Ayers Elementary
2025 - 2026



FAMILY HANDBOOK

Ayers Elementary School
5120 Myrtle Drive
Concord, CA 94521
(925) 682-7686

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The Mt. Diablo Unified School District prohibits discrimination, harassment, intimidation, and bullying based on actual or perceived ancestry, age, color, disability, gender, gender identify, gender expression, nationality, race or ethnicity, religion, sex, sexual orientation, actual or potential parental, family, marital status, or association with a person or a group with one or more of these actual or perceived characteristics.

Ayers Mission Statement

The mission of Ayers Elementary School is to help all students succeed as learners and as productive citizens. All students will become knowledgeable about all of the subjects important for 21st Century learners. They will learn how to acquire, evaluate, and integrate information.

Learning will take place in an environment in which the diversity of each person is valued and celebrated, and all persons, students, parents, and staff, are treated with dignity and respect.

Goals:

- To provide a safe, respectful and supportive learning environment
- To work collaboratively with parents and the community
- To develop an appreciation for other cultures
- To promote high educational standards
- To develop sound problem-solving strategies
- To promote learning opportunities to ensure success of all students
- To promote our schools core values:
    - At Ayers we are:
        - Responsible
        - On-Task
        - Cooperative
        - Kind, and
        - Safe

Ayers R.O.C.K.S.!

Ayers Elementary Bell Schedule

TK Early Friends / TK Late Friends

(M,T,Th,F)		**(Wed)**	
School Starts	7:42 Early Friends / 9:30 Late Friends	School Starts	7:42 Early Friend / 8:44 Late Friends
Recess	9:40-10:00	Recess	8:50-9:10
Lunch	11:02-11:42	Lunch	11:02-11:42
Dismissal	11:52 Early Friends / 1:40 Late Friends	Dismissal:	11:48 Early Friends / 12:50 Late Friends

GRADES K-5

7:40 Warning Bell
7:42 School Starts

9:15-9:35 Recess Kindergarten-2nd Grade
9:40-10:00 Recess 3rd-5th Grade

11:02-11:22 Eat / 11:22-11:42 Play LUNCH Kindergarten/1st Grade
11:35-11:55 Eat / 11:55-12:15 Play LUNCH 2nd-3rd Grade
12:00-12:20 Eat/ 12:20-12:40 Play LUNCH 4th-5th Grade

1:00-1:20 Recess Kindergarten-2nd Grade

2:15 Regular Day (M,T,Th,F) Dismissal Kindergarten-5th Grade
12:50 Early Dismissal (Wed) Kindergarten-3rd Grade
1:03 Early Dismissal (Wed) 4th-5th Grade

Conference Days Mon, Nov. 3 - Fri. Nov. 14 - Early Dismissal days (9 days)

TK - ALL AM/PM 7:42 am - 11:48 am

K- 5th 7:42 am - 12:30 pm

Final day of school dismissal:

ALL TK and K: 7:42 am - 11:15 am

Grades 1-5: 7:42 am - 12:00 pm

AYERS ELEMENTARY SCHOOL
School Calendar
2025 - 2026

**Updated information can be found on ParentSquare.*

August 2025

Mon 8/04, 4:00 pm - 6:00 pm • Back to School Walk Through

Tue 8/05, 5:30 pm - 6:15 pm • TK and K Back to School Night/Lujan, Ramos, Glenn, Marks

Wed 8/6 • First Day of School TK early 7:42-11:48 TK late 8:44-12:50/ K-3rd 7:42-12:50/4-5th 7:42-1:03

Wed 8/06, 7:45 am - 8:15 am • Parents Tears and Cheers and Breakfast

Tue 8/12, 6:00 pm - 6:40 pm • Back to School Night 3rd-5th

Tue 8/12, 7:00 pm - 7:40 pm • Back to School Night 1st-2nd

September 2025

Mon 9/1 • No School - Labor Day

Tue 9/02, 8:00 am - 2:00 pm • Fall Picture Day

October 2025

Mon 10/6 • No School - Fall Break

Tue 10/7 • No School - Fall Break

Wed 10/8 • No School - Fall Break

Thu 10/9 • No School - Fall Break

Fri 10/10 • No School - Fall Break

Mon 10/13 • No School - Indigenous Peoples Day

Tue 10/14 • School Resumes

Tue 10/14, 8:00 am - 12:30 pm • Fall picture make up day

Mon 10/27 • No School - Teacher In Service

Fri 10/31 • End of Trimester 1

Fri 10/31, 7:42 am - 11:52 am • All TK - early friends

November 2025

Mon 11/3 - Fri 11/7 • Conference Week -All TK attend 7:42 - 11:48

Mon 11/3 - Fri 11/7 • Conference Week - Minimum Day Grades K-5

Mon 11/10 • Conference Week -All TK attend 7:42 - 11:48

Mon 11/10 • Conference Week - Minimum Day Grades K-5

Tue 11/11 • No School - Veterans Day

Wed 11/12 - Fri 11/14 • Conference Week - Minimum Day Grades K-5

Wed 11/12 - Fri 11/14 • Conference Week -All TK attend 7:42 - 11:48

Mon 11/24 - Fri 11/28 • No School - Thanksgiving Break

December 2025

Mon 12/22 - Fri 12/26 • No School - Winter Break

Mon 12/29 - Fri 1/2 • No School - Winter Break

January 2026

Mon 1/5 • School Resumes

Mon 1/19 • No School - Martin Luther King Day

February 2026

Mon 2/16 • No School - Presidents Day

Fri 2/27 • End of Trimester 2

March 2026

Mon 3/16 • No School - Teacher In Service

Tue 3/31 • No School - Cesar Chavez Day

April 2026

Mon 4/6 - Fri 4/10 • No School - Spring Break

Mon 4/13 • No School - Spring Break

Tue 4/14 • School Resumes

May 2026

Mon 5/25 • No School - Memorial Day

June 2026

Tue 6/2 • End of Trimester 3

Tue 6/2 • Last Day of School- minimum day

Ayers Elementary School
Staff List
2025 – 2026

Teacher	Grade	Location
Marisa Lujan	TK	D3
Shelley Ramos	TK	D4
Kelly Glenn	K	A1
Denise Marks	K	A2
Kristin Wenger	1	C5
Alison Newlin	1	D1
Cindy Dean	2	C3
Jen Mucha	2	C4
Olivia So	3	C1
Bryan McShane	3	C2
Karen Noh	4	B4
Carlene Tamichi	4	B5
Spring Nguyen	5	B3
Jen Ryan	5	B2
Leeann Hutchings Justin Fossett Cunningham Jasmine Fedele	TK-2	E2
Yanelli Vidauri Maria Pinho	2-3	E1
Mye Stretti Deena Volk	3-5	B6

School Support	Position	Location
Rico Montuerto	Head Cust.	Custodial
Sandra Solis	Night Cust.	Custodial
Emma Serrano	Caf. Mgr	MUR
Shelley Escobar	Caf. Asst.	MUR
Mike Dulaney	IT	Office
Fnu Sufrianningsih	Noon Sup	Playground/MU
Kathy Howland	Noon Sup	Playground/MU
Svetlana Serbina	Noon Sup	Playground/MU
Laura Mansoori	Noon Sup	Playground/MU
TBD	Noon Sup	Playground/MU
Traci Cannon	Office	Nurse

Office Support	Position	Location
Jennifer McCullough	Principal	Office
Dana Heinz	Office Mgr	Office
Cindy LeLaurin	Secretary	Office

Student Support	Position	Location
Jennifer Titus Becky Harmon	Resource	B1
Alison Dinicola	Library	Lib W/Th/F
Ray Gwynn	Vocal Music	E5 W/F
Forrest Jones	Inst. Music	E5 T
Cristina Henderson	Psych	Office M/T/Th
Desiree Gupta	Couns	E4 T/Th/F
Linda Tierney	Speech	MUR Speech
Judy Bearrows	Speech	Office W/F
Lisa Taylor	Enrich	D2 Thurs
Liz Austin	MLL	E4 Mon
Amanda Rothwell Sarah Guy	OT	E3 M/T/W/F
Colleen Chavez	TK-IA	D3
Reatha Clark	TK-IA	D4
Ana Lopez	K-IA	A1/A2
CJ Forrester	1st-IA	C5/D1
Meaghan Whitehorn	2nd/3rd-IA	C3,C4,B1,C1
Rebecca Score	4th/5th-IA	B2, B3, B4, B5
Lisa Jones	Art-IA	D2 M/T/W

Academic Standards and Benchmarks

Research-based, proven instructional strategies are utilized to develop 21st century skills: communication, creativity, critical thinking, student collaboration, and integration of technology. Ayers teachers meet regularly to collaborate to ensure that the curriculum is balanced, and that all students are learning at high levels at all grade levels. Teacher professional development and collaboration is prioritized. Curriculum and grade level content standards are consistent with the elementary school programs of the Mt. Diablo Unified School District. Grade level expectations are based on California Content Standards, Common Core State Standards (CCSS) and Next Generation Science Standards (NGSS). For more information on the contect standards and instructional frameworks please visit https://www.cde.ca.gov/be/st/ss/index.asp

Staff members utilize student achievement data to plan instruction to meet the learning needs of all students. Results from individual and group, formative and summative assessments are examined to plan intervention and support for students. A variety of assessments are used to determine which skills children have learned and how well they are meeting the state standards.

MDUSD has developed benchmark assessments, which are administered three times a year. In the spring, all students in the MDUSD take the state standardized test (California Assessment of Student Progress and Performance - CAASPP). This test will be used along with additional classroom assessments, to get a complete picture of the progress of each Ayers student.

Attendance

Maintaining Good Attendance

Absence from school impacts student learning because students miss important learning opportunities when they are absent. The following are ways you can help your student to achieve good attendance:

1. Expect your child to attend school each and every day.
2. Schedule medical and dental appointments after school hours. If a school-hour appointment is unavoidable, bring your student to school before and/or after the appointment.

Parents should make every effort to develop good attendance habits. Tardies are also detrimental to learning. Children who walk or are driven to school should leave home in plenty of time and arrive before instruction begins at **7:42am**.

Reporting an Absence

If your child is absent, please call the Ayers 24-hour Attendance Hotline at 682-8000, ext. 85708 or email ayersattendance@mdusd.org and leave the following information:

1. Child's first and last name (spell the last name)
2. Teacher and/or room number
3. Dates of absence
4. Reason for absence
5. Your name and relationship to the child

If a child is absent and we have not received a call by 9:00 a.m., we may call you at home or at work to verify the absence. If you are unable to call, please send a note with your child explaining the absence and date of absence the day of their return the following day but no later than 72 hours after the absence.

Excused Absences

The office needs to know the reason for student absences in order to identify students and to record whether the absence can be excused. Under state law and board policy, reasons for excusing a student absence include:

1. Illness or injury of the student, or serious illness which necessitates the absence of the student;
2. Student attendance at a medical, dental, optometry or chiropractic appointment;
3. Student attendance at the funeral service of an immediate family member;
4. Up to five days to obtain required immunizations;
5. Exclusion from school due to head lice, lack of immunization or physical examination;
6. Appearance in court; or
7. Observance of a holiday or ceremony of his/her religion.

A total of 10 absences per year is considered excessive. The Ayers School Attendance Review Team (SART) and the MDUSD School Attendance and Reporting Board (SARB) will be notified if a student accumulates excessive absences or tardies.

Leaving School Early

To assure the safety of your child, no student will be released to any person except upon approval of the office. Please send a note to the child's teacher indicating when he/she will be picked up, and by whom. If the parent or designee on the emergency card is unrecognized by office staff, you/they will be asked to show their photo ID. Your child will be called to the office when you arrive to pick him/her up. Please do not call the school office and ask for your child to be called down to the office before your arrival. A student will not be removed from the classroom until you arrive in the office to sign them out. Please sign the sign-out sheet at the front office desk whenever you take a child out of school before the end of the school day.

Excellent Attendance

The definition of excellent attendance is being at school on-time everyday that a student does not need to be absent due to illness. Ayers has an attendance program where students are rewarded for having excellent attendance every month. At the end of the school year, students who have excellent attendance all year (no tardies, no early pick up) will receive an excellent attendance award. Please remember to schedule all dental and doctor appointments after school hours or on Wednesday, after early dismissal. This will provide your child with the quality education needed to be successful.

Bicycles, Skateboards, and Scooters

Once students arrive on campus, they are to **walk** their bikes to the bike racks and lock them to the rack. Skateboards and scooters are to be carried once a student arrives on school property and stored in the classrooms with teacher approval. The office does not have the space to store bicycles, skateboards and scooters. ***The school is not responsible for loss or damage to bikes, skateboards or scooters***. Skateboards, scooters or bikes ridden on campus may be confiscated and parents notified.

Birthdays and Other Celebrations

At Ayers School, we strive to maintain an academic learning atmosphere for all students. Celebrations are not prohibited, but are kept to a minimum and are at the discretion of the teacher. If you would like for your child to have a small birthday recognition, please speak with your student's teacher ahead of time. The recognition will be small and short in duration (10mins). After talking to your teacher, please be sure to drop off celebration items in the main office. Family members are allowed to bring nut-free, healthy store-bought treats (such as fresh fruit, crackers, etc.). Balloons, flowers, full cakes, candles, presents, noise-producing objects, etc., are **not** appropriate for a celebration at school, nor are they permitted. We are unable to pass out birthday party invitations at school unless every child in the classroom receives one.

Breakfast and Lunch

Ayers has a school cafeteria where delicious, healthy meals are prepared fresh and served daily for breakfast and lunch. Our cafeteria staff encourages all children to select and eat a healthy lunch either from home or from our cafeteria line. All students are offered fruits and vegetables when they purchase a school lunch. Mt. Diablo Unified School District school meals exceed United States Department of Agriculture and California nutrition requirements for protein, fats, calories, vitamins A and C, calcium and iron and contain no trans fats. Meals include a wide variety of seasonal and tasty fresh fruits and vegetables, low-fat dairy products and nutritious whole grains. Parents are encouraged to set their own guidelines with their children regarding nutrition, as each child and family has their own standards regarding what they feel is best for their child.

There may be children with life-threatening nut allergies enrolled at Ayers. **If your child has a severe nut allergy, please notify the office and teacher so that we may make accommodations for them.** A separate table may be reserved as a "nut-free" zone. Ayers cannot guarantee an allergen-free environment for our students, but depends on the cooperation of our parents to keep our school safe for all children. Thank you for your support!

During the 2025-2026 school year, the California Universal Meal program will remain in effect and all schools will offer breakfast and lunch during the school day to all student at no cost.

Menus are provided by the Food Services Program and can be viewed on their website at https://www.mdusd.org/departments/business-services/food-nutrition-services

Cell Phones

We recognize that parents provide their children with cell phones and smartwatch devices for safety reasons like walking to and from school. Therefore, we understand that students will bring their devices to school. Students may **not** use their devices between school hours (7:50 am- 2:30 pm). Cell phones and watches must remain turned off and stored away during the school day. This includes instructional time, recess, lunch, field trips, and when using bathrooms.

- Cell phones and smartwatches used to make calls, text (parents or peers), or play games during the day will be confiscated and parents will need to pick up the device from the main office at the end of the day.
- Students may not photograph or take videos of any staff members or other students in and outside of school premises.
- If students' need to reach a family member, they can use the phones in the main office. Students will never be denied calling home.

You can help us enforce this policy by not texting your children and calling, or answering their calls during the day. If you need to communicate with your student please call the front office and we will relay the message.

Please Note

- Mt. Diablo Staff is not responsible for lost, damaged and stolen items.

First Infraction - Students will have their cell phone/smartwatch taken away and returned at the end of the day.
Second Infraction - Students will have their phone/smartwatch taken and locked up in the office until a parent can come to school to retrieve it.
Third Infraction - Students will no longer be allowed to bring a phone/smartwatch to school until a parent conference with the principal is held.

*Please know in the event of an emergency parents or guardians can always call the office and we will gladly get the information to your child.

Communications

Ayers staff members are eager to establish regular communications with student families. The following are some of the methods we will use:

- Phone calls/notes home
- Parent Information Packet
- School Report Card
- The Bear Den Newsletter
- Parent-teacher conferences
- Parent-Student Handbook
- Classroom Newsletters
- Electronic marquee
- Ayers Website
- Aeries Parent Square

If you wish to telephone your child's teacher, please call school from 7:20 to 7:40 or after 2:20. Written messages will be placed in their boxes. Parent classroom visitations are also welcome. If you wish to visit the classroom, please make arrangements at least one day in advance. Please follow district security procedures and obtain a visitor's pass from the office before proceeding to the classroom.

Dress Code

The proper attire for students attending Ayers Elementary is clothing that covers and protects them so they can participate fully in the activities at school. We appreciate parent's help in setting a proper student attitude for school through proper dress.

Some specific guidelines and examples of the Ayers dress code are listed below:

- Clothing, apparel or attire should provide adequate coverage of the body.
- Accessories should not have any writing, pictures or symbols which degrade any gender, racial, cultural or religious values or which advocate gender, racial, cultural or religious prejudices. Accessories should not distract from the safety of the learning environment.
- Clothing apparel and attire must be sufficient to conceal undergarments at all times and be the appropriate size.
- Hats, caps, hoods and beanies may be worn outdoors for weather protection and removed when entering a building.
- Students should wear sturdy shoes or sneakers. These are necessary during Physical Education and/or recess.
- Flip flops and sandals are not safe and not allowed. Roller shoes, skates and/or blades are not to be worn at school.
- Any apparel, hair style, cosmetics or jewelry, even if not specifically mentioned above, which creates a safety concern, draws undue attention, or causes unnecessary distraction from the educational setting is prohibited.

Students who are in violation of the school dress code will be expected to comply by a variety of means including but not limited to: reversing their clothes (wearing a shirt inside out), changing their clothing, having the item of clothing removed, contacting parents/guardians to bring appropriate clothing, etc...

Drop-off and Pick-up Procedures

For the safety of all of our students, please drive slowly and follow our traffic procedures:

- Please plan your mornings so that students are in line by 7:40 a.m. Classes begin each day promptly at 7:42 a.m.
- Use the circle in front of the school for student drop off or pick up. Drop off and pick up are ONLY from the right lane, near the curb.
- At drop-off, **please pull as far forward as possible,** let your student out, and then proceed to keep the line moving. The left lane is for driving out; Do NOT let your student out of your car from the left lane.
- If you have a child safety lock on your car please feel free to request assistance with

the door to ensure safe exit from the vehicle for your child.
- As you exit our traffic circle, if you are in the left lane you must turn left, if you are in the right lane you must turn right. Please be aware and yield to students/parents who are using the crosswalk.
- During after school pick up, all students wait in front of the A building (Kindergarten). Please pull up to the next available space for your child to enter the vehicle. **Please do not ask your child to meet you in a different area of the car circle. We will direct your child to wait in the pick up zone.**
- Students **MUST** be picked up by 2:25.
- If you do not want to wait in the pick up line you may park your car on the street and walk to the school to meet them at the sidewalk.
- Please display your car circle pick up name card in your front dash to assist us in getting students to cars quickly.
- Adult crossing guards are generally available before and after school to escort students across the street. The crossing guard provides safety to students and adults. Please follow their directions. Only cross at the crosswalk and do not allow children to exit cars that are not parked legally.

Important Reminders

- Please be courteous to our neighbors by not parking in or blocking their driveways.
- The white zone on Myrtle Drive is <u>not</u> for parking. It is part of our drive through/drop off lane coming into the circle.
- The circle in front of the Multi-purpose room is ONLY for buses.
- Please do not let your student off in the middle of the street.
- All parking spaces in the front lots are for staff only and are identified with a parking permit.
- Do not stop or park in any red zones.
- No U-turns are allowed anywhere on Myrtle Drive.
- Kindly leave the handicapped parking spots open for drivers with a DMV issued placard or license plate.
- The handicapped parking spot in the drop-off circle is not available for parking during drop-off (7:30-7:45) and pick-up (2:10-2:30). If you need an accessible parking spot during that time please use one of the spots in the main parking lots.

Emergency Procedures

Emergency procedures for fire, earthquake, and other disasters are outlined in the Ayers Emergency Plan Handbook. Each teacher receives annual updates of the handbook. A school-wide emergency committee composed of teachers and parents reviews and updates the emergency plan each year. It is vital that your child's emergency card lists the name of a neighbor or other person to whom we could release your child.

A major responsibility of our staff is to provide immediate aid and comfort following a major earthquake or other disaster, to protect the students from hazards in the school, to keep track of each student, and to minimize confusion.

Children will be released to parents or to authorized adults as soon as possible. You can be assured that staff will remain at school until all students are safely released.

It is important for parents to be aware of what they should do in case a major disaster occurs during school hours. During an actual emergency, our biggest challenge other than injuries will be to control panic. Please review the guidelines below.

- **REMAIN CALM -** It is of the utmost importance that you remain calm. The reaction of the adults will help determine the reaction of the children to a major disaster.
- **HOME -** Care for yourself and own home first. Your child will be cared for until you or an authorized person comes to get your child.
- **TELEPHONE -** DO NOT call the school. We will need to keep our phone lines clear for

emergency information. Listen to the radio for reports on conditions.

- **AT SCHOOL -** Go directly to the checkout station in room E3 to pick up your child. Your child will be with the classroom teacher or grade level teachers.
- **SIGN A RELEASE -** Your child will not be released until you or an authorized adult sign the release. Be patient—this will take time.

Field Trip/Chaperones

Parents are encouraged to chaperone field trips however the district requires that all chaperones have TB and Fingerprint clearance. MDUSD Volunteer Page

Homework Policy/Support

Parents can be of invaluable assistance to students and increase learning by encouraging natural curiosity and questioning. Parents can also design practice situations for skills being learned at school. Your interest in your child's classroom experiences is one of the greatest factors in student success. Completing homework is an important part of this success. Homework is to reinforce standards and lessons taught in the classroom and are continued enrichment. Beyond the teacher assigned homework, other valuable academic activities that a parent can do include:

- Reading stories aloud.
- Encouraging children to write short notes, letters, and stories to friends and relatives.
- Asking your child to explain what he learned in school (not merely what he or she did).
- Reading signs and billboards together while driving.
- Playing thinking games such as who can think of the most words that mean "little" or "big"
- Creating real life math word problems to solve without pencil or paper.
- Helping students memorize age appropriate math facts (i.e., multiplication facts)

These activities can help transform ordinary short periods of time into quality time for parent and child. We especially encourage you to monitor the amount of time students spend watching television, in order to provide adequate time for homework and quality time doing things with the family.

Forgotten Homework

It is the student's responsibility to return their homework each day. If homework is forgotten, it can be brought to the office for the teacher to pick up during their break time, classroom instruction time will not be interrupted for forgotten homework.

Request for Make-up Work

When an excused absence occurs, the procedure is as follows:

1. A one-day excused absence: student will be given the make-up work upon returning to school.
2. Absence of more than one day: parent should call the school office before 10:00 am. The office will give the message to the teacher; the teacher will send work to the office to be picked up after school.
3. Extended absence: parent should call the school office to discuss the best procedures with the principal and/or teacher.

Honey Pots and Bear Paws

Honey Pots (school reward tokens) may be given to students to recognize behaviors that reflect our "Bear Essentials" values: to be Responsible, On-task, Cooperative, Kind, and Safe. Students may use them to purchase items from the Bear Den School Store.

Bear Paws are given to classes following school procedures and exhibiting our Bear Essentials.. When your student's class reaches 25, 50, 75, or 100 Bear Paws their class will be rewarded!

Illness at School

Our school nurse is with us 1 day per week. Since our nurse support is limited we are not be able to provide medical services when your child does not feel well. If your child becomes ill or injured, we will use the following procedure:

The school will contact you or the person designated on the emergency card to come as soon as possible to take the child home. Students will only be released to persons whose name appears on the emergency card. State law requires parents to furnish the school with a current, working emergency telephone number. **PLEASE KEEP THE CARD CURRENT through Aeries Parent Portal (Homelink).**

In life-threatening situations, we will call 911.

Your child's health and well-being are of vital importance. We have established this procedure in order to insure immediate and competent medical care for your child should it become necessary.

Independent Study Contracts

If a student must be absent for 5 or more consecutive days for a reason other than illness, obtain an Application and Contract for Independent Study from the office. A minimum of ten school days notice is required (except in cases of illness.) Please remember to plan vacations during school breaks as missed instructional time cannot be fully made up, even if the paperwork is completed.. Teaching the skills needed to complete the class and homework for the period of the requested absence is the responsibility of the parent. Students with academic or attendance issues may be excluded from Independent Study contracts.

Instructional Materials and Equipment Check-Out and Return

Students and their parents or guardians shall be held responsible for careful use of and return of instructional materials (print and non-print), library books, musical instruments and equipment belonging to the Mt. Diablo Unified School District and loaned to the student through the school. Administrators, classroom and support teachers (library, music, PE, etc.) are authorized by the Board of Education to require the return of all loaned materials and equipment in good, usable condition. Students and parents will be given written notification of the failure to return specific materials and equipment. Failure to return such items in usable condition constitutes an injury to District property and may result in a financial assessment and/or the withholding of student privileges or records including student report cards. [District Rule 6161.3 (a)]

Lost and Found

When lost clothing and other items are picked up from the school grounds, they are put on the Lost and Found clothing rack and in the containers located on the playground. **Please label your child's belongings with their full name**. If your child has lost an item please check the lost and found. Items will periodically be on display to ease in retrieving lost items. All unclaimed items are donated at the end of every trimester to a charitable organization.

Medication - Administering at School (Appendix)

The administration of medication to students will be done only when a written request using the district "Authorization to Administer Medication During School Hours" has been submitted by the parent and approved by the principal. The authorization form must be signed by the parent and the student's physician. All medication must be in the original container and will be kept in a secure place in the office. The container must have the student's name and dosage on it. Students may not take any medication without written consent. If students are found with medication then it will be confiscated and held for

parents in the office. Under no circumstances are school personnel allowed to provide aspirin or any other medicine to students without a completed authorization form. Students may not carry, nor self-administer, over-the-counter medication. Over-the-counter medication requires the completion of a district authorization form.

Parent Involvement

We encourage all parents to be involved in their child's education in these basic ways:

- Read to your child and/or make sure your child reads independently 20 minutes or more every day.
- Make sure your child has a regular bedtime that will ensure at least eight hours of rest before each school day.
- Make sure your child eats breakfast at home or plans to eat breakfast in the cafeteria during morning recess.
- Make sure your child completes his/her homework assignments and returns them to school regularly.
- Many children enjoy talking to their families about their schoolwork. Parents may initiate the conversation by asking every day, "What did you learn at school today?" Then LISTEN. This will send a clear message to your child that school is important to you; that you expect your child to learn.
- If you are able, volunteer to work directly with the school as part of the PTA, the School Site Council, or English Learner Advisory Council.

Parent-Teacher Conferences

In the Mt. Diablo School District, Parent/Teacher conferences are scheduled during the first trimester to allow elementary school teachers to meet with parents/guardians to discuss student progress and set goals. Other conferences with teachers may be held at any time. Please contact your child's teacher or the office to schedule a time to meet.

Parent Square

ParentSquare is a communication platform that connects schools with families to improve student outcomes and school success. ParentSquare supports multiple languages and allows schools to reach parents by app, email, text, voice-operated devices and web portal. Educators use ParentSquare and similar apps to send alerts, report cards, attendance notices, permission slips and sign-up forms.

Private Property at School

Any electronic devices, toys, baseball cards, games, hats, marbles, etc. may not be brought to school. Appropriate personal items may be brought for the purpose of "sharing" **ONLY WITH PRIOR TEACHER APPROVAL.** The school is not responsible for lost/stolen clothing, property or money.

Report Cards

Report cards will be available in Aeries Homelink two weeks after the end of each trimester.

Safe School Environment

School Safety Plan: Staff, parents and community agency representatives are involved in writing the plan and are involved in updating the plan annually. Drills and simulations are held on a regular basis for emergencies such as fire, earthquake, intruder and disaster.

MDUSD Hate Violence/Harassment Policy: District programs and activities must be free from discrimination, including harassment, with respect to ethnic group, religion, gender, color, race, national origin, sexual orientation, and physical or mental disability. Students may be suspended or recommended for expulsion if they cause, try or threaten to cause,

or participate in an act of hate violence. A complete explanation of the policy, including examples of hate violence or hostile harassment, along with the complaint process, may be found in the Appendix.

MDUSD Sexual Harassment Policy: Prohibits this act of or by any student. 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 made by someone from or in the work or educational setting. A complete explanation of the policy, including examples of sexual harassment, along with the complaint process, is found in the Appendix.

School Rules and Behavior Expectations (Appendix)

The premise of a positive behavior plan is to help Ayers students maintain positive and appropriate behaviors. Students that maintain positive and appropriate behaviors ensure the safety of themselves as well as others. Ayers explicitly teaches the "Bear Necessities" throughout the year and schedules time at the beginning of the year and after natural breaks to review, model and practice school rules and expectations. The premise is that students need to be taught positive and appropriate behaviors and that these behaviors need to be positively reinforced on a regular and consistent basis. Discipline is an important component of a positive behavior plan, but cannot stand alone if we wish to replace negative behaviors with positive behaviors on a long-term basis. A school-wide climate that is uniformly positive, nurturing, and motivating will reinforce behavior standards across classrooms. Parents should be well informed and be seen as partners in the maintenance of a positive school climate.

The Ayers Bear Necessities

Ayers R.O.C.K.S because we are:
Responsible,
On-Task,
Cooperative,
Kind, and
Safe!

Consequences for Infractions:
There will be two levels of consequences for behavioral infractions with some overlap between the two.

Level One (Classroom):
The first level will be within the classroom jurisdiction. These may include, but are not limited to, loss of privileges, cool down time, placement within an alternative classroom for a specified period of time, phone calls home, and parent teacher meetings.

Level Two (Office):
When a behavioral infraction has become so repetitive or is of such a serious nature that the interventions need to be at the administration level, a referral will be completed online by the referring adult. In the event that immediate emergency intervention is required, the referring adult will call the administration for support in handling the student exhibiting the offending behavior. When a student arrives in the office with a referral, the administration will thoroughly investigate the incident, summarize the incident in the student's discipline tracker, determine consequences, and contact parent/guardian. The administration will follow the District adopted behavior matrix.

Incentives:
Ayers has adopted several incentive programs (classroom and school-wide) to motivate students and acknowledge their efforts when following the Bear Necessities. These include but are not limited to Honey Pots, Bear Paws, monthly perfect attendance awards, Ayers ROCKS awards, and end of the year events.

School Site Council

The School Site Council consists of five parents elected by parents and five staff members elected by the staff. Terms of office are for two years. The council is responsible for overseeing the implementation of the Single Plan for Student Achievement. Nominations and elections for School Site Council take place in August.

Supervision Before and After School

All classrooms and playgrounds are under adult supervision at all times during school hours. Students are expected to follow school rules.

Supervision of students begins at 7:30 AM and ends ten minutes after students are dismissed (2:25 PM), therefore it is vital that parents/guardians drop off and pick up their children at the appropriate times. Our school office is NOT staffed to supervise students before school or after the instructional day has ended, nor is it safe for students to remain on campus unsupervised.

Before School: Students who walk or ride the bus to school may wait at their class line up area on the playground. Students are not allowed to roam the hallways meeting friends or visiting classrooms. Students who need to use the restroom must use the restrooms in the C wing.

After School: Students who ride the bus home line up and wait in designated areas in the front of the school for bus pick up. Students who walk home should leave campus as soon as possible after the dismissal bell. Students who get picked up by parents/guardians wait in designated waiting areas in front of the school. Please be on time to pick up your child after school. For student safety, students left on campus 10 minutes after dismissal will be brought to the office. Parents will need to sign their students out at the office when they pick them up late

Remember, Dianne Adair daycare is located at the rear of our campus and you can make arrangements with them for after school care. You can reach them at (925) 671-4922 to register.

Volunteers

Parent volunteers are welcome and provide many valuable services for our students. If you wish to assist in your child's classroom, please make arrangements with the teacher to establish a specific time schedule. Parents may also volunteer time as playground supervisors by calling the office to make arrangements. Parent volunteers **must** follow district procedures (TB and fingerprint clearance) and check in at the office and obtain a **visitor's pass** before proceeding to the classroom or yard. Instructions for obtaining TB and fingerprint clearance can be found in the appendix. MDUSD Volunteer Page

Your child's safety is our first and most important priority. Please support the following school rules, which are designed to provide a safe learning environment for our students.

- All parents and campus visitors MUST sign in at the main office to gain access to hallways, classrooms and playground.
- All parents and campus visitors must wear a badge (obtained in the office) when on school grounds.
- Volunteers are welcome to help in the class, as arranged by the teacher and the volunteer.
- All volunteers must provide proof of fingerprint and TB clearance by MDUSD prior to being allowed in the classroom or attending any field trips - NO EXCEPTIONS. These rules apply any time a volunteer/visitor is on campus in any area that students are in.
- Emergency card information must be kept current. Notify the office immediately if you have any updates to your telephone numbers and/or address.

Classroom Observations

The purpose of a parent/guardian observation is so that the parent/guardian can lend support to the classroom teacher/SST team in terms of student academic or behavioral challenges. Parents who request an observation are required to contact the school office/administrator in writing and make it possible for the office to notify the teacher 24 hours in advance (as per MDEA teacher union contract). An administrator will accompany the parent if the teacher requests this, the parent requests this or the administrator deems that this is necessary. Visits may last no longer than 20 minutes, and may not occur more than twice per week, to minimize classroom interruptions and to protect the learning environment.

During an observation, the parent/guardian is not to interact with the students or teacher, but be an "invisible" observer. There should be no discussion with the administrator during the observation. This is to protect the learning environment of the classroom and minimize interruptions. If the parent/guardian has questions it is suggested that they set up a time afterward to debrief with the teacher and administrator. No part of the observation may be recorded (either by audio or video). Only one parent/guardian may be in the classroom at any time, to minimize distractions. There are no "in and out" privileges.

[LMS] Ed. Code 49091.1(b) A parent or guardian has the right to observe instruction and other school activities that involve his or her child in accordance with procedures determined by the governing board of the school district to ensure the safety of pupils and school personnel and to prevent undue interference with instruction or harassment of school personnel. Reasonable accommodation of parents and guardians shall be considered by the governing board of the school district. Upon written request by the parent or guardian, school officials shall arrange for the parental observation of the requested class or classes or activities by that parent or guardian in a reasonable timeframe and in accordance with procedures determined by the governing board of the school district.

AR 5020 1. (in part)
Parents/guardians may observe instructional and other school activities that involve their child in accordance with Governing Board policy and administrative regulations adopted to ensure the safety of students and staff, prevent undue interference with instruction or harassment of school staff and provide reasonable accommodation to the parents/guardians. Upon written request by parents/guardians, the Superintendent or designee shall arrange for parental observation of a class or activity in a reasonable time frame and in accordance with Board policy and administrative regulations (Educational Code 49091.10)(cf.3515.2 – Disruptions) (cf. 6116 – Classroom Interruptions)

Animals on Campus

The Governing Board recognizes that animals can be an effective teaching aid. In addition, instruction related to the care and treatment of animals teaches students a sense of responsibility and promotes the humane treatment of living creatures. Animals may be brought to school for educational purposes, subject to rules and precautions specified in administrative regulations related to health, safety and sanitation. Teachers shall ensure that these rules and precautions are observed so as to protect both the students and animals.

Seeing-eye dogs and service dogs may accompany students and staff at school as needed and should have their service bib visible or easily identifiable.

Ayers requires administrative permission prior to bringing any animal onto campus. Dogs, no matter how friendly, are a danger on a school campus full of active children. Your cooperation in keeping pets at home will aide in maintaining a safe school situation.

Appendix

Mt. Diablo Unified School District

Concord, California

AUTHORIZATION TO ADMINISTER MEDICATION DURING SCHOOL HOURS

Student Name _____ Birthdate _____ Grade ____

Parent/Guardian _____ Home Phone _____ Mobile _____

School _____ School Fax _____ Teacher _____

Education Code 49423, 49423.1 Any pupil who is required to take, during the regular school day, medication prescribed for him/her by a licensed healthcare provider, may be assisted by the school nurse or other designated school personnel or may carry and self-administer prescription auto-injectable epinephrine or inhaled asthma medication if the school district receives a written statement from the healthcare provider detailing the name of the medication, method, amount, and time schedules.

PART I—PARENT/GUARDIAN AUTHORIZATION *(to be completed by parent/guardian)*

I hereby request volunteer unlicensed school personnel assist my child with taking medication(s) as stated below according to healthcare provider. I understand all medication must be in the original appropriately labeled container. I understand I am required to pick up medication within one week after the last day of school or the medication will be disposed of. I also give consent for exchange of information between healthcare provider and Mt. Diablo Unified School District school personnel to communicate on matters related to this medication. I hereby release the school district and school personnel from civil liability if the student suffers an adverse reaction as a result of self-administering the medication.

_____ _____

Parent/Guardian Signature **Date**

PART II—HEALTHCARE PROVIDER AUTHORIZATION *(to be completed by provider)*

Name of Medication	Diagnosis / Indication	Dosage	Route	Time / Frequency

Please attach a list of potential side effects of the above prescribed medications.
I acknowledge volunteer unlicensed school personnel may assist student with the above prescribed medications.

_____ _____ _____

Healthcare Provider Signature **Date** **License #**

Please Print or Stamp →
Provider Name
Practice Name / Address
Contact Phone

PART III—OPTIONAL STUDENT SELF-CARRY / SELF-ADMINISTRATION

Student may self-carry and administer:

Student has been instructed and shows competency in use of listed medication(s).

_____
Name of Medication(s)

_____ _____

Healthcare Provider Signature **Parent/Guardian Signature**

Reviewed by _____ on _____ Copy to: ___ nurse ___ cum ___ med binder

Site Administrator Date

rev 05232018

Ayers Elementary Behavior Matrix

Expectations for Implementing Student Consequences

***Referral of repeated behaviors based on grade level determination**

Behavior	Minor Behavior Teacher Interventions	Repeated Behavior Teacher Interventions	Major/Extreme Behavior Admin. Intervenes
Not Completing Classwork or Homework/Off-Task	Verbal reminder; parent contact; Sit on bench or wall at recess to complete work	Parent conference and CARE referral	SST meeting
Dress Code	Verbal reminder; Send to main office to change into proper attire	Parent note sent to home indicating repeated behavior requiring signature	Repeated issue with no change: Referral to office - Parent, Teacher and Admin conference
Keeping Hands, Feet and Objects to Self	Conference with student; Review The Bear Necessities	Think time (write reflection or letter of apology)	Repeated issue with no change: Referral to office - Parent, Teacher and Admin conference
Play Fighting (Physical Contact)	Conference with students; Review The Bear Necessities	Think time (write reflection or letter of apology)	Referral to office
Name Calling, Profanity/Vulgarity	Verbal reminder	Think time (write reflection or letter of apology)	Repeated issue with no change: Referral to office - Parent, Teacher and Admin conference
Gossiping	Conversation about friendship	Think time (write letter of apology)	Repeated issue with no change: Referral to office - Parent, Teacher and Admin conference
Theft of School/Personal Property	Conference with student; Think time (write reflection); Call home*	Referral to office	Police intervenes
Vandalism/Property Damage (e.g. Writing on a desk)	Think time (write reflection); Student-teacher conference	Call home*; Classroom/campus clean up	Referral to office
Inappropriate Use of Technology/Programs / Equipment	Verbal reminder; Loss of technology privilege; Think time	Call home*; Conference with parent	Referral to office
Accessing Inappropriate Internet Content	Verbal reminder; Loss of technology privilege; Think time	Call home*; Conference with parent	Referral to office - Student Services will be contacted for next steps
* Teacher enters incident into pre-referral intervention tab in AERIES.			

Behavior	Minor Behavior Teacher Interventions	Repeated Behavior Teacher Interventions	Major/Extreme Behavior Admin. Intervenes
Destruction of School Property (e.g. breaking a Chromebook)	Verbal reminder; Loss of technology privilege; Think time	Think time (write reflection) and phone call home*; buddy class	Referral to office - phone call home*
Disruption of Class Instruction	Reminder and conference with student	Think time (write reflection) and phone call home*; buddy class	Referral to office*
Defiance	Conference with student; Call home*	Think time (write reflection); Call home*; office referral	Referral to office*
Fighting		Think time (write reflection); Call home*; office referral	Referral to office - phone call home*
Bullying, Harassment, Sexual Harassment, or Threatening			Referral to office for parent, teacher and admin conference - possible CARE referral
Physical Aggression with Intent to Harm Others			Referral to office - possible CARE referral; phone call home*
Extreme behaviors that include, but are not limited to: severe injury with intent, weapons, unsafe behavior, sexual or vulgar behavior, throwing furniture/classroom objects, physical aggression towards teacher/adult			Referral to office - phone call home*; possible CARE referral
Cafeteria Behavior	Reminder, conference with student	Write reflection, clean up cafeteria	Referral to office
* Teacher enters incident into pre-referral intervention tab in AERIES.			

Sexual Harassment Policy

District policy prohibits sexual harassment of or by any student. **Definition:** 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 made by

someone from or in the work or educational setting, under any of the following conditions:(Education Code 212.5)
1. Submission to the conduct is explicitly or implicitly made a term or condition of an individual's employment, academic status, or progress.
2. Submission to or rejection of the conduct by the individual is used as the basis for academic or employment decisions affecting the individual.
3. The conduct has the purpose or effect of having a negative impact upon the individual's work or academic performance, or of creating an intimidating, hostile or offensive educational or work environment.
4. Submission to or rejection of the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through the educational institution.

Examples of sexual harassment include:

• Unwelcome flirtations or propositions, sexual slurs, verbal abuse, derogatory comments, or sexually degrading descriptions.
• Graphic verbal comments about an individual's body, sexual jokes, stories, drawings, pictures, or gestures, or spreading sexual rumors.
• Touching a student's body or clothes in a sexual way.
• Purposefully cornering or blocking of normal movement, or limiting a student's access to education tools.
• Displaying sexually suggestive objects in the educational environment.
• Any act of retaliation against a person who reports a violation of the sexual harassment policy or who participates in the investigation of a sexual harassment complaint.

Sexual harassment is forbidden and will result in disciplinary action up to and including expulsion, if the person doing the harassing is a student, and discharge, if the person doing the harassing is an employee.

Complaint Process

Any student who believes he or she has been subjected to sexual harassment prohibited by Board Policy 5145.7 should immediately report incidents of sexual harassment to the principal or other school official. Any student who has reported a case of harassment to a school official and believes the harassment has not been remedied in a timely manner, may file a written complaint in accordance with the procedures set forth in the Uniform Complaint Procedures. Each complaint of sexual harassment shall be promptly investigated in a way that respects the privacy of all parties concerned. For more information regarding this policy, please call the Student Services Office, 682-8000, ext. 4069. For assistance with the complaint process contact Parent Liaison office at 682-8000, ext. 4297.

Hate Violence/Harassment Policy

District programs and activities must be free from discrimination, including harassment, with respect to ethnic group, religion, gender, color, race, national origin, sexual orientation, and physical or mental disability. Students in grades 4-12 may be suspended or recommended for expulsion if they cause, try or threaten to cause, or participate in an act of hate violence.

Definition:

(a) No person shall by force or threat of force, willfully injure, intimidate, interfere with, or threaten any other person in the free exercise or enjoyment of any right or privilege secured to him or her by the constitution or laws of this state or by the Constitution of the United States because of the other person's race, color, religion, ancestry, national origin, disability, gender, or sexual orientation.
(b) No person, whether or not acting under color of law, shall knowingly deface, damage or destroy the real or personal property of any person for the purpose of intimidating or interfering with the free exercise or
enjoyment of any right or privilege secured to the other person by the constitution or laws of this state or by the Constitution or laws of the United States, because of the other

person's race, color religion, ancestry, national origin, disability, gender, or sexual orientation.

Students in grades 4-12 may also be suspended or recommended for expulsion if they intentionally harass or threaten students to the extent of creating a hostile environment.

Definition: A hostile environment exists when harassment is sufficiently severe, pervasive or persistent so as to interfere with or limit the student's ability to participate in or benefit from school services, activities, or privileges. This includes

- Verbally abusing others by using bigoted insults, taunts or slurs.
- Physically intimidating or willfully injuring others motivated in part or in whole by hostility toward the victim's real or perceived ethnicity, religion, gender, sexual orientation, etc.
- Unlawful use of the electronic equipment including cell phone or computer (for harassment).

Bullying is a Form of Harassment

The Mt. Diablo Unified School District believes that all students have a right to a safe and healthy school environment. To that end, the District, schools, and community have an obligation to promote mutual respect, tolerance and acceptance. The District will not tolerate behavior that infringes on the safety of any student. A student shall not intimidate or harass another student through words or actions. Such behavior includes direct physical contact, such as hitting or shoving, verbal assaults, such as teasing or name-calling; and social isolation or manipulation. This policy applies whenever a student is on school grounds, traveling to and from school or a school sponsored activity, during the lunch period, whether on or off campus, and during a school-sponsored activity.

The Board of Education expects students and/or staff to immediately report incidents of bullying to the principal or designee. Each complaint of bullying should be promptly investigated. If the complainant or the parent of the student feels that 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 Office of Student Services. The school system prohibits retaliatory behavior against any complainant or any participant in the complaint process.

General Definitions

Bullying occurs when one or more students threaten, harass or intimidate another student through words, or actions including:

- direct physical contact such as hitting or shoving
- verbal assaults such as teasing or name-calling
- socially isolating or manipulating a student

These incidents will be acted upon when they occur:

- on the school grounds at any time
- en route to and from school or a school-sponsored activity
- during the lunch period whether on or off campus; or
- during, or while going to or coming from, a school sponsored activity.

Specific Examples

For the purpose of further clarification, bullying includes, but is not limited to:

- Making unsolicited written, verbal, physical and/or visual contact.

Examples include:

– written: intimidating/threatening letters, notes, or messages
– verbal: intimidating/threatening comments, slurs, innuendos, teasing, jokes or epithets
– verbal: leering or gestures
– physical: hitting, slapping and/or pinching

- making reprisals, threats of reprisal, or implied threats of reprisal

• engaging in implicit or explicit coercive behavior to control, influence or affect the health and the well being of a student

Complaint Process
Any student who believes he or she has been subjected to hate violence or hostile harassment should immediately report incidents to the principal or other school official. Any student who has reported a case of hate violence or hostile harassment to a school official, and believes the violence and/or harassment has not been remedied in a timely manner, may file a written complaint in accordance with the procedures set forth in the Uniform Complaint Procedures. Each complaint of hate violence or harassment shall be promptly investigated in a way that respects the privacy of all parties concerned. For more information regarding this policy, please call the Student Services Office, 682-8000, ext. 4069. For assistance with the complaint process call Parent Liaison at 682-8000, ext. 4297

MT. DIABLO UNIFIED SCHOOL DISTRICT

Uniform Complaint Procedures

ANNUAL NOTIFICATION

The Superintendent or designee shall annually provide written notification of the Mt. Diablo Unified School District uniform complaint procedures (UCP) to students, employees, parent/guardians, the Mt. Diablo Unified School District advisory committee, school advisory committees, appropriate private school officials or representatives, and other interested parties (5 CCR 4622). The Superintendent or designee shall make available copies of the Mt. Diablo Unified School District's uniform complaint procedures free of charge. (5 CCR 4622)

The Mt. Diablo Unified School District is primarily responsible for compliance with state and federal laws and regulations.

The person(s), position(s), or unit(s) responsible for receiving complaints is:

Jennifer Sachs, Executive Director, Instructional Support

1936 Carlotta Drive Concord, California 94519

Phone: (925) 682-8000 X4026

Fax: (925) 689-1466 Email: sachsj@mdusd.org

Mt. Diablo Unified School District shall investigate and seek to resolve complaints at the local level using the policies and procedures adopted by the local board as the Uniform Complaint Procedures. These procedures shall be used when addressing complaints alleging unlawful discrimination based on actual or perceived sex, sexual orientation, ethnic group identification, race, ancestry, national origin, religion, age, gender, color or physical or mental disability, or failure to comply with state and/or federal laws in adult education, consolidated categorical aid programs, career/technical, Indian education, migrant education, vocational education, child care and development, programs, child nutrition programs, and special education programs.

Any individual, public agency or organization may file a written complaint of alleged noncompliance by the Mt. Diablo Unified School District (5 CCR 4630). Complainants shall be protected from retaliation and the identity of a complainant alleging discrimination shall remain confidential as appropriate.

Mt. Diablo Unified School District's complaint review shall be completed within 60 calendar days from the date of receipt of the complaint unless the parties have agreed in writing to an extension of the timeline.

An unlawful discrimination complaint must be filed not later than six months from the date the alleged discrimination occurs, or six months from the date the complainant first obtains knowledge of the facts of the alleged discrimination.

The complainant has a right to appeal the Mt. Diablo Unified School District's decision to the California Department of Education (CDE) by filing a written appeal

within 15 days of receiving the Mt. Diablo Unified School District's decision. The appeal to the CDE must include a copy of the complaint filed with Mt. Diablo Unified School District and a copy of the Mt. Diablo Unified School District's decision.

The complainant has a right to take some complaints directly to the California Department of Education (CDE) or to pursue remedies before civil courts or other public agencies.

APPEALS TO THE CALIFORNIA DEPARTMENT OF EDUCATION

You may appeal Mt. Diablo Unified School District's decision to the California Department of Education (CDE) by filing a written appeal with the State Superintendent with fifteen days after receiving Mt. Diablo Unified School District's decision.

The appeal must:

1. Specify the basis for the appeal of the decision and whether the facts are incorrect and/or the law is misapplied.

2. Include a copy of the original complaint and a copy of Mt. Diablo Unified School District's decision.

CIVIL LAW REMEDIES

Civil law remedies may be available under state or federal discrimination laws, if applicable. A complainant may pursue available civil law remedies outside of Mt. Diablo Unified School District's complaint procedures. Complainants may seek assistance from mediation centers or public/private interest attorneys. Civil law remedies that may be imposed by a court include, but are not limited to, injunctions and restraining orders.

UNIFORM COMPLAINT PROCEDURES

Direct to Uniform Complaint Officer:
Executive Director, Instructional Support
1936 Carlotta Drive, Concord, CA 94519

Date Received: _____

Date Contacted Complainant: _____

Date Notified of Resolution: _____

- The district shall follow complaint procedures when addressing complaints alleging unlawful discrimination based on actual or perceived or perceived age, sexual orientation, gender, ethnic group identification, race ancestry, national origin, religion, color, mental or physical ability, 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 that receives or benefits from state financial assistance.

- Uniform complaint procedures shall also be used when addressing complaints alleging failure to comply with state and/or federal laws in adult education, consolidated categorical aid programs, migrant education, vocational education, child care and development programs, special education programs, and federal school safety planning requirements.

MT. DIABLO UNIFIED SCHOOL DISTRICT
UNIFORM COMPLAINT FORM

NAME: _____ PHONE: _____
ADDRESS:_____
SCHOOL/PROGRAM: _____ DATE:_____

In the space provided below, please indicate the nature of the problem. Please be as specific as possible.

Have you discussed the problem with a staff member or administrator? If so, what was the outcome of your discussion?

Indicate below your recommendations for resolving the problem.

1312 form
Board Approve 6/8/06
Adm 02096 7/0

PLEASE FOLLOW THESE INSTRUCTIONS IN ORDER TO BE CLEARED TO VOLUNTEER IN OUR CLASSROOMS OR ATTEND FIELD TRIPS

1. CONTACT YOUR PHYSICIAN FOR A **TUBERCULOSIS (TB) TEST**
2. MAKE YOUR **FINGERPRINT APPOINTMENT** USING OUR ONLINE FINGERPRINT APPOINTMENT SYSTEM (see below)
3. COMPLETE OUR **VOLUNTEER REQUEST FORM**

TO MAKE YOUR FINGERPRINT APPOINTMENT ONLINE, ACCESS OUR FORMS AND OBTAIN MORE INFORMATION, PLEASE VISIT OUR PARENT PORTAL PAGE FROM OUR DISTRICT WEBSITE AT **MDUSD.ORG** , CLICK ON PARENTS & COMMUNITY AND THEN THE PARENT PORTAL. THAT WILL BRING UP THE QUICK LINK BOX AND CHOOSE OUR VOLUNTEER INSTRUCTIONS LINK. BRING YOUR TB CLEARANCE, FINGERPRINT COST OF **$32.00 CASH**, EXACT CHANGE ($49.00 if you have lived in California less than one year) AND VOLUNTEER REQUEST FORM WITH YOU TO YOUR APPOINTMENT along with your current valid ID.

CURRENT VALID I.D. REQUIRED

Acceptable Primary forms of photo identification are:

1. **Current California Driver's License**
2. **Current Department of Motor Vehicles Identification Card**
3. **Current Out of State Driver's License**

(If you do not have any of the above forms of identification, you will need to provide one of the following secondary forms of identification and 2 of the supplemental documents listed below .)

ONCE WE HAVE RECEIVED THE REQUESTED DOCUMENTS FROM YOU AND YOUR FINGERPRINTS HAVE BEEN CLEARED THROUGH THE DEPARTMENT OF JUSTICE (D.O.J.) YOU WILL BE ADDED TO OUR LIST OF VOLUNTEERS. **THANK YOU FOR YOUR TIME AND SUPPORT OF OUR STUDENTS**

Secondary Forms of Identification (need 1 if you do not have the Primary form listed above)

- State issued birth certificate
- US. Active Duty/Retiree/Reservist Military Identification Card (000-10-2)
- U.S. Passport
- Federal Government Personal Identity Verification Card (PIV)
- Department for Defense Common Access Card
- U.S. Tribal or Bureau of Indian Affairs Indentificatior Card
- Social Security Card
- Court Order for Name Change/Gender Change/Adoption/Divorce
- Government Issued Marriage Certificate
- U.S. Government issued Consular Report of Birth Abroad
- Foreign Passport with immigration documents
- Certificate of Citizenship(N560)
- Certificate of Naturalization (N560)
- INS-1-1551 Resident Alien Card issued since 1997
- INS-1-668B. 1-766 Employment Authorization Card

Supplemental Documents (Need 2 if using a secondary form of identification)

- Current Utility Bill (Address)
- Jurisdictional Voter Registration Card
- Vehicle Registration Card/Title
- Paycheck Stub with name and address
- Spouse/Parent Affidavit
- Cancelled Check or bank Statement
- Mortgage Documents