

Antelope Valley Union High School District

176 Holston Drive, Lancaster, CA 93534 (661) 948-7655

NEW PARENT VOLUNTEER REQUEST 23-24

Requisitioner: Make a copy for your records and forward completed packet to Personnel Office

Site Requisitioner: _____ Site: _____ Date of Request: _____

ASSIGNMENT INFORMATION

Volunteer as: Office Assistant Chaperone Snack Bar Volunteer Ending Date **6/30/24**

Volunteer working under the direction of: _____

PERSONNEL INFORMATION

Name: _____ Social Security Number: _____

Cell Phone: _____ Home Phone: _____

Street Address: _____ City: _____ Zip Code: _____

E-Mail Address: _____ DOB: _____ Male: Female:

Notes: _____

SITE AUTHORIZING SIGNATURE

Principal: _____ Date: _____

CLEARANCE INFORMATION (DISTRICT OFFICE USE ONLY)

TB Test: _____ (good for 4 years) Finger Print Clearance: _____

Director of Human Resources: _____ Date: _____

Received: _____ Digital: _____ Board Approved: _____



ANTELOPE VALLEY UNION HIGH SCHOOL DISTRICT

2023/24

NEW Volunteer Application Instructions

Service as a volunteer with the Antelope Valley Union High School District requires approval by the Board of Trustees, and successfully passing the background clearance checks. We appreciate everything our Parent Volunteers do every day to help our schools!

Volunteers are not employees of the District and serve without compensation of any type, except as provided in section 3364.5 of the Labor Code (Workmen's Compensation Coverage).

Note: *This application is for **Parent Volunteers only!** Individuals seeking to be processed as a volunteer with/ or as an Athletic Coach or Club/Activities Advisor, (such as Cheer Coach, Band or Drumline Asst., Keyclub Advisor, Dance Team Instructor, etc.), must complete the Volunteer Coaching/Advisors Packet which is DIFFERENT and requires further clearances and certification.*

In order to process you as a parent volunteer, the following items need to be completed and submitted to the School Site Volunteer Coordinator/Secretary:

- Volunteer Application Form
- Appropriate Behavior with Students Form
- Child Abuse Reporting Form
- Employee Code of Ethics
- Authorization of Release of Information
- Checklist of AVUHSD Board policies

Attachments Required:

- Copy of Driver's License
- TB Test Results (Verification of freedom from Tuberculosis via a Mantoux/PPD TB Test or Chest X-ray is required every four years.)
- New Parent Volunteer Request Form, signed by site principal.

After submitting the above paperwork, the site's volunteer coordinator will send your completed application to the Personnel Office for review and processing. You will be contacted by the Personnel Office to set up a day and time for your fingerprint appointment.

You will be responsible for a \$32 dollar fee for DOJ fingerprinting, which must be paid with a cashier's check or money order only. Please note, IF you have NOT resided in the state of California for one (1) full year prior to this application, the fee will be \$49 instead for DOJ AND FBI Fingerprinting. Advise your school secretary or volunteer coordinator in advance if so.

VOLUNTEER APPLICATION

PERSONNEL INFORMATION

Applicant's Name: _____ Social Security Number: _____

Street Address: _____ City: _____ Zip Code: _____

Home Phone: _____ Cell Phone: _____ Work Phone: _____

DOB: _____ Male: _____ Female: _____ Email Address: _____

Spouses Name: _____ Phone: _____

EMERGENCY CONTACT INFORMATION

Name: _____ Relationship: _____

Daytime Phone: _____ or Cell Phone: _____

Name: _____ Relationship: _____

Daytime Phone: _____ or Cell Phone: _____

Have you ever volunteered on a high school campus before? **NO** **YES** If so, list school: _____

Current Profession/Employer: _____

Please list students attending high school:

Student Name _____ Grade: _____ Campus: _____

Student Name _____ Grade: _____ Campus: _____

Have you ever volunteered on a high school campus before? _____ If so, list school: _____

What are you interested in volunteering? _____ Days/Hours Available: _____

Please list two references:

Name: _____ Relationship: _____ Phone: _____

Name: _____ Relationship: _____ Phone: _____

Comments:

Parent Volunteers can assist in the Administration Offices, in Snack Bars and as a Chaperone in school buses or functions where other school employees are present. If you are interested in volunteering with a school activity such as Band, Cheer or a Sport, you must go through the Activities or Athletics Office clearance process.*****In order to ensure the safety of our students and staff, we must inform all applicants that a Criminal Background check with the Department of Justice and Federal Bureau of Investigation will be conducted by the Antelope Valley Union High School District. This must be done regardless of whether or not you have been fingerprinted with another agency or organization. The Department of Justice does not share this information among different agencies or organizations.**

Applicant's Signature: _____ Date: _____

Antelope Valley Union High School District

**APPROPRIATE BEHAVIOR WITH STUDENTS, STAFF, PARENTS
AND VISITORS IS MANDATORY!**

Please keep in mind that ALL contact with students will be completely professional at ALL times. Improper interactions with students may be cause for immediate termination.

UNACCEPTABLE BEHAVIOR includes but is not limited to:

- Inappropriate behavior of any type whether verbal, written or physical with a student.
- Insubordination – failure/refusal to follow directions or instructions; refusal to stay on assigned task; including but not limited to failure/refusal to adhere to established policies and procedures
- Poor performance – failure/refusal to perform tasks in a satisfactory manner according to acceptable professional standards.
- No shows, arriving late/tardy, leaving early, or poor attendance during an assigned sub shift
- Being on campus *without* prior Personnel Dept. authorization or a job set-up through Aesop System.
- Offering/accepting invitations to/from students for off-campus parties or events.
- Offering students rides anywhere such as to/from school, home, etc. You are NOT an authorized driver for students and do NOT have authorization to have a student in your vehicle for ANY reason.
- Dating/requesting dates with students - relationships with students/minors are NOT permitted under any circumstances. Be advised that a full and complete investigation including misdemeanor/felony charges may be pursued by law enforcement in the event an improper relationship with a minor is discovered or reported.
- Any type of discourteous, offensive, abusive or lewd behavior to students, staff, parents or visitors.
- Use of foul or offensive language to and/or in front of students, staff, parents, or visitors.
- Unauthorized use of force- no pushing, fighting, or engaging in verbal or physical confrontations with students.
- Drinking alcohol while on the job or prior to reporting to work, unauthorized use or possession during working time of narcotics or mind-altering substances.
- Offering/accepting alcohol or any narcotic/mind altering substance to/from students, staff, parents or visitors. This includes any type of medication, even over-the-counter medications such as aspirin or Tylenol®.
- Viewing/Listening to unauthorized websites, computers, electronic devices, recorded sound, music or any type of printed materials of a sexual, pornographic or other inappropriate nature.
- Telling students jokes of a sexual, pornographic or other inappropriate nature.
- Accepting or offering bribes – money, gifts or services from/to students in return for favors or privileges.
- Any type of gambling with money, materials, or any items of value with students.
- Giving students access to secured areas, keys, or any inappropriate use of equipment.
- Changing a student's grade, viewing, or accessing a student record without authorization.
- Releasing ANY type of confidential information regarding a student, whether school records, home records, medical records, etc.
- Posting inappropriate material on your personal websites which students, staff or public may view.

**Substitutes, Walk-On Coaches, Tutors and Volunteers DO NOT HAVE rights to
due process/disciplinary action and may be released immediately.**

*I have read and understand the Antelope Valley Union High School Districts Policy regarding
Appropriate Behavior.*

Signature: _____ Site: _____ Date: _____

**ANTELOPE VALLEY UNION HIGH SCHOOL DISTRICT
CONDITION OF EMPLOYMENT PURSUANT TO CALIFORNIA PENAL CODE
SECTION 11166.5, CHILD ABUSE REPORTING**

Name

Position

Section 11166 of the Penal Code requires any child care custodian, health practitioner or employee of a child protective agency who has knowledge of or observes a child in his/her professional capacity or within the scope of his/her employment whom he/she knows or reasonably suspects has been the victim of child abuse to report the known or suspected instance of child abuse to a child protective agency immediately or as soon as practically possible by telephone and to prepare and send a written report thereof within 36 hours of receiving the information concerning the incident.

“Child care custodian” includes teachers; an instructional aide, a teacher’s aide, or a teacher’s assistant employed by a public or private school, who has been trained in the duties imposed by this article, if the school district has so warranted to the State Department of Education; administrative officers, supervisors of child welfare and attendance, or certificated student personnel employees of any public or private school; administrators of a public or private day camp; administrators and employees of licensed community care or child day care facilities; Headstart teachers; licensing workers or licensing evaluators; public assistance workers; employees of a child care institution including, but not limited to, foster parents, group home personnel, and personnel of residential care facilities; social workers or probation officers; or any person who is an administrator or presenter of, or a counselor in, a child abuse prevention program in any public or private school.

“Health practitioner” includes physicians and surgeons, psychiatrists, psychologists, dentist, residents, interns, podiatrists, chiropractors, licensed nurses, dental hygienists, optometrists, or any other person who is licensed under Division 2 (commencing with Section 500) of the Business and Professions Code; marriage, family, and child counselors; emergency medical technicians I or II; paramedics; or other persons certificated pursuant to Division 2.5 (commencing with Section 1797) of the Health and Safety Code; psychological assistants registered pursuant to Section 2913 of the Business and Professions Code; marriage, family and child counselor trainees as defined in subdivision (c) Section 4980.03 of the Business and Professions Code; unlicensed marriage, family and child counselor interns registered under Section 4980.44 of the Business and Professions Code; state or county public health employees who treat minors for venereal disease or any other condition; coroners, paramedics, and religious practitioners who diagnose, examine, or treat children.

Pursuant to the requirements of the California Penal Code, I have been informed of the above law and will comply with its provisions.

Signature

Date

Personnel**AR 4319.21(a)****4119.21****PROFESSIONAL STANDARDS****4219.21**

ANTELOPE VALLEY UNION HIGH SCHOOL DISTRICT EMPLOYEE CODE OF ETHICS

As employees of the Antelope Valley Union High School District, we strive to educate all students to their maximum potential. Our success depends on teamwork, trust, and commitment. Our *Code of Ethics* is intended to help us achieve that success by setting professional standards, common expectations, and increasing trust and commitment within the District, and between the District and the community.

Core Principles

To help us achieve success, we are committed to three core ethical principles:

- **Commitment to Excellence**
- **District and Personal Integrity**
- **Responsibility**

Purpose

Our *Code of Ethics* helps develop trust by describing what the public can expect from us, and what we can expect from each other and our District. It plays a central role in our District's commitment to help District personnel achieve the highest ethical standards in their professional activities and relationships. Our goal is to create a culture that fosters trust, commitment to excellence and responsibility, personal and institutional integrity, and avoids conflicts of interest and appearances of impropriety.

Application and Enforceability

The *Code of Ethics* applies to all District personnel including Board members. Provisions of this *Employee Code of Ethics* are supported by State law, and District Board policies, regulations, bulletins, and collective bargaining agreements. Violations of this *Code of Ethics* may result in administrative or disciplinary action under those laws, policies, regulations, bulletins, agreements, and any other authorizing actions of the governing board.

Making Ethical Decisions

While the *Code of Ethics* provides general guidance, it does not provide a complete listing or a definitive answer to every possible ethical situation. When making decisions, we should use good judgment to fulfill the spirit as well as the letter of the *Code*. When making decisions:

- **Evaluate the situation** and identify the ethical issues.

Personnel

AR 4319.21(b)

4119.21

PROFESSIONAL STANDARDS

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- **Follow the rules.** Consult the *Code of Ethics*, law, and District rules, regulations, bulletins, policies and procedures, and apply them to the situation.
- **Ask for guidance** from your supervisor. If your supervisor is involved in the problem, contact his or her supervisor for help. Ask for help early – *before* you act.
- **Make and carry out a decision** that is consistent with the rules and develops excellence, integrity, and responsibility.

Commitments and Expectations

To achieve our mission of educating students, we strive to create a District culture that fosters trust and focuses on excellence. Our goal is to develop a culture that is personally fulfilling, supports ethical decision-making, and provides an environment where hard work, creativity, and innovation are the norm. To succeed, we must have the same expectations about how we will practice our *commitment to excellence, integrity, and responsibility* in our everyday work.

A. **Commitment to Excellence.** *We are committed to being the best that we can be. Everything we do has an impact on students, staff, and the community in the Antelope Valley Union High School District.*

1. **Set the example.** *We are committed to providing the best example we can, striving to demonstrate excellence, integrity, and responsibility in our work.*
2. **Create an environment of trust, respect and non-discrimination.** *We are committed to creating an environment of trust, care, and respect. We will not tolerate discriminatory or harassing behavior of students or staff.*
3. **Provide honest, accurate, and timely information.** *We are committed to candor in our work relationships, providing other District personnel including the Board, Superintendent, Cabinet, and supervisors with accurate, reliable, and timely information. We will not tolerate falsification or misrepresentation of issues or facts.*
4. **Identify problems and help create solutions.** *We are committed to identifying areas for improvement within our District, and suggesting and implementing solutions that make us more successful.*

Personnel

AR 4319.21(c)

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5. **Keep policies, procedures, and rules.** Our *Code of Ethics* is the foundation of trust and how our District conducts everyday business. It defines our expectations and evaluation criteria. *We are committed to following our Code of Ethics, laws, and District Board policies, regulations, bulletins, and procedures. We will not tolerate improper conduct.*
 6. **Report improper conduct.** When someone does well, it reflects well on all of us. When we make a mistake, we strive to correct it and learn from it. *We are committed to reporting gross mismanagement, significant waste of funds, abuse of authority, threats to safety, violations of our Code of Ethics, laws, regulations, bulletins, policies and procedures, or other conduct that damages our integrity or reputation, to our supervisor.* (For more detailed information, see the *Reference* section.)
 7. **Keep colleagues safe from retaliation.** *We are committed to creating a work environment where problems can be reported and solved. We are prohibited from threatening, harassing, punishing, or retaliating against employees who make good faith complaints.* (For more detailed information, see the *Reference* section.)
- B. District and Personal Integrity.** *To maintain our integrity, we are committed to making decisions in the best interests of the District. We will avoid conflicts of interest and the appearance of impropriety.*
8. **Avoid conflicts of interest and improper outside income.** A conflict of interest can exist anytime our position or decisions provide us a financial benefit or improper advantage. We are permitted to receive outside income as long as it does not create a conflict with our District work. *We are committed to declining outside income that is inconsistent, incompatible, or in conflict with our official duties. We will not make decisions or use our position for personal benefit or to gain an improper advantage.* (For more detailed information, see the *Reference* section.)
 9. **Decline gifts.** A gift is a benefit we receive for which we did not pay. Gifts can include merchandise, food, tickets, use of facilities, investments, rebates or discounts not offered to the public, or forgiveness of debt from vendors, lobbyists, parents, students, or others. *We will not accept gifts or gratuities in excess of \$400 from a single source in a single year which gives the appearance that the gift improperly influenced our decisions regardless of the amount. We will not solicit vendors, lobbyists, parents, or others for anything that provides us a personal benefit different from the public.* (For more detailed information, see the *Reference* section.)

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AR 4319.21(d)

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10. **Improper influence of family members and associates.** *We are committed to abstaining from decisions that could result in a direct benefit to a close relative or cohabitant including, but not limited to, hiring, promotion, discipline, evaluation or direct supervision. (For more detailed information, see the Reference section.)*
 11. **Maintain appropriate relationships with students.** *We are committed to ensuring that employee-student relationships are positive, professional, and non-exploitative. We will not tolerate improper employee-student relationships. (For more detailed information, see the Reference section.)*
 12. **Keep procurement information confidential.** *To reinforce public trust and confidence in our procurement processes, we are committed to ensuring that procurement information is kept confidential and used only in the performance of our duties. (For more detailed information, see the Reference section.)*
 13. **Keep the contracting process objective.** *We are committed to making contract award recommendations in the best interest of the District. (For more detailed information, see the Reference section.)*
 14. **Uphold District interests in hiring and promotion.** *We are committed to hiring and promoting District personnel based on their qualifications and the job criteria of the position, and will not tolerate improper hiring practices.*
- C. **Responsibility.** *We are committed to holding each other responsible for our performance as a District and as individuals.*
15. **Proper use of public position.** *We are committed to ensuring that our power and authority are used in an appropriate, positive manner that enhances the public interest and trust. We will not use our authority to improperly influence people or obtain preferential treatment.*
 16. **Proper use of public resources.** *Except for occasional and limited personal use that does not interfere with performance of duties or create an appearance of impropriety, we are committed to ensuring that District facilities, equipment, supplies, mailing lists, or other District resources are used for District purposes only.*
 17. **Use of District time.** *We are committed to ensuring that District personnel are tasked to perform only District work on District working-time. We will not direct or permit District personnel to perform personal services on District working time.*

Personnel

AR 4319.21(e)

4119.21

PROFESSIONAL STANDARDS

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18. **Uphold confidentiality.** To achieve excellence, our District employees, parents, and students must be able to discuss issues frankly and, when appropriate, in confidence. *We are committed to abiding by all laws and District policies concerning confidential information, including student records, personnel files, agreements, and District records and policies.* (See the *Reference* section.)
19. **Waivers.** The AVUHSD Superintendent or his/her designee, upon a showing of cause, may waive an ethics prohibition *in writing* with notification to the Board of Education.

References

These references are intended to provide additional, though not necessarily comprehensive, guidance for professional situations. These references are updated periodically.

6. **Report improper conduct.**
- *California Education Code Section 44110*
7. **Keep colleagues safe from retaliation.**
- *California Education Code Section 44113*
8. **Conflicts of interest and outside income.**
- *California Government Code Sections 87100, 87103, 87200, 1090, 1098, 1126*
 - *California Fair Political Practices Commission*
9. **Decline gifts.**
- *California Government Code Sections 89500, 89503*
 - *California Fair Political Practices Commission*
10. **Improper influence of family members and associates.**
- *California Government Code Sections 87100-87103*
11. **Maintain appropriate relationships with students.**
- *California Education Code Section 44932*
12. **Keep procurement information confidential.**
- *California Government Code Section 1098*
13. **Keep the contracting process objective.**
- *California Government Code Section 1098*
18. **Uphold confidentiality.**
- *California Government Code Section 1098*
 - *California Education Code Sections 49073-49079*

ANTELOPE VALLEY UNION HIGH SCHOOL DISTRICT

Regulation approved: September 3, 2008

Lancaster, California

Personnel

E1

4319.21(a)

4119.21

PROFESSIONAL STANDARDS

4219.21

COMMITMENT TO OUR AVUHSD CODE OF ETHICS

As an employee of the Antelope Valley Union High School District, I am an important part of a team whose mission is to educate all students to their maximum potential. My success and the success of our District depend on the teamwork, trust and commitment I demonstrate everyday in my work.

I am committed to demonstrating and helping the District achieve the highest ethical standards including:

- **A commitment to excellence** as we strive to become the best school district and employees we can be
- **A commitment to integrity** by making decisions that are in the best interests of the District, and by avoiding conflicts of interest and the appearance of impropriety
- **A commitment to responsibility** by holding each other responsible for our performance as a District and as individuals

VOLUNTEER'S Signature: ► _____

Name: ► _____

Date: ► _____

Notice: Your signature acknowledges receipt of a copy of the AVUHSD Code of Ethics. Refusal to sign does not release you from your responsibility to abide by it.

ANTELOPE VALLEY UNION HIGH SCHOOL DISTRICT

Exhibit approved: September 3, 2008

Lancaster, California

ANTELOPE VALLEY UNION HIGH SCHOOL DISTRICT

44811 SIERRA HIGHWAY, LANCASTER, CA 93534

(661) 948-7655

Authorization for Release of Confidential Information/Hold Harmless

Pursuant to the provision of California Labor Code section 1053,

I, _____, hereby expressly authorize any officer, agent,
print name
employee, superintendent or manager representing a former employer to respond to any oral or written inquiries regarding my past performance and general character as a former employee.

I further understand and agree that this authorization will permit my former employer to provide any information regarding my performance including, but not limited to, performance or evaluation reports or other related documents maintained for all employees.

I further understand that in signing this authorization for release of confidential information, I expressly waive the provisions of Government Code Section 5254 c. and California Constitution Article I, Section I, relating to privacy and agree to hold my former employer harmless from the release or any information pursuant to this request.

SIGNATURE: _____ DATE: _____

ANTELOPE VALLEY UNION HIGH SCHOOL DISTRICT

Policies Received & Read Checklist

*** Parent Volunteer ***

I have received copies, read and understood the following AVUHSD policies listed below.

In addition to the policies received, I have also been informed that the complete Board Policy and Administrative Regulations regarding each of the policies listed below are on file at each school site, at the District Office and available on the internet at www.avdistrict.org.

Initial by each and sign on the line provided below:

_____ Use of Computers, E-Mail and the Internet

_____ Code of Ethics/Professional Standards

_____ Professional Dress and Grooming Policy

_____ Smoke-Free and Tobacco-Free Workplace

_____ Drug and Alcohol Free Workplace

_____ Nondiscrimination/Harassment

_____ Sexual Harassment

_____ Non Discrimination

_____ Child Abuse/Neglect Reporting Procedures

_____ Industrial Injury and Illness Procedures

Signature: _____ Date: _____



NOTICE TO ALL EMPLOYEES:

The Governing Board prohibits unlawful discrimination, harassment, intimidation and bullying against district employees and job applicants on the basis of race, color, national origin, ancestry, religious creed, age, marital status, pregnancy, physical or mental disability, medical condition, veteran status, gender, gender identity, gender expression, and actual or perceived sexual orientation, at any district site and/or activity. The Board also prohibits retaliation against any district employee or job applicant who complains, testifies or in any way participates in the district's complaint procedures instituted pursuant to this policy.

Unlawful discrimination or harassment of an individual includes:

Slurs, epithets, threats or verbal abuse. Derogatory or degrading comments, descriptions, drawings, pictures or gestures. Unwelcome jokes, stories, teasing or taunting. Any other verbal, written, visual or physical conduct against the individual which: Adversely affects his/her employment opportunities, or has the purpose or effect of unreasonably interfering with his/her work performance or creating an intimidating, hostile or offensive work environment

Any employee or job applicant who feels that he/she has been or is being unlawfully discriminated against or harassed should immediately contact his/her supervisor or **Brett Neal, Assistant Superintendent of Personnel Services, at (661) 948-7655 ext 216, AVUHSD 44811 Sierra Highway, Lancaster, CA 93534** in order to obtain procedures for reporting a complaint. Such complaints shall be filed in accordance with AR 4031 - Complaints Concerning Discrimination in Employment. An employee may bypass his/her supervisor when the supervisor is the alleged offender.

**DISCRIMINATION IN THE WORKPLACE
WILL NOT BE TOLERATED!**

TO ALL DISTRICT EMPLOYEES SEXUAL HARASSMENT IS PROHIBITED BY LAW



The AVUHSD Governing Board prohibits sexual harassment, discrimination, intimidation and bullying of district employees and job applicants. The Board also prohibits retaliatory behavior or action against district employees or other persons who complain, testify, or otherwise participate in the complaint process established pursuant to this policy and the administrative regulation.

Prohibited sexual harassment includes, but is not limited, to unwelcome sexual advances, unwanted requests for sexual favors or other unwanted verbal, visual or physical conduct of a sexual nature made against another person of the same or opposite gender, in the work or educational setting when submission to the conduct is made expressly or implicitly a term or condition of the other's employment; submission to or rejection of such conduct by the other individual is used as the basis for an employment decision affecting him/her; the conduct has the purpose or effect of unreasonably interfering with the other individual's work performance, creating an intimidating, hostile or offensive work environment, or adversely affecting the other individual's evaluation, advancement, assigned duties, or any other condition of employment or career development ; submission to or rejection of the conduct by the other individual is used as the basis for any decision affecting him/her regarding benefits, services, honors, programs or activities available at or through the district. Other examples of actions that might constitute sexual harassment, whether committed by a supervisor or any other employee, include but are not limited to:

Unwelcome leering, sexual flirtations or propositions - Unwelcome sexual slurs, epithets, threats, innuendoes, derogatory, comments or sexually degrading descriptions - Graphic verbal comments about an individual's body, or overly personal conversations or pressure for sexual activity - Spreading sexual rumors - Massaging, grabbing, fondling, stroking or brushing the body – Touching an individual's body or clothes in a sexual way – Cornering, blocking, leaning over or impeding normal movements – Displaying sexually suggestive objects and/or using internet or any electronic media such computer displays or sexual screen savers. "Sexting" will not be tolerated!

If you or someone you know is being harassed sexually, contact any administrator at your site. An employee may bypass his/her supervisor when the supervisor is the alleged offender!

**Contact: Brett Neal, Assistant Superintendent,
Personnel Services at (661) 948-7655 Ext 216 at
AVUHS District Office 44811 Sierra Highway
Lancaster, CA 93534**