

# Adelanto Elementary



## School District 2019-2020 Parent/Student Handbook

**ADELANTO ELEMENTARY SCHOOL DISTRICT  
2019-2020 ACKNOWLEDGEMENT OF RECEIPT AND REVIEW**

Dear Parent/Guardian:

The Adelanto Elementary School District is required to annually notify parents and guardians of rights and responsibilities in accordance with Education Code 48980.

If you have any questions, or if you would like to review specific documents mentioned in the notice, please contact an administrator at your child's school. He or she will be able to give you more detailed information and assist you in obtaining copies of any materials you wish to review.

Please complete the "Acknowledgement of Receipt and Review" form below, and return it to your child's school.

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**Acknowledgement of Receipt and Review**

Pursuant to Education Code 48982, the parent/guardian shall sign this notice and return it to the school. Signature on the notice is an acknowledgment by the parent or guardian that he or she has been informed of his or her rights but does not necessarily indicate that consent to participate in any particular program or activity has been given or withheld.

Student Name: \_\_\_\_\_

School: \_\_\_\_\_ Grade: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Home Telephone Number: \_\_\_\_\_

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Print Parent's Name

**District Administration**

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

**Superintendent**

Dr. Amy Nguyen Hernandez, Extension 10269 Fax (760) 246-8295  
Superintendent's Secretary, Extension 10217

**Academic Services**

Chief Academic Officer	Dr. Fal Asrani	Extension 10240
Coordinator of Curriculum and Instruction	Lori Latimer	Extension 10281
Coordinator of Curriculum and Instruction	Diana Tabet	Extension 10209
Coordinator of Curriculum and Instruction	Alejandro Verduzco	Extension 10221
Family Education Center Community Liaison	Adriana Young	Extension 10212
Translator / Interpreter	Gladys Solis	Extension 10253
	Jose Mora	Extension 10676
Director of Child, Welfare and Attendance	Elizabeth Bartholomew	Extension 10268
CWA Secretary	Veronica Monteilh	Extension 10243
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 Clerk (Interim)	Norma Leanos-Medina	Extension 10656
Foster Care Counselors	Charise Oliva	Extension 10216
	Julia Ramirez	Extension 10246
Technology Manager	Christopher Arango	Extension 10222
Network Systems Analyst	John Dydel	Extension 10297

**Business Services**

Chief Business Officer	Ajay Mohindra	Extension 10235
Director of Fiscal Services	Bryan Verley	Extension 10204
Director of Risk Management / Benefits	Josie Belcher-Perez	Extension 10208
Coordinator of Risk Management	Melanie Olsen-Zavala	Extension 10223

**Human Resources**

Chief Personnel Officer	Andrea D. Credille	Extension 10261
Executive Assistant II	Ileri Gomez	Extension 10667
Enrollment Specialist	Karen Evers	Extension 10284

**Child Nutrition Services**

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

**Maintenance, Operations and Transportation**

Director of Maintenance, Operations & Transportation	Milan Stijepovic	Extension 10230
Maintenance & Operations Secretary	Jeanette Acosta	Extension 10230
Coordinator of Transportation & Driver Trainer	Gala Maiden	Extension 10231
Transportation Secretary	Ruth Fairley	Extension 10258
Coordinator of Maintenance & Operations	Phillip Gonzales	Extension 10262
		Extension 10229

**Special Education**

Coordinator of Special Education (K-5)	Kristi Filip	Extension 10673
Coordinator of Special Education (6-8)	Alicia Johnson	Extension 10668

**ADELANTO ELEMENTARY SCHOOL DISTRICT  
SCHOOL BOARD MEMBERS**

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



**Christine Turner  
Board President**

[christine\\_turner@aesd.net](mailto:christine_turner@aesd.net)



**Holly Eckes  
Clerk**

[holly\\_eckes@aesd.net](mailto:holly_eckes@aesd.net)



**Christina Bentz  
Member**

[Cristina\\_bentz@aesd.net](mailto:Cristina_bentz@aesd.net)



**LaShawn Love-French  
Member**

[lashawn\\_love-frenc#@aesd.net](mailto:lashawn_love-frenc#@aesd.net)



**Ammie Hines  
Member**

[ammie\\_hines@aesd.net](mailto:ammie_hines@aesd.net)

**Mission Statement**

To prepare every student to be successful in high school, in college, in career, and in the 21st century global community

**Vision Statement**

To be the High Desert's premier learning establishment where dreams are awakened, academic achievement soars, and integrity leads the way to future success

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## ADELANTO ELEMENTARY SCHOOL DISTRICT DIRECTORY



### **Adelanto Elementary School (K-5)**

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

### **Columbia Middle School (6-8)**

14409 Aster Street  
Adelanto, CA 92301  
(760) 530-1950  
Fax (760) 530-1953  
Cafeteria (760) 246-2995  
Richard Upshaw, Principal  
Elizabeth Zinda-Hansen, AAIAC  
, Assistant Principal  
Mariana Medina, Secretary

### **El Mirage School (K-8)**

19250 St. Anthony Avenue  
Adelanto, CA 92301  
(760) 530-7676  
Cafeteria (760) 530-7677  
Brian Marquardt, Principal  
Christina Root, Secretary

### **Gus Franklin School (K-5)**

13125 Hopland Street  
Victorville, CA 92395  
(760) 530-7640  
Fax (760) 951-7806  
Cafeteria (760) 530-7646 ext. 22195  
Mina Blazy, Principal  
Niccole Childs Petersen, AAIAC  
Vanessa Padilla, Secretary

### **Mesa Linda Middle School (6-8)**

13001 Mesa Linda Avenue  
Victorville, CA 92394  
(760) 246-6363  
Fax (760) 956-7456  
Cafetería (760) 956-8625  
Alicia Tuttle, Principal  
Brice Scott, Asst. Principal  
Chandra Thornton, AAIAC  
Grace Rhoades, Secretary

### **Theodore Vick Elementary School (K-5)**

10575 Seneca Road  
Adelanto, CA 92301  
(760) 530-1750  
Fax (760) 530-1761  
Cafeteria (760) 530-1750  
Diane Kammeyer, Principal  
Tiffany Petteway, AAIAC  
Karen Dankin, Secretary

### **West Creek Elementary School (K-5)**

15763 Cobalt Road  
Victorville, CA 92395  
(760) 951-3628  
Fax (760) 955-7862  
Cafeteria (760) 530-7694 ext. 20195  
Deborah Bowers, Principal  
Howard Carerra, AAIAC  
Sylvia Anderson, Secretary

### **Donald F. Bradach School (K-5)**

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

### **Eagle Ranch Elementary School (K-5)**

12545 Eagle Ranch Parkway  
Victorville, CA 92392  
(760) 949-2100  
Fax (760) 949-2558  
Cafeteria (760) 949-4430  
Bertrand Christophe, Principal  
Sytarria Ridley, AAIAC  
Anna Ccanto, Secretary

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

10650 Bartlett Ave  
Adelanto, CA 92301  
(760) 246-8231  
Fax (760) 246-6166  
Cafeteria: (760) 246-4311  
Carol Coburn, Principal  
Kristina Valenzuela, AAIAC  
Diane Lynn, Secretary

### **Melva Davis Academy of Excellence (6-8)**

15831 Diamond Road  
Victorville, CA 92394  
(760) 530-7650  
Fax (760) 955-1841  
Cafeteria (760) 530-7650 ext. 23195  
Kathy Youskevicz, Principal  
Jennifer Henao, Asst. Principal  
Bonnie Katz, AAIAC  
Martha Vega, Secretary

### **Morgan-Kincaid Preparatory School of Integrated Studies (K-5)**

13257 Mesa Linda Avenue  
Victorville, CA 92392  
(760) 956-9006  
Fax (760) 956-2734  
Cafeteria (760) 956-8451  
Kristen Cooper, Principal  
Jonathan Wilson, AAIAC  
Sarah Sherman, Secretary

### **Victoria Magathan Elementary School (K-5) (Dual Immersion)**

11411 Holly Road  
Adelanto, CA 92301  
(760) 246-8872  
Fax (760) 246-7983  
Cafeteria (760) 246-7368  
Alejandro Verduzco, Principal  
Karen Ward, AAIAC  
Alicia Rodriguez, Secretary

### **Westside Park Elementary Park (K-5)**

18270 Casaba Road  
Adelanto, CA 92301  
(760) 246-4118  
Fax (760) 246-5446  
Cafeteria (760) 246-3038  
Adriana Pantoja, Principal  
Carla Hamilton-Yates, Assistant Principal  
Elvia Gomez, Secretary

**Adelanto Virtual Academy**  
17931 Jonathan Street  
Adelanto, CA. 92301  
(760) 246-8691 ext. 10268  
Beth Bartholomew, Director  
Student Services

## **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 with their studies.

The school districts no longer receive funding from the State of California for students 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** -- 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 absences or truancy.

**TARDINESS** -- Children should be encouraged to be prompt as part of developing good habits. They are expected to be at school on time. If a child is late, the child should bring an excuse from home to the school office. Repeated tardies in excess of 30 minutes lead to the student being designated as truant.

**AVOIDING ABSENCES, WRITTEN EXCUSES** -- The Adelanto Elementary School District urges parents to make sure their children attend school regularly and to schedule medical and other appointments after school, days with minimum days, or during school holidays. The district also asks that travel or other absences be avoided during the time school is in session. The higher the district's daily attendance rate, the more a student will learn and the greater the amount of funding that the district will receive from the state for classroom instruction and academic programs.

The school calendar is designed to minimize problems for families which plan vacations around traditional holiday periods, and thereby minimizing student absences. Following an absence, the parent/guardian is required to provide an excuse to the school, in writing or by phone, within 3-days of the student returning to school. Illnesses, and doctor and dental appointments are considered excused absences. Absences without a written excuse are recorded as unexcused.

### **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. If student does not meet requirements outlined by the school for continued enrollment, the transfer maybe revoked.

### **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 require that the parent or guardian of a student who has been suspended by a teacher to attend a portion of that school day in his or her classroom. The attendance of the parent or guardian will be limited to the class from which the student was suspended. A written notice will be sent to the parent or guardian regarding the implementation of this requirement. Employers are not allowed to apply sanctions against the parent or guardian for this requirement if the parent or guardian has given reasonable notice to his/her employer (Labor Code 230.7, 230.8, E.C. 48900.1)

**CHRONIC ABSENTEE** - A student is considered a chronic absentee when he/she is absent on 10% or more of the school days in one school year, from the date of enrollment to the current date. Chronic absenteeism includes **all absences** – excused and unexcused – and is an important measure because excessive absences negatively impact academic achievement and student engagement. (EC 60901)

**GRADE REDUCTION LOSS OF ACADEMIC CREDIT** -- No student shall have his/her grade reduced or lose academic credit for any excused absence(s) or absences pursuant to Education Code § 48205; if missed assignments and tests can reasonably be provided and are satisfactorily completed within a reasonable period of time, this includes absences due to suspension. The student shall be given full credit for these assignments. The teacher of the class from which the student is absent shall determine which assignments shall be reasonably equivalent to, but not necessarily identical to, the tests and assignments that the student missed during the absence. (E.C. 48980(j))

**INACTIVE PROCEDURE FOR NON-ATTENDEES**-- Students who are removed from school or who fail to attend school without a valid reason are considered truant from school (EC 48260). Students, who are removed from school for vacations, travel, or other reasons not approved by the district, and have not made arrangements for independent study or other approved interventions prior to the absence, are considered truant. Students in grades kindergarten through eighth grade who are not in attendance at school for eleven consecutive days without an approved excuse or have not made contact with the school during that time will be considered inactive. The school will notify the parent in writing of the absentee problem and the intent to place the student on the inactive list. After the eleventh day and the mailing of the parent notification, the family will not be guaranteed the same classroom placement, class schedule, or even school site if the school's enrollment is impacted. The student will be allowed to reenter the school without going through the enrollment center unless the student has missed more than 20 consecutive school days. The parent may be required to go to the enrollment center when the site has met its enrollment limit to be placed at an alternate site.

**RELIGIOUS INSTRUCTION** -- Absences for religious purposes at a place away from school property may be allowed, at the discretion of the Board of Education, by Board Resolution, as an excused absence after the student has attended school for a minimum day and for no more than four (4) school days per month. Prior notice is required. (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).

**ATTENDANCE WARNING LETTER** -- A parent or guardian of a student 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 student's school attendance, and who has been offered language accessible support services to address the student'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 (PC 270.1). (cf. 5112.1 - Exemptions from Attendance) (cf. 5112.2 - Exclusions from Attendance) (cf. 5121 - Grades/Evaluation of Student Achievement)

Truancies may result in a student being subject to suspension, restrictions, or delay of the student'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.

**EXCUSED ABSENCES** -- At the beginning of the first semester or quarter of the regular school term, the governing board of each school district shall notify the parent or guardian of a minor pupil regarding the right or responsibility of the parent or guardian under Sections 46014 and 48205. (EC 48980(a))

A pupil absent from school under this section shall be allowed to complete all assignments and tests missed during the absence that can be reasonably provided and, upon satisfactory completion within a reasonable period of time, shall be



given full credit therefore. The teacher of the class from which a pupil is absent shall determine which tests and assignments shall be reasonably equivalent to, but not necessarily identical to, the tests and assignments that the pupil missed during the absence.

**Note:** Ten (10) excused absences is considered to be excessive. A physician's verification is required by School Board AR 5113 (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.

**ACCEPTABLE REASONS FOR EXCUSED STUDENT ABSENCE** -- California Education Code 48205 defines when a student shall be excused from school as:

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, dental, optometrical, or chiropractic appointment (requires note from the provider such as the doctor, dentist, chiropractor. etc.).
4. Funeral services of a member of the student's immediate family\* (Limited to one day in the state, and three days out of state).
5. Student serving on jury duty.
6. For justifiable personal reasons, including, but not limited to, an appearance in court, attendance at a funeral service, observance of a holiday or ceremony of the pupil's religion, attendance at religious retreats, attendance at an employment conference, or attendance at an educational conference on the legislative or judicial process offered by a nonprofit organization when the pupil's absence is requested in writing by the parent or guardian and approved by the principal or a designated representative pursuant to uniform standards established by the governing board. **Requires minimum of 3 days advance notice to principal**
7. Employment in the Movie industry (recommend at least three (3) days advance notice to school) – **Not to exceed 5 days per year. (EC 48225)**
8. Illness or medical appointment **for child of whom student is** the custodial **parent**
9. Spend time with active duty member of military called to duty or who has return from deployment in combat zone (Number of days at discretion of Superintendent)
10. Religious retreat (limited to four hours per semester), prior principal approval and requires a board adopted resolution.
11. 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)
12. For the purpose of attending the student's naturalization ceremony to become a United States Citizen.

\* For purposes of this section, immediate family means: parent or guardian, brother or sister, grandmother or grandfather, or any relative living in the immediate household of the pupil.

**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. After a student has been reported as a truant three more times in a school year and the District has made a conscientious effort to meet with the family, the student is considered a habitual truant. A student who is absent from school without a valid excuse for 10% or more of the school days in one school year, from the date of enrollment to the current date, is considered a chronic truant. Unexcused absences are all absences that do not fall within Education Code 48205. The text of education code 48205 is provided above in the section titled, "**Acceptable Reasons For Excused Student Absence.**" Once a student has been declared a truant, the school may refer the student and parent/guardian to the District's School Attendance Review (SARB) Board. Once a family is at SARB, the student may be placed on a contract, the parent can be given a citation or misdemeanor charges may be filed.

If your child is having attendance issues, the school and/or District can help. Contact your child's teacher, principal or the District's Attendance Clerk, Lakermesse Haslacker at (760) 246-8691 ext. 10244 for assistance.

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

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.

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.

**UNEXCUSED ABSENCE** -- If your child is absent from school, during the school year, for any of the reasons listed below, the school is not able to excuse the absence. The student will be marked as "Truant" if the student initiates the absence and marked as "Unexcused" if the parent/guardian requires the student to be absent.

**REASONS NOT ACCEPTABLE FOR BEING ABSENT FROM SCHOOL:**

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

**RESIDENCY REQUIREMENTS (EC 4800, 48204, and 48204.3):** -- A minor between the ages of 6 and 18 is subject to compulsory education and, unless exempted, must enroll in school in the district in which the residence of either the parent or legal guardian is located.

The school must accept enrollment applications by electronic means, and the parent must provide proof of residence within 10 days after the published arrival date provided on official documentation.

A student may also comply with the residency requirements for school attendance in a school district if he or she is any of the following:

- Placed within the boundaries of the school district in regularly established licensed children's institution or licensed foster home, or a family home following a commitment or placement under the Welfare and Institutions Code.
- A foster child who remains in his or her school of origin.
- An emancipated youth who resides within the boundaries of the school district.
- Living in the home of a caregiving adult that is located within the boundaries of the school district.
- Residing in a state hospital located within the boundaries of the school district.
- Living with a parent or legal guardian at his or her employment within the boundaries of the school district for a minimum of 3 days during the school week.
- if his or her parent is transferred or is pending transfer to a military installation within the boundaries of the school district while on active military duty pursuant to an official military order.

A school district may also deem a student as having complied with the residency requirements for school attendance in the school district if one or both the parents or legal guardians of the student are physically employed within the

boundaries of the school district for a minimum of 10 hours during the school week. The parent/guardian is required to submit proof of enrollment at the time, he/she is enrolling the student into the district. Once the student is deemed to comply with the residency requirements in this manner, the student does not have to reapply each year as long as at least one parent or legal guardian continues to be physically employed within the boundaries of the school district for a minimum of 10 hours during the school week.

The school district will request that the parent or legal guardian provide reasonable evidence that a student meets the residency requirements for school attendance. If an employee of the school district reasonably believes that the parent or legal guardian has provided false or unreliable evidence of residency, the District may make reasonable efforts to determine that the student actually meets residency requirements. The Adelanto Elementary School District has adopted a board policy regarding the process it follows for conducting investigations to determine whether a student meets the residency requirements. A copy of the board policy can be obtained through our web-site [www.aesd.net](http://www.aesd.net) or by contacting the Secretary to the Superintendent.

### **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 a different process for selecting a school in another districts (inter-district transfer). If you are not satisfied with the outcome of your transfer request, there is a process to appeal within the Adelanto Elementary School District. You may then appeal to the San Bernardino County Superintendent of Schools.

The general requirements and limitation of each transfer process are described below:

**Intra-district Transfers:** The Adelanto Elementary School District, pursuant to Board Policies 5116.1 and 5117 have developed several options that allow parents/guardians options to request transfers for their student(s) to a school other than their school of residence within the district.

- **Open Enrollment:** Students who are requesting to transfer into a school with open enrollment cannot displace the students who live in the school's attendance area and those currently enrolled as they have priority. When reviewing transfer applicants, priority is assigned to siblings and then those coming from a lower performing school. If there are more applicants than spaces, a lottery will be held and random draw will be used to fill the open seats.  
**Transfer for the Victim of a Violent Crime:** Within a reasonable amount of time, not to exceed 14 days, after it has been determined that a student has been the victim of a violent criminal offense while on school grounds, the student's parents/guardians shall be offered an option to transfer their child to an eligible school identified by the Superintendent or designee. In making the determination that a student has been a victim of a violent criminal offense, the Superintendent or designee shall consider the specific circumstances of the incident and consult with local law enforcement as appropriate. Examples of violent criminal offenses include, but are not limited to, attempted murder, battery with serious bodily injury, assault with a deadly weapon, rape, sexual battery, robbery, extortion, or hate crimes. The district shall not provide transportation beyond any school attendance area. Upon request, the Superintendent or designee may authorize transportation for inter-district transfer students to and from designated bus stops within the attendance area if space is available.
- **Other Intra-District Open Enrollment:** A list of schools projected to have openings for the coming school year, along with transfer applications, will be made available at each school site, the district office and on the district's web-site beginning March 1, 2017. Applications received prior to May 30 of each year will be given priority.
  - Applications are available at all school sites for pick up and must be returned to the school site for which the transfer is being requested.
  - **IMPORTANT INFORMATION FOR ALL APPROVED TRANSFERS**
    - ***You must confirm your child's enrollment within 10 school days of being accepted.***
    - **Transportation is the parent/guardian's responsibility.**
    - **There is no appeal process for intra-district transfers.**

**Inter-district Transfer:** Parents/guardians desiring to enroll their student in another district need to be released from the home district by requesting an inter-district transfer permit. A specific criterion for approving inter-district transfers is listed on the district's inter-district transfer form and in Adelanto Elementary School District's Board Policy. Transfers will be approved based on this policy. Many districts approve an inter-district transfer for a period up to 5-years though there are still some that require you to renew it annually. It is the parent/guardian's responsibility to monitor the renewal date and to request the district process a renewal. For more information, contact the Enrollment Center at (760) 246-8691. (E.C. 48307)

Both the parent and student must understand that the transfer may be revoked at any time by either school district.. Regardless of whether an agreement exists or a permit is issued, the school district of residence cannot prohibit the transfer of a student who is a child of an active military duty parent to a school district of proposed enrollment if that district approves the application for transfer.

A student who is appealing a decision for an inter-district permit approval through the County Office of Education may be eligible for provisional admission to the desired district in grades TK through 12, while continuing through the process of appeal, if space is made available by the desired district, not to exceed two months.

Each school district shall post their inter-district policy agreements and local district caps on their district and/or school websites. Reasons for approval and denial of inter-district transfer requests must be updated on the district website according to board policies. The County appeals process will be offered with the final denial in writing by the school district. The County appeal process may take up to a maximum of two months. If you have any questions about the inter-district process please call the district office at (760) 246-8691 or call the San Bernardino County Superintendent of School's Child Welfare and Attendance Office at (909) 386-2755.

#### **Criteria to Approve A Transfer:**

- When the student has been determined by staff of either the district of residence or district of proposed attendance to be a victim of an act of bullying as defined in Education Code 48900(r), shall, at the request of the parent/legal guardian, be given priority on an inter-district transfer.
- To meet the child care needs of the student. Such a student may be allowed to continue to attend District schools only as long as he/she continues to use a child care provider within District boundaries.
- To meet the student's special mental or physical health needs as certified by a physician, school psychologist, or other appropriate school personnel.
- When the student has a sibling attending school in the receiving district, to avoid splitting the family's attendance.
- To allow the student to complete a school year when his/her parents/guardians have moved out of the district during that year.
- To allow the student to remain with a class graduating that year from an elementary, middle, or senior high school.
- To allow a high school senior to attend the same school he/she attended as a junior, even if his/her family moved out of the District during the junior year.
- When the parent/guardian provides written evidence that the family will be moving into the district in the immediate future and would like the student to start the year in the district.
- When the student will be living out of the District for one year or less.
- When recommended by the school attendance review board or by county child welfare, probation, or social service agency staff in documented cases of serious home or community problems which make it inadvisable for the student to attend the school of residence.
- When there is valid interest in a particular educational program not offered in the district of residence.
- To provide a change in school environment for reasons of personal and social adjustment.

#### **Criteria to Revoke Any District Approved Transfer**

- Student is exhibiting behavior issues at school or school related activities.
- Student is not meeting the 95% attendance requirement (includes absences, tardies and early release days).
- Student's grades are not satisfactory.
- Enrollment becomes impacted at the school site.

## **CALIFORNIA ASSESSMENT OF STUDENT PERFORMANCE AND PROGRESS (CAASPP)**

The California Assessment of Student Performance and Progress, or CAASPP, is the state academic testing program. CAASPP is a system intended to provide information that can be used to monitor student progress on an annual basis and ensure that all students leave high school ready for college and career. CAASPP assessments include computer-adaptive tests in English-Language Arts/literacy (ELA) and mathematics for students in grades 3-8 and 11 and science for students in grades 5, 8 and one grade at the high school level.

This year, students will take the CAASPP tests. To learn about the types of questions on the computer-based tests or for additional information about CAASPP tests, you and your child can visit the “Parent and Student” tab of the California Department of Education (CDE) website at <http://www.cde.ca.gov/ta/tg/ca> and select the “Parent and Student” tab. You can also find additional information regarding the CAASPP for our district at [www.aesd.net](http://www.aesd.net).

Following the Spring 2018 CAASPP testing, individual student score reports displaying CAASPP results will be sent home to parents. Student score reports will include an overall score and a description of the student’s achievement level for ELA and mathematics. Score reports for students in grades five and eight will include results of the science test.

With CAASPP, the purpose of statewide annual assessments shifted from producing annual accountability reports to assisting teachers, administrators, and students and their parents to improve teaching and learning throughout the school year. Results from the CAASPP assessments will be used, along with other available data, to determine the impact of selected curriculum/programs, and to make important instructional decisions.

As a parent or guardian, you have the option of excusing your child from any part of the CAASPP. If you would like to excuse your child from the test, you must submit your request in writing to your school (E.C. 60615) and we will grant your request. Please notify your school as soon as possible, if you choose to excuse your child from testing, so we can make alternative arrangements for them during the District’s testing window. If you have any questions regarding CAASPP testing, please contact the principal of your child’s school or the District’s testing coordinator, Diana Tabet at (760) 246-8691 ext. 10209.

## ANNUAL NOTIFICATION OF THE UNIFORM COMPLAINT PROCEDURES (UCP) 2019-2020

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 student fees.

The 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:

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

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

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

1. A fee charged to a student 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 student 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 student is required to make to obtain materials, supplies, equipment, or clothes associated with an educational activity.

Complaints other than complaints relating to violations of the Uniform Complaint Process must be filed in writing with the following compliance officer:

Superintendent  
11824 Air Expressway  
Adelanto, CA 92301  
(760) 246-8691

A complaint must be filed no later than six months from the date the complainant first obtains knowledge of the concern. These uniform procedures require the complainant to submit a written complaint to with the Uniform Complaint Officer who will coordinate an investigation and response within 60 days of receipt of the written complaint, unless the complainant agrees in writing to extend the time line. If the District finds merit in a complaint, the District shall provide a remedy to all affected pupils, parents/guardians.

Complaints will be investigated and a written Decision or report will be sent to the complainant within sixty (60) calendar 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 calendar 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. The CDE may directly intervene in the complaint without waiting for action by the district when one of the conditions listed in Section 4650 of Title 5 of the California Code of Regulations exists, including cases in which the district has not taken action within 60 calendar days of the date the complaint was filed with the district.

If a district is found to have violated a state or federal law and/or regulation, and the District does not take corrective action to comply, civil law remedies may be available under state or federal discrimination, harassment, intimidation, or bullying laws, if applicable. 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.

## **IMPORTANT PARENT INFORMATION**

### **1. 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).) Please contact Dr. Fal Asrani, Chief Academic Officer for additional information.

### **2. Access to Student Records by Military Recruiters and Institutes of Higher 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.

### **3. 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.

### **4. Consultation with Parents in Developing or Amending Title I Parent Involvement Policies:**

The Adelanto Elementary 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].

### **5. 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.

### **6. Student Attendance**

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

### **7. 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.)

### **8. 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.

### **9. Curriculum Materials**

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

### **10. 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.

### **11. 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 Elementary School District Website page: [www.aesd.net](http://www.aesd.net)



**12. School Rules**

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

**13. 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 POLICY AND PROCEDURE – The Adelanto Elementary School District provides every school and every student with sufficient textbooks and instructional materials. Every student, including English learners, must have textbooks or instructional materials, or both, to use at home or after school. All District and school facilities are clean, safe, and maintained in good repair. The Human Resources Department works diligently to fill all teacher vacancies and ensure that staff are not misassigned.

If a school is found to have deficiencies in these areas, and the school does not take corrective action, then a complaint form may be obtained at the school site or on the District web-site at [www.aesd.net](http://www.aesd.net). Parents, students, teachers or any member of the public may submit a complaint regarding these issues. However, it is highly encouraged that individuals express their concerns to the school principal before completing the complaint forms to allow the school to respond to these concerns. Complaints may be filed anonymously. Notice of the Williams Policy and Complaint Procedures are posted in all classrooms.

## **SPECIAL EDUCATION**

**SPECIAL EDUCATION PROGRAMS** -- In compliance with Federal and State laws, all students with disabilities residing within the boundaries of the Adelanto Elementary School District, regardless of the severity of their disabilities, and who are in need of special education and related services, are identified, located, evaluated and provided a free appropriate public education which is available to all students between the ages of three through 21. The District is served by the Desert/Mountain Special Education Services Region

**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)

**LEAST RESTRICTIVE ENVIRONMENT** -- The Adelanto Elementary School District provides a range of program options designed to meet educational needs of students with disabilities in the least restrictive environment (LRE). The District endorses the California Department of Education "Policy Statement of Least Restrictive Environment." The State policy is based on the principle that students with disabilities should receive their education and chronologically age-appropriate environments with non-disabled peers. The principal maintains that both non-disabled and disabled children are most successfully educated in a shared environment where qualities of understanding, cooperation, and mutual respect are nurtured. Children with disabilities are removed from the regular education environment only when the nature or severity of the disability is such that education in the regular education environment with supplementary aids or services cannot be achieved satisfactorily. The determination of LRE for students with disabilities is based on the Individualized Education Program (IEP) team consideration of where the goals/objectives can be implemented most successfully.

**Section 504** -- The Rehabilitation Act of 1973 is a federal law which prohibits discrimination against persons with a disability. The School District provides a free and appropriate public education to all students regardless of the nature or severity of their disability. The District has a responsibility to identify, evaluate, and if eligible, provide students with disabilities the same opportunity to benefit from education programs, services, or activities as provided to their nondisabled peers. To qualify for Section 504 protections, the student must have a mental or physical impairment which substantially limits one or more major life activity. For additional information about the rights of parents of eligible students, or questions regarding the identification, evaluation, and eligibility of Section 504 protections, please contact the Section 504 Coordinator, Beth Bartholomew, Director of Student Services.

## STUDENT DISCIPLINE RULES AND REGULATIONS

The Board of Education prescribes discipline consistent with California and State Board of Education regulations. Each principal ensures that all rules pertaining to discipline are communicated to students at the beginning of each school year. Transfer students are to receive this information when they enroll. School site discipline rules are established by a district committee with input from school sites. These discipline rules are found in the student handbook and Sequential Discipline Guides.

**GROUND FORS SUSPENSION AND EXPULSION** --Students may be suspended or recommended for expulsion when the Superintendent or designee, principal, or principal's designee of the school in which the student is enrolled determines that the student has committed any of the following violations: (EC 48900)

- (a) 1. Caused, attempted to cause, or threatened to cause physical injury to another person, or  
2. Willfully used force or violence upon the person of another, except in self-defense.
- (b) Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object unless, in the case of possession of any object of this type, the student had obtained written permission to possess the item from a certificated school employee, with the principal or designee's concurrence.
- (c) Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of any controlled substance as defined in the Health and Safety Code 11053 et seq., alcoholic beverage, or an intoxicant of any kind. (cf. 5131.6)
- (d) Unlawfully offered or arranged or negotiated to sell any controlled substance as defined in Health and Safety Code 11053 et seq., alcoholic beverage, or intoxicant of any kind, and then either sold, delivered, or otherwise furnished to any person another liquid, substance, or material and represented same as a controlled substance, alcoholic beverage, or intoxicant (placebo).
- (e) Committed or attempted to commit robbery or extortion.
- (f) Caused or attempted to cause damage to school property or private property.
- (g) Stole or attempted to steal school property or private property.
- (h) Possessed or used tobacco, or any products containing tobacco or nicotine products including, but not limited to cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel. However, this section does not prohibit use or possession by a student of his or her own prescription products.
- (i) Committed an obscene act or engaged in habitual profanity or vulgarity.
- (j) Unlawfully possessed, or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia, as defined in 11014.5 of the Health and Safety Code.
- (k) (1) Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties. (2) Except as provided in Section 48910, a student enrolled in kindergarten or any grades 1 to 3, inclusive, shall not be suspended for any of the acts enumerated in this subdivision, and this subdivision shall not constitute grounds for a student enrolled in kindergarten or any of the grades 1 to 12, inclusive, to be recommended for expulsion. This paragraph shall be inoperative on July 1, 2018, unless a later enacted statute that becomes operative before July 1, 2018, deletes or extends that date.
- (l) Knowingly received stolen school property or private property.
- (m) Possession of an imitation firearm. "Imitation firearm" means a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.
- (n) Committed or attempted to commit a sexual assault as defined in Penal Code 261, 266c, 286, 288a, or 289, or committed a sexual battery as defined in Section 243.4 of the Penal Code.
- (o) Harassed, threatened, or intimidated a student who is a complaining witness or witness in a school disciplinary proceeding for the purpose of preventing that student from being a witness and/or retaliating against that student for being a witness, or both.
- (p) Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
- (q) Engaged in, or attempted to engage in, hazing. For purposes of this subdivision, "hazing" means a method of initiation or pre-initiation into a student organization or body, whether or not the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to a former, current, or prospective student. For purposes of this subdivision, "hazing" does not include athletic events or school-sanctioned events.
- (r) Engaged in an act of bullying. For purposes of this subdivision, the following terms have the following meanings:

- (1) "Bullying" means any severe or pervasive physical or verbal act or conduct, including

communications made in writing or by means of an electronic act, and including one or more acts committed by a student or group of students as defined in Section 48900.2, 48900.3, or 48900.4, directed toward one or more students that has or can be reasonably predicted to have the effect of one or more of the following:

- (A) Placing a reasonable student or students in fear of harm to that student's or those students' person or property.
  - (B) Causing a reasonable student to experience a substantially detrimental effect on his or her physical or mental health.
  - (C) Causing a reasonable student to experience substantial interference with his or her academic performance.
  - (D) Causing a reasonable student to experience substantial interference with his or her ability to participate in or benefit from the services, activities, or privileges provided by a school.
- (2) (A) "Electronic act" means the creation or transmission originated on or off the school site, by means of an electronic device, including, but not limited to, a telephone, wireless telephone, or other wireless communication device, computer, or pager, of a communication, including, but not limited to, any of the following:
- (i) A message, text, sound, video, or image.
  - (ii) A post on a social network Internet Web site, including, but not limited to:
    - (I) Posting to or creating a burn page. "Burn page" means an Internet Web site created for the purpose of having one or more of the effects listed in paragraph (1).
    - (II) Creating a credible impersonation of another actual student for the purpose of having one or more of the effects listed in paragraph (1).
      - (1). "Credible impersonation" means to knowingly and without consent impersonate a student for the purpose of bullying the student and such that another student would reasonably believe, or has reasonably believed, that the student was or is the student who was impersonated.
    - (III) Creating a false profile for the purpose of having one or more of the effects listed in paragraph (1).
      - (1). "False profile" means a profile of a fictitious student or a profile using the likeness or attributes of an actual student other than the student who created the false profile.
- (B) Notwithstanding paragraph (1) and subparagraph (A), an electronic act shall not constitute pervasive conduct solely on the basis that it has been transmitted on the Internet or is currently posted on the Internet.
- (3) "Reasonable student" means a student, including, but not limited to, an exceptional needs student, who exercises average care, skill, and judgment in conduct for a person of his or her age, or for a person of his or her age with his or her exceptional needs.

Bullying via an electronic act is defined as the creation or transmission of a message, text, sound, image, or post on a social network Internet Web site via an electronic device. This bill adds videos to that definition. Videos are a form of image that can be transmitted via an electronic device. As such, principals and superintendents are already likely able to suspend or recommend expulsion of a pupil who makes or shares a video to harass or bully another student. Nevertheless, a video is consistent with a message, text, sound, or image. Taking a video in and of itself would not constitute grounds for suspension, but using or sharing the video to harass or humiliate another student would.

- (s) A student may be suspended or expelled for any of the acts enumerated unless that act is related to school activity or school attendance occurring within a school under the jurisdiction of the Superintendent or principal or occurring within any other school district. A student may be suspended or expelled for acts that are enumerated in this section and related to school activity or attendance that occur at any time, including, but not limited to any of the following:
  - 1. While on school grounds.
  - 2. While going to or coming from school.
  - 3. During the lunch period, whether on or off the school campus.
  - 4. During or while going to or coming from a school-sponsored activity.
- (t) A student who aids or abets, as defined in Section 31 of the Penal Code, the infliction or attempted infliction of physical injury to another person may suffer suspension, but not expulsion, pursuant to the provision of this section, except that a student who has been adjudged by a juvenile court to have committed, as an aider or and abettor, a

crime of physical violence in which the victim suffered great bodily injury or serious bodily injury shall be subject to discipline pursuant to subdivision (a).

- (u) "School property" includes, but is not limited to, electronic files and databases.
- (v) A Superintendent or principal may use his or her discretion to provide alternatives to suspension or expulsion, including, but not limited to, counseling and an anger management program, for a student subject to discipline under this section.
- (w) It is the intent of the Legislature that alternatives to suspension or expulsion be imposed on any student who is truant, tardy, or otherwise absent from school activities.

**48900.2 & 212.5** – Sexual harassment as defined in Education Code 212.5, provided that the conduct is considered by a reasonable person of the same gender as the victim to be sufficiently severe or pervasive to have a negative impact upon the victim's academic performance or to create an intimidating, hostile or offensive educational environment. This ground for suspension/expulsion shall not apply to students enrolled in kindergarten or grades one 1 through 3 three.

**48900.3** – Students in grades 4-12 that have used force or the threat of force to intimidate or injure a person or person's property because of that person's race/ethnicity, color, ancestry, religion, national origin, disability, gender, or sexual orientation.

**48900.4** – Harassment, Threats or Intimidation Students in grades 4-12 who intentionally engage in harassment, threats or intimidation, directed against school district personnel or students that is sufficiently severe or pervasive to have the actual and reasonably expected effect of materially disrupting class work, creating substantial disorder, and invading the rights of either school personnel or students by creating an intimidating or hostile educational environment may be suspended from school or recommended for expulsion.

**48900.5 – Limitations on Imposing Suspension**

Suspension shall be imposed only when other means of correction fail to bring about proper conduct. However, a student, including an individual with exceptional needs, as defined in Section 56026, may be suspended for any of the reasons enumerated in Section 48900 upon a first offense, if the principal or Superintendent of schools determines that the student's presence causes a danger to persons or property or threatens to disrupt the instructional process.

**48900.7 – Terroristic Threats**

- (a) In addition to the reasons specified in Sections 48900, 48900.2, 48900.3, 48900.4, a student may be suspended from school or recommended for expulsion if the Superintendent or principal of the school in which the student is enrolled determines that the student has made terroristic threats against school officials or school property, or both.
- (b) For the purposes of this section, "terroristic threat" shall include any statement, whether written or oral, by a person who willfully threatens to commit a crime which will result in death, great bodily injury to another person, or property damage in excess of \$1,000, with the specific intent that the statement is to be taken as a threat, even if there is no intent of actually carrying it out, which, on its face and under the circumstances in which it is made, is so unequivocal, unconditional, immediate, and specific as to convey to the person threatened, a gravity of purpose and an immediate prospect of execution of the threat, and thereby causes that person reasonable cause to be in sustained fear for his/her own safety or for his/her immediate family's safety, or for the protection of school district property, or the personal property of the person threatened or his/her immediate family. (Added Stats. 1997, Ch. 405, Sec. 1)

**While Suspended A Student SHALL:**

1. Complete any assignments and tests missed during the suspension if required by teacher(s).
2. Have the right to appeal the suspension within 10 days.
3. Have the right to have access to his or her records.

**While Suspended A Student MAY NOT:**

1. Loiter/be on or around any school grounds during the days in which he/she is suspended without the permission of the principal.
2. Participate in any school activities (after school program, sports, clubs, or other events during or after school hours).

**DUE PROCESS**--All suspensions should be preceded by an informal conference between the student and a school administrator during which the student shall be informed of the reason for the suspension and the evidence that supported the action. The student will be given the opportunity to present his/her version and evidence in his/her defense. In emergency situations, this opportunity may not be afforded, but a conference shall be held within 72 hours or as soon as possible. It is the policy of the school to telephone parents at the time of suspension, but in all cases, a notice is mailed within 24 hours.

A parent conference is requested to take place as soon as is practicable. (Parents or guardians are requested to respond to such conferences.) Suspended students may be allowed to complete all assignments and tests missed during suspension that can be reasonably provided and, upon satisfactory and timely completion of the work, shall be given full credit. Please allow 24-48 hours for the teacher to prepare work for the student to complete while absent.

**APPEAL PROCESS FOR SUSPENSIONS**--To appeal a suspension, the parent or guardian of a suspended student must request a meeting with the Principal of the student's school within 10 ten days of the offense. If the parent/guardian is not satisfied with the Principal's decision, the decision may be appealed to the Director of Student Services within ten days of the date the parent/guardian was notified of the Principal's decision. (E.C. 48914)

**OTHER DANGEROUS OBJECTS** -- It is a crime for any student to possess a **laser pointer** on any elementary or secondary school premise, unless the possession is for a valid instructional or other school-related purpose. (PC 417.27) A BB device, such as an airsoft gun or BB gun, can be considered an imitation firearm. The Penal Code makes it a criminal offense to openly display or expose any imitation firearm in a public place, including a public school. (PC 12550, 12556)

Students in possession of dangerous objects at school will have the objects confiscated and they will be disciplined, up to and including suspension and/or expulsion. Additionally, possession of such objects may require the school administrator to notify law enforcement.

**ELECTRONIC NICOTINE DELIVERY SYSTEM (E-CIGARETTE)** -- The Adelanto Elementary School District prohibits the use of electronic nicotine delivery systems (ENDS) such as e-cigarettes, hookah pens, cigarillos, and other vapor-emitting devices, with or without nicotine content, that mimic the use of tobacco products on all district property and in district vehicles at all times. ENDS are often made to look like cigarettes, cigars and pipes, but can also be made to look like everyday items such as pens, asthma inhalers and beverage containers. These devices are not limited to vaporizing nicotine; they can be used to vaporize other drugs such as marijuana, cocaine, and heroin.

Section 119405 of the Health and Safety Code prohibits the sales of e-cigarettes to minors which means that students should not be in possession of any such devices. Students using, in possession of, or offering, arranging or negotiating to sell ENDS can be subject to disciplinary action, particularly because ENDS are considered drug paraphernalia, as defined by 11014.5 of the Health and Safety Code.

**SEARCH AND SEIZURE** --The Board of Education recognizes the need to ensure a safe environment for students. Therefore, school properties including lockers may be inspected by school authorities in the interest of maintenance, health, and safety. Inspections for the location of weapons and dangerous instruments are matters relating to health and safety and may be regarded as reasonable purposes for inspection by school administrators. Students and their property may be searched when there is reasonable suspicion of a student being in possible possession of an item they should not have or if they have engaged in behaviors that would raise suspicion that the student may be in possession of a contraband item. Students should be searched in the presence of an administrator or designee and parents must be contacted, in a timely manner, after a search is conducted.

**POLICE COMING ON CAMPUS** -- Just as crimes can occur anywhere in the state, and just as criminal law is applicable everywhere in the state (Pen. Code, S 777), so does the power and authority of law enforcement officers extend to any place in the state – including school grounds (Pen. Code, S 830.1). While law enforcement officers are often called onto campus, rather than coming on their own initiative, their authority to enter the campus is in no way conditioned upon their being summoned. School officials must not delay officers in the discharge of their duties on campus, nor must they ever attempt to resist or obstruct them. (Pen. Code, S 148). It should also be noted that the authority of the police to be on campus is not dependent upon the jurisdiction or lack of jurisdiction of school security or school police officers. (Ed. Code, S 39670; Pen. Code, S 830.4 (g).

**ANNUAL ADJUSTMENT TO LIABILITY/ LIMIT OF PARENT OR GUARDIAN FOR WILLFUL STUDENT MISCONDUCT** -- California Education Code Section 48904(a)(1) provides that the parent or guardian of a minor is liable for all damages caused by the willful misconduct of the minor that results in the injury or death of any student, school district or school volunteer. The parent or guardian is also liable for damages to real or personal property belonging to the school district or personal property belonging to a school employee, resulting from the willful misconduct of the minor.

Education Code Section 48904(a)(1) also specifies that the parent or guardian of a minor is liable for any reward offered by a local agency for information leading to the identification and apprehension of any person who willfully damages or destroys property, or whose willful misconduct results in injury or death to any person.

**GROUNDS FOR EXPULSION** -- Pursuant to Education Code 48915, the principal of a school may recommend the expulsion of a student if he or she determines that the student has committed an offense that requires suspension as defined in Education Code 48900, and it is determined that the violation is serious enough to warrant the removal of that student from the schools of the district for a period of two semesters or one-calendar year, depending on the level of the violation.

**MANDATORY EXPULSION VIOLATIONS [EC 48915 (c)]**-- The principal or Superintendent shall immediately suspend, pursuant to Section 48911, and shall recommend expulsion of a student that he or she determines has committed any of the following acts at school or at a school activity off school grounds. **The governing board shall order a pupil expelled upon finding that the pupil committed an act listed in subdivision (c):**

1. Possessing, selling or otherwise furnishing a firearm only if the possession is verified by an employee of a school district. This subdivision does not apply to an act of possessing a firearm if the student had obtained prior written permission to possess the firearm from a certificated school employee.
2. Brandishing a knife at another person--[EC 48915 (g): as used in this section, “knife” means dirk, dagger, or other weapon with a fixed, sharpened blade fitted primarily for stabbing, a weapon with a blade longer than 3 ½ inches, a folding knife with a blade that locks into place, or a razor with an unguarded blade.
3. Unlawfully selling a controlled substance, listed in Chapter 2, (commencing with 11053) of Division 10 of the Health/Safety Code.
4. Committing or attempting to commit a sexual assault, as defined in subdivision 48900(n), or committing a sexual battery as defined in subdivision 48900(n).
5. Possession of an explosive. [EC 48915 (h): as used in this section, the term “explosive” means “destructive device” as described in section 921 of Title 18 of the United States Code.

**MANDATORY EXPULSIONS [EC 48915 (a)(1)]** -- Except as provided in EC 48915 (c) and (e), the principal or superintendent of schools shall recommend the expulsion of a student that he or she determines has committed any of the following acts at school or at a school activity off school grounds, *unless the principal or superintendent determines that expulsion should not be recommended under the circumstances or that an alternative means of correction would address the conduct.* If the principal or the superintendent of schools makes a determination as described in paragraph (1), he or she is encouraged to do so as quickly as possible to ensure that the student does not lose instructional time. [EC 48915 (a) (2)]

- A. Causing serious physical injury to another person, except in self-defense.
  - B. Possession of any knife or other dangerous object of no reasonable use to the student.
  - C. Unlawful possession of any controlled substance listed in Chapter 2 (commencing with 11053) of Division 10 of the Health and Safety Code, *except for either of the following:*
    - (i) *The first offence for the possession of not more than one avoirdupois ounce of marijuana, other than concentrated cannabis*
    - (ii) *The possession of over-the-counter medication for use by the student for medical purposes or medication prescribed for the student by a physician.*
  - D. Robbery or extortion.
  - E. Assault or battery, as defined in Sections 240 and 242 of the Penal Code, upon a school employee.
- (b) Upon recommendation by the principal, superintendent of schools, or by a hearing officer or administrative panel appointed pursuant to subdivision (d) of Section 48918, the governing board may order a pupil expelled upon finding that the pupil committed an act listed in paragraph (1) of subdivision (a) or in subdivision (a), (b), (c), (d), or (e) of Section 48900. A decision to expel shall be based on a finding of one or both of the following:
- (1) Other means of correction are not feasible or have repeatedly failed to bring about proper conduct.
  - (2) Due to the nature of the act, the presence of the pupil causes a continuing danger to the physical safety of the pupil or others.

**ALLOWABLE EXPULSIONS [EC 48915 (b) and (e)]--**

48915(b): Upon recommendation by the principal or the superintendent of schools, or by a hearing officer or administrative panel appointed pursuant to subdivision (d) of Section 48918, the governing board of a school district may order a student expelled upon finding that the student committed an act listed in paragraph (1) of subdivision (a) or in subdivision (a), (b), (c), (d), or (e) of Section 48900. A decision to expel a student for any of those acts shall be based on a finding of one or both of the following:

- (1) Other means of correction are not feasible or have repeatedly failed to bring about proper conduct.
- (2) Due to the nature of the act, the presence of the student causes a continuing danger to the physical safety of the student or others.

48915(e): Upon recommendation by the principal or the superintendent of schools, or by a hearing officer or administrative panel appointed pursuant to subdivision (d) of Section 48918, the governing board of a school district may order a student expelled upon finding that the student, at school or at a school activity off of school grounds violated subdivision (f), (g), (h), (i), (j), (k), (l), or (m) of Section 48900, or Section 48900.2, 48900.3, or 48900.4, and either of the following:

- (1) That other means of correction are not feasible or have repeatedly failed to bring about proper conduct.
- (2) That due to the nature of the violation, the presence of the student causes a continuing danger to the physical safety of the student or others.

**BEHAVIOR EMERGENCY PROCEDURES** -- Interventions by way of “reasonable and necessary” force may be used if staff deem a student’s behavior poses a clear and present danger of serious harm to persons or property. The California Education Code recognizes that reasonable and necessary force may be appropriate, and provides the following: “An amount of force that is reasonable and necessary for a person employed by or engaged in a public school to quell a disturbance threatening physical injury to persons or damage to property, for purposes of self-defense, or to obtain possession of weapons or other dangerous objects within the control of the pupil, is not and shall not be construed to be corporal punishment within the meaning and intent of this section.” Said reasonable and necessary force does not include corporal punishment. California Education Code Section 49001 provides, in relevant part: “For purposes of this section ‘corporal punishment’ means the willful infliction of, or willfully causing the infliction of, physical pain on the pupil.” The District has clearly established guidance as to when reasonable and necessary force, not amounting to corporal punishment, may be used against a student. The appropriate use of this force is reasonable and necessary, and therefore protected when used:

- To protect the health and safety of pupils, including the student.
- To quell a disturbance threatening physical injury to persons.
- To quell a disturbance threatening physical injury to property.
- For purposes of self-defense.
- To maintain order.
- To maintain proper and appropriate conditions conducive to learning.
- To obtain possession of weapons or other dangerous objects within the control of the pupil.

Similarly, the California Code of Regulations (CCR) sets forth the appropriate use of Behavioral Emergency Interventions by schools and school staff. Title 5 of the CCR, Section 3052 discusses “Designated Positive Behavioral Interventions.” Section 3052(i) states: “Emergency interventions may only be used to control unpredictable, spontaneous behavior which poses clear and present danger of serious physical harm to the individual or others and which cannot be immediately prevented by a response less restrictive than the temporary application of a technique used to contain the behavior.”



# Acceptable Use Policy

## Introduction

Adelanto Elementary 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 21<sup>st</sup>-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 Elementary 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 Elementary 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 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.

### **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.
- 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.

**PROMOTION/RETENTION** -- Students from grades K-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.

**AFTER SCHOOL PROGRAM**—Each school site offers an after school program funded by the ASES Grant. Students in grades K through grade 8 are eligible to participate based on spaced availability. Priorities for enrollment shall be determined based on the following: a) First priority shall go to pupils who are identified by the program as homeless youth, as defined in the federal McKinney-Vento Homeless Assistance Act, at the time that they apply for enrollment or at any time during the school year, and to pupils who are identified by the program as being in foster care; b) For programs serving middle and junior high school pupils, second priority shall go to pupils who attend daily. However, current participants shall not be disenrolled to secure the enrollment of a pupil who has priority for enrollment. Students eligible to participate on the basis of being homeless or foster youth, shall be allowed to self-certify their eligibility. For more information, contact the Principal overseeing the Program for the District, Ms. Crawford, at (760) 246-8691 ext. 10243 or the Site Coordinator provided by the Program provider at your student's school.

**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** -- The asbestos management plan is updated annually and a copy is maintained in the Principal's office. A copy is available upon request. (Federal Register 40 CFR 763.93)

**BILINGUAL - BICULTURAL EDUCATION** – The Adelanto Elementary School District offers parents/guardians the opportunity to enroll their child, in grades kindergarten through 5<sup>th</sup>, into a dual-immersion program. A dual-immersion program allows students to achieve proficiency in English and Spanish while developing high academic skills. The students will develop a respect and appreciation for other cultures, as well as experience working and playing in a multicultural setting. Prior to placing a child in the program, parents have the right and are encouraged to visit classes and to come to the school for a conference so that the staff can explain the nature and objectives of bilingual education. Once in the program, parents will have the opportunity to participate in the school or school district advisory committee, or both. The program is voluntary and space is allocated on a first come basis. (E.C. 52173)

**BUS TRANSPORTATION POLICY** -- The Adelanto Elementary school District provides transportation for students who live beyond established distances from the school of assignment. School transportation is not required by law and is a privilege made available to those who are eligible. This privilege may be revoked if the rules of conduct are not followed. For more information on District transportation procedures, review the Transportation Handbook or contact the Transportation Department at (760) 246-3278.

The established distance for students in grades kindergarten through grade 3 is 1 1/4 mile and the distance for students in grades 4 through 8 is 2 miles. The eligibility distance is determined by the shortest distance, as determined by the Transportation Department, not necessarily based on an internet mapping site or the mileage

based on driving the route to the school. Information concerning rider eligibility is available at the school sites, the Central Enrollment Center and the Transportation Department.

The Superintendent or designee shall provide written safety information to the parents/guardians of all students who have not previously been transported in a school bus. This information shall be provided upon registration and shall include: (BP/AR 5131.1)

- A list of all school bus stops near each student's home
- General rules of conduct at school bus loading zones
- Red light costing instructions
- School bus danger zone
- Safety while walking to and from school bus stops
- Video surveillance may occur on any school bus, and these recordings may be used in student disciplinary proceedings

**BULLYING**--The Board of Education prohibits bullying at any location or school-related activity. Any student who engages in bullying will be subject to appropriate disciplinary action. All schools are expected to create an environment where the school community understands that bullying is inappropriate and will not be tolerated by developing and incorporating anti-bullying procedures into behavior and discipline codes which will be reviewed and revised annually, as appropriate. Students and/or staff are expected to immediately report incidents of bullying to the principal or designee. Each complaint of bullying will be promptly investigated. If the complainant or the parent of the student feels that an appropriate resolution of the investigation or complaint has not been reached, the student or the parent of the student should contact the Principal or the Student Services Department. The school system prohibits retaliatory behavior against any complainant or any participant in the complaint process. Teachers shall discuss this policy with their students and assure all students understand the criteria and definition of bullying, and assure them that they need not endure any form of bullying.

**Indicators of Bullying Behavior** -- Indicators of bullying behavior may include, but are not limited to:

- Verbal: Hurtful name-calling, teasing, gossiping, making threats, making rude noises, or spreading hurtful rumors. Inappropriate references to an individual's sexual orientation, religious beliefs, or ethnicity.
- Nonverbal: Posturing, making gang signs, leering, staring, stalking, destroying property, using graffiti or graphic images, theft or exhibiting inappropriate and/or threatening gestures or actions.
- Emotional (psychological): Rejecting, terrorizing, extorting, defaming, intimidating, humiliating, blackmailing, manipulating friendships, isolating, ostracizing, using peer pressure, or rating or ranking personal characteristics.
- Cyberbullying: Sending insulting or threatening messages, sending nude or sexually suggestive pictures/videos, blackmailing, via email, phone, texting, social networking site/media, or any other electronic or written form of communication.
- Physical: Hitting, slapping, pinching, pretend hitting (making the action but not making contact)
- Making reprisals, threats of reprisal, or implied threats of reprisal.
- Engaging implicit or explicit coercive behavior to control, influence or affect the health and well-being of a student.

**CYBER SEXUAL BULLYING** -- "Cyber sexual bullying" is defined as the dissemination of, or the solicitation or incitement to disseminate, a photograph or other visual recording by a student to another student or to school personnel by means of an electronic act with the purpose or effect of humiliating or harassing a pupil. The law 1) specifies that a photograph or other visual recording shall include the depiction of a nude, semi-nude, or sexually explicit photograph or other visual recording of a minor where the minor is identifiable from the photograph, visual recording, or other electronic act; 2) specifies that "cyber sexual bullying" does not include a depiction, portrayal, or image that has any serious literary, artistic, educational, political, or scientific value or that involves athletic events or school-sanctioned activities; 3) Requires California Department of Education (CDE) annually inform school districts of the information on the California Healthy Kids Resource Center Internet Web site and other CDE Internet Web sites where information about cyber sexual bullying is posted; 4) Encourages school districts to inform pupils regarding the information and resources on the CDE's Internet Web sites and 5) Incorporates the provisions from AB 2212 (Harper) of the current legislative session to avoid chaptering out problems. For more information about bullying, harassment, intimidation and harassment, please visit the California Healthy Kids Resource Center Web site at <https://www.ccrcca.org>

CALIFORNIA HEALTHY YOUTH -- Education Code 51934 requires all schools, including charter schools, to offer sexual education. As of the January 2019, *the curriculum has been expanded to include information on human trafficking and how social media, mobile devices, and websites are used to groom and promote sexual activities as a warning to students in grades 7 to 12. However, a parent or guardian has the right to excuse their child from participation in all or part of comprehensive sexual health education, HIV prevention education, and assessments related to that education through an "opt out" process.*

The California Healthy Youth Act requires school districts to provide students with integrated, comprehensive, accurate, and unbiased sexual health and HIV prevention education at least once in middle school and once in high school. It is intended to ensure that students in grades 7-12 are provided with the knowledge and skills necessary to: 1) protect their sexual and reproductive health from HIV, other sexually transmitted infections, and unintended pregnancy; 2) develop healthy attitudes concerning adolescent growth and development, body image, gender, sexual orientation, relationships, marriage, and family; and 3) have healthy, positive, and safe relationships and behaviors. It also promotes understanding of sexuality as a normal part of human development.

Parents or guardians have the right to:

1. Inspect the written and audiovisual educational materials used in the comprehensive sexual health and HIV prevention education.
2. Request in writing that their child not receive comprehensive sexual health or HIV prevention education.
3. Request a copy of Education Codes 51930 through 51939, the California Healthy Youth Act.
4. Be informed whether the comprehensive sexual health or HIV prevention education will be taught by district personnel or outside consultants.
5. Receive notice by mail or another commonly used method of notification no fewer than 14 days before the instruction is delivered if arrangements for the instruction are made after the beginning of the school year.
6. When the district chooses to use outside consultants or to hold an assembly with guest speakers to teach comprehensive sexual health or HIV prevention education, to be informed of:
  - a. The date of the instruction.
  - b. The name of the organization or affiliation of each guest speaker.

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 students with course selection or career counseling, exploring the possibility of careers, or courses leading to careers based on the interest and ability of the student and not on the student'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 AND NEGLECT REPORTING -- The District is committed to protecting all students in its care. All employees of the District are considered mandated reporters, required by law to report cases of child abuse and neglect whenever there is reasonable suspicion abuse or neglect has occurred. District employees may not investigate to confirm a suspicion. All complaints must be filed through a formal report, over the telephone, in person, or in writing, with an appropriate local law enforcement agency (i.e., Police or Sheriff's Department, County Probation Department, or County Welfare Department/County Child Protective Services). Both the name of the person filing the complaint and the report itself are confidential and cannot be disclosed except to authorized agencies.

Parents/guardians of students also have a right to file a complaint against a school employee or other person that they suspect has engaged in abuse of a child at a school site. Complaints may be filed with the local law enforcement agency. However, you may also notify the District of an incident by contacting the Director of Student Services at (760) 246-8691 ext. 10268 . Child abuse does not include an injury caused by any force that is reasonable and necessary for a person employed by or engaged in a school:

- o To stop a disturbance threatening physical injury to people or damage to property.
- o For purposes of self-defense.
- o To obtain possession of weapons or other dangerous objects within control of a student



- To exercise the degree of control reasonably necessary to maintain order, protect property, protect the health and safety of students, and maintain proper and appropriate conditions conducive to learning.

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)

CIVILITY ON SCHOOL GROUNDS -- Any person who willfully disturbs any public school or any public school meeting is guilty of a misdemeanor, and shall be punished by a fine of not more than five hundred dollars (\$500). Any person found loitering, trespassing, or expressing threats of bodily harm to any school to suit personnel will be in violation of Penal Code 601, 602, 602.1, 653g and 647b.

It is unlawful for any person, except a parent/guardian acting toward his/her minor child, to intentionally or to attempt to injure, intimidate, interfere by force, threat of force, physical obstruction, or nonviolent physical obstruction with any person attempting to enter or exit any public or private school grounds.

CLASSROOM AND SCHOOL VISITATIONS-- Parents/guardians are encouraged to visit the schools and view their child's educational program. To ensure minimal interruption of the regular program, the visit should be arranged with the Principal or designee and the teacher at least 24 hours prior to the intended visitation.

To ensure the safety of all students and staff and avoid potential disruptions, **all visitors** shall register with the office immediately upon entering any school building or school grounds when school is in session. A photo I.D. is required when registering as a visitor in the office. All visitors must have a visible means of identification when on the school's premises, such as a visitor's badge or name tag issued by the office.

No electronic listening or recording device may be used by students or visitors when on campus, including in the classroom, without permission from the teacher and Principal (E.C. 51512).

Any parent/guardian or other person whose conduct in a place, where a school employee is required to be in the course of his or her duties, materially disrupts class work or extracurricular activities or involves substantial disorder is guilty of a misdemeanor and may be barred from the campus or school-related activities for a specified period of time at the request of the Principal. If you do not register in the office, you may be considered as trespassing on school ground which could result in police contact.

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 -- The District is required to notify all students in grades 7 through 12, and the parents/guardians of all students enrolled in the district, that the law permits school officials to excuse the student in grades 7 through 12 from school for the purpose of obtaining confidential medical services without the consent of the parent/guardian. (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)

**CONTROLLED SUBSTANCES: OPIOIDS** -- Opioids are natural or synthetic chemicals that reduce feelings of pain. Opioids are a class of drugs that include pain relievers available legally by prescription such as oxycodone, hydrocodone (Vicodin), codeine and morphine, as well as heroin and synthetic opioids such as fentanyl.

**Anyone** who takes prescription opioids can become addicted to them or develop tolerance of physical dependence. In 2016, more Americans died due to opioid overdoses than car crashes. From cities and suburbs to rural America, opioid addiction and overdose is "the crisis next door". The social behavior of students affects the success of schools as learning environments. Risk-related behaviors are a barrier to academic gains and healthy lifestyles.

As a parent or guardian, you can help by becoming educated and empowered. You are the first line of defense in preventing opioid misuse and illicit drug use by students. For more information, the Department of Education partnered with the Federal Drug Enforcement Administration to release a new version of the popular publication, *Growing Up Drug-Free: A Parent's Guide to Prevention*. It provides an overview of opioid misuse as a student issue and profiles of youth who have died from overdoses and youth who are actively engaged in preventing drug misuse in their schools and communities. It also contains numerous resources of interest to parents, students and educators.

**COURT ORDER FOR RECORDS** – In accordance with Education Code 49077, school officials are required to provide information concerning a student in compliance with a court order or lawfully issued subpoena. Unless otherwise instructed by the court, the Superintendent or designee shall, prior to disclosing a record pursuant to a court order or subpoena, make reasonable effort to notify the parent or legal guardian, and the student when appropriate, in advance of compliance with a lawfully issued subpoena and, in case of compliance with a court order, if lawfully possible within the requirements of the order. (E.C. 49077, Title 5 CCR 435)

**CUSTODY ISSUES**-- Custody disputes must be handled by the courts. The school has no legal jurisdiction to refuse a biological parent access to his/her child and/or school records. The only exception is when a signed restraining order or proper custody papers, specifically stating visitation limitations, are on file in the school office. Any student release situation which leaves the student's welfare in question will be handled at the discretion of the site administrator or designee. Should any such situation become a disruption to the school, law enforcement will be contacted and an officer requested to intervene. Parents are asked to make every attempt not to involve school sites in custody matters. The school will make every attempt to reach the custodial parent when a parent or any other person not listed on the emergency card attempts to pick up the child.

**DIRECTORY INFORMATION** -- Directory information includes student's name, address, telephone number, email address, birthdate, major course of study, participation in school activities and sports, attendance and awards, and the most recent school attended. No information may be released to private profit making entity other than employers, prospective employers and representatives of the news media, including, but not limited to, newspapers, magazines, and radio and television stations. Directory information may be released without prior written consent from the parent or legal guardian, however upon written request from the parent/guardian, 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. 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. Directory information about a student identified as a homeless child or youth shall not be released without prior written consent stating that the directory information may be released about the student. (E.C. 49073)

**DISASTER PREPAREDNESS** -- Natural and human-caused disasters affect everyone which is why it is important to be prepared at home, at school, at work, and in the community. Our school sites have emergency supplies and regularly conduct drills so in the event of a disaster both staff and students are prepared. Parents/guardians are encouraged to review the safety educational materials provided on the California Department of Education Web page at <http://www.cde.ca.gov/ls/ss/cp/studentsafetyeducmat.asp>. The materials

are available in multiple languages and can be used to help families prepare for different types of emergencies and crisis. If you would like copies of these materials, contact your student's principal or the Director of Risk Management at (760) 246-8691 ext, 10208. (AB 103)

DISTRICT OF CHOICE: The Adelanto Elementary School District has three schools of choice; Gus Franklin Elementary School, George Magnet School and Melva Davis STEAM Academy. A school board that elects to operate the schools of choice must determine the number of transfers it is willing to accept and shall accept all pupils who apply to transfer until the schools are at maximum capacity. The schools of choice shall make sure that students are selected through an unbiased and random process that does not take into consideration a student's academic or athletic performance, physical condition, proficiency in English, family income, ethnicity, primary language, literacy, special needs, or any of the individual characteristics listed in Section 200. The parent of a pupil requesting to transfer must submit an application to the school of choice during the application window identified by the District, generally in February of the preceding the school year for which the student wishes to transfer. The parent shall be notified in if the student was provisionally accepted, rejected, or placed on a waiting list. A modified application process is available for children of relocated military personnel.

DRESS CODE/GANG APPAREL -- The Governing Board believes that appropriate dress and grooming contribute to a productive learning environment. The Board expects students to give proper attention to personal cleanliness and to wear clothes that are suitable for the school activities in which they participate. Students' clothing must not present a health or safety hazard or a distraction which would interfere with the educational process. The principal, staff and parents/guardians at a school may establish a reasonable dress code that prohibits students from wearing gang-related apparel when there is evidence of a gang presence that disrupts or threatens to disrupt the school's activities. Such a dress code may be included as part of the school safety plan and must be presented to the Board for approval. (E.C. 35183)

DUTIES OF STUDENTS – Students are required 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). Teaching staff shall hold students to strictly accountable for their conduct on the way to and from school, on the playgrounds, or during recess. (EC 44807)

DUTY CONCERNING CONDUCT OF STUDENT -- Every teacher in the public schools shall hold students to a strict account for their conduct on the way to and from school, on the playgrounds, or during recess. (E.C. 44807) Prohibited student conduct includes, but is not limited to:

6. Behavior that endangers staff and/or students.
7. Behavior that disrupts the orderly classroom or school environment.
8. Harassment of students or staff, including bullying, intimidation, "cyber bullying," hazing or initiation activity, ridicule, extortion, or any other verbal written or physical conduct that causes or threatens to cause bodily harm or emotional suffering. Damage or theft of property belonging to the district, staff, or students.
9. Possession or use of laser pointers, unless used for a valid instructional or other school-related purpose, including employment. (Penal Code 417.27)
10. Profane, vulgar or abusive language.
11. Plagiarism or dishonesty in schoolwork or on tests.
12. Inappropriate dress.
13. Tardiness and unexcused absence from school.
14. Failure to remain on school premises in accordance with school rules.

EDUCATIONAL EQUITY -- The Equity in Higher Education Act, states that all persons, regardless of their disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or any other specified characteristic, equal rights and opportunities and adds this opportunity to apply for financial aid for higher education to also be equitable, and an application may not be denied of a student based on their immigration status. This does not guarantee any final eligibility, but simply an ability to apply for financial aid just like any other student, without discrimination. (EC 66251, 66260.1, 66270, 66270.3)

ELECTRONIC LISTENING OR RECORDING DEVICE -- The use by any person, including a student, of any electronic listening or recording device in any classroom without the prior consent of the teacher and the principal is not allowed as it disrupts the teaching process and discipline in the schools. Any person, other than the student, willfully in violation shall be guilty of a misdemeanor. Any student in violation shall be subject to appropriate disciplinary action (EC 51512). This provision applies to SMART devices such as I-Watches, Android Wear, and/or cell phones.

ELECTRONIC SIGNALING DEVICES (i.e. CELL PHONES) -- The use of these devices during instructional time without the permission of the teacher, or in a disruptive manner in the school setting is not allowed. Cell Phones and Mobile Communication Devices that ring, vibrate excessively, are used as a listening device, or in any other way disrupt the educational process of a class, are grounds for confiscation of the device by school staff or personnel and will only be returned to the parent at the end of the school day. Repeated violations of the district policy may result in disciplinary action.

Students are permitted to have Cell Phones and Mobile Communication Devices, including SMART Watches, while on school grounds but they should be turned off once the student comes on to the campus. Use of a cell phone or other communication device, such as texting and video chatting, while walking through hallways and around campus poses a safety concern and is not allowed. Use of such devices in classrooms, without the permission of the teacher, will be restricted and violations will result in confiscation of the device. Texting while walking through hallways is a safety concern and therefore not allowed.

No student shall use a Cell Phone or Mobile Communication Device to violate any Student Code of Conduct, including Computer Usage Agreements, and/or Bullying Policies. Examples of unacceptable usage can include but are not limited to: in restrooms or hallways during instructional time, bypassing the nurse or attendance to leave school, cheating, cyber bullying, sexting, taking pictures or videos, etc. Each teacher has the right to permit the use of Cell Phones and Mobile Communication Devices for instructional purposes. Contents of cell phones may be reviewed and searched if there exists a reasonable suspicion that it may have been used in an activity prohibited by the Code of Conduct. **The student assumes all risks in bringing such devices onto school property or to school related functions. The school or district is not responsible for lost or stolen electronic items.**

No student will be prohibited from possessing or using an electronic signaling device that is determined by a licensed physician to be essential for the health of the student and the use of which is limited to the student's health.

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)

ENTRANCE HEALTH SCREENING-- State law requires that the parents/guardians of a student provide the school, within 90 days after entrance to first grade, proof that the student has received a health screening exam by a doctor within the prior 18 months. Students may be excluded up to 5 days from school for failing to comply or not providing a waiver. Free health screening is available for eligible students through the Child Health Disabilities Prevention Program (HSC §124100 & 124105)

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)

FAMILY NUTRITION EDUCATION SERVICE ACT -- The Adelanto Elementary 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)

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)

FOSTER YOUTH SERVICES-- AB 490 is the law addressing educational stability for foster youth. The district provides a foster liaison who is able to assist with counseling services for the foster youth. The foster liaisons for the Adelanto Elementary School District are Charise Oliva and Julia Ramirez, foster youth counselor. They can be reached by contacting the Student Services Office at (760) 246-8691 ext. 10214 or 10246.

The role of the Districts Foster Youth Liaisons are to ensure that pupils in foster care received stable school placements which are in the best interests of the child, placement in the least restrictive educational program, access to academic resources, services, extracurricular and enrichment activities available to all pupils, full credit for course work taken, and meaningful opportunities to meet state student academic achievement standards.

**Under AB 490, a foster youth is entitled to:**

- Immediate enrollment even without the required documents such as immunization records, prior school records, birth certificates, and fees owed to prior school.
- Receive transportation assistance to remain in his/her school of origin
  - The school he/she was enrolled in prior to the change of placement.
  - The school he/she was enrolled in at the time of the placement change.
  - The school he/she was most closely connected to within the last 15 months.
- Earn partial credits based on the amount of time enrolled in the school (applies to high school students)
- No lowering of grades if the foster youth is absent from school due to a decision by a court or placing agency to change his or her placement, due to a verified court appearance, or related court ordered activity.
- Attendance cannot be penalized for court mandated absences such as court appearances, parental visits, and medical evaluations.
- Have school records transferred within two days from prior district and have receiving district request records within two days of student enrolling.
- Invitation extended to the foster youth's attorney and representative from the county child welfare agency to attend the extension of suspension meeting, the manifestation determination meeting (if applicable), and the expulsion hearing related to a disciplinary proceeding involving the foster youth.

School MEALS-- All schools in the district offer healthy meals every school day because children need healthy meals to learn. Free meals are available to all students at all schools for the 2019/20 School year. All sites serve breakfast, lunch, supper, and after school snack. Meal applications are not required to participate in any of the meal programs however, if a family needs an eligibility letter, they can apply any time during school year at the District's Child Nutrition Office. If you have questions, please contact Child Nutrition at (760) 246-8691 ext. 10321.

Please see website [www.aesd.net](http://www.aesd.net) for school site programs and policies.

MEAL ACCOMMODATIONS-- If your child has a food sensitivity, food allergy, or other medical condition requiring an accommodation(s), such as food substitutions or other meal modifications, for breakfast and/or lunch, you are required to have your child's healthcare professional complete **The Meal Accommodation Form**

and include the provider's contact information. This form is **mandatory** and is located on the District website [www.aesd.net](http://www.aesd.net).

**EARNED INCOME TAX CREDIT INFORMATION ACT COMMUNICATION**--The Adelanto Elementary School District is required to notify all households yearly about the Earned income tax credit. Based on your annual earnings, you may be eligible to receive the Earned Income Tax Credit from the Federal Government and the State of California. Both are income tax credits for low-income working individuals and families. The EITC has no effect on certain welfare benefits. In most cases, EITC payments will not be used to determine eligibility for Medicaid, Supplemental Security Income, food stamps, low-income housing, or most Temporary Assistance for Needy Families payments. Even if you do not owe California or Federal taxes, you must file California and/or a federal tax return to receive the Earned Income Tax Credit.

For more information please see the District website at [www.aesd.net](http://www.aesd.net) under the child nutrition department page or the Franchise Tax Board website at [www.ftb.ca.gov](http://www.ftb.ca.gov) or call 1-800-852-5711.

**HOUSEHOLD INCOME DATA COLLECTION FORM**-- the Adelanto School District is a K-8 th grade district that provides a free public school education to all of our students. We operate our programs on federal, state and local funding, including specialized funding and grants that are based on the income of our students families. This funding method, LCFF, provides more funding in general to all schools, but much more funding for schools that serve students from lower-income families. The **Household Income Data Collection** form is now the most important determinant in how much funding the Adelanto School District receives to educate your child and all other Adelanto School District students. We understand that it can be uncomfortable discussing personal matters regarding family income. However, this information is vital to receiving the maximum amount of funding available for our students. This information is kept completely confidential and is never provided to any agency outside of the California Department of Education for any reason. These forms will be sent home at the start of the school year. Only one form per family is needed. Thank you for taking the time to fill out and return the complete form, it means so much to our schools and we are very excited about the benefits of LCFF to our students.

**GATE SCREENING** -- The District provides a Gifted and Talented Education (GATE) Program for students with high academic potential. The Adelanto Elementary School District believes that gifted students should be educated in an environment that supports their unique needs. We also believe that gifted students must be provided a riches simulating educational environments other than learning potential is maximized and their abilities are challenged at all levels. All students enrolled in the District have an equal opportunity to be screened for the gate program. Parents/Guardians must grant permission for their student to be assessed. For more information about the District's GATE Program, contact Academic Services at (760) 246-8691.

**GUN FREE SCHOOL ZONE** -- California prohibits any person from possessing a firearm on, or within 1,000 feet from, the grounds of a public or private school, unless it is with the written permission of Dr. Amy Nguyen Hernandez, Superintendent. This does not apply to law enforcement officers, any active or honorably retired peace officers, members of the military forces of California or the United States, or armored vehicle guards engaged in the performance of, or acting in the scope of, their duties. A person may also be in possession of a firearm on school grounds if the firearm is unloaded and in a locked container or within the locked trunk of a motor vehicle. A violation of this law is punishable by imprisonment in a county jail for up to six months, a fine of up to \$1,000, or both imprisonment and fine. (PC 626.9 and 30310)

**HARM OR DESTRUCTION OF ANIMALS** -- Any student 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 student's parent or guardian. A student 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 student to develop and agree upon an alternative education project so that the student may obtain the knowledge, information, or experience required by the course of study in question. (EC 32255 *et seq.*)

**HOME AND HOSPITAL INSTRUCTION** -- In accordance with Adelanto Elementary 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, in a hospital, or other residential health facility, excluding state hospitals for up to five hours per week. Per Education Code, one hour of instruction is equivalent to one day of in-school attendance.

This instruction applies to students incurring a temporary 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) A pupil with a temporary disability, who is in a hospital or other residential health facility, excluding a state hospital, may be deemed to have complied with the residency requirements for school attendance in the school district in which the hospital is located.

It is the responsibility of the parent or guardian to notify the school district in which the hospital or other residential health facility is located of the presence of a pupil with a temporary disability. Upon receipt of the notification, the district will within five working days determine whether the pupil will be able to receive individualized instruction pursuant to EC 48206.3 and, if so, provide the instruction within five working days or less.

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 Home Hospital Request Form 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.
  - a. 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).

A pupil with a temporary disability may remain enrolled in the district of residence and may attend regular classes when not confined to the hospital setting, the total days of instruction may not exceed the maximum of five days with both school settings and attendance may not be duplicated. If necessary, the district of residence may provide instruction in the home for the days not receiving instruction in the hospital setting, depending upon the temporary doctor orders. The supervisor of attendance shall ensure that absences from the regular school program are excused until the pupil is able to return to the regular school program. For more information about a transitional program for your student, please contact the Director of Student Services at (760) 246-8691 ext. 10268.

All requests for home hospital end at the end of the school year. Students must reapply and meet the eligibility criteria each year. If you have any questions, contact Julie De La Torre, Student Support Services, (760) 246-8691, extension 10286.

**PRESENCE OF STUDENTS WITH TEMPORARY DISABILITIES; NOTICE BY PARENT;**

**COMMENCEMENT OF INSTRUCTION** -- It is the responsibility of the parent/guardian to notify the school district in which the hospital or other residential facility is located of the presence of the student with a temporary disability. Upon receiving the notification, the district will, within 5 school days, determine whether the student will be able to receive home hospital instruction, and if so begin the instruction within the next 5 days or less. If the student is in the hospital in another city, the student has established residency for the district in which the hospital or facility is located and that district is responsible for providing the home hospital services. (E.C. 48208, 48207, and 48206.3)

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

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

**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. The liaison is the Director of Student Services and Attendance. The homeless clerk for the Adelanto Elementary School District is Norma Leanos-Medina in the Student Services Office (760) 246-8691, ext. 10656. The liaison and clerk are available to support the parents of homeless pupils to ensure that they are informed of the educational and related opportunities available to their children and they are provided with meaningful opportunities to participate in education of their children.

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 due to 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 an abandoned, runaway, pushed out 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 school currently attending. If a dispute arises over school selection or enrollment, the parent/guardian has the right to dispute the enrollment center’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, fees owed to prior school or because the student does not currently reside in the district’s boundaries. 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 are not limited to: free nutrition, special education services, tutoring, English Language Learners programs, Gifted and Talented Education program, programs for clothing (Operation School Bell and others), 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. Additionally, the students are entitled to participate in all programs available at the school site for which they are eligible such as after school programs, AVID, sports, and many others. If there is a cost involved, the District can help.

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

**IMMIGRATION ENFORCEMENT POLICY (BP 5145.13)** -- The Adelanto Elementary School District is committed to the success of all students and believes that every school site should be a safe and welcoming place for all students and their families irrespective of their citizenship or immigration status.

District staff shall not solicit or collect information or documents regarding the citizenship or immigration status of students or their family members or provide assistance with immigration enforcement at district schools, except as required by state and federal law (EC 234.7)

No student shall be denied equal rights and opportunities nor be subjected to unlawful discrimination, harassment, intimidation or bullying in the District’s programs and activities on the basis of his/her immigration status.

Unless authorized by Family Educational Rights and Privacy Act (FERPA), student information shall not be disclosed to immigration law enforcement authorities without parental consent, a court order, or judicial subpoena. The Superintendent or designee shall notify parents/guardians annually that the District will not release student information to third parties for immigration enforcement purposes, unless the parent/guardian consents or as required to do so by a court order or judicial subpoena.

The District encourages students and families to learn and know emergency phone numbers and be aware of the location of important documentation including birth certificates, passports, social security cards, medication lists, and other such information that would allow students and families to be prepared in the event that a family member is detained or deported. It is recommended that the family and student update the student’s emergency contact



information throughout the school year and to provide an alternative contact if no parent/guardian is available. The Superintendent or designee shall only contact child protective services if district personnel are unable to arrange for the timely care of the student by the person(s) designated in the emergency contact information maintained by the school.

**IMMUNIZATION REQUIREMENTS** -- Students must be immunized against certain communicable diseases. Students are prohibited from attending school unless immunization requirements are met for age and grade. Adelanto Elementary School District shall cooperate with local health officials in measures necessary for the prevention and control of communicable disease in school age children. The district may use funds or personnel and may permit a person licensed, such as physician or registered nurse, to administer an immunizing agent to any student whose parents have consented in writing.

Beginning January 1, 2016, parents of students in any school will no longer be allowed to submit a personal beliefs exemption to a currently required vaccine. If an exemption is on file prior to January 1, 2016, it will continue to be valid until the child enters the next grade span at kindergarten (including transitional kindergarten) or 7<sup>th</sup> grade. Children are not required to have immunizations if they attend a home-based private school or independent study program and **DO NOT** receive classroom-based instruction. However, parents must still provide immunization records to these schools. The immunization requirements do not prohibit students from accessing special education and related services required by the individualized education programs.

A student not fully immunized may be temporarily excluded from school when the child is exposed to a specified disease and whose documentary proof of immunization does not show proof of the specified disease. (HSC 120325, EC 48216)

**Tdap VACCINATION** --All students entering 7<sup>th</sup> grade will need proof of an adolescent whooping cough booster shot before starting school. Students not receiving the vaccination prior to the first day of 7<sup>th</sup> grade will be excluded from school until they obtain the necessary vaccination. For additional information, please contact the District nurse, Cynthia Naberman (760) 246-8691 ext. 10654.

**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)

**LIMITS ON SUSPENSION** -- The total number of days for which a student may be suspended from school shall not exceed 20 schooldays in any school year, unless for purposes of adjustment, a student enrolls in or is transferred to another regular school, an opportunity school or class, or a continuation education school or class, in which case the total number of schooldays for which the student may be suspended shall not exceed 30 days in any school year. If a student moves to the Adelanto Elementary District from another school district during the school year, the AESD may count suspensions that occur while the student was enrolled in another school district toward the maximum number of days for which the student may be suspended in any school year.

**SCHOOL LOCKERS** -- School lockers remain the property of the Adelanto Elementary School District even when assigned to the students. The lockers are subject to search whenever the district finds the need to do so. The use of the school lockers for other than school related purposes is prohibited. Improper use of the school lockers may result in the loss of the privilege to use the lockers and possible consequences.

**LOCAL EDUCATION AGENCY MEDI-CAL PROGRAM**-- The District, in cooperation with the California Department of Health Services and Education, has a program to allow the District to be reimbursed with federal Medicaid dollars for selected health services such as hearing and vision screenings, health assessments and IEP related medical services that are provided to eligible students at school. In accordance with program policy, to receive the federal dollars, the district must receive authorization to share student's health services documentation. Parents/Guardians will never be billed for these services. Requested information shall be limited to health services documentation.

**MEDICAL AND HOSPITAL SERVICES** -- The Adelanto Elementary School District does not provide medical and hospital services for students who are injured in accidents related to a school activity or while attending school. Low cost student accident insurance is available. Contact the school site for additional information. (E.C. 49471, 49472)

MEDICATION REGIMENS: ADMINISTRATION OF PRESCRIBED MEDICATION FOR STUDENT -- The parent/legal guardian of any student taking medication on a regular basis must inform the school health office of the medication being taken, the current dosage, and the name of the supervising doctor or medical professional. With consent of the parent or legal guardian, the school nurse may communicate with the student's doctor or medical professional so that she may counsel school site staff regarding the student's needs, how the medication affects the student, and determine how best to meet the student's health and medical needs.

Notwithstanding the provisions of Section 49422, any student 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 or may carry and self-administer auto-injectable epinephrine or inhaled asthma medication if the school district receives both a written statement from such physician detailing the method, amount, and time schedules by which such medication is to be taken and a written statement from the parent or guardian of the student indicating the desire that the school district assist the student in the matters set forth in the physician's statement. (E.C. 49423)

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.

Administration of Epilepsy Medication -- If a student with epilepsy has been prescribed an emergency antiseizure medication by his or her health care provider, the student's parent or guardian may request the student's school to have one or more of its employees receive training in the administration of an emergency antiseizure medication in the event that he student suffers a seizure when a nurse is not available. (E.C. 49414.7)

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. A student **should not** be taking medications back and forth from school.
  - Insist that you sign the medication into the health office and that they care counted in front of you, especially the controlled substances such as Ritalin.
- Parent **MUST NEVER** give medication to a child's teacher. All medications **MUST** be given to the front office staff.
- All controlled medicine, like Ritalin, must be counted and recorded on a medicine log when delivered to the school. You or another adult who delivered the medicine should verify the count by signing the log.
- 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). **Each medicine your child must be given at school must be in a separate container labeled by a pharmacist licensed in the United States.** The container must list your child's name, doctor's name, name of the medicine, and instructions for when to take the medicine and how much to take.

- 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.

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 student indicating the desire that the school district assist the student 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 student may be subject to disciplinary action pursuant to Education Code Section 48900 if student 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 (760) 246-8691 Ext 10654 to make an appointment.

MEDICAL RECORDS SHARING – The Adelanto Elementary School District is required to *provide information from a student's medical records to an immunization system (CAIR) to inform students, parents or guardians of the following.*

1. Medical information may be shared with local health departments and the State Department of Health Services
2. The name and address of the State Department of Health Services or of the immunization registry with which the school will share the information
3. Information shared with local health departments and the State Department of Health Services will be treated as confidential and will only be used to share with each other, and, upon request, with health care providers, schools, child care facilities, family child care homes, WIC service providers, county welfare departments, foster care agencies, and health care plans
4. The providers, agencies, and institutions will, in turn, treat the shared information as confidential, and shall use it only as specified
5. The student or parent or guardian has the right to examine any immunization-related information shared in this manner and to correct any errors in it
6. The student or the parent or guardian may refuse to allow this information to be shared in the manner described, or to receive immunization reminder notifications at any time, or both.
7. After refusal, a physician may maintain access to this information for the purposes of patient care or protecting the public health. After refusal, the local health department and the State Department of Health Services may maintain access to this information for the purpose of protecting the public health

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

MENTAL HEALTH -- All District schools offer mental health services for students in need through Desert Mountain Children's Center. In order to initiate access to available pupil mental health services, contact your student's school site. Our school district will notify parents at least twice per year. This is one time through our Annual Notifications, we will also notify you again a second time each school year, through PeachJar, the company the District uses to email

flyers and announcements to all parents. We will also utilize an auto-dialed message to remind parents to check their email for the information. Additionally, all student ID cards and bus passes have hotline numbers should the need arise.

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 student, 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 STUDENT-FREE STAFF DEVELOPMENT DAYS -- Requires that parents be advised (no later than one month prior to) of any scheduled minimum days of student-free staff development days. (E.C. 48980(c))

NONDISCRIMINATION POLICY -- The Adelanto Elementary School District is committed to providing a safe school environment where all individuals in education are afforded equal access and opportunities. The District's academic and other educational support programs, services and activities shall be free from discrimination, harassment, intimidation, and bullying of any individual based on the person's actual race, color, ancestry, national origin, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, or gender expression; the perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics. Specifically, state law prohibits discrimination on the basis of gender in enrollment, counseling and the availability of physical education, athletic activities and sports. Transgender students shall be permitted to participate in gender-segregated school programs and activities (ex: athletic teams, sports competitions and field trips) and to use facilities consistent with the gender identity. The District assures that lack of English language skills will not be a barrier to admission to district programs. Complaints of unlawful discrimination, harassment, intimidation, or bullying are investigated through the Uniform Complaint Process. Such Complaints must be filed no later than six months after knowledge of the alleged discrimination was first obtained. For a complaint form, or additional information, contact the Superintendent's Office, 11824 Air Expressway, Adelanto, CA 9230, (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, student, 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)

OPEN MEETINGS: PUBLIC COMMENTS—The Board of Trustees, when allowing for public comment, will provide at least twice the allotted time to a member of the public who utilizes a translator to ensure that non-English speakers receive the same opportunity to directly address the legislative body of a local agency. However, when possible, if simultaneous translation equipment is available that enables the Board of Trustees to hear the translated public testimony simultaneously, the requirement to provide twice the allotted time is not necessary.

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 31<sup>st</sup> of the student's first school year. (EC 49452.8)

PARENT/GUARDIAN ACTIONS ON SCHOOL GROUNDS -- It is unlawful for any person, except the parent/guardian acting toward his/her minor child, to intentionally or to attempt to injure, intimidate, interfere by force, physical obstruction, or nonviolent obstruction with any person attempting to enter or exit any school grounds. If a parent/guardian has a concern with a parent or student, that concern shall be reported to the school principal for the principal to address. If the concern remains, please contact the Director of Student Services, Beth Bartholomew, (760) 246-8691 ext. 10268, for further assistance.

Any person who willfully disturbs any public school or public school meeting is guilty of a misdemeanor. If a incident of this nature occurs, the district will request a police response.

PARENT/GUARDIAN ENGAGEMENT – (EC 11500, 11501, 11502, 11503)

The Adelanto Elementary School District hosts Parent Engagement Centers at multiple school sites. A calendar of classes is published quarterly and is available at every school site and the District office. Classes include Zumba, English as a Second Language, Citizenship Classes and more. Childcare is also provided for parents attending the classes or workshops. To participate in the district offerings of parent education and to provide parental input to the local training programs for parents, please contact Academic Services for more information at (760) 246-8691 ext. 10221 or 10212.

PARENT/GUARDIAN RIGHTS -- Parents and guardians of public school students have legal rights including the following:

- The right to visit their student’s classroom. (For security reasons, visits during school hours should be pre-arranged with the teacher and the principal.)
- The right to set an appointment for a conference with your child’s teacher or principal.
- The right to volunteer at the school, after a proper clearance from the Department of Justice and approval by the Board of Trustees.
- The right to be notified if your child is absent without permission.

PESTICIDE PRODUCTS -- To obtain a copy of all pesticide products used and those the District that are expected to be used by the pest control team at the school sites during the 2016-2017 school year, please contact the Director of Maintenance (760)246-8691, ext.10231. 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 of students and staff.

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/she is believed to be suffering from a recognized contagious or infectious disease and not permitted to return to school until proper authorities are satisfied that the contagious or infectious disease no longer exists. Physical examinations that schools are required to conduct include sight and hearing testing and scoliosis screening. Schools may screen for type 2 diabetes mellitus. A parent or guardian may file a waiver of the examination requirement based on personal beliefs. (E.C. 49458, 49452, 49452.5, 49452.6, 49451 and 20 USC 1232 ha)

PERSISTENTLY DANGEROUS SCHOOLS-- A persistently dangerous school is defined as one which has more than a certain number of violent offenses on campus over a three-year period. No Adelanto Elementary School district schools are considered “dangerous” schools under this definition. Federal legislation requires that students be allowed to transfer from a persistently dangerous school.

RELEASE OF STUDENT TO PEACE OFFICER – Peace officers are allowed to interview students on a school campus, without a parent present. They may also carry out other police business which includes conducting an investigation, removing a student for safety, or arresting a student. If an officer removes a student from campus, school officials are required 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)

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. Annual training will be provided to all staff who work with students, to prevent bullying and cyberbullying. For a copy of the training materials, you may contact the Director of Risk Management at (760) 246-8691 ext.10208.

If you or your child should experience any bullying on campus, at school events, or on the way to or from school, please contact your child's principal immediately. He/She can make arrangement for a District counselor to assist your child in identifying and stopping this behavior. Incidents may also be reported to your student's teacher, through the We Tip Hotline, from the web-site ([aesd.net](http://aesd.net)), or to the Director of Student Services. To receive a copy of the district's antidiscrimination, anti-harassment, anti-intimidation, and anti-bullying policies, please contact the Director of Student Services. (EC 234 and 234.1)

SCHOOL ACCOUNTABILITY REPORT CARD -- (SARC) State law requires all public schools receiving state funding to prepare and distribute a SARC. The purpose of the SARC is provide parents/guardians and the community with important information in areas about each public school. The SARC includes the school's progress in achieving academic goals and the performance of its students on the state tests. SARCs are available on the district website at [www.aesd.net](http://www.aesd.net). Copies are available upon request. (E.C. 35256).

SCHOOL BUS: PASSENGER SAFETY -- All students in pre-kindergarten, kindergarten, and grades 1 to 6, shall receive written information on school bus safety (i.e., a list of school bus stops near each student's home, general rules of conduct at school bus loading zones, red light crossing instructions, school bus danger zone, and walking to and from school bus stops). Prior to departure on a school activity trip, all students riding on a school bus or school activity bus shall receive safety instruction that includes, but is not limited to, location of emergency exits, and location and use of emergency equipment. Instruction also may include responsibilities of passengers seated next to an emergency exit.

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)

SCHOOL SAFETY PLAN -- Each school site has a Comprehensive School Safety Plan, which includes a disaster preparedness plan and emergency procedures. Copies are available to read at each school office. Fire and emergency drills are held periodically at each school. For more information, contact the site principal.

SCHOOL VISITING PROCEDURES -- Parents/guardians are encouraged to visit their child's school to help foster a mutually supportive and respectful partnership with school staff to maximize their child's success. Prior to entering any school site, all visitors, including parents/guardians are required to sign-in, with a photo I.D., at the school's office with the *Raptor* System. The system will issue you with a photo name badge that must be worn at all times when you are on campus.

If you wish to meet with your child's teacher, a conference must be scheduled in advance. Conferences can be scheduled through the school secretary. However, you may observe your child's class by providing a minimum of 24 hours advance notice to the principal and your child's teacher. Classroom observations are a maximum of 20 minutes unless prior arrangements have been made with the teacher and principal. (EC 51101 (a), P.C. 627.6)

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. No student is required to attend any class designated a sex education and/or family life if the instruction conflicts with religious training or beliefs.

The Adelanto Elementary School District will provide instruction in comprehensive sexual health education, HIV/AIDS prevention education, and will conduct assessments on pupil health behaviors and risks in the coming school year. A component of this instruction includes sexual abuse and sex trafficking prevention education which

includes instruction on the frequency and nature of sexual abuse and sex trafficking, strategies to reduce their risk, techniques to set healthy boundaries, and how to safely report an incident.

Parents or guardians may:

- Inspect the written and audiovisual educational materials used in the comprehensive sexual health and HIV/AIDS prevention education
- Request in writing that their child not receive comprehensive sexual health or HIV/AIDS prevention education
- Request a copy of Education Codes 51930 through 51939
- Be informed whether the comprehensive sexual health or HIV/AIDS prevention education will be taught by district personnel or outside consultants
- 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:
  - The date of the instruction
  - The name of the organization or affiliation of each guest speaker

SEXUAL HARASSMENT -- Adelanto Elementary School District is committed to maintaining a learning and working environment free from sexual harassment. Any student who engages in sexual harassment of anyone in or from the district, including another student or employee, maybe subject to disciplinary action up to and including expulsion. Any employee who permits, engages in, or fails to report sexual harassment shall be subject to disciplinary action up to and including dismissal. For a copy of the district's sexual harassment policy or to report incidences of sexual harassment, please contact your student's principal. (E.C. 48980 (g)(1) and E.C. 231.5)

Board Policy 5145.7 states that 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 sex in the educational setting, when made on the basis of sex and under any of the following conditions: (Education Code [212.5](#); 5 CCR [4916](#))

1. Submission to the conduct is explicitly or implicitly made a term or condition of a student's academic status or progress.
2. Submission to or rejection of the conduct by a student is used as the basis for academic decisions affecting the student.
3. The conduct has the purpose or effect of having a negative impact on the student's academic performance or of creating an intimidating, hostile, or offensive educational environment
4. Submission to or rejection of the conduct by the student is used as the basis for any decision affecting the student regarding benefits and services, honors, programs, or activities available at or through any district program or activity.

Examples of types of conduct which are prohibited in the district and which may constitute sexual harassment include, but are not limited to:

1. Unwelcome leering, sexual flirtations, or propositions
2. Unwelcome sexual slurs, epithets, threats, verbal abuse, derogatory comments, or sexually degrading descriptions.
3. Graphic verbal comments about an individual's body or overly personal conversation
4. Sexual jokes, derogatory posters, notes, stories, cartoons, drawings, pictures, obscene gestures, or computer-generated images of a sexual nature
5. Spreading sexual rumors
6. Teasing or sexual remarks about students enrolled in a predominantly single-sex class
7. Massaging, grabbing, fondling, stroking, or brushing the body
8. Touching an individual's body or clothes in a sexual way
9. Impeding or blocking movements or any physical interference with school activities when directed at an individual on the basis of sex
10. Displaying sexually suggestive objects
11. Sexual assault, sexual battery, or sexual coercion

SOCIAL SECURITY NUMBERS-- Student data privacy is a priority because students and parents are at risk for identity theft when providing their security numbers. A school district, county office of education, or charter school is prohibited from collecting or soliciting social security numbers or the last four digits of social security numbers from students or their parents, unless otherwise required to do so by state or federal law.

STUDENT RECORDS - NOTIFICATION OF RIGHTS – 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. A cumulative record, whether by handwriting, print, or other means, must be maintained on the history of a student's development and educational progress. Such records include health information, test information, summaries of parent conferences, records of academic progress, etc. The District will protect the privacy of such records. Parents/guardians or representatives have the right to inspect and review educational records relating to their child, request that a school correct records that they believe are inaccurate or misleading, and have some control over the disclosure of information from the educational records. Upon request from officials of another school district in which a student seeks or intends to enroll, the District shall disclose educational records without parent/guardian consent. School officials with a legitimate educational interest may also access the records without parental consent as long as the official needs to review the records in order to fulfill his/her professional responsibility. (E.C. 49069)

If the student is currently enrolled, a parent/guardian request to access their student's educational records must be submitted in writing to the site principal and the school has up to five (5) days of the initial request to provide access, and copies if desired are available to parents for a fee of \$0.05 per page. If the student is not enrolled, the request for records should be made through the last school of attendance. 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)).

STUDENT RECORDS CHALLENGE-- A parent/guardian may challenge a student record but the challenge must be submitted in writing to the principal of the school maintaining the record. The parent challenging the record must show that the records are inaccurate; unsubstantiated personal conclusion or inference; a conclusion outside the observer's area of competence; not based on personal observation of a named person with time and place of observation noted; misleading; or in violation of the privacy or other rights of the student. Parents have the right to file a complaint with the United States Department of Education concerning an alleged failure by the District to comply with the provisions of the United States Family Educational Rights and Privacy Act (FERPA) by writing to: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Ave., SW, Washington, D.C. 20202-4605.

STUDENT STUDY TEAM (SST) -- Sometimes academic development issues are more serious or persistent over time and require the collaboration of a group of individuals. Working as a team, the teacher, curriculum/instructional specials, student, administration, parent/guardian, and experts can clarify concerns and identify ways to resolve learning difficulties. The SST process is available to all students and their parents/guardians. If you would like more information about this process, speak to your child's teacher or the school's principal.

SURVEYS – The District may administer to students in grades 7-12 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, mortality, and religion may be administered to students if the parent is notified in writing that 1) the 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 or is given the option to opt their student out of participation in the activity.. Questions pertaining to the sexual orientation and gender identity of a student shall not be removed from a survey that already includes them. (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.

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.

**TITLE IX NOTIFICATIONS** – The Adelanto Elementary school district takes reports of sexual harassment very seriously. All reports of alleged or substantiated student to student sexual harassment shall be made to the site principal. Any student who feels that he/she is being sexually harassed should immediately report the incident to the site principal, a staff member or the District’s Title IX Coordinator, Director of Student Services. A principal or staff member who receives a sexual harassment complaint involving a student shall notify the District’s Title IX Coordinator for Students at (760) 246-8691 ext. 10268. Complaints against staff members should be made to the District’s Title IX Coordinator for employees at (760) 246-8691 ext. 10208.

It is responsibility of the District’s Title IX Coordinator to ensure that all complaints regarding sexual harassment are appropriately investigated according to the procedures outlined in AR 5145.7 and that those making the complaints are advised of additional options including possible civil remedies. The district prohibits retaliation against any complainant or any participant in the complaint process. Each complaint of sexual harassment shall be promptly investigated in a manner that respects the privacy of all parties concerned with the goal of finding an equitable resolution. The District’s full policy is available on the website at [www.aesd.net](http://www.aesd.net).

Any employee who engages in, permits, or fails to report such harassment shall be subject to disciplinary action up to and including dismissal. In addition, criminal or civil charges may be brought against the alleged harasser; sexual harassment may also be considered a violation of laws relating to child abuse. The principal, or designee, shall immediately investigate any report of the sexual harassment of a student. Upon verifying that sexual harassment occurred, he/she shall ensure that appropriate action is promptly taken to end the harassment, address its effects on the person subjected to the harassment, and prevent any further instances of the harassment. In addition, the student may file a formal complaint in accordance with the District’s Uniform Complaint Procedure. Any student in who engages sexual harassment shall be subject to disciplinary action as outlined in AR 5145.7 and Education Code Section 212.5.

The site administrator should be contacted to investigate all complaints that are not submitted in writing. Complaints will be investigated promptly and thoroughly with appropriate disciplinary action and parent/guardian notification.

**Formal Written Complaint Procedure:**

Prohibited sexual harassment includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, and other verbal, visual or physical conduct of a sexual nature when: (E.C. 212.5)

- If a student believes that he/she has been a victim of sexual harassment, the student shall report the incident to her/his principal, site administrator, or the District’s Title IX Coordinator at (760) 246-8691 ext. 10268.
- If a staff member becomes aware of an incident of sex harassment involving students, it is the staff member’s responsibility to notify an administrator who will ensure that the incident is investigated promptly and notify the principal or the District’s Title IX Coordinator.
- A complaint may be filed using the District’s Sexual Harassment complaint form (students).
- The principal will notify the complaint tenant of the name and phone number of the District’s Title IX Coordinator, who is also the Director of Student Services.
- Upon receipt of a written sexual harassment formal complaint, the principal or an administrator, designated by the District’s Title IX Coordinator shall promptly and thoroughly investigate the complaint, render conclusion and complete the investigation as soon as feasible, but no later than 30 days of receipt of the complaint. A written report of findings and disposition of the complaint will be given to the complaint tenant in a timely manner.
- The complaint tenant may appeal the disposition to the Superintendent, designee, or California Department of Education within 15 days of receipt.
- The complaint tenant will be advised that if he/she desires to file a discrimination complaint, then the Uniform Complaint Procedure may be used.
- Discrimination complaints must be filed within six months of the alleged occurrence or when knowledge was first obtained.
- No student or staff member shall suffer any reprisals for reporting any incidents of sexual harassment over making any complaints. In all cases involving sexual harassment, confidentiality will be maintained.

**TOBACCO-FREE CAMPUS**-- The use of tobacco and tobacco products, and related paraphernalia such as cigarettes, cigars, snuff and electronic device that delivers nicotine or other vaporized liquid are prohibited on all school sites, all district owned property and in any district vehicles (ex. Busses or district cars) even outside of school hours. All sites have signs posted stating, "Tobacco use prohibited." Additionally, HSC 104495, prohibits smoking cigarettes, cigars and other related products and the disposal of cigarette butts or other tobacco related waste within 25 feet of playgrounds or other areas where children play and within 250 feet of a youth sports event. The Adelanto Elementary School District encourages parents and staff to set positive, healthy examples for our students when it comes to choices about tobacco and related products.

**TYPE 2 DIABETES** -- 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:** 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.

***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.***

**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)

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)

WITHHOLDING OF GRADES FOR PROPERTY DAMAGE – Parents/guardians may be held financially liable if their child willfully damages school property or fails to return school property loaned to the child. If students lose or damage District books, payment is required. The school may further withhold the grades, diploma, and transcript of the student until restitution is paid. The district shall notify the parent or guardian, in writing, of any damages before withholding grades, diplomas, or transcripts. When the student and parent/guardian pay for the damages, the grades, diploma, or transcripts will be released to the student. If the parent/guardian or student is unable to pay for the damages, the District shall provide a program of voluntary work for the student in place of payment. When a student transfers to another school district, that district will also withhold grades, diplomas, or transcript from the student and parent or guardian. (E. C. 4904, 48904.3 (a))

# Acceptable Use Contract

## Student Agreement

I understand and will abide by the provisions and conditions set forth in the Adelanto Elementary School District's Acceptable Use Policy. I understand that any violations of the Acceptable Use Policy or related District policies may result in disciplinary action, account revocation, and possible legal action and/or prosecution. I also agree to report any misuse of District technology immediately. I understand that all rules of conduct described in District and school site policies, procedures, and handbooks apply while I am using District technology resources.

\_\_\_\_\_  
Student Printed Name

\_\_\_\_\_  
Student ID

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

## Parent/Guardian Agreement

Students under 18 years of age must obtain the signature of a parent or legal guardian who has read this contract. As the parent or legal guardian of this student, I have read this Acceptable Use Policy and understand that it is designed for educational purposes. I understand that it is impossible for Adelanto Elementary School District to restrict access to all controversial materials and I will not hold the District responsible for materials acquired on the District network. I also agree to report any misuse of District technology to the school or District staff.

I hereby give my permission to allow my child access to the technology resources provided by Adelanto Elementary School District, including the Internet.

\_\_\_\_\_  
Parent Printed Name

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

Parents, for further information on educating minors about appropriate online behavior we recommend visiting <http://www.onguardonline.gov>. This resource is provided by the federal government free of charge.

**ADELANTO ELEMENTARY SCHOOL DISTRICT**  
**2019-2020 RELEASE FORM FOR DIRECTORY INFORMATION**  
*(Applicable Only for the Current School Year)*

PARENTS: PLEASE READ AND COMPLETE THE INFORMATION BELOW AND RETURN IT TO YOUR SCHOOL PRINCIPAL. *If you do not return the form, we will presume that you have given permission for the District to disclose your child's information to outside organizations and release his/her photo and/or interview to members of the media.*

Student Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Telephone No.: \_\_\_\_\_ Grade: \_\_\_\_\_  
School: \_\_\_\_\_

The primary purpose of directory information is to allow the Adelanto Elementary School District to include this type of information from your child's education records in certain school publications. Directory information includes names, addresses and telephone listings, information that is generally not considered harmful or an invasion of privacy if released.

The Family Educational Rights and Privacy Act (FERPA) and Education Code 49073 permits Adelanto Elementary School District to disclose appropriately designated "directory information" without written consent, unless you have advised the District that you do not want your student's directory information disclosed without your prior written consent.

Student Directory Information

- I do not wish to have any directory information released to any individual or organization.
- I do not wish to release the name, address and telephone number of the student named above to the agency or agencies I check below:
  - PTA (if applicable)
  - Health Department
  - Elected Officials
  - Local Community Agencies (such as United Way)

Media Release (*Please note: This form does not apply to classroom displays or yearbook photos. If you do not want your child in a classroom display, please notify his/her teacher.*)

- The student may be interviewed, photographed, or filmed by members of the media.
- The student may NOT be interviewed, photographed, or filmed by members of the media.

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Printed Parent's Name

**ADELANTO ELEMENTARY SCHOOL DISTRICT**  
**2019-2020 CONCUSSION INFORMATION SHEET**  
*(Applicable Only for the Current School Year)*



A concussion is a type of brain injury and all brain injuries are serious. A concussion 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. It can range from mild to severe and can disrupt the way the brain normally works. 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.** In other words, even a “ding” or a bump on the head can be serious. You can’t see a concussion and most sports concussions occur without loss of consciousness.

**WHAT ARE THE SIGNS AND SYMPTOMS OF CONCUSSION?**

Signs and symptoms of concussion may show up right after the injury or may not appear or be noticed until days or weeks after the injury. If your child reports any symptoms of concussion listed below, or if you notice the symptoms or signs of concussion yourself, your child should be kept out of play the day of the injury and until a health care professional, experienced in evaluating for concussion, determines that your child is symptom-free and able to return to play.

<i>Signs observed by coaching staff...</i>	<i>Symptoms reported by athletes ...</i>
Appears dazed or stunned	Headache or “pressure” in head
Is confused about assignment or position	Nausea or vomiting
Forgets an instruction	Balance problems or dizziness
Is unsure of game, score, or opponent	Double or blurry vision
Moves clumsily	Sensitivity to light
Answers questions slowly	Sensitivity to noise
Loses consciousness (even briefly)	Feeling sluggish, hazy, foggy, or groggy
Shows mood, behavior, or personality changes	Concentration or memory problems
Can’t recall events <i>prior</i> to hit or fall	Confusion
Can’t recall events <i>after</i> hit or fall	Just not “feeling right” or “feeling down”

Concussions affect people differently. While most athletes with concussion recover quickly and fully, some will have symptoms that last for days, or even weeks. A more serious concussion can last for months or longer. In rare cases, a dangerous blood clot may form on the brain and crowd the brain against the skull. An athlete should receive immediate medical attention if after a bump, blow, or jolt to the head or body she/he exhibits any of the following danger signs:

One pupil is larger than the other	Convulsions or seizures
Is drowsy or cannot be awakened	Cannot recognize people or places
Weakness, numbness, or decreased coordination	Repeated vomiting or nausea
Slurred speech	Has unusual behavior
A headache that not only does not diminish, but gets worse	Becomes increasingly confused, restless, or agitated
Loses consciousness	

## WHY MUST AN ATHLETE BE REMOVED FROM PLAY AFTER A CONCUSSION?

If an athlete has a concussion, his/her brain needs time to heal. Continuing to play while the brain is still healing leaves the young athlete especially vulnerable to greater injury. There is an increased risk of significant damage from a concussion for a period of time after that concussion occurs, particularly if the athlete suffers another concussion before completely recovering from the first one. This can lead to prolonged recovery, or even to severe brain swelling (second impact syndrome) with devastating and even fatal consequences. It is well known that young athletes will often under report symptoms of injuries. And concussions are no different. As a result, education of administrators, coaches, parents and students is the key for student-athlete's safety.

## IF YOU THINK YOUR CHILD HAS SUFFERED A CONCUSSION

If you suspect that your child has a concussion, remove him/her from the game or practice immediately. No athlete may return to activity after an apparent head injury or concussion, regardless of how mild it seems or how quickly symptoms clear, without written medical clearance. Do not try to judge the severity of the injury yourself. Close observation of the athlete should continue for several hours. Rest is key to helping an athlete recover from a concussion. Exercising or activities that involve a lot of concentration, such as studying, working on the computer, or playing video games, may cause concussion symptoms to reappear or get worse.

California Education Code 49475 and the California Interscholastic Federation (CIF) Bylaw 313 require implementation of long and well-established return to play concussion guidelines that help ensure and protect the health of student athletes:

*Any athlete who is suspected of sustaining a concussion or head injury in an athletic activity shall be immediately removed from the athletic activity for the remainder of the day, and shall not be permitted to return to the athletic activity until he or she is evaluated by a licensed health care provider who is trained in the management of concussions and is acting within the scope of his or her practice. The athlete shall not be permitted to return to the athletic activity until he or she receives written clearance to return to the athletic activity from that 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.*

**It's better to miss one game than miss the whole season.**

For more information, visit: <http://www.cdc.gov/headsup/youthsports/index.html> (Centers for Disease Control and Prevention) or [http://www.cifstate.org/sports-medicine/concussions/student\\_parents](http://www.cifstate.org/sports-medicine/concussions/student_parents) (CIF)

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Student-athlete Name Printed

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Student-athlete Signature

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Date

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Parent or Legal Guardian Printed

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Parent or Legal Guardian Signature

---

Date

**ADELANTO ELEMENTARY SCHOOL DISTRICT**

**2019-2020 ANNUAL PESTICIDE NOTIFICATION REQUEST**

*(Applicable Only for the Current School Year)*



PARENTS: PLEASE READ AND COMPLETE THE INFORMATION BELOW AND RETURN IT TO YOUR SCHOOL

Parents/guardians can register with the school to receive notification of individual pesticide applications. Persons who register for this notification shall be notified at least seventy-two (72) hours prior to the application, except in emergencies, and will be provided the name and active ingredient(s) of the pesticide as well as the intended date of application.

Parents/guardians seeking access to information on pesticides and pesticide use reduction developed by the Department of Pesticide Regulation pursuant to California Food and Agricultural Code 13184, can do so by accessing the Department’s web-site at [www.cdpr.ca.gov](http://www.cdpr.ca.gov).

*If the school site does not have an integrated pest management plan posted delete this box completely. If a plan is posted, include the following paragraph and remove the box and the instructions in italics:*  
To access the school’s integrated pest management plan, please visit: *(provide Internet address)*.

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Student Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Telephone No.: \_\_\_\_\_ Grade: \_\_\_\_\_  
School: \_\_\_\_\_

- I would like to be pre-notified every time a pesticide application is to take place at the school. I understand that the notification will be provided at least 72 hours before the application.
- I do not need to be notified every time a pesticide application is to take place at the school. I understand that the notification will be posted at least 24 hours before the application.

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Signature of Parent/Guardian (if student is under 18) \_\_\_\_\_ Parent/Guardian’s Printed Name \_\_\_\_\_



**ADELANTO ELEMENTARY SCHOOL DISTRICT**  
**2019-2020 PRESCRIPTION OPIOIDS INFORMATION SHEET**  
*(Applicable Only for the Current School Year)*



Prescription opioids may be used to help relieve moderate-to-severe pain and are often prescribed following a surgery or injury, or for certain health conditions. These medications can be an important part of treatment but also come with serious risks. It is important to work with your health care provider to make sure you are getting the safest, most effective care.

**WHAT ARE THE RISKS AND SIDE EFFECTS OF OPIOID USE?**

Prescription opioids carry serious risks of addiction and overdose, especially with prolonged use. An opioid overdose, often marked by slowed breathing, can cause sudden death.

The use of prescription opioids can have a number of **side effects** as well, even when taken as directed:

- Tolerance – meaning you might need to take more of a medication for the same pain relief.
- Physical dependence – meaning you have symptoms of withdrawal when a medication is stopped.
- Increased sensitivity to pain
- Constipation
- Nausea, vomiting, and dry mouth
- Sleepiness and dizziness
- Confusion
- Depression
- Low levels of testosterone that can result in lower sex drive, energy, and strength
- Itching and sweating

**RISKS ARE GREATER WITH:**

- History of drug misuse, substance use disorder, or overdose
- Mental health conditions (such as depression or anxiety)
- Sleep apnea
- Pregnancy

***Avoid alcohol while taking prescription opioids. Also, unless specifically advised by your health care provider, medications to avoid include:***

- Benzodiazepines (such as Xanax or Valium)
- Muscle relaxants (such as Soma or Flexeril)
- Hypnotics (such as Ambien or Lunesta)
- Other prescription opioids

**KNOW YOUR OPTIONS**

Talk to your health care provider about ways to manage your pain that don't involve prescription opioids. Some of these options **may actually work better** and have fewer risks and side effects. Options may include:

- Pain relievers such as acetaminophen, ibuprofen, and naproxen
- Some medications that are also used for depression or seizures
- Physical therapy and exercise

- Cognitive behavioral therapy, a psychological, goal-directed approach, in which patients learn how to modify physical, behavioral, and emotional triggers of pain and stress.

**IF YOU ARE PRESCRIBED OPIOIDS FOR PAIN**

- Never take opioids in greater amounts or more often than prescribed.
- Follow up with your primary health care provider
  - Work together to create a plan on how to manage your pain
  - Talk about ways to help manage your pain that don't involve prescription opioids
  - Talk about any and all concerns and side effects.
- Help prevent misuse and abuse.
  - Never sell or share prescription opioids
  - Never use another person's prescription opioids
- Store prescription opioids in a secure place and out of reach of others including visitors, children, friends, and family.
- Safely dispose of unused prescription opioids: Find your community drug take-back program or your pharmacy mail-back program, or flush them down the toilet, following guidance from the Food and Drug Administration ([www.fda.gov/Drugs/ResourcesForYou](http://www.fda.gov/Drugs/ResourcesForYou)).
- Visit [www.cdc.gov/drugoverdose](http://www.cdc.gov/drugoverdose) to learn about the risks of opioid abuse and overdose.
- If you believe you may be struggling with addiction, tell your health care provider and ask for guidance or call SAMHSA's National Helpline at 1-800-662-HELP.

**Be Informed!** Make sure you know the name of your medication, how much and how often to take it, and its potential risks and side effects.

For more information, visit: [www.cdc.gov/drugoverdose/prescribing/guideline.html](http://www.cdc.gov/drugoverdose/prescribing/guideline.html)



***Cut and RETURN bottom portion only. Please keep upper portion for your information.***

-----

I have reviewed and understand the provided document regarding prescription opioid information:

\_\_\_\_\_

Student-athlete Name

\_\_\_\_\_

Student-athlete Signature

\_\_\_\_\_

Date

\_\_\_\_\_

Parent or Legal Guardian Name

\_\_\_\_\_

Parent or Legal Guardian Signature

\_\_\_\_\_

Date