations with anyone.

Due to security, maintenance and liability reasons student lockers are available on a “USE AT YOUR OWN RISK” basis. It is recommended that important items not be left in lockers overnight, on weekends, or holidays. The school assumes NO responsibility for items left in school lockers, including but not limited to textbooks and other items of value.

Students who violate expected behavior guidelines will lose the privilege of using the lockers.

Nothing shall be placed or posted on the outside of student lockers.

Any items placed or posted INSIDE the locker must be removable (i.e.-no stickers)

At the conclusion of each school year, it is the responsibility of the student to completely remove all items from the locker completely. Following the last day of school, the custodians will clean out all lockers. The school shall not be held responsible for any items left inside student lockers after dismissal on the last day of school.

Lunch Policy

All students have 30 minutes to enjoy their lunch; we ask that all students be provided with a nutritious and well- balanced lunch so that the student's energy and stamina can be maintained during all of the school day.

Leaving campus for lunch is not an option unless with staff planned activity.

Students age 18 and older may, with teacher permission walk to fast food businesses within the immediate shopping center.

Pizza, fruit, and a drink will be available for purchase every Friday during lunch for \$5.00. Payment can be paid in a check payable to CLU or in cash at the start of each semester.

Medication Distribution: ED Code 49423

In order to accommodate our student's needs on a daily basis, it is important that we understand any and all behavioral changes that may be precipitated and caused by medication change and/or addition.

"Request for Medications to be dispensed" form shall be completed by the prescribing physician signed by both the parent and physician and faxed/delivered to the Case Manager of the Center for Learning Unlimited.

Medications to be administered at school shall be given to the CLU Director/Case Manager by the parent/legal guardian in a current prescription bottle showing the name of the medication, dosage and time for its administration. Please note: We DO NOT have an on-site nurse to dispense medication.

Prescriptions cannot be delivered in any container other than a standard prescription bottle or a unit dose pack.

Medications that do not meet these requirements will not be accepted or dispensed by agency personnel.

No student may bring medications, (including over the counter medications), to school to be self-administered. Every medication is kept in a locked cabinet, and is to be appropriately labeled for each student.

It is the parent's responsibility to notify CLU of any changes in medications, dosage, or time for its administration. These medications will need to be accompanied by a new "Request of Medications to be Dispensed" form.

Miscellaneous Health Information

Communicable Diseases:

A student suspected of having a communicable disease will be excluded from school until a physician's written permission allows for re-entry.

An effort will be made to notify parents/guardians about school exposure to chickenpox. The parent/guardian of an at-risk student for whom chickenpox presents a particular hazard should contact the school Director. Students at risk include those with conditions affecting the immune system and those receiving certain drugs for the treatment of leukemia or organ transplants.

Sutures, Casts, Crutches, or Braces:

A student returning to school with sutures, casts, crutches, brace(s), or a wheelchair must have a physician's written permission to attend school and must comply with any safety procedures required by the school administration

Prolonged Illness or Surgery:

A student returning to school following a serious or prolonged illness, injury, surgery, or other hospitalization, must have written permission by a physician to attend school, including any recommendations regarding physical activity.

An excuse (less than 10 weeks) from a physical education class may be granted to a student who is unable to participate in regular or modified curriculum for a temporary period of time due to illness or injury. A parent's written request for an excuse will be accepted for up to 5 days. If a student is to be released from physical education class for more than 5 days, the student's physician must provide a first written release form, and then written permission to resume participation in physical education.

A current Emergency Information card **MUST** be on file at Center for Learning Unlimited so that parents can be notified promptly in case of accident or illness involving their child.

School district health personnel are available for consultation if you contact your school district directly. School authorities may excuse any pupil in grades 7 to 12 from the school for the purpose of obtaining confidential medical services without the consent of the parent or guardian.

Parent Conferences

Parent conferences are held twice a year, in the Fall and Spring, usually in October and April, respectively. Please check the yearly School Calendar for exact dates. All conferences are by

appointment only and students are released early so that teachers may attend the conferences. Upper School students are highly encouraged to attend and discuss their portfolio with parents/guardians.

Parent conferences are also held per parent request. To schedule a parent conference please contact the CLU Case Manager.

Personal Property Liability

The Center for Learning Unlimited assumes no responsibility for the loss or destruction of a student's personal property, this includes, but is not limited to: laptops, personal computers, and cameras.

Physical Education - Program

All students in Lower and Middle School are encouraged to participate in PE. However, participation in physical education involving outdoor excursions may be limited and individualized according to each student's needs and abilities.

Upper School students have an option to participate in individualized PE, whereupon a trainer or designated authority would monitor and record participation. Please see school Administration for forms, if interested in this option.

Physical Examinations

A comprehensive physical examination and health assessment consistent with Child Health and Disability Prevention (CHDP) guidelines is required for all first grade students within 18 months prior to entry or up to 3 months after admission to the first grade. A CHDP or equivalent examination may be done by a private physician, a health department clinic, or in some instances, by school district CHDP staff. A blood test for Hemoglobin and lead levels as well as a urine test is part of this examination. Students enrolling for the first time at Center for Learning Unlimited are required to provide the Center with a report of a recent physical examination.

If your child is without medical insurance or with limited coverage, or if you are covered by Medi-Cal, your child may be eligible for a free CHDP physical at the school. If help is needed in meeting the requirement for a CHDP examination, please contact the school nurse at your child's home school.

Licensed school physicians or regular private physicians may do physical examinations as required for Special Education programs. If parents/guardians do not wish to have their child examined at school by their school's district physician, they must file an annual written statement to that effect at their annual IEP meeting.

Screening of the student's vision and hearing will be done at the home site in accordance with State mandates. All girls in grade 7 and boys in grade 8 will also be screened for possible scoliosis (unnatural

curvature of the spine) at the home school site in accordance with State mandates. Parents/guardians will be notified of any findings in these mandated screening tests, which require further attention.

Problem-Solve

The Center for Learning Unlimited strives to develop self-advocacy and problem solving strategies for each student. Our problem solving strategy, as outlined below, will be taught and modeled for each student. In the event of a conflict or personal difficulty, each student will be expected to access the model set forth below:

- Define the Problem
- Brainstorm
- Evaluate the Pros and Cons
- Choose
- Plan and Act
- Evaluate

Professional Services

The Center offers a full spectrum of family services to complement the school's work with its students. Listening to the insights and needs of family members and coordinating timely support and direction are all crucial to success. Among the available options are family and one-to-one counseling, psychiatric consultation and coordination of school and home expectations and interventions. We are also able to help with important transitions by wrapping around the student's day, offering targeted assistance that can begin prior to the start of school and extend to day's end issues. Not limited to scheduled arrangements, The Center staff is able to make quick adaptations in concert with the family to maximize the benefits of any program plan.

If you feel your student needs the services of a professional team member, please call the CLU Case Manager at 310-997-1900.

Property Damage

Students must accept responsibility for deliberate destruction or damage of school or other's property. Parents will be billed for repairs or replacements. Graffiti on school premises is prohibited and subject to police citation. No transcript will be released until all damages are cleared.

Provision of Free and Appropriate Education (FAPE): Ed Code Section 56341

At CLU, we are cognizant of our legal mandate to provide FAPE. During the process of reengagement, a student may not be available for learning at all times. At the Center for Learning Unlimited we strive to garner each teachable moment and opportunity in order to enrich our student's academic and social success. Each student has a unique timetable with regard to his or her availability for learning. We respect each student's individuality, and thereby reserve the right to offer the state mandated curriculum in a manner best suited to honor and consider the student's unique needs.

Pupils With Temporary Disabilities

School districts may provide instruction in the home or hospital for eligible pupils in grades K-12 whose non-contagious physical condition prevents attendance at Center for Learning Unlimited for a temporary period of time. The intent is to maintain continuity of the pupil's instructional program during the interim period of disability. A home or hospital teacher provides instruction in subjects/courses correlated with the pupil's school program to the maximum extent possible within service capabilities. The service is designed as a temporary interim placement alternative; it shall not replace over an extended period of time the regularly required instructional program.

The instruction is to be provided by the school district in which the hospital is located. However, it is the primary responsibility of the parent or guardian of a pupil with a temporary disability to notify Center for Learning Unlimited and the school district in which the pupil resides of the pupil's presence in a qualifying hospital. Upon receipt of notification pursuant to subdivision, a school district shall do the following:

Within five working days of receipt of the notification, determine whether the pupil will be able to receive individualized instruction, and, if the determination is positive, when the individualized instruction may commence. Individualized instruction shall commence no later than five working days after the positive determination had been rendered.

Provide the pupil with individualized instruction pursuant to Section 48206.3. The school district may enter into an agreement with the school in which the pupil previously attended regular day classes or an alternative education program, to have the school district the pupil previously attended provide the pupil with individualized instruction pursuant to Section 48206.3.

Within five working days of the commencement of individualized instruction, provide the school district in which the pupil previously attended regular day classes or an alternative education program with written notice that the pupil shall not be counted by that district for purposes of computing average daily attendance pursuant to Section 42238.5, effective the date on which the individualized instruction commenced.

Release of Records

Student records will not be released without proper authorization, executed by the parent, on behalf of their student. All financial obligations to the Center for Learning Unlimited must be satisfied prior to the release of school records. Copies of student records will have a fee of \$.25 per page, due at the time of record release.

Restitution of Monies: Ed. Code 48904

The Education Code, Section 48904 provides that the parent or guardian of a minor is liable to a public or private school for all property loaned to and failed to be returned, or willfully damages by the minor. It also authorizes Center for Learning Unlimited to adopt a policy whereby the report card, diploma, or transcripts of these students would be withheld until the pupil or the parent/guardian pays for the damages or returns the property. It is the policy of the CLU to seek restitution, including but not limited to, when a student willfully cuts, defaces, causes the loss or no return of or otherwise injures any property, real or personal, belonging to CLU or a CLU employee. The parent/guardian of the student is liable for such damages, not exceeding \$5000.

At the discretion of the Director or Assistant Director, damages deemed minor may be redeemed through voluntary work assignment. Upon receiving notification, the parent(s)/guardian(s) may pay the outstanding obligation, or the student may complete a voluntary work assignment determined by CLU. Upon satisfactory completion of the school voluntary work assignment, the report card, diploma, or transcripts shall be released and/or the debt discharged.

Restraint: Ed. Code 49005. 1(f)(1)-49006.4

Each student's personal safety is of the uttermost importance to the CLU staff and its community. Although uncommon, it is important for you to be assured that restraint is used as a last resort of intervention with a student if there is a danger to self or others and within the mandates set forth in the Educational Code. CLU staff is trained and certified through the program Crisis Prevention Institute (CPI). Please refer to the website at www.crisisprevention.com for additional details or training/certification. Parents will be notified within 24hrs in writing of the physical restraint. Please note that students in the Upper school will not be restrained. Procedure followed is to clear the room of other students and, if necessary, call the police to assist the student with the disruptive behavior.

Rules of Behavior

Follow directions of all staff.

Respect yourself and all staff and students. People need to feel respected by others.

All students need a safe learning environment. Keep your hands, feet and objects to yourself so you will not hurt others.

We all want to be proud of our school appearance. Take care of school property, equipment and supplies. It is important to keep our classrooms clean and safe.

Schools are responsible for students, especially in case of emergency. Students must remain in assigned areas.

We must respect each student's right to learn. Behavior in the classroom and on campus must not interfere with these rights.

Be prepared, on time, and complete all assignments. Students can only learn if they are in class everyday and on time.

The law requires regular school attendance. Excessive tardiness and/or truancy will require reporting to an attendance review board. (SARB)

For safety reasons, students will go directly home from school unless there is a written permission from all parents allowing students to go elsewhere.

Students may not be transported by another student with a vehicle.

Safe Environment

The Center for Learning Unlimited mandates that a safe environment be provided for all students. In the event that a student unnecessarily disrupts the school day or poses harm or threat to another student, that student's conduct will be reported to his/her home district for consideration. The Center for Learning Unlimited fosters a program of progressive discipline while implementing our problem solving strategies at all times. The Center for Learning Unlimited has a Cloud Nine Room that is not a seclusion area, but rather a quiet area, which the student may access if he or she so desires. In the event a student's behavior escalates to the point that the student poses a danger to him/herself or others, restraint is to be used as a last resort of intervention. The parent will be immediately called and if necessary, the local police department and/or Psychiatric Emergency Transport (PET) team restraint will be called to quell the disturbance.

Search Policy: Ed. Code 3800

To maintain order and discipline at the Center for Learning Unlimited and to protect the safety and welfare of students and school personnel, school authorities may search a student, a student's personal effects, or student automobiles under the circumstances outlined below and may seize any illegal, unauthorized, or contraband materials discovered in the search. A student's failure to permit searches and seizures as provided in this policy will be considered grounds for disciplinary action.

As used in this policy, the term "unauthorized" means any item dangerous to the health or safety of students or school personnel, or disruptive of any lawful function, mission, or process of the school, or any item described as unauthorized in school rules available beforehand to the student.

Personal Searches

A student's person and/or personal effects (e.g. purse, book bag, etc.) may be searched whenever a school authority has reasonable suspicion to believe that the student is in possession of illegal, unauthorized, or contraband materials.

If a pat down search of a student's person is conducted, the search shall be conducted in private by a school official of the same sex. Another adult witness of the same sex will also be present when feasible.

Automobile Searches

Students are permitted to park on school premises as a matter of privilege, not of right. The school retains authority to conduct routine patrols of student parking lots and inspections of the exteriors of student automobiles on school property. The interiors of student vehicles may be inspected whenever a school authority has reasonable suspicion to believe that illegal, unauthorized, or contraband materials are contained inside. Such patrols and inspections may be conducted without notice, without student consent, and without a search warrant.

Students shall not be allowed to park automobiles on campus until such time that the "Acknowledgement Concerning Use of Student Parking Lots" form has been properly completed and returned to the school. Such forms shall be maintained on file at the school.

Seizure of Illegal Materials

Unannounced random drug "searches" will be conducted at the Center by the Director. Searches may be made at any time and with undetermined frequency. This means a student will be asked to show contents of book bag, pockets, purses, materials within book bag, shoes, socks, vehicles, or other areas may be suspected.

Documentation

The Director or Assistant Director shall fully document every incident where a search is conducted. Such documentation shall include a detailed account of the search, items impounded, the student(s) involved, a list of all witnesses present, and any other information felt germane to the incident.

Sex Education Courses

Parents and guardians are advised that human reproduction and sexually transmitted diseases are instructional topics that are covered in some courses. These topics are optional and require parent or guardian consent or dissent in order for pupils to participate. Schools are required to prepare and distribute a consent letter to parents or guardians of students who may be enrolled in courses in which human reproductive organs and their functions and processes are described, illustrated or discussed. Parents and guardians shall have an opportunity to view textbooks and other instructional materials relating to these topics at specific times and locations. In the teaching of sex education, teachers are to emphasize abstinence from sexual intercourse as the only protection that is 100 percent effective against unwanted pregnancy, sexually transmitted diseases, and Acquired Immune Deficiency Syndrome (AIDS) when transmitted sexually. Instruction will also focus on understanding and preventing unwanted physical and verbal assault, nonconsensual sexual or physical advances and date rape.

Whenever any part of the instruction in health, family life education and sex education conflicts with the religious training and beliefs of the parent or guardian of any pupil, on written request of the parent or guardian, the pupil shall be excused from the part of the class/lesson which conflicts with such religious training and beliefs (including personal moral convictions).

Sexual Harassment

Sexual harassment shall be considered as any unwanted sexual comments, actions, advances or gestures, which create an intimidating, hostile educational environment. Staff and students are prohibited from engaging in sexual harassment. All violations of this policy will be reported to the student's home district for further legal/disciplinary consideration. Examples of Harassment include, but are not limited to:

- Unwelcome sexual flirtations, advances, propositions or requests for sexual favors;
- Verbal abuse of a sexual nature or suggestive, insulting, obscene, or demeaning comments or gestures;
- Graphic verbal, written, or electronically transmitted comments about an individual's body, sexual prowess, or sexual deficiencies;
- Sexually degrading words used to describe an individual;
- The display in the workplace of sexually suggestive materials;
- Uninvited or unwanted physical contact;
- Unwelcome telling of, or electronic transmittal of, sexual jokes or stories; and
- Any other conduct of a sexual nature that creates an offensive or hostile work environment.

Smoking Policy

The Center for Learning Unlimited is a smoke free environment. Violation of this rule will be referred to the Director of the Center for Learning Unlimited for application of the appropriate disciplinary policy.

Student Arrival & Departure

Students may be dropped off in the morning no earlier than 8:45 AM. After school, students may be picked up in the back parking lot. All programs end at 3:00 p.m. and have a 15-minute grace period. If you are not sure of the pick-up time for your student, please call the school. If your child is consistently picked-up late over 3 times, and individual supervision must be scheduled, parents may be subject to a recurring, late-fee of \$50.00.

Please note, students may only be released to parent/legal guardian or individuals noted on the Emergency Information Form. If your child is scheduled for pick up by someone not listed on the form, please notify the school by note or email for student records. If parents forgot to send a note with the student, they must fax authorization to the Director or Assistant Director by the close of the school day or the student will not be released.

Late Arrival and Early Departure

If you need to pick-up your child early from school or are arriving late to school, please come to the front desk and sign your child in/out. Staff will escort your child.

Student Driving Policy

All students licensed by the state of California are permitted to drive to and from school with parent/legal guardian permission. All vehicles are to be parked in designated areas as directed by Staff. Students are not permitted to drive off-grounds for lunch or breaks, nor are they to sit in their car during the 9:00-3:00 school day.

Student Grievance Procedure and Complaint Form

Federal law, Title IX, prohibits anyone at a school from discriminating against any student on the basis of gender. Boys and girls must be treated the same in all areas, including the:

- Classes they can take
- Way they are treated in the classroom
- Kind of counseling they are given
- Extracurricular activities in which they can participate
- Honors, special awards, scholarships and graduation activities in which they can participate

In addition, Title IX protects students from sexual harassment. This means that no student, teacher, administrator, or other employee can make unwelcome sexual advances, speak in a sexual manner to, or request sexual favors from students at school or at a school sponsored event. If a parent or student believes that the student's rights under Title IX have been violated there is a process to resolve the grievance.

Student Standards of Behavior

In order to show respect, maintain safety, and focus on learning, I will:

- Follow directions the first time.
- Speak using polite language, volume, and tone.
- Keep hands, feet, and objects to myself.
- Be where I am supposed to be.
- Take care of school property and personal belongings.
- Walk quietly in the hallways so I do not disturb other classes.

While most students consistently observe these standards and behave safely and appropriately, there are times when misbehavior warrants intervention and consequences. Teachers and other staff use a variety of classroom and behavior management strategies to address such behavior. When these strategies are not successful in changing that behavior and/or serious incidents occur, it is necessary for additional action to be taken. The following pages outline those disciplinary actions.

Please Note: Careful consideration is given to individual situations, so that the school's response to the student is appropriate. Consequences may be increased in cases of repeat offenses. Suspensions will be considered when behavior is disruptive and detrimental to the operation of the school.

Description of Expectations:

Classroom Behavior:

- Students are expected to listen and follow all teacher directions.
- Possible consequences:

- Staff/student conference, removal from situation, referral to the administration, parent/guardian notification, parent/guardian meeting, loss of recess privileges, in-school suspension, suspension.

Behavior in Halls:

- Students are always to walk quietly in an orderly fashion through the halls. This quiet will be respected during the instructional school day and with consideration for others who are working.
- Possible Consequences:
 - Staff/student conference, removal from situation, referral to the administration, parent/guardian notification, parent/guardian meeting, loss of recess privileges, in-school suspension, suspension.

Behavior in Restrooms:

- Students are expected to act responsibly in restrooms. Any misuse of towels, toilet paper, soap, defacing of restroom facilities, and the like, constitutes as destruction of property.
- Possible consequences:
 - Staff/student conference, referral to the administration, fines for damages, loss of recess privileges, parent/guardian contact, parent/guardian meeting, in-school suspension, suspension.

Behavior during Snack Time and Lunch:

- Lunch should be a safe, comfortable, inviting, clean environment where all interactions between students and adults are respectful. Students are expected to follow directions the first time they are given. They must keep voices low while they are enjoying their lunch and keep their eating space clean and practice good manners. For health reasons, students are not allowed to share food of any kind with others.
- Possible Consequences:
 - Verbal warning, moved to an assigned seat, exclusion from class lunch table, in-house suspension.

Behavior in Playgrounds/Recess:

- The playground should be a safe, pleasant, friendly environment where all interactions between students and adults are respectful. Students are expected to follow directions the first time they are given. They must walk in an orderly fashion to the playground, use the equipment responsibly, show respect for others by using appropriate language and leave the playground only when permission is given by an adult in charge.
- Possible Consequences:
 - Verbal warning, recess privileges contained to an assigned area, staff/student conference, removal from situation, referral to the administration, parent/guardian notification, parent/guardian meeting, loss of recess privileges, in-school suspension, suspension.

Behavior on CLU Van:

- The same standards of behavior that apply at school also pertain at the van stop or while boarding, riding and unloading school van. Students must respect the rights of others and must not pose a threat to anyone's safety. Students must not distract the van driver.
- Possible Consequences:
 - Staff/student conference, referral to the administration, loss of recess privileges, parent notification, parent/guardian meeting, assigned van seat, loss of bus privileges, in-school suspension, and suspension.

Behavior During School Sponsored Activities/Field Trips:

- Students are expected to conduct themselves in a respectful and responsible manner during school sponsored activities, programs and field trips. Behavioral expectations are consistent with school policies.
- Possible Consequences:
 - Staff/student conference, removal from activity, referral to the administration, parent/guardian notification, loss of recess privileges, in-school suspension, exclusion from future activities, suspension.

Excessive Tardiness, Truancy, Leaving School Without Permission:

- Students must be on time for school and in their classrooms by 8:25 a.m.; missing the bus and oversleeping are not excused reasons for being late to school. Students are to remain on school grounds in their scheduled classroom locations unless written permission for early dismissal has been provided to the school by a parent/guardian.
- Possible Consequences:
 - Parent/guardian notification, referral to the administration after three unexcused tardies within a marking period, verbal notification, written parent notification, parent/guardian conference at school, in-school suspension, referral to pupil personnel worker, referral to law enforcement.

Dress:

- School personnel may advise students about appropriate dress, footwear, and grooming for school, but they may not discipline students for their style of dress or grooming unless it:
 - is likely to cause or causes a disruption to school activities or the educational environment;
 - endangers health and safety;
 - fails to meet a reasonable requirement of a course or activity, e.g., physical education class, specific field trips or day trips.
 - is associated with gangs;
 - is lewd, vulgar, obscene, or revealing; or
 - promotes the use of drugs, tobacco, intoxicants or inhalants.
- Possible Consequences:
 - Staff/student conference, parent notification, referral to the administration, change of clothes, loss of recess privileges, parent notification, parent/guardian meeting, in-school suspension, suspension.

Fighting/Physical Aggression:

- This includes: play fighting, pushing, wrestling, hitting, punching, shoving, kicking, slapping, spitting or throwing harmful objects, etc. involving two or more people. It is any form of physical confrontation.
- Possible Consequences:
 - Staff/student conference, removal from situation, referral to the administration, parent/guardian notification, parent/guardian meeting, loss of recess privileges, in-school suspension, suspension.

Cheating or Plagiarism:

- This is defined as using the work of others as your own.
- Possible Consequences:
 - Staff/student conference, no credit for the work, referral to the administration, parent/guardian notification, parent/guardian meeting, loss of recess privileges, in-school suspension, suspension.

Inappropriate Use of the Computer Systems:

- This is defined as accessing or using inappropriate materials including copying or transferring copyrighted materials and software without permission, sharing access to one's personal account, using unauthorized e-mail such as chain letter advertising, instant messaging and chat rooms, cyber bullying, or tampering with any files of another student or staff member.
- Possible Consequences:
 - Staff/student conference, parent notification, referral to the administration, loss of recess privileges, parent/guardian meeting, in-school suspension, suspension, recommendation for expulsion, referral to law enforcement.

Incendiary Devices:

- This is the possession of firecrackers, matches, lighters, caps or any other object which has potential to start a fire.
- Possible Consequences:
 - Staff/student conference, confiscation of item, referral to the fire marshal or law enforcement, parent notification, parent/guardian meeting, loss of recess privileges, in-school suspension, suspension, recommendation for expulsion.

Physical Attack on Staff or Fellow Student:

- This includes any aggressive physical battery on staff member or person. This includes any physical contact (hitting, touching angrily, pushing, shoving, kicking, biting, etc.,) in an aggressive manner with the intent to do harm.
- Possible Consequences:
 - Staff/student conference, referral to the administration, parent notification, parent/guardian meeting, in school suspension, suspension, referral to law enforcement, recommendation for expulsion.

Threats and/or Verbal Abuse:

- This includes any overt or implied verbal or physical threat. Examples include, but are not limited to, telling someone that you will hurt them whether in jest or as a serious suggestion, any conversation or discussion where you suggest action that will cause physical harm to someone, suggesting property destruction, and the like.
- Possible Consequences:
 - Staff/student conference, referral to the administration, parent notification, parent/guardian meeting, loss of recess privileges, in-school suspension, suspension, recommendation for expulsion.

Teasing, Verbal or Non-Verbal:

- This includes name-calling, put downs, making fun of the way someone talks or walks, making fun of someone's clothing or customs. Non-verbal examples include making faces, drawing inappropriate pictures, poking or pointing, and inappropriate hand gestures.
- Possible Consequences:
 - Staff/student conference, referral to the administration, personal apology to student who was teased-- a letter of apology from the teaser must be signed by the teaser's parent(s) and returned to school the next day, loss of recess privileges, in-school suspension, suspension.

Malicious Pranks and Pseudo Threats:

- This includes any act or substance used to cause disruption, panic, or an unsafe situation. This also includes deliberately misrepresenting substances as something they are not.
- Possible Consequences:
 - Staff/student conference, referral to the administration, parent notification, parent/guardian meeting, loss of recess privileges, in-school suspension, suspension, referral to the fire marshal or law enforcement, recommendation for expulsion.

Acts of Hate / Violence:

- This is any act of hate/violence including, but not limited to, verbal abuse, slurs (including ethnic, religious, or gender based), threats, physical violence or conduct, vandalism or destruction of property directed against any person.
- Possible Consequences:
 - Referral to the administration, parent notification, parent/guardian meeting, loss of recess privileges, in school suspension, suspension, referral to law enforcement, recommendation for expulsion.

Inappropriate Language/Gestures:

- This is the use of profanity, obscene language, or gestures, which are not acceptable in school or on the school grounds. All students and staff are entitled to an environment free from profane, hateful, racist, prejudice or obscene language and gestures.
- Possible Consequences:
 - Staff/student conference, referral to the administration, parent notification, parent/guardian meeting, loss of recess privileges, in-school suspension, suspension.

Sexual Harassment:

- Sexual harassment is defined as unwelcome advances, requests for sexual favors, and/or other inappropriate verbal, written, or physical conduct. Please refer to the “Sexual Harassment” policy in this handbook for more details.
- Possible Consequences:
 - Referral to the administration, parent notification, parent/guardian meeting, loss of recess privileges, transfer to another class, in-school suspension, suspension, recommendation for expulsion.

Theft/Extortion:

- This is taking something, which does not belong to you. Students must demonstrate a respect for the property of others. Any found articles must be returned to the office or the rightful owner.
- Possible Consequences:
 - Staff/student conference, referral to the administration, parent notification, parent/guardian meeting, return or replace the value of the item taken, loss of recess privileges, in-school suspension, suspension, referral to law enforcement, full restitution.

Insubordination/Disrespect:

- This is willingly refusing to obey a lawful request of a staff member (e.g., principal, teacher, secretary, building service worker, bus driver, etc.). This includes not removing a hat when asked to do so, chewing gum when not allowed, bringing inappropriate items to school (all toys and games, to be returned only to an adult), or refusing to identify oneself.
- Possible Consequences:
 - Staff/student conference referral to the administration, parent notification, parent/guardian meeting, loss of recess privileges, detention, in-school suspension, suspension.

Destruction of Property/Vandalism:

- This includes breaking, damaging or defacing school or private property, including graffiti. This also includes misuse of materials or equipment that results in damage to school or personal property.
- Possible Consequences:
 - Staff/student conference, referral to the administration, parent notification, parent/guardian meeting, loss of recess privileges, in-school suspension, suspension, restitution, recommendation for expulsion, referral to law enforcement.

False Fire Alarm:

- False Fire Alarm is activating or causing the fire alarm to sound when there is no real evidence or sign of fire. Falsely reporting a fire endangers the safety of all.
- Possible Consequences:

- Administration/student/parent/fire marshal conference, loss of recess privileges, in-school suspension, suspension.

Weapons:

- This is unauthorized storing, possessing, or carrying firearms, knives, or any other object (including look-alike or pretend weapons) which could be used as a weapon. This is a very serious offense and is strictly prohibited.
- Possible Consequences:
 - Staff/student conference, confiscation of weapon, referral to the administration, parent notification, parent/guardian meeting, return or replace the value of the item taken, loss of recess privileges, in-school suspension, suspension, referral to law enforcement, recommendation for expulsion.

Possession of Communication and Other Electronic Devices:

- Cellular phones or personal radio devices are not allowed. Students are expected to turn in their phone to their teacher upon entering the classroom each morning. Laser pointers and other disruptive devices will be confiscated.
- Possible Consequences:
 - Staff/student conference, confiscation of device for parent to pick up, parent notification, parent/guardian meeting, loss of recess privileges, in-school suspension, suspension.

Possession and/or Trading/Selling of Non- School Related Items:

- This includes students having personal toys, trading cards, dolls, IPODs, and other electronic gaming devices. The school is not responsible for the loss of these items. These items are not allowed in school and are best left at home.
- Possible Consequences:
 - Staff/student conference, referral to the administration, confiscation of device for parent to pick up, parent notification, parent/guardian meeting, loss of recess privileges, in-school suspension, suspension.

Possession or Use of Destructive or Harmful Substances:

- This is possession of matches, firecrackers, snaps, tobacco products, smoke bombs, stink bombs, pepper spray, or any other destructive or harmful substance.
- Possible Consequences:
 - Staff/student conference, referral to the administration, confiscation of device for parent to pick up, parent notification, parent/guardian meeting, loss of recess privileges, in-school suspension, suspension, referral to the fire marshal or law enforcement, recommendation for expulsion.

Possession, Use, or Distribution of Illegal Drugs/Intoxicants/Inhalants/Smoking Materials:

- This is possession of intoxicants, inhalants, smoking materials or controlled substances which are prohibited.
- Possible Consequences:

- Confiscation of substance, administrator/student/parent conference, referral to law enforcement, suspension, recommendation for expulsion.

Suspension & Change of Placement: Ed Code 48925, 48900-48927

Education Code 48925 defines suspension as “removal of a pupil from ongoing instruction for adjustment purposes.” Education Code Sections 48900—48900.4 and 48900.7 identify the grounds for suspension or expulsion. A pupil may not be suspended from school or recommended for expulsion unless the CLU Director determines that the pupil has:

- Caused, attempted to cause, or threatened to cause physical injury to another person; willfully used force or violence upon the person of another, except in self-defense.
- Possessed, sold, or otherwise furnished a firearm, knife, explosive, or other dangerous object unless, in the cases of possession of any object of this type, the pupil had obtained written permission to possess the item from an authorized school employee, which is concurred with by the Director or the designee of the Director.
- Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of, any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, and alcoholic beverage, or an intoxicant of any kind.
- Unlawfully offered, arranged, or negotiated to sell any controlled substance listed in Chapter 2 (commencing with Section 11053) Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind, and then either sold, delivered, or otherwise furnished to any person another liquid, substance, or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant.
- Committed or attempted to commit robbery or extortion.
- Caused or attempted to cause, damage to school property or private property.
- Stolen or attempted to steal, school property or private property.
- Possessed or used 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, and betel. However, this section does not prohibit use or possession by a pupil of his/her own prescription products.
- Committed an obscene act or engaged in habitual profanity or vulgarity.
- Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Section 11014.5 of the Health and Safety Code.
- 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. Knowingly received stolen school property or private property.
- 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.
- Committed or attempted to commit a sexual assault as defined in Sections 261, 266c, 286, 288, 288a, or 289 of the Penal Code or committed a sexual battery as defined in Section 243.4 of the Penal Code.

- Harassed, threatened, or intimidated a pupil who is a complaining witness or witness in a school disciplinary proceeding for the purpose of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both.
- Committed sexual harassment as defined in Education Code 212.5. For the purposes of this chapter, the conduct described in Section 212.5 must be considered by a reasonable person of the same gender as the victim to be sufficiently severe or pervasive to have a negative impact upon the individual's academic performance or to create an intimidating, hostile, or offensive educational environment. This section shall not apply to pupils enrolled in kindergarten and grades 1 to 3, inclusive.
- Caused, attempted to cause, threatened to cause, or participated in an act of hate violence, as defined in the subdivision of Section 33032.5. This applies to pupils in grades 4 to 12 inclusive.
- 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 the pupil or group of pupils by creating an intimidating or hostile educational environment. This applies to pupils in grades 4 to 12, inclusive.

A pupil may not be suspended or recommended for a change of placement for any of the acts enumerated unless that act is related to school activity or school attendance occurring within Center for Learning Unlimited under the jurisdiction of the executive Director, Assistant Director, or occurring within any other school fieldtrip or off campus activity. A pupil may be suspended or recommended for a change of placement for acts that are enumerated in this section and related to school activity or attendance that occur at any time, including, but not limited to, any of the following:

- While on school grounds.
- While going to or coming from school.
- During the lunch period, whether on or off campus.
- During, or while going to, or coming from, a school sponsored event.

Education Code 48915.5 provides that special education students cannot be expelled from a district unless the following two determinations are made at a pre-expulsion IEP meeting:

- The misconduct was not caused by, or was not a direct manifestation of, the pupil's identified disability.
- The pupil had been appropriately placed at the time the misconduct occurred.

The student's local education agency (LEA) may be required to develop an assessment plan to address the misconduct or, if your child has a behavior intervention plan, review and modify the plan as necessary. If the IEP team concludes that the misconduct was not a manifestation of your child's disability, the school district may take disciplinary action, such as expulsion, in the same manner as it would for a child without disabilities. The IEP team shall recommend appropriate placement and services. The options that may be considered include, but are not limited to, another regular school, another nonpublic school, an alternative educational placement, a continuation school, tele-teaching and home teaching. If the parent disagrees with the decision of the IEP team, the IEP team shall review with the parent his/her due process rights. If the parent requests an informal meeting and/or a medication or state level hearing, the expulsion process will be held in abeyance until the conclusion of the due process proceedings.

Education Code 48900.1 authorizes teachers to require parents or guardians of pupils suspended by a teacher to attend a portion of the school day in his/her child's or ward's classroom. The attendance shall be limited to the class from which the pupil was suspended.

It is Center for Learning Unlimited's philosophy that to the extent possible, student discipline should be imposed by CLU, and that CLU has a responsibility to involve parents/guardians and school district personnel when in-school interventions have not been successful. Therefore, for all acts for which the Director might choose disciplinary action and in-school interventions have proven unsuccessful, CLU may request a parent conference, notify their school district's nonpublic school placement office, and/or request and IEP meeting to consider a student's change of placement.

Suspension & Expulsion: Privately Funded Students

Privately Funded Students: will be subject to suspension and or expulsion for violation of the school rules set forth herein.

Technology and Acceptable Use Policy: Ed. Code 234(b)

CLU students are expected to use technology to maintain schedules and goals. As such, they are allocated a limited amount of storage space on the school network for storage of files but are also expected to carry a USB flash drive for backing up saved work.

The school uses Microsoft productivity software, including Microsoft Word and Excel, as well as a variety of assistive technology. All computers print through an HP LaserJet printer. Scanners are also available for student use.³¹To maintain an optimal working environment, students must follow all computer lab rules and the technology acceptable use policy (AUP) when using computers. Students are expected to use technology legally, appropriately, and responsibly.

The use of computer hardware, software, and facilities is a privilege. Repeated disturbances, rude or disrespectful behavior, or unwillingness to obey lab rules may result in the loss of computer privileges. Students working in the labs assume full responsibility for computer equipment and may be billed for damaged or lost materials.

Acceptable Use Policy (AUP)

CLU provides students with a wide range of information technology for educational purposes. All connections to the Internet by students or employees are subject to the CLU's Acceptable Use Policy (AUP). The use of these technologies is a privilege, not a right, and students are responsible for using them legally, appropriately, responsibly, and kindly (LARK). The school sets terms and conditions upon technology use, and students should have no expectation of privacy or anonymity while using equipment or software provided or established by the school.

Respect and protect the privacy of others.

Keep your passwords private. Maintain and safeguard password-protected access to both personal and confidential CLU files and folders and all electronic resources provided by the school. Never use another person's account or password.

Always obtain permission before taking photographs and/or recording others and before posting or transmitting pictures or recordings of others.

Leave other people's files alone. Removing, examining, copying, altering, or forging the files of another is no different from stealing, reading a personal letter, or destroying someone's personal property.

Respect and Protect the Integrity, Availability, and Security of all Electronic Resources

Look after all CLU equipment. Make sure it is not damaged, stolen, or misused.

Support computer and network security by not interfering with the operation of any computer or network or bypassing restrictions regarding technology use.

Use bandwidth wisely. Excessive use hurts everyone by slowing down the network. The use of bandwidth for non-academic purposes is discouraged.

Respect and Protect the Intellectual Property of others

Obtain permission before uploading or downloading software, videos, or music.

Obtain the owner's permission before transmitting copyright-protected materials. Any material protected by trade secret or any other proprietary information should not be posted or transmitted. When in doubt, assume that all digital material is copyrighted.

Obtain permission from CLU before copying or reposting material from the school's official website

Obtain permission from CLU before creating a link to the school's official website from an external site.

Obtain permission from the author before copying or reposting messages or emails.

CLU 's Rights and Responsibilities

Center for Learning Unlimited's Internet services must be a free and open forum for expression. Any statement of personal belief in e-mail or other posted material is understood to be the author's individual point of view, and not that of CLU, the administrators of CLU, or any CLU member of the Board of Directors. However, since internet access is provided as an instructional tool rather than a personal forum, it is expected that users will not use CLU's access to demean, defame, or denigrate others for race, religion, creed, color, national origin, ancestry, physical handicap, gender, or other reasons

CLU makes no guarantee of any kind to provide information technology. The school is not responsible for damages suffered by users, including loss of data, delays, or other problems resulting from use of its technology. Use of any information obtained via such technology is at the user's risk; its accuracy cannot be guaranteed.

CLU reserves the right to access school email and student accounts for any reason at any time.

CLU may delete anything at any time from a school forum or website and may restrict students' use of school technology.

Any information contained on any CLU computer's hard drive or information storage devices that were purchased by CLU are considered property of CLU.

Telephones & Cell Phones: Ed. Code 51512-51514

Students are allowed to use CLU landline telephones upon request and authorization by staff. Long distance/international calls are not permitted.

Students are permitted to bring cell phones to school, however they must be surrendered to the classroom teacher in the morning. Cell phones will be kept in a lockbox and returned the student at the end of the day. Cell phones and text messaging must be turned off during school hours. Parents needing to contact their child during school hours are to call CLU directly.

Transcripts

Student transcripts are available upon graduation and/or completion of course work. Students will receive one transcript. All subsequent transcripts will be \$3 each. Requests of transcripts must be submitted in writing, all invoices cleared, and obligations to CLU must be met before transcripts are released. Transcripts may take up to 3 days to be generated.

Transportation

All transportation to and from CLU is arranged through the family and the local education agency (LEA). Parents/legal guardians are responsible for notifying the home district with changes to the schedule, change of address, or if the student will not be attending school for the day.

Truancy: Ed. Code 48260

Any pupil who is subject to compulsory full-time education or to compulsory continuation education who is absent from school without valid excuse three full days in one school year or tardy or absent for more than any 30-minute period during the school day without a valid excuse on three occasions in one school year, or any combination thereof, is a truant. Students truant for three consecutive days shall be reported to their local education agency (LEA).

Parents/Guardians Responsibilities:

Notify the school in writing, in advance of a student's absence, whenever possible.

CLU Administrator:

Shall determine if it is a valid absence and attempt to parent/guardian's responsibility to notify the school in advance if the student is going to be absent. An absence will be considered unexcused unless the school hears from the parent. Inability by the school's attendance officer or his/her designee to reach the parent does not alter the absence being unexcused.

School/District (LEA):

Shall annually document the cumulative absences on each student, as the number of absences will determine the thresholds for intervention as described in these procedures.

5 Days Absent:

After 5 cumulative absences during any school year, the building administrator or designee shall make reasonable attempts to make telephone or personal contact with the parent/guardian to inquire about excessive absences.

If appropriate, student's LEA may be notified. This contact will be followed up with the 5-day absence form letter, which outlines the consequences for subsequent absences and the warning of the possible prosecution for truancy.

If telephone or personal contact is not successfully made, the 5-day absences letter will still be sent to the parents/guardians.

The building administrator or designee will maintain documentation of all oral and written contracts regarding absences for each student. Such documentation may be used to support any SARB filings pertaining to truancy, child in need of care and supervision, or other matters.

10 or More Days Absent

After 10 cumulative absences during any school year, the building administrator shall again make contact with the parents/guardians, preferably in person, to inquire about the excessive absences.

Students LEA will be notified/emergency IEP scheduled

The parent/guardian must be reminded of the consequences for subsequent absences and the warning of the possible prosecution for truancy.

This contact shall be documented and part put in the student's truancy file.

Tuberculosis Clearance

All new kindergarten students and all new first grade students who have never attended kindergarten must present a written report (usually on the immunization record) provided by the private physician or health department, giving the results of a Mantoux test for tuberculosis done one year prior to school entry.

Students entering at any grade level from any other California school (public, private, or parochial) are exempt from the requirement.

All new students entering grades 1-12, who have never attended any school in California, must present documentation of the results of a Mantoux test done at some previous time. Students entering grades 1-12 from any other California school (public, private, or parochial) are exempt from the requirement.

Use and Sale of Drugs

Center for Learning Unlimited cooperates with local police agencies, DARE and Narcotics Anonymous Programs in attempts to prevent the use and sale of drugs on school campuses. The identities of undercover officers are usually not made known to anyone on campus until local operations are completed.

Visitors

To ensure a quiet, calm learning environment, the Center for Learning Unlimited requests all visitors/parents first request that a visitation. When date and time arranged, please, upon arrival, check into CLU through IPad registration in the lobby. Planned visits are welcome and can be arranged through the Admission's office. Visitation is limited to ½ hour.

Volunteer Opportunities (for Parents)

There are many opportunities for parents to become involved. Please see the Volunteer Opportunities page in the Admissions/Registration paperwork or contact the Parent Teacher Organization (PTO) representative for more information.

Yearbook

Students will have the opportunity to order a yearbook in April/May. Emails will be sent out, indicating deadlines and fees. At this time parent will also have the opportunity to design and purchase a Dedication Ad(s) for their student.

California Education Code Sections

For a comprehensive summary of California Ed. Codes:

<https://safesupportivelearning.ed.gov/sites/default/files/discipline-compendium/California%20School%20Discipline%20Laws%20and%20Regulations.pdf>

- a. Caused or attempted to cause, or threatened to cause physical injury to another person.
- b. Willfully used force or violence upon a person of another, except in self-defense
- c. Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object, unless, in the case of possession of any object of this type, the pupil had obtained written permission to possess the item from a certified school employee, which is concurred in by the director.
- d. Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of, and 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.
- e. Unlawfully offered, arranged, or negotiated to sell any 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 any person another liquid, substance, or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant.
- f. Committed or attempted to commit robbery or extortion
- g. Caused or attempted to cause damage to school property or private property.
- h. Stolen or attempted to steal school property or private property.
- i. Possessed or used tobacco, or any products contained tobacco or nicotine products, including, but not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel. However, this section does not prohibit use or possession by a pupil of his or her own prescription products.
- j. Committed an obscene act or engaged in habitual profanity or vulgarity
- k. Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Section 11014.5 of the Health of Safety Code.
- l. 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.
- m. Knowingly received stolen school property or private property.
- n. Possessed and imitation firearm. As used in this section, “imitation firearm” means a of a firearm that is so substantially similar in physical properties to an existing firearm as to lead on a reasonable person to conclude that the replica is a firearm.
- o. Committed or attempted to commit a sexual assault as defined in Section 261, 266c, 286, 288, 288a, or 289 of the Penal Code or committed a sexual battery as defined in Section 243.4 of the Penal Code.
- p. Harasses, threatened, or intimidated a pupil who is a complaining witness or a witness in a school disciplinary proceeding for the purpose of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both.
- q. Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
- r. Engaged in, or attempted to engage in, hazing as defined in Section 32050.
- s. Engaged in an act of bullying, including but not limited to bullying committed by means of an electronic act, as in subdivisions (f) and (g) of Section 32261, directed specifically toward a pupil or personnel.

- 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 suffer suspension, but no 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).

48900.2. In addition to the reasons specified in Section 48900, a pupil may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has committed sexual harassment as defined in Section 212.5.

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

48900.4. In addition to the grounds specified in Sections 48900.2, a pupil enrolled in any of grades 4 to 12, inclusive, may be suspended from school or recommended for expulsion if the director of the school in which the pupil is enrolled determines that the pupil has intentionally engaged in harassment, threats, or intimidation, directed against school district personnel or pupils.

48900.7. (a) In addition to the reasons specified in Sections 48900, 48900.2, 48900.3, and 48900.4, a pupil may be suspended from school or recommended for expulsion if the director of the school in which the pupil is enrolled determines that the pupil has made terroristic threats against school officials or school property, or both.

48915. (a) Except as provided in subdivisions (c) and (e), the director shall recommend the expulsion of a pupil for any of the following acts committed at school or at a school activity off school grounds, unless the director finds that expulsion is inappropriate, due to the particular circumstance:

- (1) Causing serious physical injury to another person, except in self-defense.
- (2) Possession of any knife or other dangerous object of no reasonable use to the pupil.
- (3) Unlawful possession of any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, except for the first offense for the possession of not more than one avoirdupois ounce of marijuana, other than concentrated cannabis. (Robbery or extortion).
- (4) Assault or battery, as defined in Sections 240 and 242 of the Penal Code, upon any school employee.

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

- (1) Possessing, selling, or otherwise furnishing a firearm. This subdivision does not apply to an act of possessing a firearm if the pupil had obtained prior written permission to possess the firearm from a certified school employee, which is concurred in by the director or the designee

of the director. This subdivision applies to an act of possessing a firearm only if the possession is verified by an employee of a school district.

(2) Brandishing a knife at another person.

(3) Unlawfully selling a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code.

2025-2026 Student Handbook Acknowledgement



I, _____ do hereby verify by signing this form that I have read, understand, and agree to comply with the conditions of the Student Handbook for the Center for Learning Unlimited and reviewed this information with my child.

Print Parent Name

Date

Parent Signature

Student Signature