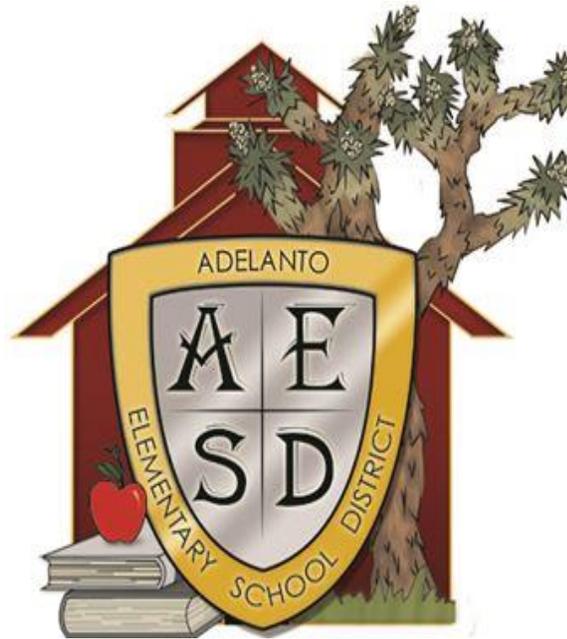


Adelanto Elementary School District

2015-2016

Kindergarten - Eighth Grade



Parent Handbook

District Website: www.aesd.net

Tenemos copias disponibles en español en la Oficina de la Escuela

District Administration

Telephone: (760) 246-8691 Fax: (760) 246-4259
District Receptionist: (760) 246-8691 Extension 10200

Superintendent

Dr. Edwin Gomez, Extension 10269 Fax (760) 246-8295
Superintendent's Secretary, Extension 10217

Academic Services

Chief Academic Officer	Dr. Amy Nguyen - Hernandez	Extension 10240
Coordinator of Curriculum and Instruction	Jennifer Behrmann	Extension 10281

Administrative – Student Support

Director of Child, Welfare and Attendance	Peter Livingston	Extension 10268
District Nurse	Cynthia Naberman	Extension 10654
K-8 Home Independent Study / Home Hospital	Julie De La Torre	Extension 10286
Attendance Officer	Brenda Holtz	Extension 10655
Homeless Liaison	Laura Vega	Extension 10656
Translator / Interpreter	Gladys Solis	Extension 10253

Business Services

Chief Business Officer	Ajay Mohindra	Extension 10235
Director of Fiscal Services	Geta W. Woldie	Extension 10204
Director of Risk Management / Benefits	Donna Landry	Extension 10208

Human Resources

Chief Personnel Officer	Todd L. Beal	Extension 10261
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Child Nutrition Services

Director of Child Nutrition Services	Delise Barringer	Extension 10318
Field Supervisor	Rochelle Chavez	Extension 10320
Production Coordinator	Bertha Reyes	Extension 10316

Maintenance, Operations and Transportation

Director of Maintenance, Operations & Transportation	vacant	Extension 10230
Maintenance & Operations Secretary	Tiffany Rogers	Extension 10231
Coordinator of Transportation & Driver Trainer	Christopher Armington	Extension 10258
Transportation Secretary	Ruth Fairley	Extension 10262
Coordinator of Maintenance & Operations	Phillip Gonzales	Extension 10229

Special Education / Pupil Services

Director of Special Education	Jennifer Johnson	Extension 10668
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ADELANTO ELEMENTARY SCHOOL DISTRICT

SCHOOL BOARD MEMBERS

Leave message for your School Board members at (760) 246-8691



Teresa Rogers
Board President

teresa_rogers@aesd.net



Debra S. Jones
Clerk

debra_jones@aesd.net



Evelyn Glasper
Member

evelyn_glasper@aesd.net



Elaine Gonzales
Member

elaine_gonzales@aesd.net



Jayson Hughes
Member

jayson_hughes@aesd.net

SUPERINTENDENT'S MESSAGE

Dear AESD Families,

Welcome to the 2015-16 school year! We have many exciting things waiting for you and your children as we start our adventure into the educational world. I urge you to get involved in your child's education. Please volunteer and attend the many functions we have planned just for you. You are the most important person in your child's life and we want you to enjoy every part of their journey towards educational excellence.

Our staff will be training for the Common Core State Standards to incorporate them into their lessons.

We will also offer parent classes to keep you informed of how you can help your child at home. I want to hear what other needs or interests you have. Please e-mail, call, or stop by to see me and I would be more than happy to chat with you.

I look forward to a great year with great expectations. Let's continue to work together to take care of our greatest resource: our students.

Sincerely,

Dr. Edwin Gomez
Superintendent

ADELANTO ELEMENTARY SCHOOL DISTRICT

School Directory

Adelanto Elementary School (K-6)

17931 Jonathan Street
Adelanto, CA 92301
(760) 246-5892
Fax (760) 246-4880
Cafeteria (760) 246-4020
Ramon Rizo, Principal
Sharon Hamilton, Secretary

Donald F. Bradach School (K-8)

15550 Bellflower Street
Adelanto, CA 92301
(760) 246-5016
Fax (760) 246-7896
Cafeteria (760) 246-6958
Julie Hirst, Principal
Shakira Guadarrama, Secretary

Columbia Middle School (7-8)

14409 Aster Street
Adelanto, CA 92301
(760) 530-1950
Fax (760) 530-1953
Cafeteria (760) 246-2995
Richard Upshaw, Principal
Grace Rhoades, Secretary

Eagle Ranch Elementary School (K-6)

12545 Eagle Ranch Parkway
Victorville, CA 92392
(760) 949-2100
Fax (760) 949-2558
Cafeteria (760) 949-4430
Laura Ramos, Principal
Jackie McDowell, Secretary

El Mirage School (K-8)

19250 St. Anthony Avenue
Adelanto, CA 92301
(760) 530-7676
Cafeteria (760) 530-7677
Vanessa Jones, Dean
Khristina Root, Secretary

George Visual & Performing Arts Magnet School (K-8)

10650 Bartlett Avenue
Adelanto, CA 92301
(760) 246-8231
Fax (760) 246-6166
Cafeteria (760) 246-4311
Carol Coburn, Principal
Diane Lynn, Secretary

Gus Franklin School

13125 Hopland Street
Victorville, CA 92395
(760) 530-7640
Mina Blazy, Principal
JoDee Tate, Secretary

Mesa Linda Middle School (7-8)

13001 Mesa Linda Avenue
Victorville, CA 92392
(760) 246-6363
Fax (760) 956-7456
Cafeteria (760) 956-8625
Debra French, Principal
Kim Nelson, Secretary

Morgan-Kincaid Preparatory School of Integrated Studies (K-6)

13257 Mesa Linda Avenue
Victorville, CA 92392
(760) 956-9006
Fax (760) 956-2734
Cafeteria (760) 956-8451
Kristen Cooper, Principal
Angel Martinsen, Secretary

Theodore Vick Elementary School (K-6)

10575 Seneca Road
Adelanto, CA 92301
(760) 530-1750
Fax (760) 530-1761
Cafeteria (760) 530-1750
Vikki Chavez, Principal
Karen Dakin, Secretary

Victoria Magathan Elementary School (K-6) (Dual Language)

11411 Holly Road
Adelanto, CA 92301
(760) 246-8872
Fax (760) 246-7983
Cafeteria (760) 246-7368
Sandra Loudermilk, Principal
Anna Ccanto, Secretary

West Creek Elementary School (K-6)

15763 Cobalt Road
Victorville, CA 92395
(760) 951-3628
Fax (760) 955-7862
Deborah Bowers, Principal
Martha Vega, Secretary

Westside Park Elementary School (K-6)

18270 Casaba Road
Adelanto, CA 92301
(760) 246-4118
Fax (760) 246-5446
Cafeteria (760) 246-3038
Sherelle Crawford, Principal
Sue Smith, Secretary

ATTENDANCE INFORMATION

There is a direct correlation between good attendance and student achievement. Students must be in school in order to take advantage of the educational program, keep up with their lessons and maintain good grades. Each day, classes build on the previous day's lessons; missing one day makes it more difficult for children to catch up in their studies.

The school districts no longer receive funding from the State of California for pupils that are absent from school. This includes all absences, including those related to illness and medical appointments. Schools only receive state funding for students who actually attend school. This funding enables schools to provide educational programs and services to students, purchase instructional materials and hire staff. Revenue to operate your school is based on student attendance days!

If you find it necessary to keep your child out of school for reasons other than illness, we encourage you to send your child to school for at least part of the day. Please make doctor's appointments before or after school so that your son or daughter will not be counted absent.

We encourage your continued support to promote good school attendance and student achievement.

ABSENCES AND EXCUSES -- The Governing Board believes that regular attendance plays a key role in student achievement. The Board recognizes its responsibility under the law to ensure that students attend school regularly. Parents/guardians of children aged six to 18 are obligated to send their children to school unless otherwise provided by law. The Board shall abide by all state attendance laws and may use appropriate legal means to correct the problems of excessive absence or truancy.

ATTENDANCE IN DISTRICT MAGNET SCHOOLS OR VOLUNTARY SPECIALIZED PROGRAMS -- Attendance in magnet schools or other voluntary specialized programs is limited to available space, program needs and contractual agreements made between the parents, students, and the program school. District-provided transportation may not be available, or if available, may not be as convenient as busing that is provided for students who are attending their normally assigned school of residence. Students will be accepted into these programs on a first come basis as long as they meet academic, conduct, participation, or other specified requirements. The school/program will provide clearly stated requirements for on-going enrollment.

ATTENDANCE OF SUSPENDED CHILD'S PARENT OR GUARDIAN FOR PART OF SCHOOL DAY -- The Board of Trustees has adopted a policy pursuant to education code authorizing teachers to provide that the parent or guardian of a suspended student attend a portion of a school day in his/her child's classroom. (E.C. 48900.1)

ATTENDANCE OPTIONS -- Requires districts to annually notify parents of all current statutory attendance options and available local attendance options. (E.C. 48980(j))

GRADE REDUCTION LOSS OF ACADEMIC CREDIT -- Districts shall annually notify parent(s) that no student shall have his/her grade reduced or lose academic credit for any absence(s) excused pursuant to § 48205; for missed assignments/tests that can reasonably be provided/completed. The full text of § 48205 shall be included with notification. (E.C. 48980(l))

INTER-DISTRICT ATTENDANCE AGREEMENT -- This agreement allows two or more districts to enter into an agreement for the inter-district transfer of one or more students for a period of up to five years. (E.C. 48307)

PRESENCE OF PUPILS WITH TEMPORARY DISABILITIES; NOTICE BY PARENT; COMMENCEMENT OF INSTRUCTION -- It is the primary responsibility of the parent or guardian of a pupil with a temporary disability to notify the school district in which the pupil is deemed to reside of the pupil's presence in a qualifying hospital. (E.C. 48208)

PUPILS WITH TEMPORARY DISABILITIES; INDIVIDUAL INSTRUCTIONS -- The District provides individual instruction (home and hospital) for pupils with temporary disabilities which are not covered under special education provisions. (E.C. 48206.3)

RELIGIOUS INSTRUCTION -- Absences for religious purposes at a place away from school property shall be allowed as an excused absence after the pupil has attended school for a minimum day and for no more than four (4) school days per month. (EC 46014).

SUSPENSION -- Requires reasonable efforts to be made to notify the parents in person or by telephone at the time of suspension, which mandates notification in writing. (E.C. 48911) It is the policy of the Board that upon the fourth suspension in any school year, the student be referred to the School Attendance Review Board (SARB). Upon the fifth suspension in any school year, the student shall be recommended for expulsion.

TEMPORARY DISABLED RESIDENCY -- Hospitalized pupils with a temporary disability are considered residents of the school district in which the hospital is located. (E.C. 48207)

ATTENDANCE WARNING LETTER

Effective January 1, 2011, Penal Code 270.1 became State Law. A parent or guardian of a pupil of six years of age or more who is in kindergarten or any grades 1 to 8, inclusive, and who is subject to compulsory full-time education or compulsory continuation education, whose child is a chronic truant as defined in Section 28263.6 of the California Education Code, who has failed to reasonably supervise and encourage the pupil's school attendance, and who has been offered language accessible support services to address the pupil's truancy, is guilty of a misdemeanor punishable by a fine not exceeding two thousand dollars (\$2,000) or by imprisonment in a county jail not exceeding one year, or by both that fine and imprisonment.

Truancies may result in a pupil being subject to suspension, restrictions, or delay of the pupil's driving privilege pursuant to Section 13202.7 of the California Vehicle Code.

The Transitional Assistance Department (TAD) will be contacted and any aid you may be receiving may be stopped. Local Law Enforcement and Child Protective Services may also be contacted.

As the student's parent/guardian, you are obligated by law to compel the attendance of your child at school until she/he has reached the age of 18 or has graduated.

(cf. 5112.1 - Exemptions from Attendance) (cf. 5112.2 - Exclusions from Attendance) (cf. 5121 - Grades/Evaluation of Student Achievement)

ACCEPTABLE REASONS FOR EXCUSED STUDENT ABSENCE

Student must be given opportunity to complete work which is reasonably close to, but not necessarily identical, to missed work.

1. Personal illness (school may require doctor's note and will require doctor's verification if school deems absences are excessive).
2. Quarantine under the direction of health officer
3. Personal medical appointment (requires doctor's note).
4. Funeral services of parent, sibling, grandparent, brother-in-law, sister-in-law, or any relative living in the immediate household of the child. (Limited to one day in the state, and three days out of state).
5. Student serving on jury duty.
6. Exclusion for medical reasons (not to exceed 5 school days).
7. Personal court appearance (requires verification).

8. Prior Principal approval for employment conference.
9. Employment in the Movie industry (recommend at least three (3) days advance notice to school).
10. Observance of a religious holiday or ceremony (recommend three (3) days advance notice to school)
11. Religious retreat (limited to four hours per semester) Prior principal approval for three reasons which may not be included elsewhere, but do not set a precedent. The following requires a board adopted resolution: Religious Observance or Exercise for moral or religious instruction; limited to four (4) days per month. Student must attend minimum school day hours. Recommend three (3) days advance written request from parent. (Education Code 46010, 48216, 48205)

TRUANCY

Students shall be classified as truant if absent from school without a 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. Such students shall be reported to the attendance officer, or SARB.

The parent/guardian of a student classified as a truant shall be notified of the following: (Education Code 48260.5)

- a. The student is truant
- b. The parent/guardian is obligated to compel the student to attend school
- c. The parent/guardian who fails to meet this obligation may be guilty of an infraction of the law and subject to prosecution pursuant to Education Code 48290-48296
- d. The parent/guardian has the right to meet with appropriate school personnel to discuss solutions to the student's truancy.
- e. Alternative educational programs are available in the district
- f. The student may be subject to arrest by a probation officer, a school administrator, an attendance supervisor or his designee under Education Code 48264 if found away from home and absent from school without a valid excuse.
- g. The student may be subject to suspension, restriction or delay of his/her driving privilege pursuant to Vehicle Code 13202.7
- h. It is recommended that the parent/guardian accompany the student to school and attend classes with the student for one day

ABSENCES DURING REGULAR SCHOOL YEAR REASONS NOT ACCEPTABLE FOR BEING ABSENT FROM SCHOOL AND ARE CONSIDERED TRUANCIES OR UNEXCUSED ABSENCE FROM SCHOOL (Truant if a student does the following; unexcused if parent requires student to do the following)

1. Going to work with parent or other family member
2. Going to the beach, lake, river, mountains or desert
3. Going to a concert
4. Getting ready for a date
5. Babysitting, taking care of other family members
6. Under the influence of alcohol or other drugs
7. Joyriding or partying
8. Personal problems
9. Repairing car or household items
10. Waiting for service or repair people to come
11. Shopping
12. Camping
13. Attending a sporting event
14. Other reasons not included in Acceptable Reasons for Excused Student Absences

THE SARB PROCESS: AS ESTABLISHED BY LAW

It is the parent's responsibility to contact the school office in order to verify their student's absence. Upon returning to school, parents will have three days to provide a note or contact the school in person or by telephone to verify the absence. After three days the absence will be permanently unexcused and considered a truancy. Disciplinary action

may result from unexcused absences. After three days of cumulative unexcused absences, a truancy letter will be sent home and the district's School Attendance Review Board (SARB) will be notified.

3 unexcused absences or absent or tardy more than any 30 minute period without a valid excuse on three occasions in one school year or a combination thereof = Truant (reported to attendance supervisor)

4th unexcused absence = Second truancy (again reported to attendance supervisor)

5th unexcused absence = Third truancy (again reported to attendance supervisor)
(Classified as an habitual truant and subject to a summons to appear at a **SARB** hearing)

Note: Ten (10) excused absences is considered to be excessive. A physician's verification is required by School Board AR 5113(c) (4) (b) after 14 excused absences for illness. A student who has ten (10) or more absences due to illness is subject to the **SARB** process to determine if an alternative education program is appropriate.

Parents are responsible for a child's attendance from age 6 through age 18 (48200 Ed. Code).

Note: Absence must be cleared within 3 days.

Penalties: §48293 Education Code

SARB Hearing - The School Attendance Review Board (SARB) will ask the parent and the student to sign an attendance Contract. Failure to comply with the contract will result in the order of a citation to appear in court.

1st Conviction: A fine of not more than \$100.00 plus penalties could amount to as much as \$486.00

2nd Conviction: A fine of not more than \$250.00 plus penalties could amount to as much \$1086.00

3rd/ Subsequent Conviction: A fine of not more than \$500.00 plus penalties could amount to as much as \$2000.86

§13202.7 V.C. Any minor under the age of 18 years, but 13 years of age or old who is an habitual truant may have his/her driving privilege suspended for one year.

(cf. 6154 - Homework/Makeup Work)

Insofar as class participation is an integral part of students' learning experiences, parents/guardians and students shall be encouraged to schedule medical appointments during non-school hours.

At the beginning of each academic year, notifications shall be sent to the parents/guardians of all students and to all students in grades 7 through 8, informing them that school authorities may excuse any student from school to obtain confidential medical services without the consent of the student's parent/guardian. (Education Code 46010.1)

(cf. 5145.6 - Parental Notifications) Students in grades K-6 should not be absent from school without their parents/guardians' knowledge or consent except in cases of medical emergency. Students in grades 7-8 should not be absent from school without their parents/guardians' knowledge or consent except in cases of medical emergency or confidential medical appointment.

Student absence for religious instruction or participation in religious exercises away from school property may be considered excused subject to administrative regulations and law. (Education Code 46014)

UNEXCUSED ABSENCES/TRUANCY

The Superintendent or designee shall implement positive steps to reduce truancy, such as communication with parents/guardians and the use of student study teams.

(cf. 5147 - Dropout Prevention) (cf. 6164.5 - Student Study Teams) (cf. 6176 - Weekend/Saturday Classes)

The district participates in the county school attendance review board as allowed by law in order to meet the special needs of students with school attendance or school behavior problems.

Students who are habitual truants or habitually insubordinate or disorderly during attendance at school may be referred to the county probation department.

When the student's attendance problems cannot be resolved or the student and parent/guardian have failed to respond to directives to correct the problem, a student who has been classified as truant may be referred to the district attorney or probation officer for truancy mediation.

When the student's attendance problems cannot be resolved or the student and parent/guardian have failed to respond to directives to correct the problem, the school attendance review board or probation officer may ask the County Superintendent of Schools to request a juvenile court petition on behalf of the student.

For purposes of the CalWORKS program, a student shall be determined to be "regularly attending school" until he/she has been referred by the school attendance review board to the county District Attorney.

A student's grades may be affected by excessive unexcused absences in accordance with Board policy.

Legal Reference:

EDUCATION CODE

1740 Employment of personnel to supervise attendance (county superintendent); 2550-2558.6 Computation of revenue limits; 37201 School month; 37223 Weekend classes; 41601 Reports of average daily attendance; 42238-42250.1 Apportionments; 46000 Records (attendance)
46010-46014 Absences; 46100-46119 Attendance in kindergarten and elementary schools; 46140-46147 Attendance in junior high and high schools; 48200-48208 Children ages 6-18 (compulsory full-time attendance); 48210-48216 Exclusions from attendance; 48240-48246 Supervisors of attendance; 48260-48273 Truants; 48292 Filing complaint against parent; 48320-48324 School attendance review boards
48340-48341 Improvement of student attendance; 49067 Unexcused absences as cause of failing grade

ELECTIONS CODE

12302 Student participation on precinct boards

FAMILY CODE

6920-6929 Consent by minor

VEHICLE CODE

13202.7 Driving privileges; minors; suspension or delay for habitual truancy

WELFARE AND INSTITUTIONS CODE

601-601.4 Habitually truant minors
11253.5 Compulsory school attendance

CODE OF REGULATIONS, TITLE 5

306 Explanation of absence
420-421 Record of verification of absence due to illness and other causes

ATTORNEY GENERAL OPINIONS

66 Ops.Cal.Atty.Gen. 245, 249 (1983)

COURT DECISIONS

American Academy of Pediatrics et al v. Lungren et al (1997) 16 Cal.4th 307
Management Resources:

CDE MANAGEMENT ADVISORIES

0114.98 School Attendance and CalWORKS, Management Bulletin 98-01

Choosing Your Child's School *A Summary of School Attendance Alternatives in California*

California law (Education Code Section 48980(g)) requires all school boards to inform each student's parents/guardians at the beginning of the school year of the various ways in which they may choose schools for their children to attend other than the ones assigned by school districts. Students that attend schools other than those assigned by the districts are referred to as "transfer students" throughout this notification. There is one process for choosing a school within the district in which the parents/guardians live (intra-district transfer), and three separate processes for selecting schools in other district (inter-district transfer). The general requirements and limitation of each process are described below:

Choosing a School Within the District in Which Parents/Guardians Live -- Education Code Section 35160(b) (1) On or before July 1, 1994, the governing board of each school district shall, as a condition for the receipt of school apportionments from the state school fund, adopt rules and regulations establishing a policy of open enrollment within the district for residents of the district. This requirement does not apply to any school district that has only one school or any school district with schools that do not serve any of the same grade levels.

(1) The policy shall include all of the following elements:

(A) It shall provide that the parent or guardian of each school age child who is a resident in the district may select the schools the child shall attend, pending space available, irrespective of the particular locations of his or her residence within the district, except that school districts shall retain the authority to maintain appropriate racial and ethnic balances among their respective schools at the school districts' discretion or as specified in applicable court-ordered or voluntary desegregation plans.

(B) It shall include a selection policy for any school that receives requests for admission in excess of the capacity of the school that ensures that selection of pupils to enroll in the school is made through a random, unbiased process that prohibits an evaluation of whether any pupil should be enrolled based upon his or her academic or athletic performance. For purposes of this subdivision, the governing board of the school district shall determine the capacity of the schools in its district. However, school districts may employ existing entrance criteria for specialized schools or programs if the criteria are uniformly applied to all applicants. This subdivision shall not be construed to prohibit school districts from using academic performance to determine eligibility for, or placement in, programs for gifted and talented pupils established pursuant to Chapter 8 (commencing with Section 52200) of Part 28.

(C) It shall provide that no pupil who currently resides in the attendance area of a school shall be displaced by pupils transferring from outside the attendance area.

(2) Notwithstanding the requirement of paragraph (B) of section (1) that the policy include a selection policy for any school that receives requests for admission in excess of the capacity of the school that ensures that the selection is made through a random, unbiased process, the policy may include any of the following elements:

(A) It may provide that special circumstances exist that might be harmful or dangerous to a particular pupil in the current attendance area of the pupil, including, but not limited to, threats of bodily harm or threats to the emotional stability of the pupil, that serve as a basis for granting a priority of attendance outside the current attendance area of the pupil. A finding of harmful or dangerous special circumstances shall be based upon either of the following:

(i) A written statement from a representative of the appropriate state or local agency including, but not limited to, a law enforcement official or a social worker, or properly licensed or registered professionals, including, but not limited to, psychiatrists, psychologists, or marriage and family therapists.

(ii) A court order, including a temporary restraining order and injunction, issued by a judge. A finding of harmful or dangerous special circumstances pursuant to this subparagraph may be used by a school district to approve transfers within the district to schools that have been deemed by the school

district to be at capacity and otherwise closed to transfers that are not based on harmful or dangerous special circumstances.

- (A) It may provide that any pupil attending a school prior to July 1, 1994, may be considered a current resident of that school for purposes of this section until the pupil is promoted or graduates from that school.
- (B) It may provide that no pupil who was on a waiting list for a school or specialized program, on or before July 1, 1994, pursuant to a then-existing district policy on transfers within the district, shall be displaced by pupil transferring after July 1, 1994, from outside the attendance area, as long as the continued maintenance on a waiting list remains consistent with the former policy.
- (C) It may provide that schools receiving requests for admission shall give priority for attendance to siblings of pupils already in attendance in that school and to pupils whose parent or legal guardian is assigned to that school as his or her primary place of employment.
- (D) It may include a process by which the school district informs parents or guardians that certain schools or grade levels within a school are currently, or are likely to be, at capacity and, therefore, those schools or grade levels are unable to accommodate any new pupils under the open enrollment policy.

(3) It is the intent of the Legislature that, upon the request of the pupil's parent or guardian and demonstration of financial need, each school district provide transportation assistance to the pupil to the extent that the district otherwise provides transportation assistance to pupils.

Choosing a School Outside the Attendance Area in Which Parents/Guardians Live -- Parents wishing to choose a school other than their school of residence may complete an inter-district transfer form. Transfers will be approved based on Adelanto Elementary School District Board policy. Specific criteria for approving inter-district transfers is listed on the district inter-district transfer form and in Adelanto Elementary School District's Board Policy. The parent must renew this agreement annually and understand that it may be revoked at any time by either school district.

Parents must renew inter and intra-district transfers annually, at which time schools will review such conditions as student conduct, attendance and the impact on the total school. Check with the district office (246-8691) for information regarding renewals.

There is an appeals process in place for parents whose transfers have not been approved.

Appeals are made within the Adelanto School District and San Bernardino County Superintendent of Schools.

ANNUAL NOTIFICATION OF THE UNIFORM COMPLAINT PROCEDURES (UCP) 2014 - 2015

For students, employees, parents/guardians, school and district advisory committee members, appropriate private school officials, and other interested parties

The Adelanto Elementary School District has the primary responsibility to ensure compliance with applicable state and federal laws and regulations and has established procedures to address allegations of unlawful discrimination, harassment, intimidation, and bullying, and complaints alleging violation of state or federal laws governing educational programs and the charging of unlawful pupil fees.

The Adelanto Elementary School District shall investigate all allegations of unlawful discrimination, harassment, intimidation or bullying against any protected group as identified in Education Code section 200 and 220 and Government Code section 11135, including any actual or perceived characteristics as set forth in Penal Code section 422.55 or on the basis of a person's association with a person or group with one or more of these actual or perceived characteristics in any program or activity conducted by the LEA, which is funded directly by, or that receives or benefits from any state financial assistance.

The UCP shall also be used when addressing complaints alleging failure to comply with state and/or federal laws in:

Consolidated Categorical Aid Programs

Local Control Funding Formula

Local Control Accountability Plan

Child Nutrition Programs

Special Education Programs

Safety Planning Requirements

A complaint of noncompliance with laws relating to pupil fees may be filed pursuant to the local UCP. A pupil enrolled in a public school shall not be required to pay a pupil fee for participation in an educational activity.

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

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

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

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

Superintendent

11824 Air Expressway

Adelanto, CA 92301

(760) 246-8691

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

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

Complaints will be investigated and a written Decision or report will be sent to the complainant within sixty (60) days from the receipt of the complaint. This sixty (60) day time period may be extended by written agreement of the complainant. The LEA person responsible for investigating the complaint shall conduct and complete the investigation in accordance with sections 4680-4687 and in accordance with local procedures adopted under section 4621.

The complainant has a right to appeal the Adelanto Elementary School District's Decision to the California Department of Education (CDE) by filing a written appeal within 15 days of receiving the LEA's Decision. The appeal must include a copy of the complaint filed with the Adelanto Elementary School District and a copy of the LEA's Decision.

Civil law remedies may be available under state or federal discrimination, harassment, intimidation, or bullying laws, if applicable. In appropriate cases, an appeal may be filed pursuant to Education Code Section 262.3. A complainant may pursue available civil law remedies outside of the LEA's complaint procedures. Complainants may seek assistance from mediation centers or public/private interest attorneys. Civil law remedies that may be imposed by a court include, but are not limited to, injunctions and restraining orders.

A copy of the Adelanto Elementary School District's UCP policy and complaint procedures shall be available free of charge.

NO CHILD LEFT BEHIND (NCLB) ACT

Parents' Right-to-Know Professional Qualifications of Classroom Teachers and Instructional Paraprofessionals: On January 8, 2002, President Bush signed into law the "No Child Left Behind Act of 2001" (NCLB), the reauthorization of the Elementary and Secondary Education Act (ESEA). A provision of this new Title I law requires all districts to notify parents of children in all Title I schools that they have the right to request and receive timely information on the professional qualifications of their children's classroom teachers. Because the Adelanto School District receives Title I, Part A funds, all teachers must be highly qualified by the end of 2005-06 whether or not they are paid with Title I funds. This means that any teachers who are hired prior to the first day of the 2002-03 school year have four years to obtain the necessary credentials. Notification also needs to include if the child is receiving services from a paraprofessional and, if so, their qualifications.

- 1. Teacher Qualifications.** A provision of this new Title I law requires all districts to notify parents of children in all Title I school that they have the right to request and receive timely information on the professional qualifications of their children's classroom teachers including:

- Whether the teacher has met state credentialing or license criteria for grade level and subject matter taught.
- Whether the teacher is teaching under emergency or other provisional status.
- The baccalaureate degree major of the teacher and any other graduate certification or degree held.
- Whether the child is provided services by paraprofessionals, and if so, their qualifications

- 2. Parents' Right to Inspect Instructional Materials**

All instructional materials, including teachers' manuals, films, tapes or other supplementary material which will be used in connection with any survey, analysis or evaluation shall be available for inspection by parents or guardians (20 U.S.C. § 1231b(a)).

- 3. Parents' Right to Object to Certain Tests, Exams, Questionnaires, or Surveys**

California Education Code section 51513 requires school districts, in their annual notices, to inform parents that before the school district can administer a test, questionnaire, survey or examination to the child containing questions about the student's or the parents' personal beliefs or practices in sex or attitudes regarding sex, family life, morality or religion, school districts must first obtain written parental permission. The Act expands on this duty by requiring school districts to notify parents in writing whenever the following types of information are sought by way of a test, questionnaire, survey or exam about a parent or student:

- * political affiliation or beliefs
- * illegal, anti-social, self-incriminating or demeaning behaviors
- * mental or psychological problems
- * the identity of the parent or student's lawyer, physician, or minister (or other relationship that are legally recognized as being privileged)
- * critical appraisals of individuals with whom the student or parent has close family relations.
- * income (except as required by law to determine eligibility for participation in a program or for receiving financial assistance under such program)

- 4. Access to Student Records by Military Recruiters and Institutes of High Learning**

Under the Act, secondary schools must notify parents that military recruiters and institutes of higher learning are authorized to access student directory information unless the parents request in writing that their student's name, address, and telephone number not be released without prior written consent. (20

U.S.C. § 7980). Parents must inform the school district in writing, within a reasonable number of days after receiving the notice, that they do not wish to have their student's information released to military recruiters or institutes of higher learning.

5. Access to Student Achievement Information:

Parents have the right to access their child's records and to question anything they feel is inaccurate or misleading or an invasion of privacy. Parents have the right to a timely response from the school district about their questions.

6. Consultation with Parents in Developing or Amending Title I Parent Involvement Policies:

The Adelanto School District and each Title I school have developed annually a district and site Title I Parent Involvement Policy in consultation with parents of participating children. (NCLB Action, Section 1118[b](1), [e][1-5].

7. Classroom Observation

Parents have the right to visit their child's classroom to observe activities. It is requested that the time and date of the visitation be arranged in advance with the school.

8. Teacher Conferencing

As long as doing so does not pose a disruption to the instructional program, parents have the right to volunteer their time and resources for the improvement of school facilities and programs. Parents should contact the school to determine the terms and conditions of this service.

9. Teacher Conferencing

As long as doing so does not pose a disruption to the instructional program, parents have the right to volunteer their time and resources for the improvement of school facilities and programs. Parents should contact the school to determine the terms and conditions of this service.

10. Student Attendance

Parents have the right to be notified in a timely manner if their child is absent from school without permission.

11. Student Testing

Parents have the right to be notified of their child's performance on standardized and statewide tests and the school's ranking on these tests. (Under other state law, parents may request that their child not participate in the statewide tests.)

12. School Selection

Parents have the right to request that their child be enrolled in any school in the district. The district is not compelled to grant the request, and one condition to transfer is based on available space at the grade level.

13. Safe School Environment

Parents have the right to request that their child be enrolled in any school in the district. The District is not compelled to grant the request, and one condition to transfer is based on available space at the grade level.

14. Curriculum Materials

Parents have the right to examine the curriculum materials of the class or classes in which their child is enrolled.

15. Student Achievement Progress

Parents have the right to be informed of their child's academic progress in school and of the persons to contact if they wish more information or assistance with their child.

16. Standards

Parents have the right to receive information regarding the academic standards their child is expected to meet. These standards are available at sites and on the Adelanto School District Website page: www.aesd.net

17. School Rules

Parents have the right to receive written notification of school rules, attendance, policies, dress codes, and procedures for school visitations.

18. Councils and Committees

Parents have the right to participate as a member of a parent advisory committee, school-site council, or site-based management leadership team in accordance with established rules and regulations for membership.

WILLIAMS COMPLAINT CLASSROOM NOTICE

NOTICE TO PARENTS, GUARDIANS, PUPILS, AND TEACHERS

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

1. There should be sufficient textbooks and instructional materials. That means each pupil, including English learners, must have a textbook or instructional materials, or both, to use in class and to take home.
2. School facilities must be clean, safe, and maintained in good repair.
3. There should be no teacher vacancies or misassignments. There should be a teacher assigned to each class and not a series of substitutes or other temporary teachers. The teacher should have the proper credential to teach the class, including the certification required to teach English learners if present. Teacher vacancy means a position to which a single designated certificated employee has not been assigned at the beginning of the year for an entire year or, if the position is for a one-semester course, a position to which a single designated certificated employee has not been assigned at the beginning of a semester for an entire semester. Misassignment means the placement of a certificated employee in a teaching or services position for which the employee does not hold a legally recognized certificate or credential or the placement of a certificated employee in a teaching or services position that the employee is not otherwise authorized by statute to hold.
4. A complaint form may be obtained at the school office, district office, or downloaded from the district's web site at www.aesd.net. You may also download a copy of the California Department of Education complaint form from the following Website: <http://www.cde.ca.gov/re/cp/uc>.

SPECIAL EDUCATION

SPECIAL EDUCATION PROGRAMS -- Desert/Mountain Special Education Services Region Parent/Pupil rights for individuals with exceptional needs. Under Public Law 94-142, Section 121 a.504 of Regulations, and Education Code Section 56329, 56380, 56506, parents have a right to:

- a. Refer a child (preschool to age 21) for educational assessment.
- b. Receive all information in clear, concise language, and in the language of the home.
- c. Receive written notice stating the necessity for the proposed assessment, including specific details and be given 15 days to arrive at a decision and give consent.
- d. Present information to the school in person or through a representative.
- e. Have their child's psychological assessment conducted and interpreted by a person adequately trained and prepared to evaluate cultural and ethnic factors, and only after obtaining parental consent.
- f. Obtain an independent assessment of the child from qualified specialists, and have such assessment made part of the record.
- g. Attend and participate in the meeting devoted to recommendation and program planning for their child.
- h. Receive notice of the findings of the assessment, recommended educational decision, and the reasons therefore.
- i. Permit pupil participation in a special education program only by written consent or written decision of a Fair Hearing Panel.
- j. Have their child educated in an environment that will permit the maximum interaction appropriate with non-handicapped peers.
- k. Receive a final recommendation within 30 days on placement of a child transferring from another district in which his/her last enrollment was in a special education program.
- l. Have a conference, in person or through a representative, with school personnel regarding the placement or services offered to their child either in the initial evaluation or the annual evaluation of the child, and additional conferences upon request.
- m. Have a review of the placement services offered an exceptional individual, for the purpose of:
 - (1) changing the decision for providing special education services,
 - (2) modifying the recommendations for such placement and services,
 - (3) provide a contractual agreement for nonpublic, nonsectarian school services, when such services can more appropriately meet the needs of the pupil, and

- (4) have his/her child's present educational program continued until the review is completed.
- n. Represent himself/herself at a hearing, select a representative, and have an interpreter present if necessary, have access to all relevant school records, present additional oral or written evidence, call witnesses and request the presence of and question any person involved in the evaluation procedure and placement decision.
- o. Complaint Procedure -- Any individual, public agency, or organization may file a written complaint with the Superintendent of Public Instruction alleging a matter which, if true, would constitute a violation of federal or state law or regulation governing special education and related services. The complaint must specify all relevant facts in his/her possession and provide any information he/she believes will support the complaint. Complaints must be mailed to:
- Consultant Services South, Office of Special Education, California State Department of Education, 601 West Fifth Street, Suite 1014, Los Angeles, California 90017.
- p. Due Process Hearing Procedures -- The pupil, the parents, and the public education agency involved may initiate the due process hearing procedures any time there is a proposal to initiate or change, or a refusal to initiate or change the identification, assessment, educational placement or the provisions of a free, appropriate public education to a child. All requests for a due process hearing shall be filed with the Superintendent of Public Instruction. For additional information, contact your local school district or County Office.
- q. Confidentiality of Records -- If a parent feels that information collected, maintained, or used is misleading, inaccurate, or invades the privacy or rights of the child, he may request the office to amend the information. The office will decide whether to amend the information within 30 days of the receipt of the request. If the office decides to refuse to amend the information, it shall inform the parents and advise them of the right to a hearing.
- (1) Parental consent shall be obtained before personally identifiable information is disclosed to anyone except someone as qualified in Public Law 94-142 Section 121A.461. A record will be maintained of the names, date and purpose for which access is authorized.
 - (2) Each school district shall maintain an accurate listing of employees who have access to personally identifiable information. Such persons will receive instruction annually regarding the confidentiality of educational records.
 - (3) Confidential information may be destroyed two (2) years after the individual has, or would have graduated from 12th grade and in compliance with State regulations, or within three (3) years after the information is no longer needed to provide educational services to the student. Parents will be notified at the last known address of their right to a copy of information collected, maintained or used prior to destruction.

Individuals with Disabilities Education Act (IDEA) -- Federal law which requires a free and appropriate education in the least restrictive environment be offered to qualified handicapped pupils.

CONDUCT ON THE BUS AND OTHER DISTRICT VEHICLES

AR 5131.1

Who may Ride the School Buses

Bus transportation is provided to each student who demonstrates good behavior and who meets the following criteria:

- Kindergarten through Grade Three: Resides more than 1 ¼ miles from the school of residence.
- Grades Four through Eight: Resides more than two miles from the school of residence.

Please note that eligibility is based on the distance from the home to the school, not the home to the nearest bus stop.

Transportation Goals

The goal of the Adelanto School District is to provide safe school bus transportation for as many students as possible, for as long as we can financially afford to do so. To accomplish this, we are continually reviewing and changing our transportation program to streamline it and keep it as economical as possible. This may involve restructuring school district boundaries.

The major cost factor for transportation is the number of buses we use and the length of time we have them on the road. We control this by adjusting school bell times and reducing the number of stops, red-light crossings, turns, and loops a bus must travel to the absolute minimum. **We need your help!** Your understanding and assistance in achieving these cost containments will allow us to continue the transportation program. Obviously we cannot provide door-to-door service. Be advised that your child's bus stop may be up to a half mile or more from his house and that a bus might come right by your house on its way to that stop. Whenever possible, the bus stops are designed to be in the center of the area for the students served by that stop.

During this school year we will be transporting approximately 2,600 special needs and regular students to 25 sites, requiring over 35 buses, each traveling approximately 100 miles per day.

Bus Safety Inspection

Our school buses are inspected each year by the California Highway Patrol and must be kept in excellent condition; otherwise, we are not allowed to use them to transport students.

Driver Training

All drivers receive continuous training and are required to have at least a minimum of 40 hours of classroom and behind-the-wheel training before certification. This training includes all laws and regulations pertaining to school buses (first aid, emergencies, and instruction in driving different types of buses). Each year, all drivers are required to attend in-service training for a minimum of 10 hours.

Student Training

In addition to this information, your child will receive classroom instruction in proper bus conduct. All students will participate in a drill for emergency bus evacuation at least once a year.

Who Is Eligible To Ride The Bus?

Current administrative regulations provide that students K-3, living more than 1 ¼ mile in a direct line from their school will be eligible for transportation. Students 4-8 grade living more than 2 miles will be eligible for transportation.

How Will My Child Know Which Bus To Ride?

At the beginning of each school year all bus routes are published in the newspaper. These routes and stops are also available at each school site and the district website, www.aesd.net. We recommend that parents examine the bus schedule with their children, explaining which route and stop are to be used. At the school sites, staff will assist in boarding the children to help get the children on the correct bus. If a student is in doubt about their bus stop or bus (once they are on the bus) they should tell the driver immediately.

What About Emergencies On The Bus?

For student safety and route control, each bus is equipped with a two-way radio. The Transportation Department is in constant communication with each bus on its scheduled run.

Bad Weather

In case of adverse weather conditions, please tune your radio to the local stations KZXY 102.3 FM, KATJ 100.7 FM, KFRG 103.1FM, FOX 106.5 FM, or KWRN 1550 AM. These stations will broadcast notification in the event of school closure or of different starting times.

What Do I Do If The Bus Doesn't Show Up On Time?

School buses have to endure the same traffic conditions as commuters. A traffic problem, road closure, or discipline problem can easily throw your bus 10 to 15 minutes off schedule. If after 15 minutes your bus still has not arrived, you may wish to call the Transportation Department at 246-3278. In any event, a bus will show up as soon as the problem is corrected.

What Is A Student's Responsibility?

It is important to understand that riding a school bus is a privilege and not a right of the student. This privilege can and will be revoked when serious misconduct occurs or when minor infractions occur repeatedly. Refusal of the District to provide transportation under these circumstances does not excuse parents from their responsibility of having their children in school each day.

Title 5 CAC Section 14203 State Law Reads:

Pupils transported in a school bus shall be under the authority of and responsible to the driver of the bus. The driver is responsible for the orderly conduct of the pupils while they are on the bus or being escorted across a street, highway or road. Continued misconduct or persistent refusal to submit to the authority of the driver shall be sufficient reason for a pupil to be denied transportation in accordance with the regulations of the Governing Board of the district. Drivers will constantly strive to be fair and impartial in their treatment and disciplining of students.

Other Than Students, Who May Board A Bus?

Only district employees, peace officers, or authorized personnel may board a bus. Parents or persons seeking to board a bus **MUST** get permission from the Transportation Department **before** boarding. Unauthorized persons boarding a bus may be subject to legal prosecution.

Rules of Safe Conduct

1. Be on the right-hand side of the roadway at the bus stop five (5) minutes before the bus arrives.
2. Be considerate of the property at and nearby the bus stop.
3. Stand away from the roadway, wait quietly, and do not engage in horseplay.
 - a. Wait until the bus has stopped completely and the door has opened before approaching the bus entrance.
 - b. Board the bus in an orderly manner and find a seat quickly.
4. Remain seated facing the front of the bus.
5. No vulgar or profane language or gestures.
6. Talk in a quiet manner.
7. Do not bring animals or insects, caged or otherwise, onto the bus.
8. Do not bring dangerous objects such as knives, glass, guns, etc. onto the bus.
9. Do not throw or put anything out of the bus windows.
10. Remain silent at all railroad crossings.
11. Do not smoke or light matches.
12. Do not fight—Fighting is defined as actual physical contact of an aggressive nature, and will result in automatic suspension from the bus for all participants regardless of who may have instigated the incident.
13. Do not stand or change seats while the bus is in motion. Changing of seats is allowed only with permission or direction of the driver
14. Do not yell or whistle.
15. Do not bring instruments or large boxes onto the bus.
16. Breaking of windows (any glass), cutting of seats, or any other damages to the bus will result in immediate revocation of bus privileges, until all damages have been paid for.
17. Leave the bus quietly and carefully. Keep away from the side of the bus as it departs.
18. If you must cross the street, do so in front of the bus with the assistance of the driver. Drivers are required to escort elementary students when crossing the street.
19. Student riding privileges may be revoked at his/her first offense without a first warning if the inappropriate behaviors are serious enough.
20. A Parent or guardian must be present to accept a kindergartener at the drop off unless a release has been signed. Repeated failures will result in the loss of bus privileges.
21. No gum, food, or drink may be consumed on the bus.
22. OBEY ALL THE DRIVER'S INSTRUCTIONS AT ALL TIMES.

It would be extremely difficult, if not impossible, to develop a set of rules that are all inclusive. This being the case, we recognize that breaches of good discipline may occur which are not specifically covered here.

1. Under Section 14103 of the State Board of Education of Regulations Governing Pupil Transportation states: "Continued disorderly conduct or persistent refusal to submit to the authority of the driver shall be sufficient reason for a pupil to be denied transportation in accordance with regulations of the Governing Board of the District. No bus driver shall require any pupil to leave the bus before such pupil has reached his or her destination."

2. General Conduct: Students are expected to conduct themselves in such a manner as to conform to classroom standards of behavior. Students must abide by the above regulations while riding as a passenger on a school bus or any district vehicle.

3. Students who violate any of the General Rules will receive a citation warning. A second violation will also receive a citation warning. A third and subsequent violation may cause the student to be denied bus transportation privileges, and will require a parent conference with the school Principal and Director of Maintenance, Operations and Transportation and his/her designee. The length of time for the suspension of bus privileges will be discussed at the parent conference.

Any student who is involved in a fight, with an attempt to harm, will be subject to denial of transportation on the first offense.

The Director of Maintenance, Operations and Transportation will collaborate with the Principal of the student who is in violation to determine if denial of transportation is the appropriate disciplinary action for the student.

Any student who receives a citation will be given a copy to take home for his/her parents to sign and then return. No student will be suspended from the bus without the parent's knowledge.

The School Office will take the following steps to notify the parents of a written citation:

1. Parent copy sent home with student.
2. Phone contact with parent.
3. Mail copy to home address of student.

The Transportation Department will keep copies of the citations on file with each incident involved.

4. Teachers will endeavor to familiarize pupils with the standards of conduct expected of them as passengers prior to their participation in trips.
5. It is the parent's responsibility to contact the Transportation Department when a student is issued a "School Bus Incident Report".

BUS STOP INFORMATION

1. The student should leave home on time in order to catch the bus. The clock at home should be set to telephone time.
2. Parents/Guardians should teach students how to walk from their home to the bus stop. Students should be reminded not to talk to strangers. If possible, students should walk in groups.
3. Students should be at the bus stop **five minutes** before the bus is scheduled to arrive, and should wait quietly, not disturbing neighbors at the bus stop. As the bus approaches, student should stand at least twelve feet back from the bus and should not move towards the bus until it has stopped completely and the entrance door is opened.
4. After school, preschool students must be met at the bus stop by an authorized adult over age 18. Authorized adults include parents, guardians and those listed on the student's emergency release card. Kindergarten students must also be met by an adult unless the parent or guardian has given prior written permission for the student to walk home alone or with siblings. Students in grades 1-6 are generally allowed to walk home alone. If a court order has been issued restricting custody, the Transportation Department should be notified immediately. NOTE: If at any time a child is hesitant or frightened to walk home alone, the driver will notify the school of the problem and return the child to school.

5. If an emergency arises and the parent/guardian cannot meet the bus, the Transportation Department will release the student to another adult if a) the parent/ guardian notifies the school in writing or by phone, stating the name of the specified adult, and b) the specified adult is able to show the bus driver some form of identification. Without proper notification by the parent, the child will be returned to the school.

Safety near the school bus

Can you spot the child? There is a child right in front of the front bumper of this bus.



Danger Zone (front): DANGER ZONE! **The Danger Zone is the space all around the school bus. It goes out 12 feet around the bus.** It's never safe to walk close to the front of the bus. The bus driver may be sitting up too high to see you. Walk 5 giant steps ahead of the bus before crossing in front of it.

Danger Zone (sides): DANGER ZONE! Remember never walk close to the side of a school bus. Stay at least 3 giant steps away from the side. You may be in the bus driver's blind spot—if you are where he/she can't see you.

Danger Zone (behind bus): DANGER ZONE! Never walk behind a school bus. The driver will not be able to see you.

Danger Zone (under bus): DANGER ZONE! If you drop something under the bus, leave it there until you get the driver's help. Never crawl under a bus!

Walking Area: When getting off the bus make sure you walk (not run) three more steps away from the door. This is the best place to be around a bus. Stay away from the bus wheels and watch out for moving cars!
[National Highway Traffic Safety Administration]

Younger Siblings

Small children are curious about the school bus and often attempt to touch it. Parents should hold them back at least twelve feet from the bus as it approaches or departs the bus stop.

Wheelchairs (Education Code 56221)

The Adelanto Elementary School District operates numerous school buses equipped to transport students with Special Needs. Each bus has a wheelchair lift and drivers are trained in the use of securement straps. Parents are responsible for maintaining the mobile seating device (wheelchair) in an acceptable condition. Following are specific concerns of the District.

1. The braking system must secure the chair and must be able to be in a locked position;
2. The safety restraints must secure the student to the chair itself;
3. Batteries on electrically powered chairs must be functional and must not leak fluids.

Drivers have been instructed not to transport any mobile device that they feel may not adequately protect the child.

Our administrative staff hours are Monday thru Friday between the hours of 5:30 a.m. and 4:30 p.m. In the event that your child will not need transportation, please call the Transportation Department at (760) 246-3278 as soon as practical.

Additionally, please keep the Transportation Department and/or the school informed of any changes in address pick-up and/or drop off locations along with pertinent home and cellular phone contact numbers.

If a bus runs more than 15 minutes late, the Transportation Department will attempt to contact the school sites

TRANSPORTATION DEPARTMENT -- Director of Maintenance, Operations, and Transportation, vacant, 246-8691, extension 10608; Coordinator of Transportation, Christopher Armington (760) 246-8691, extension 10258; -Secretary, Ruth Fairley (760) 246-8691, Ext. 10262.

Pick-Up and Drop-Off of Students -- There is no priority higher than the safety of our children. Each year, many accidents and many more near-misses are reported as parents drop-off and pick-up their children from America's schools. Please help keep all children safe. Adhere to all traffic laws.

- Do not double park or allow children to exit or enter the car in traffic.
- Minimize backing-up. Children close to your car, especially younger ones, cannot be seen by the driver through the rear window when backing up.
- Do not execute U-turns within the school zone.
- Drop-off and pick-up on the school-side of the street.
- If it is absolutely necessary to drop-off or pick-up on the opposite side of the street, the driver is asked to walk the child across using the crosswalks when available.
- Do not enter the bus loading driveway.
- Carpool. Not only will this save gas money, fewer cars will reduce congestion and hazards to children.
- Use the designated safe drop off area delineated by the school.
- Drive slowly. In certain conditions, the posted speed limit may be too fast to ensure safety.
- Pedestrians have the right of way at corners with or without traffic lights, whether or not the crosswalks are marked by painted white lines. (DMV)

In the interest of keeping children safe, school personnel will assertively seek and support law enforcement officials when student safety is compromised.

V C Section 22112 School bus Signal and School bus Stops

22112. (a) On approach to a school bus stop where pupils are loading or unloading from a school bus, the school bus driver shall activate an approved amber warning light system, if the school bus is so equipped, beginning 200 feet before the school bus stop. The school bus driver shall deactivate the amber warning light system after reaching the school bus stop. The school bus driver shall operate the flashing red light signal system and stop signal arm, as required on the school bus, at all times when the school bus is stopped for the purpose of loading or unloading pupils. The flashing red light signal system, amber warning lights system, and stop signal arm shall not be operated at any place where traffic is controlled by a traffic officer or at any location identified in subdivision € of this section. The school bus flashing red light signal system, amber warning lights system, and stop signal arm shall not

be operated at any other time. (b) The school bus driver shall stop to load or unload pupils only at a school bus stop designated for pupils by the school district superintendent or authorized by the superintendent for school activity trips. (c) When a school bus is stopped on a highway or private road for the purpose of loading or unloading pupils, at a location where traffic is not controlled by a traffic officer, the driver shall, before opening the door, ensure that the flashing red light signal system and stop signal arm are activated, and that it is safe to enter or exit the school bus. (d) When a school bus is stopped on a highway or private road for the purpose of loading or unloading pupils, at a location where traffic is not controlled by a traffic officer or official traffic control signal, the school bus driver shall do all of the following:

(1) Escort all pupils in prekindergarten, kindergarten, or any of grades 1 to 8, inclusive, who need to cross the highway or private road upon which the school bus is stopped. The driver shall use an approved hand-held “STOP” sign while escorting all pupils.

(2) Require all pupils who need to cross the highway or private road upon which the school bus is stopped to walk in front of the bus as they cross.

(3) Ensure that all pupils who need to cross the highway or private road upon which the school bus is stopped have crossed safely, and that all other pupils and pedestrians are a safe distance from the school bus before setting the school bus in motion.

(e) Except at a location where pupils are loading or unloading from a school bus and must cross a highway or private road upon which the school bus is stopped, the school bus driver may not activate the amber warning light system, the flashing red light signal system and stop signal arm at any of the following locations:

(1) School bus loading zones on or adjacent to school grounds or during an activity trip, if the school bus is lawfully stopped or parked.

(2) Where the school bus is disabled due to mechanical breakdown. The driver of a relief bus that arrives at the scene to transport pupils from the disabled school bus shall not activate the amber warning light system, the flashing red light system, and stop signal arm.

(3) Where a pupil requires physical assistance from the driver or authorized attendant to board or leave the school bus and providing the assistance extends the lengths of time the school bus is stopped beyond the time required to load or unload a pupil that does not require physical assistance.

(4) Where the roadway surface on which the bus is stopped is partially or completely covered by snow or ice and requiring traffic to stop would pose a safety hazard as determined by the school bus motor carrier.

(5) On a state highway with a posted speed limit of 55 miles per hour or higher where the school bus is completely off the main traveled portion of the highway.

(6) Any location determined by a school district, with the approval of the Department of California Highway Patrol, to present a traffic or safety hazard.

(f) Notwithstanding subdivisions (a) and (d), inclusive, the Department of the California Highway Patrol may require the activation of an approved flashing amber warning light system, if the school bus is so equipped, or the flashing red light signal system and stop signal arm, as required on the school bus, at any location where the department determines that the activation is necessary for the safety of school pupils loading or unloading from a school bus.

ADELANTO SCHOOL DISTRICT - ACCEPTABLE USE POLICY

Introduction

Adelanto School District (“District”) recognizes that access to technology at school gives students greater opportunities to learn, engage, communicate, and develop skills that will prepare them for work, life, and citizenship. We are committed to helping our students develop 21st-century technology and communication skills. To facilitate this we provide access to various technologies for student and staff use.

This Acceptable Use Policy (“Policy”) outlines the guidelines and behaviors that all users are expected to follow when using District technology resources.

- The Adelanto School District network is intended solely for educational purposes.
- All activity over the network or using District resources may be monitored and retained.
- Access to online content via the network will be restricted in accordance with our policies and applicable federal regulations, such as the Children’s Internet Protection Act (“CIPA”).
- Users are expected to follow the same rules for good behavior and respectful conduct online as offline.
- Misuse of technology resources may result in disciplinary action.
- Adelanto School District makes a reasonable effort to ensure our users’ safety and security online but will not be held accountable for any harm or damages that result from the use of District technologies.
- Users of the District network or other technologies are expected to alert Technology Department staff immediately of any concerns for safety or security.

Technologies Covered

The District may provide technological resources for student and employee use including, but not limited to, Internet access, desktop computers, mobile computers or devices, videoconferencing capabilities, online collaboration capabilities, message boards, and e-mail. The policies outlined in this document are intended to cover *all* available technologies, not just those specifically listed.

Usage Policies

As a condition of maintaining the privilege of using District computer resources, each user will be held responsible for his or her own actions which affect such resources. By signing the Acceptable Use Contract, each user acknowledges and agrees to abide by the terms of the Policy. A user who violates the terms of the Agreement will be subject to revocation or suspension of the privilege of using the computer resources and may be subject to appropriate discipline.

District technology resources are to be used for District-related business, instruction, learning, and administrative activities. Use of District technology resources to engage in personal communications is not permitted, except in an emergency.

Internet Access

The District provides its users with access to the Internet, including web sites, resources, content, and online tools. This access will be restricted in compliance with CIPA regulations and District policies. Web browsing may be monitored and web activity records may be retained indefinitely.

Users shall comply with the access and security procedures and systems established to ensure the security, integrity and operational functionality of District computer resources.

Users shall not attempt to modify any system or network or attempt to “crash” or “hack” into District systems.

Users shall not tamper with any software protections or restrictions placed on computer applications or files. Unless properly authorized, users shall not attempt to access restricted portions of any operating system or security software. Users shall not attempt to remove existing software or add their own personal software to District computers and systems unless authorized.

E-mail

The District may provide users with e-mail accounts for the purpose of school-related communication. Availability and use may be restricted based on District policies.

If users are provided with e-mail accounts they should be used with care. E-mail is not a secure transmission protocol; messages are sent in clear text and may be intercepted. Users should never send personal information or attempt to open files or follow links from unknown or untrusted origin. Users shall refrain from profanity and vulgarity. Only communicate with other people as allowed by District policies or the teacher. Users are expected to

communicate with the same appropriate, safe, mindful, courteous conduct online as offline. E-mail usage may be monitored and archived.

Accounts

Accounts issued to users for the use of District technology resources are for the intended user's sole use only. Users are expected to keep login information private at all times and are responsible for any misuse that occurs under the accounts issued to them. They shall use the system only under their own accounts and shall maintain the privacy of personal information and passwords.

Social/Web 2.0 / Collaborative Content

Recognizing the benefits collaboration brings to education, the District may provide users with access to web sites or tools that allow communication, collaboration, sharing, and messaging among users.

Users are expected to communicate with the same appropriate, safe, mindful, courteous conduct online as offline. Posts, chats, sharing, and messaging may be monitored. Users should never share personally identifying information online.

Mobile Devices Policy

The District may provide users with mobile computers or other devices to promote learning outside of the classroom. Users are expected to abide by the same acceptable use policies when using devices off the District network as on the District network. Use of these devices while off the District network may be monitored.

Users are expected to treat these devices with extreme care and caution; these are expensive devices that the District is entrusting to your care. Users should report any loss, damage, or malfunction to Technology Department staff immediately. Users may be financially accountable for any damage resulting from negligence or misuse.

Personal Equipment Policy

The District recognizes that the use of certain technology devices, such as memory sticks, which are not owned by the District may be beneficial to both District employees and students. Memory sticks and similar storage devices may be used with District computer resources if the user has current security software installed on all non-District equipment on which the memory stick or other storage device is used. Other than memory sticks and similar storage devices, District employees and students may not connect laptops, PDAs, internet tablets, or other personal computing or mobile communication devices which are not owned or leased by the District to the District data network and/or internet service, absent express permission by the system administrator.

Students are only permitted to use cellular phones or other mobile communication devices outside of the instructional day (before school, at lunch, and after school). Students must keep their cellular phones or other mobile communication devices powered off and out of sight during instructional time.

District employees may only use personal communication devices during non-duty times of the workday or for brief conversations. Instructional time may not be interrupted by a personal cellular telephone or mobile communication device, except in an emergency. Such activities shall not interfere with the work efficiency or performance of the employee and shall not interfere with the rights or work efficiency or performance of others.

Security

Security on any computer system is of the highest priority. Users who identify a security problem must immediately notify a representative from the Technology Department or an administrator. Users must never use another user's account and should never share passwords with anyone or leave it where it may be discovered. Under no circumstances may students be allowed to use teacher or staff computers. Any user identified as a security risk may be denied access to the system.

Downloads

Users shall not download or attempt to download or run executable programs over the District network or onto District resources without express permission from Technology Department staff.

You may be able to download other file types, such as images or videos. To ensure the security of the network download such files only from reputable sites, and only for educational purposes. Transmission, receiving, or downloading of any material in violation of any U.S. or State regulations is prohibited. This includes, but is not limited to, copyrighted material, pornography, threatening or obscene material or images inappropriate to an instructional environment.

Political Activities

Users shall not use District technology resources for political purposes including, but not limited to, urging the support or defeat of any ballot measure or candidate, including, but not limited to, any candidate for election to the governing board of the district.

Netiquette

Users are expected to always use the Internet, network resources, and online sites in a courteous and respectful manner.

Users are expected to recognize that among the vast array of valuable content online there also exists unverified, incorrect, or inappropriate content. Users should use trusted sources when conducting research via the Internet. Users should also remember not to post anything online that they wouldn't want parents, teachers, future colleges or potential employers to see. Once something is online, it is out there—and can sometimes be shared and spread in ways you never envisioned or intended.

Plagiarism

Users shall not plagiarize (or use as their own, without citing the original creator) content, including words or images, from the Internet. Users should not take credit for things they didn't create themselves, or misrepresent themselves as an author or creator of something found online. Research conducted via the Internet must be appropriately cited, giving credit to the original author.

Personal Safety

Users should never share personal information including phone numbers, addresses, social security numbers, birthdates, or financial information over the Internet or via e-mail. Communicating over the Internet brings anonymity and associated risks and users should always carefully safeguard the personal information of themselves and others. Students should never agree to meet someone they have communicated with online in real life without parental permission.

If you see a message, comment, image, video or anything else online that makes you concerned for your personal safety, bring it to the attention of an adult (teacher or staff if you're at school; parent if you're using the device at home) immediately.

No Expectation of Privacy

District technology resources and all user accounts are the property of District. There is no right to privacy in the use of the technology resources or user accounts.

In addition, users are hereby put on notice as to the lack of privacy afforded by electronic data storage and electronic mail in general, and must apply appropriate security to protect private and confidential information from unintended disclosure. Electronic data, including e-mail, which is transmitted through District technology resources is more analogous to an open postcard than to a letter in a sealed envelope. Under such conditions, the transfer of information which is intended to be confidential should not be sent through District technology resources.

District reserves the right to monitor and access information contained on its computer resources under various circumstances including, but not limited to, the following circumstances:

Under the California Public Records Act ("CPRA"), electronic files are treated in the same way as paper files. Public documents are subject to inspection through CPRA. In responding to a request for information under the CPRA, District may access and provide such data without the knowledge or consent of the user.

District will cooperate with any local, state, or federal officials investigating an alleged crime committed by any person who accesses District computer resources, and may release information to such officials without the knowledge or consent of the user.

The contents of electronic messages, including any e-mail communication sent using District technological resources, may be viewed by a system administrator in the course of routine maintenance, or by the system administrator, or designee(s) as needed for District administrative purposes, including but not limited to, investigation of possible violations of the Policy or other District policies, and monitoring of on-line activities of minor students. Electronic mail systems store messages in files. These files are copied to back-up tapes in the course of system backups. The contents of these files and the copies on system backup tapes are subject to disclosure as stated in the preceding paragraphs.

Receipt of Offensive Material: Due to the open and decentralized design of the Internet and networked computer systems, users are warned that they may occasionally receive materials which may be offensive to them. Users should report all such occurrences to the system administrator.

Cyberbullying

Cyberbullying will not be tolerated. Harassing, dissing, flaming, denigrating, impersonating, outing, tricking, excluding, and cyber-stalking are all examples of cyberbullying. Don't send e-mails, text messages, or post comments with the intent of scaring, hurting, or intimidating someone else.

Engaging in these behaviors, or any online activities intended to cause harm (physically or emotionally) to another person will result in severe disciplinary action and loss of privileges. Cyberbullying can be a crime. Remember that your activities are monitored and retained.

Examples of Acceptable Use

I will:

- ✓ Use District technologies for instructional activities.
- ✓ Follow the same guidelines for respectful, responsible behavior online that I am expected to follow offline.

- ✓ Treat District resources and equipment carefully, and alert staff if there is any problem with their operation.
- ✓ Encourage positive, constructive discussion if allowed to use communicative or collaborative technologies.
- ✓ Alert a staff member if I see threatening, inappropriate, or harmful content (images, messages, posts or videos) online.
- ✓ Use District technologies at appropriate times, in approved places, and only for educational pursuits.
- ✓ Cite sources when using online sites and resources for research.
- ✓ Recognize that the use of District technologies is a privilege and treat it as such.
- ✓ Be cautious to protect the safety of others and myself.
- ✓ Help to protect the security of District resources.

Examples of Unacceptable Use

I will **not**:

- ✓ Use District technologies in a way that could be harmful.
- ✓ Attempt to find inappropriate images or content, or attempt to circumvent the District’s filtering tools.
- ✓ Engage in cyberbullying, harassment, or disrespectful conduct toward others.
- ✓ Use District technologies to send mass mailings, “spam,” or “mail bombs.” Mass mailings directed to “All District Employees” or to any large subgroup of District employees shall be approved by the sender’s immediate supervisor.
- ✓ Plagiarize content I find online.
- ✓ Share personally identifying information, about others or myself.
- ✓ Use District technologies for personal gain, product advertisement, political lobbying, or partisan political activities.
- ✓ Use language online that would be unacceptable in the classroom.
- ✓ Use District technologies for illegal activities or to pursue information on such activities.
- ✓ Attempt to hack or access sites, servers, or content that is not intended for my use.

This is not intended to be an exhaustive list. Users should use their own good judgment when using District technologies.

Limitation of Liability

The District will not be responsible for damage or harm to persons, files, data, or hardware.

While the District employs, and makes reasonable efforts to ensure the proper functioning of filtering and other safety and security mechanisms, it makes no guarantees as to their effectiveness.

The District will not be responsible, financially or otherwise, for unauthorized transactions conducted over the District network.

Violations of this Acceptable Use Policy

Student Violations

Users shall report any suspected violation of the Agreement by a student to the Director of ITS or designee, who shall immediately refer the matter to the system administrator for review. The system administrator shall then determine whether a violation of the Agreement has occurred. If the system administrator determines that a violation has occurred, the system administrator may restrict, suspend, or revoke the user’s privileges. The user may also be subject to appropriate discipline.

ACADEMIC FAILURE -- Requires the governing board to prescribe regulations requiring the evaluation of each pupil's achievement for each marking period. It requires written notice or a conference when the student is in jeopardy of failing a course. (E.C. 49067)

Students from grades 2-8 will be considered for promotion or retention as early as possible in the school year and in students' school careers. The Superintendent or designee shall identify student who should be retained and who are at risk of being retained in accordance with law, board policy, administrative regulation and the following criteria:

Students with disabilities who are identified at risk for retention based upon either: (a) STAR test results and minimum levels of proficiency as recommended by the State Board of Education; or (b) the student's grades and other indicators of academic achievement designated by the district, shall be referred to the IEP team for consideration of appropriate placement.

Students who are identified as LEP (Limited English Proficiency) or NEP (Non English Proficiency), who are identified at risk of retention or to be retained, shall be referred to the English Language Learners Coordinator for consideration of appropriate placement.

Parents are encouraged to carefully monitor their children's progress and speak with teachers about concerns as soon as they come up. Intervention implemented in November of the child's kindergarten year have a much higher chance of being successful than those implemented in May of their eighth grade year. See your school's student handbook for retention/promotion policies specific to the school.

ACCESS TO INTERNET AND ON-LINE SITES -- Annual notification shall include a copy of the school district's written policy adopted pursuant to E.C. 51870.5 regarding access by pupils to Internet and on-line sites.(E.C. 48980(i))

ANONYMOUS AND VOLUNTARY SURVEYS -- Prior to administering anonymous and voluntary surveys regarding health risks and behaviors to students in grades 7-12, the district shall provide parents/guardians with written notice that the survey is to be administered. (E.C. 51938)

THE ASBESTOS MANAGEMENT PLAN has been prepared and is in the Principal's Office at each school site. It will be available for inspection upon request. (Federal Register 40 CFR 763.93)

AVAILABILITY OF INDIVIDUALIZED INSTRUCTION -- Requires that parents be advised of the availability of individualized instruction as prescribed by Sections 48206.3 et. seq. (E.C. 48980(b))

BILINGUAL - BICULTURAL EDUCATION -- Establishes procedures for consultation, notification, placement and withdrawal of the pupil from bilingual programs. It requires notification be given to parents by mail or in person of the fact that their child or ward will be enrolled in the program of bilingual education. Permits parental right not to have their child enrolled in such program. (E.C. 52173)

CALIFORNIA-CONSOLIDATED TESTING PROGRAM. E.C. 60602: The district is required to provide information regarding assessments to pupils, parents, and guardians on a timely basis.

CALIFORNIA LABOR CODE -- 230.8 (a) (1) No employer who employs 25 or more employees working at the same location shall discharge, or in any way, discriminate against an employee who is a parent, guardian, or grandparent having custody, of one or more children in kindergarten or grades 1 to 12, inclusive, or attending a licensed child day care facility, for taking off up to 40 hours each year, not exceeding eight hours in any calendar month of the year, to participate in activities of the school or licensed child day care facility of any of his or her children, if the employee, prior to taking the time off, gives reasonable notice to the employer of the planned absence of the employee.

CAREER COUNSELING & COURSE SELECTION -- Commencing grade 7, school personnel shall assist pupils with course selection or career counseling, exploring the possibility of careers, or courses leading to careers based on the interest and ability of the pupil and not on the pupil's gender. Parents or legal guardians are notified so that they may participate in such counseling sessions and decisions. (EC 221.5(D))

CHILD ABUSE PREVENTION TRAINING PROGRAM -- Parents have the right to refuse to allow their children to participate in a child abuse primary prevention program. (WIC 18976.5) (E.C. 51550)

CHILD FIND SYSTEM -- The Adelanto Elementary School District, in conjunction with the Desert/Mountain SELPA, assure an ongoing effort to identify all individuals with disabilities including infants, children for whom English is not a primary language, students with low incidence disabilities, students attending private schools, children from families that are highly mobile, and children who are suspected of having a disability and in need of special education even though they are advancing from grade to grade. The SELPA works closely with public agencies such as Inland Regional Center, Head Start, California Children's Services, Behavioral Health, and others as appropriate in the identification of individuals with disabilities.

If you have or know of a child you feel needs special education services, contact the AESD special education office for information regarding the process. (EC 56301)

CHILD HEALTH AND DISABILITIES PREVENTION PROGRAM -- Requires notice to parents of kindergarten and first grade children of the requirement for physical examination for first grade enrollment and availability of free health screening through their local health department. Requires up to five days' exclusion from school for failure to comply or sign a waiver. (HSC §124100 & 124105)

CONCUSSION AND HEAD INJURIES -- A concussion is a brain injury that can be caused by a bump, blow, or jolt to the head, or by a blow to another part of the body with the force transmitted to the head. Even though most concussions are mild, all concussions are potentially serious and may result in complications including prolonged brain damage and death if not recognized and managed properly. A school district, charter school, or private school that elects to offer an athletic program must immediately remove from a school-sponsored athletic activity for the remainder of the day an athlete who is suspected of sustaining a concussion or head injury during that activity. The athlete may not return to that activity until he or she is evaluated by, and receives written clearance from, a licensed health care provider. **If the licensed health care provider determines the athlete has a concussion or head injury, the athlete shall also complete a graduated return-to-play protocol of no less than 7 days in duration under the supervision of a licensed health care provider.** On a yearly basis, a concussion and head injury information sheet must be signed and returned by the athlete and the athlete's parent or guardian before the athlete initiates practice or competition. This requirement does not apply to an athlete engaging in an athletic activity during the regular school day or as part of a physical education course. (EC 49475)

COMPREHENSIVE SCHOOL SAFETY PLAN: ANNUAL NOTICE -- Each school shall report on the status of its school safety plan, including a description of its key elements, in the annual School Accountability Report Card prepared pursuant to Sections 33126 and 35256. (E.C. 35294.6)

CONFIDENTIAL MEDICAL SERVICE -- Requires pupils in grades 7 through 12 and all parents to be notified that law permits school authorities to excuse pupils in grades 7 through 12 to obtain confidential medical services without consent of parent. (EC 46010.1)

CONSENT BY CAREGIVER -- Persons 18 years of age and older who file with the district a completed caregiver's authorization affidavit shall have the right to consent to or refuse school-related medical care for a district student. The caregiver's authorization shall be valid for one year after the date on which it is executed. The caregiver's decision shall be superseded by any contravening decision of the parent or other person having legal custody of the

student, provided that this contravening decision does not jeopardize the student's life, health or safety. (Family Code 6550)

School-related medical care is medical care that is required by state or local governmental authority as a condition for school enrollment, including immunizations, physical examinations, and medical examinations conducted in schools for students. (Family Code 6550) (cf. 5111.11 - Residency of Students with Caregiver)

CONTINUING MEDICATION -- The parent or legal guardian of any public school pupil on a continuing medication regimen for a non-episodic condition shall inform the district nurse or other designated certificated employee of the medication being taken, the current dosage, and the supervising physician. With the consent of the parent or legal guardian of the pupil, the school nurse may communicate with the physician and counsel with school personnel regarding the possible effects of the drug on the child's physical, intellectual and social behavior, as well as possible behavioral signs and symptoms of adverse side effects, omission or overdose. The superintendent of each school district shall be responsible for informing parents of all pupils of the requirement of the section. (E. C. 49480)

COURT ORDER FOR RECORDS -- Requires notification to parents in advance of compliance with court order for records. (E.C. §49077)

DIRECTORY INFORMATION -- Under the Federal Family Educational Rights and Privacy Act of 1974 (FERPA), and the California Education Code, the district makes student directory information available. Each student's name, birthdate, birthplace, address, telephone number, major course of study, participation in school activities, attendance and awards, may be released to the specified agencies. Also, height and weight of athletes will be made available. Directory information may be provided to any agency except private, profit-making organizations other than employers, potential employers, or news media. Names and addresses of terminating students may be given to public or private schools. Upon written request from the parent of a student seventeen (17) or younger, the district will withhold directory information about the student. Requests must be submitted within 30 calendar days of the receipt of this notification. The school board has determined the categories of information designated as "Directory Information" and for what purposes such information can be released. Parents must have the opportunity to notify the school district if the information is not to be released. If you do not wish to have any category of directory information about your child released, please indicate so on the form at the back of this packet designated "DIRECTORY INFORMATION" and return to the school office. (E.C. 49073)

DISCIPLINE MEETING -- Permits the Governing Board to suspend within the limits of E.C. 48903. It requires written notice by registered or certified mail, or personal service, of the board's intentions to conduct a hearing for disciplinary action. (E.C. 48912)

DISCIPLINE RULES -- Requires school site discipline rules to be established by school committees with notification to parents of site and district rules. (E.C. 35291, 35291.5, and 35291.7) shall report on the status of its school safety plan, including a description of its key elements, in the annual School Accountability Report Card prepared pursuant to Sections 33126 and 35256. (E.C. 35294.6)

DISCRIMINATION -- Requires implementation of specific and continuing steps to notify students and parents that the school district does not discriminate on the basis of race, color, national origin, sex, or handicap. This requires notification in native language if services require a community of minority persons with limited English language skills. Notification must state that district will take steps to assure that the lack of English will not be a barrier to admission and participation in district programs.

National School Lunch and Breakfast is served at all Adelanto Elementary Schools. Please see website (www.aesd.net) for school site programs and policies.

The Adelanto School District does not allow the charging of meals. Please refer to our collection procedures for additional details.

DRESS CODE/GANG APPAREL -- School districts are authorized to adopt a dress code that would prohibit the wearing of “gang-related clothing”. It further authorizes school districts to adopt a dress code policy that would require pupils to wear a school wide uniform. (Refer to LAC Bulletin #170, dated October 7, 1994.) (E.C. § 35183)

DUTIES OF PUPILS -- Requires pupils to conform to school regulations; obey all directions; be diligent in study and respectful to teachers and others in authority; and refrain from the use of profane and vulgar language. (5 CCR §300)

DUTY CONCERNING CONDUCT OF PUPIL -- Every teacher in the public schools shall hold pupils to a strict account for their conduct on the way to and from school, on the playgrounds, or during recess. (E.C. 44807)

EMERGENCY INFORMATION – Parent(s)/guardian(s) shall furnish the school with the current information specified below: 1) Home address and telephone number; 2) Parent/ guardian's business address and telephone number; 3) Name, address and telephone number of a relative or friend who is authorized by the parent/guardian to care for the student in cases of emergency when the parent/guardian cannot be reached; and 4) Local physician to call in case of emergency.

Under Education Code 49407, no school district shall be held liable for the reasonable treatment of a student without the consent of the parent/guardian when the student requires medical treatment and the parent/guardian cannot be reached, unless a written objection to medical treatment has been filed with the school district.

EMERGENCY TREATMENT FOR ANAPHYLAXIS -- Anaphylaxis is a severe and potentially life-threatening allergic reaction that can occur after encountering an allergic trigger, such as food, medicine, an insect bite, latex or exercise. Symptoms include narrowing of the airways, rashes or hives, nausea or vomiting, a weak pulse and dizziness. It is estimated that approximately 25% of the anaphylactic reactions occur during school hours to students who had not previously been diagnosed with a food or other allergy. Without immediate administration of epinephrine followed by calling emergency medical services, death can occur. Being able to recognize and treat it quickly can save lives. Recent changes to EC 49414 now require school districts to provide epinephrine auto-injectors to school nurses and trained personnel and authorizes them to use epinephrine auto-injectors for any student who may be experiencing anaphylaxis, regardless of known history. (EC 49414)

EVALUATION OF VISION AND HEARING -- The evaluation of the vision and hearing of a child, including tests for visual acuity and color vision by the school nurse, or by a district hired private hearing testing agency will be performed upon grades: kindergarten, second, fifth and eighth and will include first-time enrollment students. The evaluation may be waived upon presentation of an appropriate certificate from a physician or optometrist. (E. C. 49455)

EXCUSE FROM INSTRUCTION -- An excuse from instruction in the area of Family Life Education and Venereal Disease courses due to religious beliefs (including personal moral convictions) of the parent shall, upon written request, be permitted for the parts in conflict with the beliefs. (E. C. 51240)

FAMILY LIFE EDUCATION COURSES; EXCUSE FROM ATTENDANCE -- Parents will be notified in writing prior to any instruction or class in which human reproductive organs and their functions or processes are described, illustrated or discussed. Materials to be used may be reviewed prior to instruction. (E.C. 51550)

FAMILY NUTRITION EDUCATION SERVICE ACT -- The Adelanto School District serves nutritious meals daily at each school. Children from families whose income is within the levels on the appropriate scale are eligible to receive meals free or at a reduced price. (E. C. 49520)

FINGERPRINTING -- The Adelanto Elementary School District offers a fingerprint program for children enrolled in kindergarten or newly enrolled. Parents or guardians must declare, in writing, whether or not they want their child(ren) to be fingerprinted. Parents or guardians consenting to the fingerprinting must pay the applicable fee. Parents or guardians may reverse in writing the declaration on fingerprinting at any time. No child may be fingerprinted without the consent of the parent or guardian. (EC 32390 and 48980(f))

FOOD -- Food Sales are prohibited during school hours, and within one hour before or after school hours, unless the organization is legally organized as a nonpartisan, charitable organization, the purpose of the solicitation is nonpartisan and charitable, and the solicitation has been approved in accordance with Board policy. (Education Code 51520)

Homemade foods shall not be sold on school premises or provided for class parties. (Education Code 51520)

Snack foods which may be sold shall be of good nutritional quality, as are nuts, dried and fresh fruit, yogurt, juices, cheese, seeds, sandwiches, and milk. Such foods should contain no more than a moderate amount of salt, sugar or fat. (Education Code 51520)

FREE AND REDUCED-PRICE MEALS -- Free or reduced-price lunches are available at school for pupils whose parents or legal guardians qualify, based on annual household income, and complete the required application form. Application forms may be obtained through the Child Nutrition page on the AESD website or at any school site. (EC 49510 *et seq.*)

HANDICAPPED PUPILS -- Requires notice of nondiscrimination on basis of sex, handicap, race, color, national origin, or lack of English skills. Notice must include availability of reasonable accommodation for handicapped pupils.

HARM OR DESTRUCTION OF ANIMALS -- Any pupil with a moral objection to dissecting or otherwise harming or destroying an animal, or any part thereof, must inform his or her teacher of the objection. Objections must be substantiated by a note from the pupil's parent or guardian. A pupil who chooses to refrain from participation in an education project involving the harmful or destructive use of an animal may receive an alternative education project, if the teacher believes that an adequate alternative education project is possible. The teacher may work with the pupil to develop and agree upon an alternative education project so that the pupil may obtain the knowledge, information, or experience required by the course of study in question. (EC 32255 *et seq.*)

HOME AND HOSPITAL INSTRUCTION -- According to Adelanto School District Administrative Regulation AR 6183, a student with a temporary disability which makes school attendance impossible or inadvisable, shall receive individual instruction in the student's home or in a hospital or other residential health facility, excluding state hospitals. This instruction applies to students incurring a physical, mental or emotional disability after which they can reasonably be expected to return to regular day classes or an alternative education program without special intervention. It does not apply to students identified as individuals with exceptional needs pursuant to Education Code 56026. (Education Code 48206.3)

If your child requires Home Hospital, or if your student will be returning to school from home hospital, we require documentation. Please review the following:

1. Provide a physician's prescription for Home Instruction, which includes: Diagnosis and anticipated length of confinement (three weeks minimum).

2. A doctor's release (indicating an exact return date) is required before the student may return to school.
3. The release must be taken to the student's school of attendance with a copy sent to the Student Support Services office (The exception is when the exact return date is stated on the original doctor's prescription request for home instruction).
4. Parents **MUST notify the Student Support Services** office if their student will remain on Home Hospital the following school year.

If you have any questions contact Karen Evers, Student Support Services, (760) 246-8691, extension 10286.

HOMELESS YOUTH EDUCATION --The McKinney-Vento Homeless Assistance Act for Homeless Children and Youth entitles all homeless school-aged children to the same free and appropriate public education that is provided to non-homeless students. Every school district must appoint a liaison to assist these students.

A homeless student is defined as a person between the ages of birth (Early Head Start and Head Start Programs) and twenty-two (special education students) who lacks a fixed, regular, and adequate nighttime residence and may temporarily:

- Live in an emergency or transitional shelter; abandoned building, parked car, or other facility not designed as a regular sleeping accommodation for human beings;
- Live "doubled-up" with another family, due to loss of housing stemming from financial problems (e.g., loss of job, eviction or natural disaster);
- Live in a hotel or motel;
- Live in a trailer park or campsite with their family;
- Have been abandoned at a hospital;
- Be awaiting foster placement in limited circumstances;
- Reside in a home for school-aged, unwed mothers or mothers-to-be if there are no other available living accommodations; or
- Be abandoned, runaway, or pushed out youth or migrant youth that qualifies as homeless because he/she is living in circumstances described above.

A homeless student has the right to attend either the school of origin (the school that the student was last enrolled or attended when last housed) or the current school of residence. If a dispute arises over school selection or enrollment, the parent/guardian has the right to dispute the school's decision by contacting the district's homeless liaison and following the district's dispute resolution policy.

The law requires the immediate enrollment of homeless students, which is defined as "attending class and participating fully in school activities". Schools cannot delay or prevent the enrollment of a student due to the lack of school or immunization records. It is the responsibility of the district homeless liaison to refer parents to all programs and services for which the student is eligible. Referrals may include, but is not limited to: free nutrition, special education services, tutoring, English Language Learners programs, Gifted and Talented Education program, preschool, before and after school services or any other program offered by the school or district. The district shall ensure that transportation is provided, at the request of the parent/guardian/unaccompanied homeless youth, to and from the school of origin, if feasible.

Unaccompanied youth; such as teen parents not living with their parent or guardian or students that have runaway or have been pushed out of their homes, have access to these same rights. (42 US 11432, EC 51225.1 and 51225.2)

IMMUNIZATION FOR COMMUNICABLE DISEASE -- Permits, with parental consent, district to administer immunizing agents to pupils to prevent or control communicable diseases. Effective August 1, 1997, all children entering kindergarten shall be fully immunized against Hepatitis B. (E.C. 49403)

IMMUNIZATION REQUIREMENTS -- Pupils are required to be excluded from attendance when immunization requirements are not met. District is required to refer parents/guardians to available sources of medical services to obtain such immunizations as established by the Health Department. (E.C. 48216) If a student is exempt from AB 2109, a letter from a health official is required.

INVESTING FOR THE FUTURE -- Provides that districts may advise parents of the importance of investing for future college or university education for their children. (EC 48980(d))

LASER POINTERS: PROHIBITIONS ON SALES, POSSESSION AND USE -- State law prohibits possession of a laser pointer by any student on any elementary or secondary school premises, unless possession is for valid instruction. Further prohibits directing the beam of a laser pointer into the eyes of another or into a moving vehicle or into the eyes of a guide dog. (Penal Code (PC) § 417.27)

MATERIALS QUERYING PERSONAL BELIEFS -- Prohibits using tests that question pupils' personal beliefs unless the parent or guardian is notified in writing that the test will be administered, and gives their written permission.

MEAL ACCOMMODATIONS: Requests for meal modifications, such as food substitutions for allergies must be submitted on the meal accommodation form by a medical authority and contact data of the medical facility.

MEDICAL AND HOSPITAL SERVICES -- Medical and hospital services for pupils injured at school or school sponsored events or while being transported may be insured at District or parent expense. (E. C. 49472)

MEDICATION REGIMEN: ADMINISTRATION OF PRESCRIBED MEDICATION FOR PUPIL --

Notwithstanding the provisions of Section 49422, any pupil who is required to take, during the regular school day, medication prescribed for him by a physician, may be assisted by the school nurse or other designated school personnel if the school district (county) receives (1) a written statement from such physician detailing the method, amount, and time schedules by which such medication is to be taken, and (2) a written statement from the parent or guardian of the pupil indicating the desire that the school district assist the pupil in the matters set forth in the physician's statement. (E.C. 49423)

The parent or legal guardian of any public school pupil on a continuing medication regimen for a non-episodic condition shall inform the school nurse or other designated certificated school employee of the medication being taken, the current dosage, and the name of the supervising physician. With consent of the parent or legal guardian of the pupil, the school nurse may communicate with the physician and may counsel with school personnel regarding the possible effects of the drug on the child's physical, intellectual, and social behavior as well as possible behavioral signs and symptoms of adverse side effects, omission, or overdose. The superintendent of each school district shall be responsible for informing parents of all pupils of the requirements of the section.

California Administrative Code Title 5, 18170 Agency shall; follow these provisions pertaining of medication:

1. An assigned staff member shall assist with medications prescribed by a physician for a child provided written parental consent has been given.
2. Record medication dosages to the child and date and time medication is administered shall be maintained by the facility.
3. Centrally stored medicines shall be kept in a safe and locked location that is not accessible to persons other than employees responsible for health supervision. Each container shall carry the name of the medication, the name of the person for whom prescribed, the name of the prescribing physician and the physician's instructions. All centrally stored medications shall be labeled and maintained in compliance with State and Federal laws. Each person's medication shall be stored in its originally received container. **No medication shall be transferred between containers.** The agency shall be

responsible for assuming that a record of centrally stored prescription medications for each person in care includes: the name of the person for whom medication was prescribed, the drug name, strength and quantity, the date filled, the prescription number and name of the issuing pharmacy. All medications shall be centrally stored in an area which is totally inaccessible to children.

Additionally, the following apply:

- A parent/guardian **must** transport medications to and from school. Parents/guardians must bring medication to school and take it home.
- Parent **MUST NEVER** give medication to a child's teacher. All medications **MUST** be given to the front office staff.
- School personnel will only assist with prescribed doses at prescribed intervals. They do not cut or break medications if the pill comes in a larger dose. Please inform your pharmacist and doctor of this.
- Please ask your doctor for a **school and home supply** of medications for your child (inhalers or glucose meters). A student **should not** be taking medications back and forth from school.
- Medications such as *Aspirin, Tylenol, Motrin*, cough drops, herbal products and other over-the-counter medications will **ONLY** be given with physician permission and the requirements mentioned above.
- *Chapstick* or any other lip balm will **ONLY** be allowed without physician permission if it doesn't state on its packing "medicated".
- **All medications** should be picked up by the last day of school. All medications still left in health office after school is out will be removed and destroyed the following Wednesday.
- All medication forms must be filled out annually, including self-carry medications.

NOTIFICATION OF LAW ENFORCEMENT; ASSAULT; CONTROLLED SUBSTANCE VIOLATIONS; CIVIL OR CRIMINAL IMMUNITY -- The principal or designee shall, prior to the suspension or expulsion of any pupil, notify the appropriate law enforcement authorities of the county or city in which the school is situated, of any act of the student which may violate Section 245 of the Penal Code.

NOTIFICATION OF MINIMUM DAYS AND PUPIL-FREE STAFF DEVELOPMENT DAYS -- Requires that parents be advised (no later than one month prior to) of any scheduled minimum days of pupil-free staff development days. (E.C. 48980(c))

NONDISCRIMINATION POLICY -- The following is a copy of the nondiscrimination policy of the Adelanto School District. In accordance with the provisions of the law, notice of the policy must be given to all employees, students, and parents/guardians of students of the District:

The Adelanto School District does not discriminate in its educational programs or its activities on the basis of race, color, national origin, sex or handicap. The law prohibits the District from such discrimination. Nondiscrimination in educational programs and activities extends to employment and to admission. Regulations governing this policy are found in Title VI, Civil Rights Act and Title IX of the Education

Amendments of 1972 (from the U. S. Department of Health, Education and Welfare, Office of Civil Rights). Any complaints about discrimination in the Adelanto School District should be brought to the attention of the District Superintendent at 11824 Air Expressway, Adelanto, CA 92301, (760) 246-8691.

NOTICE OF ALTERNATIVE SCHOOLS -- California state law authorizes all school districts to provide for alternative schools. Education Code 58500 defines alternative school as a school or separate class group within a school which is operated in a manner designed to:

- (a) Maximize the opportunity for students to develop the positive values of self-reliance, initiative, kindness, spontaneity, resourcefulness, courage, creativity, responsibility, and joy.
- (b) Recognize that the best learning takes place when the student learns because of his/her desire to learn.
- (c) Maintain a learning situation maximizing student self-motivation and encouraging the student in his/her own time to follow his/her own interests. These interests may be conceived by him/her totally and independently or may result in whole or in part from a presentation by his/her teachers of choices of learning projects.
- (d) Maximize the opportunity for teachers, parents, and students to cooperatively develop the learning process and its subject matter. This opportunity shall be a continuous, permanent process.
- (e) Maximize the opportunity for the students, teachers, and parents to continuously react to the changing world, including, but not limited to, the community in which the school is located.

In the event any parent, pupil, or teacher is interested in further information concerning alternative schools, the county superintendent of schools, the administrative office of this district, and the principal's office in each attendance unit have copies of the law available for your information.

This law particularly authorizes interested persons to request the governing board of the district to establish alternative school programs in each district. (EC 58501)

ORAL HEALTH ASSESSMENT -- Record of a dental assessment done by a dental professional is required for all kindergarteners and first graders attending public school for the first time. Dental assessments must be completed in the 12 months prior to entry or by May 31st of the pupil's first school year. (EC 49452.8)

PESTICIDE PRODUCTS -- Requires school districts to annually notify staff and parents of all pesticide products expected to be used at the school facility during the year. The notice shall identify the active ingredient(s) in each product and contain the internet access address on information about pesticides pursuant to § 13184 of the Food and Agricultural Code. (E.C. 48980.3) Orkin (760) 246-0429; Product: Maxforce Ant Gel; Manufacturer: Bayer 432-1264. Product: Maxforce FC select; Manufacturer: Bayer 432-1259. Product: Glue Monitors; Manufacturer: Woodstream. Product: Mother Earth Granule; Manufacturer: Whitmire 499-515. Product: Maxforce Roach stations; Manufacturer: Bayer 432-125. Cy-kick CS; Manufacturer: Whitmire 499-470. Certain individuals may have conditions that may be aggravated by the use of these materials. As a result, we will be establishing a registry for those students who have medical conditions requiring notification, prior to the use of these materials.

We will post a "Warning--Pesticide Treated Area" Notice 24 hours prior to a pesticide application, which will remain posted for 72 hours after the application. In case of a pest control emergency, the warning sign shall be posted immediately upon application, and shall remain posted until 72 hours after the application. "Emergency Conditions" are those, which the school defines as the immediate use of pesticides, are necessary to protect health and safety.

PHYSICAL EXAMINATION -- A physical examination may not be given to a child whose parent has filed an objection for this school year. However, the child may be sent home if, for good reason, he is believed to be suffering from a recognized contagious or infectious disease. (E. C. 49458)

PUPIL RECORDS - NOTIFICATION OF RIGHTS -- Parents or representatives have the right to inspect and review educational records relating to their child within five (5) days of the initial request and receive copies if desired at a reasonable cost. Parents may also request and receive within five (5) days, a list of the types and location of educational records collected, maintained or used by the district pertaining to their child (E.C. 49063, Title 5, CAC §431(e)). The availability of a prospectus which shall be compiled at least once a year and which contains the curriculum, titles, descriptions, time allocations, and the aims and methods of every course in a public school.

RELEASE OF PUPIL TO PEACE OFFICER -- This education code section requires school officials to take immediate steps to notify parents when a child is taken into custody by a peace officer, except when the child is

taken into custody as a victim of suspected child abuse. In such cases, law enforcement would assume all notification responsibilities. (E.C. 48906)

REVIEW OF STUDENT RECORDS -- In the course of your child's education, the school district will keep records as deemed necessary to provide programs to meet his/her needs and interests. Such records include health information, test information, summaries of parent conferences, records of academic progress, etc. You have the right to inspect and review any and all records, files, and data related to your child; they will be available for such review at any mutually convenient time during the regular school day. To arrange for such a review, contact the principal at your child's school. If you have any concern regarding the accuracy or appropriateness of any information or record maintained by the school, please do not hesitate to inform your school of that concern. (E.C. 49069)

SAFE PLACE TO LEARN ACT -- The Adelanto Elementary School District is committed to maintaining a learning environment that is free from discrimination, harassment, violence, intimidation, and bullying based on actual or perceived characteristics set forth in Section 422.55 of the Penal Code and EC 220, and disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or association with a person or group with one or more of these actual or perceived characteristics. All school personnel who witness an act of discrimination, harassment, intimidation, or bullying must take immediate steps to intervene when safe to do so. Any student who engages in acts of discrimination, harassment, violence, intimidation, or bullying related to school activity or school attendance occurring within a school of the school district may be subject to disciplinary action up to and including expulsion. To report an incidence and/or to receive a copy of the district's antidiscrimination, anti-harassment, anti-intimidation, and anti-bullying policies, please contact the Director of Child Welfare and Attendance. (EC 234 and 234.1)

SCHOOL ACCOUNTABILITY REPORT CARD -- (SARC) Requires notification to parents that a copy will be provided upon request. SARCs are also available on the district website at www.aesd.net. (E.C. 35256)

SCHOOL BUS: PASSENGER SAFETY -- Requires that, upon registration, parents or guardians of pupils not previously transported in a school bus, shall receive written information on school bus safety as specified. This applies to pre-kindergarten, kindergarten and grades 1 to 8.

SCHOOL SAFETY ACT OF 1983 -- Except as authorized by law, any person 18 years of age or older who unlawfully prepares for sale upon school grounds or a public playground, sells, or gives away a controlled substance to a minor under the age of 14 years upon the grounds of, or within, any school providing instruction in kindergarten, or any of grades 1 through 12, inclusive, during hours in which the school is open for classes or school-related programs, or upon the grounds of a public playground during the hours in which school-related programs for minors are being conducted, shall be punished by imprisonment in the state prison for five, six, or seven years. (H.S.C. 22353.5)

SELF-ADMINISTRATION OF ASTHMA MEDICATION OR AUTO-INJECTABLE MEDICATION (EPI-PEN) -- According to Assembly Bill 2132 students are able to self-carry and administer their own asthma medication or Auto-Injectable Medication (EPI-Pen) to school.

There are requirements to this law and *District Health Guidelines* that must be met before a student will be allowed to self-carry their asthma/auto-injectable medication. These requirements (A.B. 2132) are listed below:

1. A written statement from such physician detailing the method, amount, and time schedules by which such medication is to be taken.
2. A written statement from the parent or guardian of the pupil indicating the desire that the school district assist the pupil in the matters set forth in the physician's statement.

3. Parent must sign *AUTHORIZATION AND RELEASE* regarding Student Self-Administered medication Form absolving the school district from civil liability if the self-administering student suffers an adverse reaction due to improper medication administration.
4. A pupil may be subject to disciplinary action pursuant to Education Code Section 48900 if pupil uses inhaled asthma medication in a manner other than prescribed.
5. *First time self-carry* student and parent must **make an appointment** and meet with District Nurse to discuss school responsibilities with self-carry and asthma medication administrations (*District Health Guidelines*). Please contact Student Support Services at 246-8691 Ext 10654 to make an appointment.

SEX AND HIV/AIDS EDUCATION -- The purpose of the California Comprehensive Sexual Health and HIV/AIDS Prevention Education Act (Education Codes 51930 through 51939) is to provide every student with the knowledge and skills necessary to protect their sexual and reproductive health from unintended pregnancy and sexually transmitted diseases. The Adelanto Elementary School District will provide instruction in comprehensive sexual health education, HIV/AIDS prevention education, and/or will conduct assessments on pupil health behaviors and risks in the coming school year. (EC 51938)

Parents or guardians may:

1. Inspect the written and audiovisual educational materials used in the comprehensive sexual health and HIV/AIDS prevention education
2. Request in writing that their child not receive comprehensive sexual health or HIV/AIDS prevention education
3. Request a copy of Education Codes 51930 through 51939
4. Be informed whether the comprehensive sexual health or HIV/AIDS prevention education will be taught by district personnel or outside consultants
5. When the district chooses to use outside consultants or to hold an assembly with guest speakers to teach comprehensive sexual health or HIV/AIDS prevention education, to be informed of:
 - a. The date of the instruction
 - b. The name of the organization or affiliation of each guest speaker

SEXUAL HARASSMENT -- Requires each district to have a written policy regarding sexual harassment. This policy is required to be part of any student orientation for new students, to be included with mandated parental notifications to be posted, and to be distributed to all employees. Sexual harassment is prohibited in Adelanto Elementary School District's schools, and violations may result in consequences up to and including expulsion and summons to Juvenile Court. (E.C. 212.6)

SEXUAL HARASSMENT: REQUIRED WRITTEN NOTICE -- Requires annual notification to include a copy of the district's written policy on sexual harassment as it relates to pupils. (E.C. 48980(h))

SURVEYS -- Anonymous, voluntary and confidential research and evaluation tools to measure student's health behaviors and risks, including tests, questionnaires, and surveys containing age-appropriate questions about the student's attitudes and practices relating to sex, family life, morality, and religion may be administered to students if the parent is notified in writing that 1) this test, questionnaire, or survey is to be administered, 2) the student's parent is given the opportunity to review the test, questionnaire, or survey, and 3) the parent consents in writing. (EC 51513)

SUSPECTED CHILD ABUSE -- When a social worker conducts an unannounced interview of a student during school hours, for the purpose of an investigation regarding a suspected child abuse referral, it is our responsibility to not interfere with the investigation process, while adhering to penal Code 11164-1174.3.

Prior to the interview, the social worker must identify him or herself to school officials (picture ID) and inform them that the purpose of the visit is to interview a child. The social worker will request to have the child retrieved from the classroom, and should be directed to a private setting where interruptions will be minimal. The social worker should inform the school official that the child has the right to request a school employee to be

present for the interview. The social worker shall not discuss the allegations of the referral with the school officials.

School official should document the location, participants (including the name and address of the person present for the interview). A copy of the social worker's picture ID must also be administered.

Penal Code Section 11164-1174.3(a) stipulates that "whenever a representative of a government agency investigating suspected child abuse or neglect or the State Department of Social Services deems it necessary, a suspected victim of child abuse or neglect may be interviewed during school hours, on school premises, concerning a report of suspected child abuse or neglect that occurred within the child's home or out-of-home care facility. The child shall be afforded the option of being interviewed in private or selecting an adult who is a member of the staff of the school, including any certificated or classified employee or volunteer aide, to be present during the interviews.

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

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

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

Risk Factors: Researchers do not completely understand why some people develop type 2 diabetes and others do not; however, the following risk factors are associated with an increased risk of type 2 diabetes in children: Being overweight. The single greatest risk factor for type 2 diabetes in children is excess weight. In the U.S., almost one out of every five children is overweight. The chances are more than double that an overweight child will develop diabetes. Family history of diabetes. Many affected children and youth have at least one parent with diabetes or have a significant family history of the disease. Inactivity. Being inactive further reduces the body's ability to respond to insulin. Specific racial/ethnic groups. Native Americans, African Americans, Hispanics/Latinos, or Asian/Pacific Islanders are more prone than other ethnic groups to develop type 2 diabetes. Puberty. Young people in puberty are more likely to develop type 2 diabetes than younger children, probably because of normal rises in hormone levels that can cause insulin resistance during this stage of rapid growth and physical development.

Warning Signs and Symptoms Associated with Type 2 Diabetes: Warning signs and symptoms of type 2 diabetes in children develop slowly, and initially there may be no symptoms. However, not everyone with insulin resistance or type 2 diabetes develops these warning signs, and not everyone who has these symptoms necessarily has type 2 diabetes. Symptoms include: increased hunger, even after eating, unexplained weight loss, increased thirst, dry mouth, and frequent urination, feeling very tired, blurred vision, slow healing of sores or cuts, dark velvety or ridged patches of skin, especially on the back of the neck or under the arms, irregular periods, no periods, and/or excess facial and body hair growth in girls, high blood pressure or abnormal blood fats levels.

Type 2 Diabetes Prevention Methods and Treatments: Healthy lifestyle choices can help prevent and treat type 2 diabetes. Even with a family history of diabetes, eating healthy foods in the correct amounts and exercising regularly can help children achieve or maintain a normal weight and normal blood glucose levels. Methods and Treatments to follow are: Eat healthy foods. Make wise food choices. Eat foods low in fat and calories. Get more physical activity. Increase physical activity to at least 60 minutes every day. Take medication. If diet and exercise are not enough to control the disease, it may be necessary to treat type 2 diabetes with medication.

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

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

Type 2 diabetes in children is a preventable/treatable disease and the guidance provided in this information sheet is intended to raise awareness about this disease. Contact your student's school nurse, school administrator, or health care provider if you have questions. (E.C. 49452.7)

Tdap VACCINATION: All students entering 7th grade will need proof of an adolescent whooping cough booster shot before starting school.

VENEREAL DISEASE EDUCATION -- Venereal disease education may be conducted in which reproductive organs and their functions are described, illustrated or discussed. If such a course is planned, you will be notified of your rights to inspect and review pertinent written or audiovisual materials prior to the holding of the course. (Written consent is not required but a written objection shall be honored for your child.) This section does not apply to words or pictures in any science, hygiene or health textbook. A teaching credential may be revoked for violation of the section of the Education Code. (E.C. 51280)

VICTIM OF A VIOLENT CRIME -- A student who becomes a victim of a violent criminal offense while in or on the grounds of a school that the student attends, has the right to transfer to another school within the district. The District has 14 calendar days to offer students the option to transfer. For more information, please contact the Director of Child Welfare and Attendance. (20 USC 7912)

WITHHOLDING OF GRADES FOR PROPERTY DAMAGE -- Withholding of grades (E. C. 48904.3 (a)) requires that the school district from which the student has been transferred to will also withhold the grades, diplomas, transcripts, etc. until they receive notification from the previous district. This section requires the receiving school district to notify the parents in writing of withholding grades, diplomas, transcripts, etc. (E.C. 48904.3)