Adelanto Elementary School District

Parent/Student Handbook and Annual Notice 2025-2026

ADELANTO ELEMENTARY SCHOOL DISTRICT
2025-2026 ACKNOWLEDGEMENT OF RECEIPT AND REVIEW

Dear Parent/Guardian:

California Education Code section 48980 requires that, at the beginning of the first semester or quarter of the regular school term, the board of trustees of each school district must notify parents/guardians of a minor of their rights and responsibilities under certain provisions of the Education Code. Other provisions of California and United States law also require notification of parent/guardians.

Education Code section 48982 requires that acknowledgement of this notice be signed by the parent/guardian which is performed by physically or electronically signing the parent acknowledgement notice as an acknowledgement that you have received the notice as part of the Adelanto Elementary School District data confirmation process and have been informed of your rights. The signature does not include that consent to participate in any particular program has been either given or withheld. **Acknowledgement of Receipt and Review is completed electronically in Aeries Parent Portal.**

California and federal law require certain other notices in the event that specific circumstances should arise, affecting your child's education and attendance at school. If any such circumstances should arise, the District will provide notice as required by law.

ADELANTO ELEMENTARY SCHOOL DISTRICT
SCHOOL BOARD OF TRUSTEES

Board President: Christina Steward

Board Clerk: Miguel Soto Jr.

Board Representative: La Shawn Love-French

Board Member: Michael Krause

Board Member: Stephanie Webster

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

District Administration

Terry Walker Ed.D., Superintendent

Tasha Doizan, Ed.D., Assistant Superintendent of Educational Services

Julie Gonzales, Assistant Superintendent of Business Services

Craig Shiflett., Assistant Superintendent of Human Resources

Directory

District Administration

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

Superintendent

Terry Walker, Ed.D., Extension 10269 Fax (760) 246-8295
Xenia Lovett, Assistant to the Superintendent, Extension 10217

Educational Services

Assistant Superintendent of Educational Services	Tasha Doizan, Ed.D.	Extension 10240
Secretary to Asst. Superintendent	Sandra Alamillo	Extension 10215
Director of Educational Services	Carol Coburn	Extension 10268
Secretary of Educational Services	Rebeca Renteria	Extension 10243

State & Federal Programs

Director of State & Federal Programs	Velma Veith, Ed.D.	Extension 10209
Secretary of State & Federal Programs	TBD	Extension 10675
Budget Technician (Educational Services)	Phillip Vega	Extension 10260
Family Education Center Community Liaison	Isela Chavez	Extension 10212

Curriculum and Instruction / Assessment, Accountability & Ed Tech

Coordinator Accountability & Ed Tech	Lori Latimer	Extension 10281

Coordinator Curriculum and Instruction	Rebecca Bykoski	Extension 10221
Language Assessment Clerk	Guadalupe Mejia	Extension 10659
Curriculum Clerk	Crystal Martinez	Extension 10250
Curriculum Clerk	Wendy Davies	Extension 10213
Clerk Educational Services	Perla Castaneda	Extension 10656

Student Services

Coordinator of Student Services	Rebecca Flory	Extension 10214
District Social Worker	Tershaunda Jasper	Extension 10256
District Nurses	Lindsey Marlborough	Extension 10670
	Elizabeth Vargas	Extension 10654
Home Hospital/Student Services Clerk	Julie De La Torre	Extension 10286
Attendance Officer	Brenda Holtz	Extension 10655
McKinney-Vento Homeless Liaison	Ana Ramirez	Extension 10656
Foster Youth Counselors	Celia Escobar	Extension 10243
	Gabriela Hidalgo	Extension 10243
	Greg Alfaro	Extension 10243
	Esther Haskins	Extension 10243

Enrollment Center

Central Enrollment Specialist	Karen Evers	Extension 10284
Central Enrollment Clerk	Lilia Flores	Extension 10283
Central Enrollment Clerk	Lily Alfaro	Extension 10289
Central Enrollment Clerk	Norelia Cervantes	Extension 10287

Expanded Learning and Opportunities (ELOP)

Director of Expanded Learning	TBD	
Coordinator of Expanded Learning	TBD	
Secretary to Expanded Learning	Enriquetta Solis	Extension 10210
Translator / Interpreter	Gladys Solis	Extension 10253
	Jose Mora	Extension 10676

Informational Technology

Director of Information Technology	TBD	
Network System Analyst	Anthony Sinatra	Extension 10295
Secretary to Information Technology	Jeanette Acosta	Extension 10255
Database Program Analyst	Dominique Patino	Extension 10220
IT Liaison	Alex Galvan	Extension 10290
IT Liaison	Gregg Wurst	Extension 10218

Business Services

Assistant Superintendent of Business Services	Julie Gonzales	
Secretary to Asst. Superintendent	Veronica Monteilh	Extension 10233
Director of Fiscal Services	Zachary Klemish	Extension 10270
Budget Technician	Keiry Ewing	Extension 10228
Budget Technician	Sylvia Hayes	Extension 10270
Purchasing/Accounting Technician	Lori McMillen	Extension 10202
Accounts Payable Technician	William Pattinson	Extension 10239
Accounts Payable Technician	Alicia Felton	Extension 10237
Accounts Payable Technician	Zabria Hernandez	Extension 10324
Certificated Payroll Technician	Mona Montenegro	Extension 10267
Classified Payroll Technician	Mellisa Rubio	Extension 10207

Child Nutrition Services

Director of Child Nutrition Services	Julie Nickels	Extension 10318
Secretary Child Nutrition Services	Krissy Cooley	Extension 10317
Clerk Child Nutrition Services	Hailey Montenegro	Extension 10321

Field Supervisors:	Bertha Sais	Extension 10316
	Veronica Alvarez	Extension 10320
	Karla Mateos	Extension 10323
CNS Technology Support	Angel Estrada	Extension 10319
Food Production Coordinator	TBD	Extension 10315

Maintenance, Operations and Transportation

Manager of Maintenance, Operations	Richard Krejckant	Extension 10230
Coordinator of Maintenance & Operations	Brandon Rogers	Extension 10229
Maintenance & Operations Secretary	Erica Garcia	Extension 10231
Manager of Transportation	Ruth Castruita	Extension 10259
Coordinator of Transportation	Carla Villanueva	Extension 10258
Transportation Secretary	Lynette Mosley	Extension 10262

Human Resources

Assistant Superintendent of Human Resources	Craig Shiflett	Extension 10261
Secretary to Asst. Superintendent	Ireri Peralta	Extension 10667
Personnel Credential Analyst	Dana Curtis	Extension 10257
Personnel Technician (Certificated)	Kim Brobst	Extension 10206
Personnel Specialist	Alejandra Gonzalez	Extensión 10242
Personnel Technician (Classified)	Gloria Ortega	Extension 10216
Personnel Technician (Classified)	Iveeth Martinez	Extension 10219
Director of Risk Management/Benefits	Melanie Olson-Zavala	Extension 10223
Risk Management and Benefits Technician	Jessica Garcia	Extension 10263

Special Education

Director of Special Education	Amber Best, Ed.D.	Extension 10668
Coordinator of Special Education	Annie Perez	Extension 10658
Special Education Secretary	Adriana Rodriguez	Extension 10665
Special Education Clerk	Kellie Flores	Extension 10664
Special Education Clerk	Veronica Duran	Extension 10650
Special Education Clerk	Rebeca Medina	Extension 10669
Special Education Clerk	TBD	Extension 10651
Special Education Clerk	Calandra Moore	Extension 10662
School Psychologist	Doralina Blandon	Extension 10663
School Psychologist	TBD	Extension 10658
School Psychologist	Elizabeth Orozco	Extension 10667
School Psychologist	Wendy Harris	Extension 10657
School Psychologist	TBD	Extension 10671
School Psychologist	TBD	Extension 10677
School Psychologist	Robert Almanza	Extension 10673
Occupational Therapist	TBD	Extension 10652
Certified Occupational Therapy Assistant	Evelyn Guerra	Extension 10675
Certified Occupational Therapy Assistant	Amina Khan	Extension 10653
Adaptive Physical Education Teacher	Justin Harper	Extension 10674

NONDISCRIMINATION STATEMENT

The Adelanto Elementary School District prohibits discrimination, intimidation, harassment (including sexual harassment) or bullying based on a person's actual or perceived ancestry, color, disability, gender, gender identity, gender expression, immigration status, nationality, race or ethnicity, religion, sex, sexual orientation, or association with a person or a group with one or more of these actual or perceived characteristics.

Schools

Adelanto Elementary School (TK-5) 17931 Jonathan Street Adelanto, CA 92301 (760) 246-5892 Fax (760) 246-4880 Cafeteria (760) 246-4020 Ramon Rizo, Principal Karen Dakin, Secretary	**Donald F. Bradach School (TK-5)** 15550 Bellflower Street Adelanto, CA 92301 (760) 246-7896 Fax (760) 246-7896 Cafeteria (760) 246-6958 Kristina Valenzuela, Principal Josephine Wade, AA Shakira Amaya-Buckle, Secretary	**Theodore Vick Elementary School (TK-5)** 10575 Seneca Road Adelanto, CA 92301 (760) 530-1750 Fax (760) 530-1761 Cafeteria (760) 530-1750 Jahn Malana, Principal Matthew LaTomme,, AA TBD, Secretary
Columbia Middle School (6-8) 14409 Aster Street Adelanto, CA 92301 (760) 530-1950 Fax (760) 530-1953 Cafeteria (760) 246-2995 Keri Cozart, Principal Alexia Galloway, Asst. Principal Dana El-Mahmoud, AA Maria Gomez, Secretary	**Eagle Ranch Elementary School (TK-5)** 12545 Eagle Ranch Parkway Victorville, CA 92392 (760) 949-2100 Fax (760) 949-2558 Cafeteria (760) 949-4430 Jonathan Wilson, Principal Mary Spivey, AA Mariana Medina, Secretary	**Victoria Magathan Elementary School T(K-5) and Dual Immersion** 11411 Holly Road Adelanto, CA 92301 (760) 246-8872 Fax (760) 246-7983 Cafeteria (760)246-7368 Alex Verduzco, Principal Jadat Griffith, AA Alicia Rodriguez, Secretary
El Mirage School (K-8) 19250 St. Anthony Avenue Adelanto, CA 92301 (760) 530-7676 Fax (760) 246-6166 Cafeteria (760) 530-7677 Dr. Karen Ward, Principal Alesha Rocafort, Secretary	**George Visual & Performing Arts Magnet School (TK-8)** 10650 Bartlett Ave Adelanto, CA 92301 (760) 246-8231 Cafeteria: (760) 246-4311 Sytarria Ridley, Principal Jenny Beck, AA Diane Lynn, Secretary	**West Creek Elementary School (TK-5)** 15763 Cobalt Road Victorville, CA 92395 (760) 951-3628 Fax (760) 955-7862 Cafeteria (760) 530-7694 ext. 20195 Howard Carrera, Principal Sherilyn Hanson, AA Sylvia Anderson, Secretary
Gus Franklin School (TK-5) 13125 Hopland Street Victorville, CA 92395 (760) 530-7640 Fax (760) 951-7806 Cafeteria (760) 530-7646 ext. 22195 Niccole Petersen,, Principal Chandra Thornton, AA Vanessa Padilla, Secretary	**Melva Davis Academy of Excellence (6-8)** 15831 Diamond Road Victorville, CA 92394 (760)530-7650 Fax (760) 955-1841 Cafetería (760) 530-7650 ext. 23195 Kathy Youskevicz, Principal Jennifer Henao, Asst. Principal Bonnie Katz, AA Martha Vega, Secretary	**Westside Park Elementary Park (TK-5)** 18270 Casaba Road Adelanto, CA 92301 (760) 246-4118 Fax (760) 246-5446 Cafeteria (760) 246-3038 Adriana Pantoja, Principal Camile Lara, AA Norma Leanos-Medina, 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 Lula Turnipseed, Principal Mark Forbes, AA Kelly Boeing, AA Becky Nicio, Secretary	**Morgan-Kincaid Preparatory School of Integrated Studies (TK-5)** 13257 Mesa Linda Avenue Victorville, CA 92394 (760) 956-9006 Fax (760) 956-2734 Cafeteria (760) 956-8451 Kristen Cooper, Principal Mecheco Norwood, AA Sarah Sherman, Secretary	

UPDATES TO CURRENT CHANGES TO CALIFORNIA LAW

Education Finance: Education Omnibus Budget Trailer (Independent Study)
AB 181 (Assembly Education Finance Committee)
The education omnibus trailer bill that was signed into law on June 30, 2022, clarified some areas of the law as it evolved from the passage of AB 130 and AB 167 during the 2021-2022 school year. While some of these sweeping changes were only for the 2021-2022 school year, others remain in effect. This law amends the law surrounding Independent Study (IS) for public school alternative education.
[EC 51744, 51745, 51745.5, 51746, and 56026]

Pupil safety: parental notification: firearm safety laws (Gun Safety Notification)
AB 452 and SB 906 Partner Laws
(Assembly Member Laura Friedman and Senator Anthony J. Portantino)
The law is a new public school requirement to inform parents and caregivers that firearms are to be safely stored away from children and teens. A “threat or perceived threat” is defined by the law as: “any writing or action of a pupil that creates a reasonable suspicion that the pupil is preparing to commit a homicidal act related to school or a school activity.” If local law enforcement is notified of any threat or perceived threat, the law enforcement agency or school site police must immediately conduct an investigation and assessment of the reported threat with the cooperation of the LEA. (Effective January 1, 2023). CDE will develop model content for the required notice by July 1, 2023 – in the meantime see our recommendations.
[EC 49390, 48391, and 49392]

School meals: Child Nutrition Act of 2022
AB 558 (Assembly Member Adrin Nazarian)
Schools must provide a breakfast or morning snack to non-school-aged children with a guardian present at schools serving grades 1-6.
[EC 49495 and 49496]

Foster youth: suspension and expulsion
AB 740 (Assembly Member Kevin McCarty)
Extends parent notification and rights to foster child’s attorney, social worker, tribal social worker and county social worker.
[EC 47605, 47605.6, 48432.5, 48853.5, 48911, 48911.1, 48915.5, and 48918.1]
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Migrant education: extended school year program: ADA (Extended School Year – Migrant Education)
AB 1777 (Assembly Member Cecilia Aguiar-Curry)
Schools serving migrant students in grades TK-6 may allow extended school year collection of ADA in both the public school the student last attended and the next public school to be attended following their agricultural work migration with their family.
[EC 41601]

OPTIONAL – Immunizations - COVID
AB 1797 (Assembly Member Dr. Akilah Weber)
Schools that choose to mandate COVID-19 immunizations must inform parents in annual notifications prior to enrollment in the school. There is not a current requirement for the COVID-19 immunizations, and the California legislature has left that as a local governing board decision.
[HSC 120440.]

School safety and bullying (Online content: cyberbullying)
AB 2879 (Assembly Member Evan Low)
Beginning September 1, 2023, this bill would make a social media platform that intentionally violates these provisions subject to specified civil penalties or injunction, to be prosecuted in a court of competent jurisdiction by the Attorney General. The bill would specify that its provisions do not create a private right of action or limit any existing private right of action.
[EC 22589.]

Confidentiality of Medical Information Act
SB 1184 (Senator Dave Cortese)
School linked service coordinators will have access to healthcare information and will serve with confidentiality. Information shared will be between health professionals with the same safeguards afforded with HIPPA requirements.
[CC 56.10.]

Pupil attendance: excused absences: civic or political events
SB 955 (Senator Connie M. Leyva)
Middle school and high school students may have one excused absence per school year for civic or political engagement; additional excused absences will be at the discretion of a school administrator.
[EC 48205]

PARENT INFORMATION

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. These same procedures are being enforced to observe for those parents that would like to observe the synchronous lessons provided on Zoom.

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/recording or video 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 trespassing on school grounds which could result in police contact.

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 Academic Services, Carol Coburn, (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 an incident of this nature occurs, the district may request a police response. (AESD BP/AR 3515.2 - Disruptions; Ed. Code 32210; Penal Code 415.5)

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, 653b and 653g.

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. (AESD BP/AR 3515.2 - Disruptions; Ed. Code 32210; Penal Code 415.5) AESD Board Policy 1313 Civility

DISTRICT ADVISORY COMMITTEES

Parents and community members are invited to apply for membership on any of the Adelanto Elementary School District Advisory Committees such as DELAC and the Special Education Parent Advisory Committee. The purpose of these committees is to, under the umbrella of Academic Services, provide a method for the public and educators to better understand the attitudes and opinions that are held in the school-community environment. The committees serve in an advisory capacity to the Superintendent. For more information, please contact Educational Services at (760) 246-8691 ext. 10243.

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

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.

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. (Bylaw 9323 Meeting Conduct)

PARENT ENGAGEMENT:

To participate in the district offerings of parent education and to provide parental input to the local training programs for parents, please contact the Parent Engagement Community Liaison at (760) 246-8961 ext. 10212 for more information and a calendar of events.

PARENT/GUARDIAN RIGHTS

The parents/guardians of pupils enrolled in public schools have the right and should have the opportunity, as mutually supportive and respectful partners in the education of their children within public schools, to be informed by the school, and to participate in the education of their children as follows:

- Within a reasonable period of time after making the request, to observe their child's classroom(s).
- Within a reasonable time of their request, to meet with their child's teacher(s) and the principal.
- To volunteer their time and resources for the improvement of school facilities and school programs under the supervision of district employees, including, but not limited to, providing assistance in the classroom with the approval, and under the direct supervision, of the teacher.
- To be notified on a timely basis if their child is absent from school without permission.
- To receive the results of their child's performance on standardized tests and statewide tests and information on the performance of their child's school on standardized statewide tests.
- To request a particular school for their child, and to receive a response from the school district.
- To have a school environment for their child that is safe and supportive of learning.
- To examine the curriculum materials of their child's class(es).
- To be informed of their child's progress in school and of the appropriate school personnel whom they should contact if problems arise with their child.
- To have access to the school records of their child.

- To receive information concerning the academic performance standards, proficiencies, or skills their child is expected to accomplish.
- To be informed in advance about school rules, including disciplinary rules and procedures, attendance policies, dress codes, and procedures for visiting the school.
- To receive information about any psychological testing the school does involving their child and to deny permission to give the test.
- To participate as a member of a parent advisory committee, school site council, or site-based management leadership team.
- To question anything in their child's record that the parent feels is inaccurate or misleading or is an invasion of privacy and to receive a response from the school.
- To be notified, as early in the school year as practicable, if their child is identified as being at risk of retention and of their right to consult with school personnel responsible for a decision to promote or retain their child and to appeal a decision to retain or promote their child

AESD Board Policy 5020 Parent Rights and Responsibilities

AESD Administrative Regulation 5020 Parent Rights and Responsibilities

PARENT PARTICIPATION

If the parent's employer has 25 or more employees, the parent must be allowed to attend school meetings and events for their children, up to a maximum of 40 hours each year without discrimination or fear of job loss. Purposes to attend child-related activities include: enrollment in grades 1-12, to address child care or school emergencies, behavior or discipline problems that require immediate parent attention, sudden school closure, or natural disaster. (Parent" means a parent, guardian, stepparent, foster parent, or grandparent of, or a person who stands in.) If an employer discharges, threatens to discharge, demotes, suspends or otherwise discriminates against the parent, the employee may be entitled to reinstatement. The school will provide a note for your employer upon request. (LC 230.8)

REQUIREMENT OF PARENT / GUARDIAN SCHOOL ATTENDANCE

Teachers may require 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 student's 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 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. (E.C. 48900.1)
AESD Board Policy 5144.1 Suspension and Expulsion Due Process

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)
AESD Board Policy 1250 Visitors/Outsiders
AESD Administrative Regulation 1250 Visitors/Outsiders

TITLE I, SCHOOL PARENT COMPACT

TITLE I, SCHOOL PARENT COMPACT-- Each school receiving funding under Title I, Part A of the ESEA must develop a written school/parent compact jointly with parents for all students participating in Title I, Part A activities, services and programs. The compact must outline how parents, school staff and students will share responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership to help children achieve the State's high standards.

TITLE I, PART A FUNDS -- AESD offers Title I services to all eligible students attending designated Title I schools. Title I refers to federally funded resources used to support students with their academic needs especially in the areas of English/Language Arts, math, and English Language Development. The goal of Title I at AESD is to ensure that our students have a fair, equal and significant opportunity for a high quality education.

Parent involvement is vital in the implementation of the Title I program. According to the Elementary and Secondary Education Act (ESEA) 1118 parent involvement is defined as the "participation of parents in regular, two-way and meaningful communication involving student academic learning and other school activities". AESD's Board Policy 6020 stipulates that the Superintendent shall ensure that the parents/guardians of Title I schools will be consulted and participate in the planning, design, implementation and evaluation of the parent involvement program. Parents will have a voice in the development of their schools' parent involvement policy, participate in signing a school compact and determine how the district's Title I funds will be allocated to support parent involvement activities.

In carrying out the Title I parental involvement policy, AESD will provide full opportunities for the participation of parents with limited English proficiency, parents with students of disabilities, and parents of foster and homeless youth; including ensuring that all communications are in an understandable and uniform format in a language parents understand. Parents of students served in Title I, Part A schools will be involved in decisions about how the Title I, Part A funds reserved for parental involvement will be allotted, and will ensure that the schools are appropriately funded.

IMPORTANT PARENT INFORMATION Title I, Part A Funds

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. Tasha Doizan, Assistant Superintendent of Academic Services, for additional information.
2. **Parents' Right to Teacher Qualifications**
   All district services receive Title I funds. As a parent of a student at a Title I school, you may request information regarding the professional qualifications of your child's teacher, including whether his/her teacher has met the State's qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction, is teaching under emergency or provisional status through which State qualifications and licensing criteria have been waived and, if the teacher is teaching within their field of certification. In addition, you are entitled to request if your student is receiving services from a paraprofessional and if so, their qualifications. If you would like this information, contact the principal of your student's school.
3. **Access to Student Records by Military Recruiters and Institutes of High Learning**
   Under the Act, secondary schools must notify parents that military recruiters and institutes of higher learning are authorized to access student directory information unless the parents request in writing that their student's name, address, and telephone number not be released without prior written consent. (20 U.S.C. § 7980). Parents must inform the school district in writing, within a reasonable number of days after receiving the notice, that they do not wish to have their student's information released to military recruiters or institutes of higher learning.
4. **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.
5. **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].

6. **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.
7. **Student Attendance**
   Parents have the right to be notified in a timely manner if their child is absent from school without permission.
8. **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.)
9. **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.
10. **Curriculum Materials**
    Parents have the right to examine the curriculum materials of the class or classes in which their child is enrolled.
11. **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.
12. **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
13. **School Rules**
    Parents have the right to receive written notification of school rules, attendance, policies, dress codes, and procedures for school visitations.
14. **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.

ATTENDANCE

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

For the 2025-2026 school year, the district is receiving funding based on attendance. We are required to monitor and enforce attendance rules to ensure that students are receiving the highest quality instruction and when they are struggling; interventions are provided. **We encourage your continued support to promote good school attendance and student achievement.**

COMPULSORY EDUCATION:

Compulsory Education law states that students must enroll in school in the school district in which the residence of either the parent or legal guardian is located. If a parent is seeking a change in a public district outside of the resident district, then an inter-district permit is required. Exceptions are for charter school, home school or other private school enrollments, and other online charter school options.
(California Department of Education School Attendance Review Boards)

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 for truancy.
AESD Board Policy 5113
AESD Administrative Regulation 5113

AVOIDING ABSENCES, WRITTEN EXCUSES

The Adelanto Elementary School District urges parents to make sure their children attend school regularly and to schedule medical, dental, counseling and other appointments after school, on the weekend if possible or during school holidays. The district also asks that travel or other absences be avoided during the time that 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 minimize student absences.

Following an absence, a parent/guardian is required to provide a written excuse or a phone call 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 a student does not meet requirements outlined by the school for continued enrollment, the transfer may be revoked.

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)
AESD Board Policy 5113.1
AESD Administrative Regulation 5113.1

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 the assignments that are completed. 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 TK 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

Pupils, with written consent from their parents/guardians, may be excused from school in order to participate in religious exercises or to receive religious instruction at their respective places of worship or other suitable places away from school property designated by the religious group, church or demonization. Absences are 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).

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.
(AESD BP & AR 5113.1)

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 Education Code Sections 46014 and 48205. (EC 48980(a))

No pupil may have his or her grade reduced or lose academic credit for any absence or absences excused under EC 48205, if missed assignments and tests that can reasonably be provided are satisfactorily completed within a reasonable period of time. (EC 48980 (j))

Note: Nine (9) 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 nine (9) 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 excused absences:
(a)(b) 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.

Notwithstanding Section 48205, a pupil shall be excused from school when the absence is:

(1) Due to the pupil's illness, including an absence for the benefit of the pupil's mental or behavioral health. The state board shall update its illness verification regulations, as necessary, to account for including a pupil's absence for the benefit of the pupil's mental or behavioral health within the scope of this paragraph.
(2) Due to quarantine under the direction of a county or city health officer.
(3) For the purpose of having medical, dental, optometrical, or chiropractic services rendered.
(4) For the purpose of attending the funeral services of a member of the pupil's immediate family, so long as the absence is not more than one day if the service is conducted in California and not more than three days if the service is conducted outside California.
(5) For the purpose of jury duty in the manner provided for by law.
(6) Due to the illness or medical appointment during school hours of a child of whom the pupil is the custodial parent, including absences to care for a sick child, for which the school shall not require a note from a doctor.
(7) 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 a religious retreat, 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 of the school district.
(8) For the purpose of serving as a member of a precinct board for an election pursuant to Section 12302 of the Elections Code.
(9) For the purpose of spending time with a member of the pupil's immediate family who is an active duty member of the uniformed services, as defined in Section 49701, and has been called to duty for, is on leave from, or has immediately returned from, deployment to a combat zone or combat support position. Absences granted pursuant to this paragraph shall be granted for a period of time to be determined at the discretion of the superintendent of the school district.
(10) For the purpose of attending the pupil's naturalization ceremony to become a United States citizen.
(11) For the purpose of participating in a cultural ceremony or event.
(12) Authorized at the discretion of a school administrator, as described in subdivision (c) of Section 48260.

(c) For purposes of this section, attendance at religious retreats shall not exceed four hours per semester.
(d) Absences pursuant to this section are deemed to be absences in computing average daily attendance and shall not generate state apportionment payments.
(e) For purposes of this section, the following definitions apply:

(1) "Cultural" means relating to the habits, practices, beliefs, and traditions of a certain group of people.

(2) "Immediate family" means the parent or guardian, brother or sister, grandparent, or any other relative living in the household of the pupil.

(Amended by Stats. 2021, Ch. 672, Sec. 1.5. (SB 14) Effective October 8, 2021. Operative January 1, 2022, pursuant to Sec. 3 of Stats. 2021, Ch. 672.)

TRUANCY

A student is considered truant after three absences or three tardies of more than 30 minutes each time or any combination thereof and the absences or tardies are unexcused. After a student has been reported as a truant three or 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 schooldays 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 EC 48205.

The school attendance supervisor, administrator or designee, a peace officer, or probation officer may arrest or assume temporary custody during school hours, of any minor who is found away from his/her home and who is absent from school without valid excuse within the county, city or school district. A student who is a habitual truant may be referred to a School Attendance and Review Board (SARB).

TRUANT CONSEQUENCES

Any student who is identified as "Truant" may be assigned as a ward of the court, if the available community resources do not resolve the students' continued problem of truancy, by a Probation Officer or Deputy District Attorney. (EC 48263, 48267, 48268, and 48269; WIC 236, 601, 601.3,653.5, 654, and 651.5)

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 may 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 Officer, Brenda Holtz at (760) 246-8691 ext. 10655 for assistance.

The Superintendent or designee shall implement positive steps to reduce truancy, such as communication, MTSS interventions, tutoring, after school program, the use of student study teams and more

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

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

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. A student will be classified as truant if they are tardy or absent for more than a 30-minute period during the school day without a valid excuse on three occasions in one school year. (**E.C. 48260 (a))**

NOTIFICATION OF MINIMUM DAYS AND STUDENT-FREE STAFF DEVELOPMENT DAYS

The school calendars are included with this annual notification. If minimum or pupil-free staff development days are scheduled after the start of the school year, the school will notify parents and guardians of affected pupils as early as possible, with at least one-month advance notice. (E.C. 48980(c))

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)
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. 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).

Home hospital is intended for a temporary disability. 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 Delatorre, 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

A pupil with a temporary disability which makes attendance in the regular day school or the alternative educational program in which the pupil is enrolled impossible or inadvisable may receive individual instruction in the pupil's home for five hours per week. Please contact the Student Services Department at extension 10286. (E.C. 48206.3)
As a pupil begins to recover, a transition plan that allows for the pupil to attend school on a part-time basis while still receiving home hospital services may be possible. The total days of instruction may not exceed five (5) days per week and will be individualized based on the doctor's orders.

Transfer Procedures

RESIDENCY REQUIREMENTS (EC 48000, 48204, and 48204.3):

A minor between the ages of 6 and 18 years is subject to compulsory education and, unless exempted, must enroll in school in the school district in which the residence of either the parent or legal guardian is located. A pupil may alternatively comply with the residency requirements for school attendance in a school district, if he or she is any of the following: placed in a foster home or licensed children's institution within the boundaries of the school district pursuant to a commitment of placement under the Welfare and Institutions Code; a pupil who is a foster child who remains in his or her school of origin; an emancipated pupil who resides within the boundaries of the school district; a pupil who lives in the home of a caregiving adult that is located within the boundaries of the school district; a pupil residing in a state hospital located within the boundaries of the school district; or a pupil whose parent is transferred or is pending transfer to a military installation within the state while on active military duty pursuant to an official military order. Students in military and migrant families may remain in their school of origin and shall have waived residency restrictions due to the frequency of movement of their families. Connect with the enrollment office at Adelanto Elementary School District for more information on the protections afforded these students per California laws.

School of Origin – EC 48204 and 48853.5, et. al. You may find more information regarding school of origin protections located in this document regarding notifications to parents or guardians under the titles of: foster, homeless, migrant, military, juvenile court, etc. in Section 3.

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.
- 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.

TEMPORARY DISABLED RESIDENCY

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.

A pupil with a temporary disability may remain enrolled in the district of residence or charter school 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.

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 district (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.

DISTRICT OF CHOICE

The Adelanto Elementary School District has three schools of choice: George Visual and Performing Arts K-8 Magnet School, Gus Franklin Jr. STEM, and Melva Davis Academy of Excellence. A Board of Trustees 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 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 December of the preceding the school year for which the student wishes to transfer. The parent shall be notified 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.

INTRA-DISTRICT ATTENDANCE PROCEDURES

The Adelanto Elementary School District, pursuant to Board Policies 5112.1 and 5116.1 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. All requests for intra-district transfers must be made online at **www.aesd.net.**

- 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 a random draw will be used to fill the open seats.

- Transfer for the Victim of a Violent Crime: Students that have been the victim of a violent crime of the school that the student attends shall be offered the option of a transfer to an eligible school within the District by the Principal or designee within 14 days of the incident. Primary examples of violent criminal offenses in the Penal Code include attempted murder, battery with serious bodily injury, assault with a deadly weapon, rape, sexual battery, robbery, extortion, and hate crimes. If the parent/guardian accepts, the transfer shall be completed as soon as practicable. **Transportation is the parent/guardian's responsibility.** For more information, please contact the Director of Academic Services at (760) 246-8691 ext. 10268. (20 USC 7912)

- Intra-district Transfer for a Victim of Bullying: A student who has been determined to be the victim of bullying shall be allowed an intra-district transfer to another school in the district, if space is available, at the same grade level. If there is no "intra-district" space to attend, the student may seek an "inter-district" permit to another district without any delay in release from AESD. Being released by our district does not guarantee entrance to another district. The process to enter another school district will be according to the desired district's transfer policies.
    - A "victim of an act of bullying" means a pupil that has been determined to have been a victim of bullying by an investigation pursuant to the complaint process described in Section 234.1 and the bullying was committed by any pupil in the school district of residence, and the parent of the pupil has filed a written complaint regarding the bullying with the school, school district personnel, or a local law enforcement agency. "Bullying" means any severe or pervasive physical or verbal communication made in writing or by means of an electronic act directed toward one or more pupils that results in placing a reasonable person in fear of harm to self or property. It may cause a substantially detrimental effect on physical or mental health, interfere with academic performance or the ability to participate in or benefit from the services, activities, or privileges provided by a school, and may be done in person or online. Bullying may be exhibited in the creation or transmission of bullying online, on or off the school site, by telephone or other device in a message, text, sound, video, or image in a post on a social network internet website or burn page that creates a credible impersonation of another student knowingly and without consent for the purpose of bullying. Sharing or forwarding messages contributes to the act of bullying.
- Other Intra-District Open Enrollment: Applications for intra-district transfers will be processed between August 15 and April 15 of each school year. Transfers received prior to August 15 for the current school year will be held until the district is able to determine that there is space at the school requested. Priority will be given for new transfers if siblings are already enrolled at the school requested.
    - Applications are available at **aesd.net**. All transfer requests must be submitted online through the Enrollment Center.
    - **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 ATTENDANCE PROCEDURES

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. The agreement must specify the terms and conditions for granting or denying transfers, and may contain standards of reapplication and specify the terms and conditions under which a permit may be revoked. Unless otherwise specified in the agreement, a pupil will not have to reapply for an inter-district transfer, and the school board of the district of enrollment must allow the pupil to continue to attend the school in which he/she is enrolled. 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) All transfer requests must be made through our web-site at aesd.net. Both the parent and student must understand that the transfer may be revoked at any time by either school district.
Inter-district permits shall not be denied for release from district of residence, but may require the same entrance requirements from desired districts. For active military families, pending transfer orders, may have ten days to produce documents after the family has relocated. Once orders are in writing, they may be forwarded to the intended resident district or charter to start the enrollment process and avoid delays. Coursework and graduation requirements are exempted for children of active military.

Definition of Bullying
"Bullying" means any repeated, severe or pervasive physical or verbal communication made in writing or by means of an electronic act directed toward one or more pupils that results in placing a reasonable person in fear of harm to self or property. It may cause a substantially detrimental effect on physical or mental health, interfere with academic performance or the ability to participate in or benefit from the services, activities, or privileges provided by a school, and may be done in person or online. Bullying may be exhibited in the creation or transmission of bullying online, on or off the school site, by telephone or other device in a message, text, sound, video, or image in a post on a social network internet website or burn page that creates a credible impersonation of another student knowingly and without consent for the purpose of bullying. Sharing or forwarding messages contributes to the act of bullying.

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.
- The student has a sibling attending school in the receiving district.
- To allow the student to complete a school year when his/her parents/guardians have moved out of the district during that year or to allow the student to remain with a class graduating that year from an elementary, middle, or senior high school.
- 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 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 the 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.

Appeal

Within 30 days of a request for an inter-district permit, the Superintendent or designee shall notify the parent/guardians of a pupil who is denied inter-district attendance regarding the process for appeal to the County Board of Education. (BP/AR 5117) Students who are under consideration for expulsion or who have been expelled may not appeal inter-district attendance decisions while expulsion proceedings are pending or during the term that they are expelled.

INVOLUNTARY TRANSFER

A school administrator may recommend an involuntary transfer of a student if convicted of a violent crime and if the victim attends the same school. Parents must be notified in writing and have the right to a meeting with the administration. The school will first attempt to resolve any conflict prior to transferring. Periodic reviews will be considered for returning to the school site if there is no on-going danger to either student or others on campus. The Adelanto Elementary School District Board of Trustees makes the final decision. (E.C. 48980(m), 48929)

VICTIM OF A VIOLENT CRIME (20 U.S.C. 7912)

A pupil who becomes a victim of a violent crime while in or on the school grounds must be offered the opportunity to transfer to a safe public school within the school district, including a public charter school, within ten calendar days. If there is not another school within the area served by the district, the district is encouraged, but not required, to explore other appropriate options such as an agreement with a neighboring school district to accept pupils through an interdistrict transfer. Primary examples of violent criminal offenses in the Penal Code include attempted murder, battery with serious bodily injury, assault with a deadly weapon, rape, sexual battery, robbery, extortion, and hate crimes. For more information, please contact the Director of Academic Services at (760) 246-8691 ext. 10268. (20 U.S.C. 7912)

NOTICE OF ALTERNATIVE PROGRAMS/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)

Statewide Testing Notification

California students take several mandated statewide tests. These tests provide parents/guardians, teachers, and educators with information about how well students are learning and becoming college and career ready. The test results may be used for local, state, and federal accountability purposes.

(CAASPP) California Assessment of Student Performance and Progress tests consist of the following:

Smarter Balanced Assessment Consortium Assessments
The Smarter Balanced computer adaptive assessments are aligned with the Common Core State Standards (CCSS). English language arts/literacy (ELA) and mathematics tests are administered in grades three through eight and grade eleven to measure whether students are on track to college and career readiness. In grade eleven, results from the ELA and mathematics assessments can be used as an indicator of college readiness.

(CAST) California Science Tests

The computer-based CAST measures students' achievement of the California Next Generation Science Standards (CA NGSS) through the application of their knowledge and skills of the Science and Engineering Practices, Disciplinary Core Ideas, and Crosscutting Concepts. The CAST is administered to all students in grades five and eight and once in high school (i.e., grade ten, eleven, or twelve).

(CAA) California Alternate Assessments

Only eligible students—students whose individualized education program (IEP) identifies the use of alternate assessments—may participate in the administration of the CAAs. Test examiners administer the computer-based CAAs for ELA, mathematics, and science one-on-one to students. Students in grades three through eight and grade eleven will take the CAA for ELA and mathematics. Test items developed for ELA and mathematics are aligned with the CCSS and are based on the Core Content Connectors.

Students in grades five and eight and once in high school (i.e., grade ten, eleven, or twelve) will take the CAA for Science. The CAA for Science embedded performance tasks are based on alternate achievement standards derived from the CA NGSS. Students taking the CAA for Science will take three embedded performance tasks. Pursuant to California Education Code Section 60615, parents/guardians may annually submit to the school a written request to excuse their child from any or all of the CAASPP assessments.

(ELPAC) English Language Proficiency Assessments for California

California has transitioned the California English Language Development Test (CELDT) to the English Language Proficiency Assessments for California (ELPAC). The ELPAC is aligned with the 2012 California English Language Development Standards. It consists of two separate English Language Proficiency (ELP) assessments: one for the initial identification of students as English learners and the other for the annual summative assessment to identify students' English language proficiency level and to measure their progress in learning English.

Physical Fitness Test (PFT)

Students in grades five, seven, and nine take the fitness test. The main goal of the test is to help students in starting lifelong habits of regular physical activity.

Academic Services

CAREER COUNSELING & COURSE SELECTION

Beginning in 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))

CURRICULUM PROSPECTUS

Each school must annually compile a prospectus of the curriculum to include titles, descriptions and instructional goals for every course offered by the school. Please contact the Academic Services Department for a copy of the prospectus. (**E.C. 49063, 49091.14)**

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 with a rich 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.

INTERNET SAFETY

Parents are warned to supervise the internet use by their child. A letter from the California Department of Education is available with this notification. Click here to view letter.

FAMILY LIFE, HUMAN DEVELOPMENT and SEXUAL HEALTH EDUCATION

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. The purpose of the California Comprehensive Sexual Health and HIV/AIDS Prevention Education Act (Education Codes 51930 through 51939), in conjunction with the California Healthy Youth Act, is to provide every student in grades 7-12 with the knowledge and skills necessary to protect their sexual and reproductive health from unintended pregnancy and sexually transmitted diseases. Additionally, these laws intend to help youth develop healthy attitudes concerning adolescent growth and development, body image, gender, sexual orientation, relationships, marriage, and family as well as have healthy, positive, and safe relationships and behaviors. 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. (EC 51932, 51933-51939)

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

- Instruction provided under the California Healthy Youth Act allows for parents to 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.

  (California Department of Education Comprehensive Sexual Health and HIV/AIDS Instruction)

PROMOTION/RETENTION

Students from grades TK-8 will be considered for promotion or retention as early as possible in the school year and in a student's school career. 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. Interventions 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.

SEXUAL ABUSE AND SEX TRAFFICKING PREVENTION

Our schools provide age-appropriate instruction for students in kindergarten through grade 12, in sexual abuse, sexual assault awareness, sex trafficking, strategies to reduce their risk, techniques to set healthy boundaries, and how to safely report an incident through prevention education. Parents or guardians may submit a written request to excuse their child from participation in any class and assessments related to that education. (E.C. 51950 and 51900.6)

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. 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. 51513, 51938)
(EC 51513)

DISSECTION 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.)*

Education for English Learners

(AESD BP & AR 6174 English Learner Education)

DEFINITIONS

An English learner, also known as a limited English proficient student, means a student who does not speak English or whose native language is not English and who is not currently able to perform ordinary classroom work in English. (Education Code 306)

An English language classroom means a classroom in which the language of instruction used by the teaching personnel is overwhelmingly the English language, and in which such teaching personnel possess a good knowledge of the English language. (Education Code 306)

English language mainstream classroom means a classroom in which the students either are native English language speakers or already have acquired reasonable fluency in English. (Education Code 306)

Sheltered English immersion or structured English immersion means an English language acquisition process in which nearly all classroom instruction is in English but with the curriculum and presentation designed for students who are learning the language. (Education Code 306)

Dual-language immersion programs that provide integrated language learning and academic instruction for native speakers of English and native speakers of another language, with the goals of high academic achievement, first and second language proficiency, and cross-cultural understanding. **(Education Code 306)**

IDENTIFICATION AND ASSESSMENT

Upon enrollment, each student's primary language shall be determined through use of a home language survey. (5 CCR 11307)

Within 30 calendar days of their initial enrollment, students who are identified as having a primary language other than English, as determined by the home language survey, and for whom there is no record of results from an English language development test shall be assessed using the English Language Proficiency Assessment for California (ELPAC).

All students shall have sufficient time to complete the ELPAC as provided in the directions for test administration. (5 CCR 11516)

Any student with a disability shall take the ELPAC with those accommodations for testing that the student has regularly used during instruction and classroom assessment as delineated in the student's individualized education program (IEP) or Section 504 plan that are appropriate and necessary to address the student's individual needs. (5 CCR 11516.5)

The district shall notify parents/guardians of their child's results on the ELPAC within 30 calendar days. (5 CCR 11511.5)

PARENTAL NOTIFICATIONS

State law requires that parents of English learners are to be notified annually if they are identified as one of the following: Long-term English Learner or English learner at risk of becoming a Long-term English Learner. The school coordinator for English Language Development will be sending these notices at the beginning of each school year. (EC 313.2)

The district shall notify parents/guardians of their child's results on the ELPAC within 30 calendar days following receipt of the results. (5 CCR 11511.5) (cf. 5145.6 - Parental Notifications) At the beginning of each school year, parents/guardians shall be informed of the placement of their child in a structured English immersion program and shall be notified of an opportunity to apply for a parental exception waiver. (Education Code 310; 5 CCR 11309) Not later than 30 calendar days after the beginning of the school year, each parent/guardian of a student participating in, or identified for participation in, a language instruction program supported by federal Title III funds shall receive notification of the assessment of his/her child's English proficiency.

The notice shall include all of the following: (Education Code 440; 20 USC 7012)

1. The reason for the student's classification as an English learner
2. The level of English proficiency
3. A description of the program for English language development instruction, including a description of all of the following:
    a. The manner in which the program will meet the educational strengths and needs of the student
    b. The manner in which the program will help the student develop his/her English proficiency and meet age-appropriate academic standards
    c. The specific exit requirements for the program, the expected rate of transition from the program into classrooms not tailored for English learners, and the expected rate of graduation from secondary school if applicable
    d. Where the student has been identified for special education, the manner in which the program meets the requirements of the student's IEP
4. Information regarding a parent/guardian's option to decline to allow the student to be enrolled in the program or to choose to allow the student to be enrolled in an alternative program
5. Information designed to assist a parent/guardian in selecting among available programs, if more than one program is offered.

Parent/guardians also shall be notified of the results of any reassessments. (EC 52164.3)

LANGUAGE ACQUISITION PROGRAM

"Language acquisition program" refers to educational programs designed to ensure English acquisition as rapidly and as effectively as possible and provide instruction to students on the state-adopted academic content standards, including the ELD standards. The language acquisition programs shall be informed by research and must lead to grade level proficiency and academic achievement in both English and another language. (EC sections 306[c], 310[a]; 5 CCR Section 11309[c]) The district shall confer with school personnel, including teachers and administrators with authorizations required to provide or oversee programs and services for English learners, regarding the design and content of the language acquisition program. (5 CCR 11309)

Any language acquisition program provided by the district shall:

1. Be designed using evidence-based research and include both Designated and Integrated ELD;
2. Be allocated sufficient resources by the district to be effectively implemented, including, but not limited to, certificated teachers with the appropriate authorizations, necessary instructional materials, pertinent professional development for the proposed program, and opportunities for parent and community engagement to support the proposed program goals; and
3. Within a reasonable period of time, lead to:

a. Grade-level proficiency in English, and, when the program model includes instruction in another language, proficiency in that other language; and
b. Achievement of the state-adopted academic content standards in English, and, when the program model includes instruction in another language, achievement of the state-adopted academic content standards in that other language.

4. At a minimum, the district shall provide a program of Structured English Immersion for English learners, which includes Designated and Integrated ELD.
5. The district may provide language acquisition programs, including programs that integrate instruction for native speakers of English and native speakers of another language and meet the requirements of subdivision (c).

APPROPRIATE STUDENT PLACEMENT

All pupils must be placed in English language classrooms unless a parental exception waiver has been granted for an alternative program in which some or all of the instruction is delivered in the pupil's primary language. Based on criteria of reasonable fluency, English learners must be placed in one of the following programs:

- Structured English immersion (SEI), in which the language acquisition process, curriculum and instruction are designed for children who are learning the language. (EC 305, 306, 310, and 311).
- English language Mainstream (ELM) program (English learners who do not meet the LEA criteria for participation in an ELM are placed in an ELM program at any time during the school year, if the parent or guardian so requests.) (5 CCR 11301.)
- Spanish Dual Immersion: The parent/guardian may request a waiver to allow his/her child to participate in an alternative program following district waiver procedures. The final decision to grant or deny the request lies with the principal and educational staff who must apply the standard found at (5 CCR § 11309(b)(4).) Consider each waiver on its individual merits.

Students may attain an approved parental exception waiver for an alternative program in which some or most of the instruction is delivered in the pupil's primary language, unless there is an IEP in which the IEP team determined the need for primary language instruction.

PARENT PARTICIPATION

A School site with 21 or more ELs has a functioning EL Advisory Committee (ELAC) that must meet the following requirements:

(a) Parent/guardian members are elected by parents or guardians of ELs. (5 CCR 11308[b]; EC 62002.5)
(b) Parents/guardians of ELs constitute at least the same percentage of the committee membership as their children represent of the student body. (EC 52176[b])
(c) The school may designate an existing school level advisory committee, or subcommittee of such advisory committee to fulfill the legal responsibilities of ELAC, if the advisory body meets the criteria in (b). (EC 52176[b][c], 64001[a], 5 CCR 11308[d]) (a) (b) (d) (e) (f) (c)
(d) The ELAC advises the school site council (SSC) on the development of the Single Plan for Student Achievement (SPSA) except for the Division of Special Education. (EC 64001[a])
(e) The ELAC advises the principal and staff on the school's program for EL. (EC 52176[c])
(f) The ELAC assists in the development of the school's:
    a. Needs assessment Language
    b. Census Report (R30-LC)
    c. Efforts to make parents aware of the importance of regular school attendance (EC 52176[c])
(g) The ELAC receives training materials and training, planned in full consultation with committee members, to assist members in carrying out their legal responsibilities. (5 CCR 11308[d])
(h) Financial resources may be allocated for reasonable expenses (which may include transportation, child care, translation services, meals, and training) of parent advisory groups on bilingual-bicultural education, at the school and school district incurred in the course of their duties as member of the parent advisory groups. (EC 52168(b)(4).)
(i) Each ELAC has the opportunity to elect at least one member to the District English Learner Advisory Committee (DELAC) or participants in a proportionate regional representation scheme when there are 31 or more ELACs in the district. (5 CCR 11308(b); EC 35147, 52176(a), 62002.5.)

A LEA with 51 or more English learners must have a functioning DELAC or a subcommittee in which at least 51 percent of the members are parents (not employed by the district) of English learners.

The DELAC advises on all of the following tasks:

- Development of a district master plan for educational programs and services for ELs that takes into consideration the Single Plan for Student Achievement (5 CCR 11308[c][1])
- Conducting of a PAU-wide needs assessment on a school-by-school basis (5 CCR 11308[c][2])
- Establishment of district program, goals, and objectives for programs and services for ELs (5 CCR 11308[c][3])
- Development of a plan to ensure compliance with any applicable teacher and instructional aide requirements (5 ccr 11308 (C)(4))
- Administration of the annual Language Census Report (5 CCR 11308[c][5])
- Review and comment on reclassification procedures (5 CCR 11308[c][6])
- Review and comment on the written notifications required to be sent to parents and guardians (5 CCR 11308[c][7])
- The LEA provides training materials and training, planned in full consultation with committee members, appropriate to assist members in carrying out their legal advisory responsibilities. (5 CCR 11308[d])

BILINGUAL - BICULTURAL EDUCATION

The Adelanto Elementary School District offers parents/guardians the opportunity to enroll their child, in grades kindergarten through 5th, into a dual-immersion program at Victoria Magathan Elementary School. Melva Davis Academy of Excellence offers dual immersion for students in grades sixth through eighth. 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. Parents must give permission for their child to participate. For more information, please contact our Academic Services Department at (760) 246-8691 ext. 10209. (E.C. 52173)

Services for Students with Exceptional Needs

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 Local Plan Area (DMSELPA)

Special Education is an integral part of the total public education system and provides education to promote maximum interaction and access between children with disabilities and children who are not disabled. Special education means specially designed instruction to meet unique needs of children with disabilities including instruction conducted in the classroom, in home, in hospitals and institutions, or other settings in the Least Restrictive Environment (LRE).

ELIGIBILITY

To be eligible for Special Education and related services; a child must be between birth and 22 years of age and meet criteria in two areas as outlined in the Title 34 Code of Federal Regulations § 300. First, the child must be identified as a child with a disability in one or more of the 13 categories. Second, the child's disability must adversely affect a child's educational performance. Children ages 0-3, are found eligible under Part C eligibility criteria. Children ages 3-21, are determined to be eligible under Part B eligibility criteria of the Individuals with Disabilities Education Act (IDEA).

PLACEMENT

AESD has a continuum of program options that are available to meet the needs of individuals with exceptional needs for Special Education and related services as required by IDEA. The continuum of program options shall include, but not necessarily limited to all or a combination of the following:

1. Regular education
2. A Resource Specialist program;
3. Designated Instructional Services
4. Special Day Class
5. Home/Hospital Program
6. Non Public, nonsectarian school services
7. Residential Placements
8. State Special Schools: Placement decisions are made by the IEP team based on the student's immediate needs. These placements are not permanent and must be reassessed at all IEP meetings. The IEP document must include language that addresses the students' needs to participate in the program.

The Adelanto Elementary School District Special Education Department works to ensure that all individuals with exceptional needs from birth through age 21 are correctly identified, assessed and provided a Free Appropriate Public Education (FAPE) with programs and services designed to meet their unique needs in the Least Restrictive Environment. The Special Education Department consisted of the following:

- Director,
- Coordinator
- School Psychologists
- Secretary
- Special Education Clerks
- Occupational Therapist
- Certified Occupational Therapist Assistants (COTA's)
- Adaptive Physical Education Teacher
- Aids (Paraprofessional)
- Numerous bus aides

The Special Education Department is the main authority on Special Education matters in the district; therefore, provides technical assistance and training to Teachers and Administrators. Psychologists and SPED clerks are assigned specific sites within the school district. The Occupational Therapist services all students in the District and the COTA's, (Certified Occupational Therapist Assistants), are assigned to schools in the district. The APE Teacher serves all students in need of Adapted Physical Education as a service. The Aides either are assigned to work with students in the classroom or on buses. Each site has a designated administrator who supervises the Special Education program.

SPECIAL EDUCATION PROGRAM AT SITES

In addition to General Education, students are provided access to Specialized Academic Instruction (SAI) in the Mild to Moderate, Moderate to Severe and Severe Profound classrooms. The IEP determines the appropriate placement according to the disability and needs, students. They can be placed in the Resource Specialty Program, the Special Day Classroom or the Home/Hospital Program. Students who require a More Restrictive Environment

due to behaviors, are referred to the San Bernardino County Superintendent of Schools (SBCSS) SDC Program. SBCCS classrooms are based on AESD school sites or at specific locations throughout the county. Students in need of Low Incidence assistance, are referred to the specialized school within San Bernardino and Riverside Counties. One such center is the State School for the Deaf and Hard of Hearing that is located in Riverside County. Students are referred to Non Public Schools, (NPS) or Residential Placement when their IEPs stipulate a More Restrictive Environment (MRE).

QUALIFYING FOR SPECIAL EDUCATION

The AESD follows the federally mandated procedure for assessment and qualification for Special Education. Under the Guidance of Desert Mountain Special Education Local Plan Area (DMSELPA), the district follows the federally mandated guidelines to qualify students for special education. The referral to Special Education begins per Child Find with a teacher, parent or guardian referring the student to the Student Success Team (SST) process, (see SST Process). During the SST process the team implements interventions to provide support to the student. Upon completion of the process the results are shared with/by the SST team. If the team determines that the student is in need of additional support based on documented results the student is referred to Special Education for assessment by our qualified team of School Psychologists. School Psychologists contact the Educational Right holder for written permission before any assessment begins. Upon completion of assessment for special education students may be qualified for one or more of the federally identified disabilities:

- Intellectual Disability (210)
- Hard of Hearing (220)
- Deafness (230)
- Speech / Lang. Imp. (240)
- Visual Impairment (250)
- Emotional Disturbance (260)
- Orthopedic Impairment (270)
- Other Health Imp. (280)
- Est. Med. Disability (281)
- Spec. Learning Disability (290)
- Deaf / Blindness (300)
- Multiple Disabilities (310)
- Autism (320)
- Traumatic Brain Injury (330)

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 D/M 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) Under state law, each public school system is responsible to find children with disabilities in its area

FREE APPROPRIATE PUBLIC EDUCATION (FAPE)

Each public school system is responsible for ensuring that each child with disabilities is served appropriately, at no expense to the parent in the least restrictive environment. (E.C. 56301; 20USC1401(3); 1412(a)(3); 34CFR300.111(c)(d))

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's consideration of where the goals/objectives can be implemented most successfully.

It is the philosophy of the Adelanto Elementary School District, that all individuals with exceptional needs shall be provided a Free Appropriate Public Education (FAPE) in the least restrictive environment. This philosophy is in accordance with state and federal mandates and specifically includes changes that were made in the provisions of the Individuals with Disabilities Education Act (IDEA); which addresses the issues of education of students with disabilities in the least restrictive environment. The IEP team remains the primary decision-making body in determining the individual needs of students and the appropriate placement for them. If the IEP team determines support staff is necessary; then those services must be delineated in the student's IEP. If the IEP team determines that the student requires supplemental aides or services, then those services must be delineated in the student's IEP and provided to the student.

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 activities. 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, the Director of Academic Services at (760) 246-8391 ext. 10268. (AESD BP & AR 6164.6)

504 Coordinator
Carol Coburn, Director of Academic Services
18824 Air Expressway, Adelanto, CA 92301
(760)246-8691 | carol_coburn@aesd.net

Student Records

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)).

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)

PICTURES, PRESS RELEASES, AND PUBLICITY

The Adelanto Elementary School District works cooperatively with the local media and has an active social media presence to keep the community informed about school activities and student achievement. Directory-type information may be used to identify students in such news stories. Photographs of groups of students, such as at a school event, may also be published provided the students' names are not included and whose parents/guardians have requested no publication.

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 entities 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 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. Please review, digitally approve or deny through Aeries Student Information System under Authorizations. This is required annually. (E.C. 49073)

PUPIL RECORDS OBTAINED FROM SOCIAL MEDIA

Other than the school newspaper and yearbook, the school may gather information in the forms of video, photograph, blog, texts, and emails, to maintain school and student safety. All social media information gathered will be destroyed within one year after the student turns 18 year old or one year after the student is no longer enrolled, whichever comes first. (E.C. 49073.6)

REGULATIONS REGARDING STUDENT ACHIEVEMENT

The Board of Trustees believes good communication between parents and teachers is important in the educational process. All appropriate forms of communication should be used including but not limited to parent calls, ParentSquare notifications, PeachJar (email notification), letters home, conferences, and report cards. The progress report should reflect student progress in classwork and proficiency levels and indicate educational growth in relation to the student's ability, citizenship and effort. (EC 49067)

RELEASE OF JUVENILE INFORMATION

Juvenile court records should be confidential regardless of the juvenile's immigration status. Only if a court order is provided, will any student information be disseminated, attached or provided to federal officials. The court order must indicate prior approval of the presiding judge of the juvenile court. Otherwise, juvenile information is protected from distribution and remains private without a court order.

Whenever a pupil has been found by a court to have committed any felony or misdemeanor involving curfew, gambling, alcohol, drugs, tobacco products, carrying of weapons, a sex offense, assault or battery, larceny,

vandalism, or graffiti, the court will provide a written notice to the superintendent of the school district of attendance. The superintendent will then provide the information to the principal at the school of attendance, who will disseminate the information to any administrator, teacher, or counselor directly supervising or reporting on the behavior or progress of the pupil, allowing them to work with the pupil in an appropriate manner. (W.I.C. 827, 831)

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 to 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. Copies are available upon request. (E.C. 35256). (California Department of Education SARC website)

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 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.

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 instructional materials such as textbooks or Chromebooks, 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. (Ed Code 4904, 48904.3 (a))

Student Services

AFTER SCHOOL PROGRAM

Each school site offers an after school program funded by the ASES Grant. Students in grades TK 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 school pupils, second priority shall go to pupils who attend daily. However,

current participants shall not be dis-enrolled 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 After School Program Coordinator, Action Youth America (AYA), at (760) 907-8402 or (760) 553-4808.

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.

FOSTER YOUTH SERVICES

The district provides a foster liaison who is able to assist with counseling services for the foster youth. The foster youth counselors for the Adelanto Elementary School District are Cheryl Hill, Gabriela Hidalgo, Arelie Cruz, and Jessica Canales. They can be reached by contacting the Student Services Office at (760) 246-8691 ext. 10243.

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.

AB 490 is the law addressing educational stability for foster youth.

MCKINNEY-VENTO 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 Rebeca Renteria in the Academic Services Office (760) 246-8691. 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 the 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 in 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)

JURISDICTION

Teaching staff shall hold pupils to strict account for their conduct on the way to and from school, on the playgrounds, or during recess. *(E.C.* 44807)

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.

MENTAL HEALTH

In order to initiate access to available mental health services, you may contact your child's school site and request a referral to Desert Mountain Children's Center (DMCC). You may also contact DMCC directly at (760) 552-6700. Additionally, the District provides mental health support through CareSolace. CareSolace is a concierge service that will quickly link students and their family members with a variety of mental health services based on their needs. You can access services for your student by contacting your child's school site, visiting the District's Virtual Wellness Center at www.aesd.net/wellnesscenter or by calling the Student Services Department at (760) 246-8691 et. 10214. Our district will notify parents/guardians at least twice per year. This is one time through the Annual Notifications. We will also notify you again, a second time each school year, through ParentSquaere and Peachjar.

SUICIDE PREVENTION

Student suicide rates are of concern to all members of the school community. One child, ages 12 and older, dies by suicide every five days in California. At the beginning of each school year, all teachers, administrators and staff supervising students in grades K-8 will receive training in suicide prevention and intervention. Legislators have determined that training in mental health and coordination around improved services should be extended to all students, including our elementary students in grades kindergarten through 6th grade. A shared goal by all staff educators is to keep a safe place to learn, free from harm to any of our students.

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.

WALKING OR RIDING A BICYCLE TO SCHOOL

No person under 18 years of age may operate a bicycle, non-motorized scooter, skateboard or wear in-line or roller skates, nor ride as a passenger on a bicycle, non-motorized scooter, or skateboard upon a street, bikeway, or any other public bicycle path or trail unless that person is wearing a properly fitted and fastened bicycle helmet that meets specified standards. (V.C. 21212)

Health Services

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)

EMERGENCY TREATMENT FOR ANAPHYLAXIS

School districts are required to provide epinephrine auto-injectors to school nurses and trained personnel and authorize them to use epinephrine auto-injectors for any student who may be experiencing anaphylaxis, regardless of known history. 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. (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)

HEALTHCARE COVERAGE

Your child and family may be eligible for free or low-cost health coverage. For information about health care coverage options and enrollment assistance, contact Teresa Espinoza, MAA/LEA Billing at (760) 246-8691 ext. 10665 or go to www.CoveredCA.com. Additionally, California law allows all low-income children under 19 years old, regardless of immigration status, to enroll in Medi-Cal at any time in the year. Families can apply in person at their local county human services office, over the phone, online, with a mail-in application, or at a local health center. For more information about Medi-Cal enrollment, visit www.health4allkids.org. (EC 49452.9)

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 any 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 7th 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)

State law requires the following immunizations before a child may attend school:

(a) All new students, in transitional kindergarten through grade 12, to the Adelanto Elementary School District must provide proof of polio, diphtheria, pertussis, tetanus, measles, and mumps, rubella, and varicella immunizations.
(b) All transitional kindergarten and kindergarten students must also provide proof of vaccination against hepatitis B.
(c) All seventh-grade students must also provide proof of a second measles-containing vaccine, and a pertussis booster vaccine.

Information about a medical exemption or personal beliefs exemption from immunizations for your student is available at CAIR ME. For more information on medical exemptions, please visit the following website: *https://cair.cdph.ca.gov/exemptions/home*.

7th GRADE VACCINATIONS

All students entering seventh-grade will need proof of adolescent Tdap (tetanus, diphtheria and pertussis aka whooping cough), varicella and MMR (Measles, mumps and rubella) booster shots before starting school. Students not receiving the vaccination prior to the first day of 7th grade will be excluded from school until they obtain the necessary vaccination. For additional information, please contact the District nurses, Lindsey Marlborough (760) 246-8691 ext. 10670.

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.

MEDICATION REGIMEN

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 regarding the possible effects of the medication on the pupil 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 by a physician, may be assisted by the school nurse or other designated school personnel if the school district receives both a written statement of instructions from the physician detailing the method, amount and time schedules by which such medication is to be taken requesting the school nurse to assist the pupil with prescribed medication as set forth in the physician's statement. Student may carry and self-administer auto-injectable epinephrine or inhaled asthma medication if the school district receives both a written statement of instructions from the 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 requesting that the student self-administer. All requests must be completed annually and are to be approved by the school nurse, LVN or health tech prior to use. (E.C. 49423, 49480)

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.

The California Department of Education provides the following helpful information for parents and guardians when your child needs to take medication before school or at school.

1. Talk to your child's doctor about making a medicine schedule so your child does not have to take medicine at school.
2. If your child is regularly taking medicine for an ongoing health problem, even if he or she only takes the medicine at home, give a written note to the school nurse or other designated school employee at the beginning of each school year. You must list the medicine being taken, the current amount taken, and the name of the doctor who prescribed it (EC 49480).
3. If your child must take medicine while at school, give the school a written note from you and a written note from your child's doctor or other health care provider, who is licensed to practice in California. Provide new, updated notes at the beginning of each school year and whenever there is any change in the medicine, instructions, or doctor (EC 49423).
4. As a parent or guardian, you must supply the school with all medicine your child must take during the school day. You or another adult must deliver the medicine to school, except medicine your child is authorized to carry and take by him or herself.
   - 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.
5. 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.
   - Insist that you sign the medication into the health office and that they are counted in front of you, especially the controlled substances.
6. Each medicine your child must be given at school must be in a separate container labeled by a pharmacist licensed in the United States. This is easier for the pharmacist if the doctor writes an order for a **home supply and a school supply.** 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.
   - 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.
7. Pick up all discontinued, outdated, and/or unused medicine before the end of the school year. All medications still left in the health office after school is out will be removed and destroyed the first Wednesday following the last day of school.
8. Medicinal cannabis may be administered at school by parents according to the district's adopted policy, which must include: no disruption of the educational environment or exposure of cannabis to other students. Only parents are allowed to administer medicinal cannabis to their students, no staff members can administer cannabis. Parents/guardians shall remove any remaining cannabis and packaging from the school site. The policy must have a method for the parent/guardian to sign in and out for administration and medical recommendation shall be kept on file according to confidential health records. The use of smoke or vape forms of cannabis is expressly forbidden on school campuses.
9. Know and follow the medicinal policy of your child's school. The school board may amend or rescind any of their policies for any reason in a public board meeting.
10. *Chapstick* or any other lip balm will ONLY be allowed without physician permission if it doesn't state on its packaging that it is "medicated."

(AESD BP & AR 5141.21)

ADMINISTRATION OF EPILEPSY MEDICATION

If a student with epilepsy has been prescribed an emergency anti-seizure 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 anti-seizure medication in the event that he student suffers a seizure when a nurse is not available. (E.C. 49414.7)

SELF-ADMINISTRATION OF ASTHMA MEDICATION OR 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 the 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 or 10670 to make an appointment.

MEDICINAL CANNABIS ADMINISTRATION

The Adelanto Elementary School District does not have a policy allowing the administration by health office staff or parents of medicinal cannabis on campus at this time.

SUNSCREEN AND SUN-PROTECTIVE CLOTHING

A doctor's note is not required to use sunscreen during the school day. Your student may wear a hat, approved by the site administration, to protect from the sun outdoors, as well as other sun-protective clothing which is in compliance with the school's dress code. (E.C. 35183.5)

MEDICAL RECORDS SHARING

The Adelanto Elementary School District may provide information from a student's medical records to the State's Immunization Registry, CAIR, a confidential and secure database used to maintain immunization records. Students or parents or guardians may refuse to permit record sharing. Notification may be provided by ordinary mail and must include reasonable means for refusal, such as return form or contact telephone number. For more information about CAIR, you can contact them at 800-578-7889 or access their web-site at http://cairweb.org (H.S.C. 120440)

ORAL HEALTH ASSESSMENT

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

PHYSICAL EXAMINATION

A parent/guardian may file annually with the school principal a written statement, signed by the parent/guardian, withholding consent to a physical examination of the pupil. 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 requirements based on personal beliefs. (E.C. 49458, 49452, 49452.5, 49452.6, 49451 and 20 USC 1232 ha)

SUDDEN CARDIAC ARREST

Sudden cardiac arrest (SCA) is when the heart stops beating, suddenly and unexpectedly. When this happens, blood stops flowing to the brain and other vital organs. SCA is not a heart attack; it is a malfunction in the heart's electrical system, causing the victim to collapse. The malfunction is caused by a congenital or genetic defect in the heart's structure. SCA is more likely to occur during exercise or sports activity, so athletes are at greater risk. These symptoms can be unclear and confusing in athletes. Often, people confuse these warning signs with physical exhaustion. If not properly treated within minutes, SCA is fatal in 92 percent of cases. In a school district, charter school, or private school that elects to conduct athletic activities, the athletic director, coach, athletic trainer, or authorized person must remove from participation a pupil who passes out or faints, or who is known to have passed out or fainted, while participating in or immediately following an athletic activity. A pupil who exhibits any of the other symptoms of SCA during an athletic activity may be removed from participation if the athletic trainer or authorized person reasonably believes that the symptoms are cardiac related. A pupil who is removed from play may not return to that activity until he or she is evaluated by, and receives written clearance from, a physician or surgeon. On a yearly basis, an acknowledgement of receipt and review of information regarding SCA must be signed and returned by the pupil and the pupil's parent or guardian before a pupil participates in specific types of athletic activities which generally does not apply to those conducted during the regular school day or as part of a physical education course. (E.C. 33479)

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)

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 healthcare 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. (E.C. 49475)

Child Nutrition Services (Food Services)

FREE MEALS at ALL SITES

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. Applications are not required. The Adelanto Elementary School District participates in the Community Eligibility Provision (CEP) at all sites. This means all students enrolled in the district are offered free meals at all services. National School Lunch and Breakfast are served at all Adelanto Elementary Schools each school day. Please see website www.aesd.net for menus and nutritional information. If you have questions, please check our website or contact Child Nutrition at (760) 246-8691 ext. 10321.

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.

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 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 by CNS staff, shall be of good nutritional quality, as are nuts, dried and fresh fruit, yogurt, juices, cheese, seeds, snacks, and milk. Such foods should contain no more than a moderate amount of salt, sugar or fat, according to USDA regulations. (Education Code 51520)

STUDENT SPORTS PROGRAM

No person shall on the basis of sex, sexual orientation, gender, ethnic group identification, race, ancestry, national origin, religion, color or mental or phsycial disability be excluded from participation in, be denied the benefits of, be denied equivalent opportunity in, or otherwise discriminated against in interscholastic, intramural, or club athletics (5 CCR Section 4920).

All sports are open to both male and female athletes.

All athletes are given the opportunity to use the school locker rooms and facilities.

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 healthcare 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. (E.C. 49475)

CALIFORNIA YOUTH FOOTBALL ACT

Under state law, students who participate in football games in grades 6-12 must have a licensed medical professional present during the game, whether playing at a home game or away at another school. This does not include Physical Education classes or intramural football games outside of extracurricular athletics offered at the middle or high school. – (H.S.C. 124241 (6-12))

CONTROLLED SUBSTANCES – OPIOIDS

The District will provide facts regarding risks and side effects if opioid use each year to all athletes grades 6-8. Parents and student athletes must sign acknowledgement or receipt of the document annually. (EC 49476)

HEALTH INSURANCE FOR ATHLETES

The Adelanto Elementary School District offers optional accidental injury insurance to all members of school athletic teams that covers medical and hospital expenses. The District offers insurance or other health benefits through …. Some pupils may qualify to enroll in no-cost or low-cost local, state, or federally sponsored health insurance programs. Information about these programs may be obtained by calling our Risk Management Department.
Click here for the Student Accident Insurance- Health Insurance 2024-2025 English Spanish

Student Behavior

The Board of Trustees 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.

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, immigration status 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. You may find a list of education resources provided by the California Department of Education (CDE) at http://www.cde.ca.gov/ls/ss/se/bullyres.asp. 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 school's principal to assist you in identifying and stopping this behavior. For additional assistance, you can contact the Coordinator of Student Services at (760) 246-869 ext. 10214. Additionally, you may report acts of bullying through the district's bullying reporting app available at aesd.net or through the We Tip Hotline. (EC 234 and 234.1)

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 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:

1. Behavior that endangers staff and/or students.
2. Behavior that disrupts the orderly classroom or school environment.
3. 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.
4. Possession or use of laser pointers, unless used for a valid instructional or other school-related purpose, including employment. (Penal Code 417.27)
5. Profane, vulgar or abusive language.
6. Plagiarism or dishonesty in schoolwork or on tests.
7. Inappropriate dress.
8. Tardiness and unexcused absence from school.
9. Failure to remain on school premises in accordance with school rules.

ELECTRONIC SIGNALING DEVICES (i.e. CELL PHONES)

Board Policy and Administrative Regulation 5131.8 Mobile Communication Devices
Students may not use cell phones, smartwatches, pagers, or other mobile communication devices at any time on campus. Once students step on District property which include transportation and on campus, devices will be turned off and are not be visible during class time, passing periods, recesses, in the restrooms, during lunch, or at anytime while on campus.

It is the student's responsibility to ensure that the student's electronic device is turned off and secured at all times within the above specified time period. The Superintendent of designer shall inform students that the District will not be responsible for a student's mobile communication device which is brought on campus or to a school activity and is lost, stolen, or damaged.

Mobile communication devices will be turned off during instructional and non-instructional time. However, a student shall not be prohibited from possessing or using a mobile communication device under any of the following circumstances: (Education Code 48901.5, 48901.7)

1. In the case of emergency or in response to a perceived threat of danger
2. When a licensed physician or surgeon determines that the possession or use is necessary for the student's health and well-being

3. When the possession or use is required by the student's individualized education program or 504 plan (cf. 6159 Individualized Education Program)

Smartphones and other mobile communication devices with a camera, video, or voice recording function will not be used in a manner that infringes on the privacy rights of any other person.

Search and seizure of a student's mobile communication device will be conducted in accordance with law.

(c.f. 5145.12 Search and Seizure) (c.f. 4145.2 – Freedom of Speech/Expression)

ELECTRONIC RECORDING OR VIDEO PRIVACY

Telephone and electronic communications. California's eavesdropping law requires the consent of all parties to record a confidential communication, including those conducted by "telephone, or other device, except a radio." Cal. Penal Code § 632(a).

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.

TOBACCO-FREE CAMPUS

The use of tobacco and tobacco products, and related paraphernalia such as cigarettes, cigars, chewing tobacco, pipe tobacco, snuff or an electronic device that delivers nicotine (e.g. electronic cigarette, cigar, pipe or hookah) or other vaporized liquid are prohibited on all school sites, all district owed 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.

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)

WEAPONS AND OTHER DANGEROUS OBJECTS

California prohibits individuals from bringing weapons onto school grounds. Individuals who bring weapons to schools can face criminal charges. Penal Code 626.10 does not only apply to firearms, but any kind of dangerous weapon brought to a school. These weapons include firearms as well as:

- Pellet or BB guns
- Stun guns or tasters
- Daggers or dirks
- Folding knives

California uses Penal Code 626.10 to prosecute this criminal act. The term "weapon" means possession, use, control or transfer or storage of any object which may be used to cause bodily harm, including but not limited to a weapon as defined by Section 921 of Title 18, United States Code, firearm as defined in Section 1.1 or the Firearm Owners Identification Act, use of weapon as defined in Section 24-1 of the Criminal Code. This law defines a weapon as "any knife, cutting instrument, cutting tool, nunchaku, firearm, shotgun, rifle and any other tool, instrument or implement capable of inflicting serious bodily harm." Such items as baseball bats, pipes, bottles, locks, sticks, pencils, and pens may be considered weapons if used or attempted to be used to cause bodily harm.

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 require the school administrator to notify law enforcement.

GROUNDS FOR 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 8, 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. Commencing July 1, 2020, the bill would additionally prohibit the suspension of a pupil enrolled in a school district or charter school in grades 4 and 5 for disrupting school activities or otherwise willfully

defying the valid authority of those school personnel engaged in the performance of their duties. The bill, from July 1, 2020, until July 1, 2025, would prohibit the suspension of a pupil enrolled in a school district or charter school in any of grades 6 to 8, inclusive, for those acts.

(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). "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. (*Please note: The conduct described in Section 212.5 must be considered by a reasonable person of the same gender as the victim to be sufficiently severe or pervasive as to have a negative impact upon the individual's academic performance or to create an intimidating, hostile, or offensive educational environment.)*

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 request 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.

SUSPENSION CONFERENCE WITH PARENTS

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)

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 school days 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.

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. (BP/AR 5145.12 - Search and Seizure)

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).

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)

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.

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.

PROPERTY DAMAGE

The Adelanto Elementary School District may hold the parent or guardian financially liable if their child willfully damages school property or fails to return school property loaned to the child. The school may further withhold the grades, diploma, and transcript of the pupil until restitution is paid. (EC 48904)

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)]

- Causing serious physical injury to another person, except in self-defense.
- Possession of any knife or other dangerous object of no reasonable use to the student.
- 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:
- The first offense for the possession of not more than one avoirdupois ounce of marijuana, other than concentrated cannabis
- The possession of over-the-counter medication for use by the student for medical purposes or medication prescribed for the student by a physician.
- Robbery or extortion.
- Assault or battery, as defined in Sections 240 and 242 of the Penal Code, upon a school employee.

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:

- Other means of correction are not feasible or have repeatedly failed to bring about proper conduct.
- 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."

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.

BULLYING

The Board of Education prohibits bullying at any location or school-related activity. Annual training will be provided to all staff who work with students, to prevent bullying and cyberbullying. You may find a list of education web pages describing the staff training at: ***https://www.cde.ca.gov/ls/ss/se/bullyres.asp*** 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 site principal immediately. You may also report bullying through our online app available at Report Bullying Here. The District has counseling available to assist your child learn skills to identify and stop this behavior. The liaisons are available by contacting Student Services at (760) 246-8691 ext. 10243 or by contacting your school's principal.

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:

- Repeatedly 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.
- Repeatedly 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.
- Repeatedly Emotional (psychological): Rejecting, terrorizing, extorting, defaming, intimidating, humiliating, blackmailing, manipulating friendships, isolating, ostracizing, using peer pressure, or rating or ranking personal characteristics.
- Repeatedly Cyberbulling: 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)
- Repeatedly Making reprisals, threats of reprisal, or implied threats of reprisal.
- Repeatedly 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

Bus Rules, Regulations and Safety

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 ¼ 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. A parent or guardian of a kinder must be present and have in his or her possession a kinder blue card in order for the release of any kinder. Parents must arrive on time to pick up their kinder from the bus stop, repeated failures will result in the loss of bus privileges. Students must ride their assigned bus and get On/off at assigned bus stops only. General Conduct, students are expected to conduct themselves in such a manner as to conform to classroom standards of behavior. Students must abide by the above regulations while riding as a passenger on a school bus or any district vehicle
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

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.

RULES FOR SAFE CONDUCT ON THE BUS:

The state law (**Section 14103 Title 5 C.A.C. "Authority of bus driver**) reads: Pupils transported in a school bus shall be under the authority of, and responsible to the driver of the bus, and the driver shall be held responsible for the orderly conduct of the pupils while they are on the bus or being escorted across a street, highway or road. Continued disorderly conduct or persistent refusal to submit to the authority of the driver shall be sufficient reason for a pupil to be denied transportation in accordance with regulations of the governing board of the District.

Students may receive a "bus ticket" for any of the following infractions:

1. Improper boarding/departing procedures

2. Bringing articles aboard bus of injurious or objectionable nature

3. Failure to remain seated

4. Refusing to obey the driver

5. Fighting/pushing/tripping

6. Hanging out of the window

7. Throwing objects in or out of the bus

8. Lighting matches/smoking on the bus

9. Spitting/littering

10. Unnecessary noise

11. Tampering with bus equipment

12. Rude, discourteous and annoying conduct

13. Destruction of property

14. Other behavior relating to safety, well-being and respect for others

Riders who fail to comply with the above rules shall be reported to the school principal, who shall determine the severity of the misconduct and take action accordingly. In all instances of misconduct, the rider and his/her parent/guardian shall be given notice and warning. In case of a severe violation or repeated offenses, the rider may be denied transportation for a period of time determined by the principal, up to the remainder of the school year. The principal or designee of the school will notify the parent of any written bus citation. The following consequences shall be followed:

- 1st offense—warning and ticket home
- 2nd offense—3 day suspension from bus
- 3rd offense—5 day suspension from bus
- 4th offense—10 day suspension from bus
- 5th offense—bus privileges suspended for rest of school year

The principal may suspend immediately from the bus if the infraction is warranted. The transportation office and the school office will keep copies of the citations on file with each incident. Teachers will endeavor to familiarize pupils with the standards of conduct expected of them as passengers prior to their participation in trips.

It is the parent's responsibility to contact the school office when a student is issued a "School Bus Incident Report".

SCHOOL BUS TRANSPORTATION IS A PRIVILEGE, NOT A RIGHT!

Please Note: Any fighting or other serious offense will result in the student automatically starting at step 5. Offenses that pose serious harm to your student, other riders, drivers of other vehicles, the bus driver, or result in the need for the driver to stop the bus and notify the site administrators and/or California Highway Patrol (CHP) for assistance may result in immediate removal from the bus for a minimum of 30-days to the remainder of the year plus appropriate school consequences.

Discriminations, Protections, Complaints and Procedures

NONDISCRIMINATION POLICY

The Board of Trustees is committed to providing equal opportunity for all individuals in education. District programs, activities, and practices shall be free from unlawful discrimination including discrimination against an individual or group based on race, color, ancestry, nationality national origin, immigration status, ethnic group identification, ethnicity, age, religion, marital or parental status, pregnancy, physical or mental disability, sex, sexual orientation, gender, gender identity or expression, or genetic information; 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

Equity Compliance
Tasha Doizan, Ed.D., Assistant Superintendent of Academic Services
11824 Air Expressway, Adelanto, CA 92301
760-246-8691
tasha_doizan@aesd.net

Title IX Coordinator
Terry Walker, Ed.D.,Interim Assistant Superintendent of Human Resources
11824 Air Expressway, Adelanto, CA 92301
760-246-8691
terry_walker@aesd.net

504 Plan Coordinator
Carol Coburn, Director of Academic Services
11824 Air Expressway, Adelanto, CA 92301
760-246-8691
carol_coburn@aesd.net

EDUCATIONAL EQUITY: IMMIGRATION AND CITIZENSHIP STATUS

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 such as hairstyles, 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. (E.C. 200, 220, and 234.1 adding Article 5.7 to EC 234.7, EC 66251, 66260.6, 66270, and 66270.3)

RIGHT OF ALL STUDENTS TO A PUBLIC EDUCATION

The Adelanto Elementary School District is committed to the success of all students regardless of their immigration status or citizenship, and asserts that every school site should be a welcoming place for all students and their families. It is AESD's policy that all students have a right to attend school free of bullying, intimidation, and discrimination. All students have a right to a free K-12 public education, regardless of immigration status or religious beliefs. AESD has created a Resource Booklet that can be found at www.aesd.net or requested from the Academic Services Department. .

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 mis-assigned.

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, by downloading from CDE's website at www.cde.ca.gov/re/cp/uc, or by coming into the District office. 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.

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

TITLE IX NOTIFICATIONS

Title IX of the Education Amendments of 1972 is one of several federal and state anti-discrimination laws that ensure equality in educational programs and activities that receive federal funding. Specifically, Title IX protects male and female pupils and employees, as well as transgender pupils and pupils who do not conform to sex stereotypes, against discrimination based on sex, including sexual harassment. California law also prohibits discrimination based on gender, gender expression, gender identity, and sexual orientation. Under Title IX, pupils may not be discriminated against based on their parental, family, or marital status, and pregnant and parenting pupils may not be excluded from participating in any educational program, including extracurricular activities, for which they qualify. For more information about Title IX, or how to file a complaint of noncompliance with Title IX, The Assistant Superintendent of Human Resources at (760) 246-8691, ext. 10667 or by visiting or website at www.aesd.net

Title IX Coordinator
Terry Walker, Ed.D., Interim Assistant Superintendent of Human Resources
11824 Air Expressway, Adelanto, CA 92301
760-246-8691
terry_walker@aesd.net

(AESD AR 5145.71)

Uniform Complaint Process (UCP)

The Adelanto Elementary School District annually notifies our students, employees, parents or guardians of its students, the district advisory committee, school advisory committees, appropriate private school officials, and other interested parties of our Uniform Complaint Procedures (UCP) process.

The UCP Annual Notice is available on our website at www.aesd.net.

We are primarily responsible for compliance with federal and state laws and regulations, including those related to unlawful discrimination, harassment, intimidation or bullying against any protected group, and all programs and activities that are subject to the UCP.

Programs and Activities Subject to the UCP

- Accommodations for Pregnant and Parenting Pupils
- Adult Education
- After School Education and Safety
- Agricultural Career Technical Education
- Career Technical and Technical Education and Career Technical and Technical Training Programs
- Child Care and Development Programs
- Compensatory Education
- Consolidated Categorical Aid Programs
- Course Periods without Educational Content
- Discrimination, harassment, intimidation, or bullying against any protected group as identified under sections 200 and 220 and Section 11135 of the Government Code, including any actual or perceived characteristic as set forth in Section 422.55 of the Penal Code, 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 an educational institution, as defined in Section 210.3, that is funded directly by, or that receives or benefits from, any state financial assistance.

- Educational and graduation requirements for pupils in foster care, pupils who are homeless, pupils from military families and pupils formerly in Juvenile Court now enrolled in a school district
- Every Student Succeeds Act
- Local Control and Accountability Plans (LCAP)
- Migrant Education
- Physical Education Instructional Minutes
- Pupil Fees
- Reasonable Accommodations to a Lactating Pupil
- Regional Occupational Centers and Programs
- School Plans for Student Achievement
- School Safety Plans
- School Site Councils
- State Preschool
- State Preschool Health and Safety Issues in LEAs Exempt from Licensing

And any other state or federal educational program the State Superintendent of Public Instruction (SSPI) of the California Department of Education (CDE) or designee deems appropriate.

Filing a UCP Complaint

A UCP complaint shall be filed no later than one year from the date the alleged violation occurred.

For complaints relating to Local Control and Accountability Plans (LCAP), the date of the alleged violation is the date when the reviewing authority approves the LCAP or annual update that was adopted by our agency.

A pupil enrolled in any of our public schools shall not be required to pay a pupil fee for participation in an educational activity.

A pupil fee complaint may be filed with the principal of a school or our superintendent or their designee.

A pupil fee or LCAP complaint may be filed anonymously, that is, without an identifying signature, if the complainant provides evidence or information leading to evidence to support an allegation of noncompliance.

Responsibilities of the Adelanto Elementary School District

We shall post a standardized notice, in addition to this notice, with educational and graduation requirements for pupils in foster care, pupils who are homeless, pupils from military families and pupils formerly in Juvenile Court now enrolled in a school district.

We advise complainants of the opportunity to appeal an Investigation Report of complaints regarding programs within the scope of the UCP to the Department of Education (CDE).

We advise complainants of civil law remedies, including injunctions, restraining orders, or other remedies or orders that may be available under state or federal discrimination, harassment, intimidation or bullying laws, if applicable.

Copies of our UCP procedures shall be available free of charge.

Contact Information

Complaints within the scope of the UCP are to be filed with the person responsible for processing complaints: Tasha Doizan, Ed.D., Assistant Superintendent of Academic Services. Click here for more information and access the forms.

Equity Compliance- The contact below is knowledgeable about the laws and programs that they are assigned to investigate in Adelanto Elementary School District.
Tasha Doizan, Ed.D., Assistant Superintendent of Academic Services
11824 Air Expressway, Adelanto, CA 92301
760-246-8691 tasha_doizan@aesd.net

MISCELLANEOUS

AIR QUALITY – INDOOR

Staff and students shall be asked to refrain from bringing common irritants such as furry or feathered animals, stuffed toys that may collect dust mites, scented candles, incense, or air fresheners into classrooms and other enclosed buildings. Staff and students are also asked to refrain from using perfume or cologne, scented lotion or hair spray, nail polish or nail polish remover, or other personal care products that are not fragrance-free in classrooms or other enclosed areas or buildings. (AESD AR 3514)

AIR QUALITY- OUTDOOR

The Superintendent or designee may monitor local health advisories and outdoor air quality alerts, including forecasts of ozone levels, particle pollution, and/or ultraviolet radiation levels. Whenever these measures indicate a significant health risk, the Superintendent or designee shall communicate with each principal so that outdoor activities, especially those requiring prolonged or heavy exertion, may be avoided, limited in duration, or modified as necessary for all persons or for persons who may be particularly susceptible to the health risk involved. (AESD AR 3514)

ASBESTOS MANAGEMENT PLAN

The asbestos management plan is updated annually and a copy is maintained in the Principal's office. The AESD School District maintains and annually updates its management plan for asbestos-containing material in school buildings. For a copy of the asbestos management plan, please contact the Principal's Office.
(Federal Register 40 CFR 763.93)

CAMERAS ON SCHOOL PROPERTY

For the safety of our students, staff and visitors, the Adelanto Elementary School District employs camera surveillance equipment for security purposes. This equipment may or may not be monitored at any time.
Surveillance cameras will generally be utilized only in public areas where there is no "reasonable expectation of privacy." Public areas may include school buses; building entrances; hallways; parking lots; front offices where students, employees, and parents come and go; gymnasiums during public activities; cafeterias; and supply rooms. However, it is not possible for surveillance cameras to cover all public areas of District buildings or all District activities.

District surveillance cameras will not be installed in "private" areas such as restrooms, locker rooms, changing areas, private offices (unless consent by the office owner is given), or classrooms.

CAMERAS DURING STUDENT LESSON

For students participating in virtual instruction, it is requested that students have their cameras on during their synchronous (direct instruction) lesson. They are required to participate in daily live interaction with their teacher(s) and peers for the purposes of instruction, progress monitoring and school connectedness (EC 43503(b)). To minimize disruption to your home environment, it is recommended that you place your child in an area where a wall is at his/her back or use a virtual background. If your child has anxiety about being on camera for extended periods of time, please talk with your child's teacher so arrangements can be made.

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 Academic 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:

- To stop a disturbance threatening physical injury to people or damage to property.
- For purposes of self-defense.
- 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)

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 crises. 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)

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. Kennon Mitchell, 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)

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.

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 2020-2021 school year, please contact the Manager of the Maintenance Department (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 the health and safety of students and staff.

SCHOOL SAFETY PLAN

Each school site has a Comprehensive School Safety Plan, which includes a disaster preparedness plan and emergency procedures. These plans are reviewed and updated by the site annually. Copies are available to read at each school office. Plans should, among other things, provide guidance for the response to and/or the prevention of bullying, child abuse, disasters, and criminal activity. Fire and emergency drills are held periodically at each school. For more information, contact the site principal.

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 21st-century technology and communication skills. To facilitate this we provide access to various technologies for student and staff use. One of the adopted goals of the Adelanto Elementary School District is to assist in advancing the use of technology to enhance student learning. Access to Adelanto Elementary School District technology is a privilege, not a right, and students enrolled in District programs or activities must follow District guidelines and procedures regarding acceptable use of technology. All Adelanto Elementary School District students and their parents/guardians shall sign the **ACCEPTABLE USE OF TECHNOLOGY AGREEMENT PRIOR TO USING DISTRICT TECHNOLOGICAL RESOURCES**

The Adelanto Elementary School District shall make a diligent effort to filter the inappropriate or harmful matter accessible through the Internet, and students shall also take responsibility not to initiate access to inappropriate or harmful matter while using District technology. Violation of this policy may result in disciplinary action and the loss of the privilege to use the technology and/or civil or criminal liability.

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.

EMAIL

The District may provide users with email 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 i s 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 the 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, the 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 emails, 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 OF TECHNOLOGY

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 OF TECHNOLOGY

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.n 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 IT 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.

INTERNET SAFETY PARENT LETTER

STAYING HEALTHY DURING COVID-19:

The health of students and families is of the utmost importance. The guidelines below will reduce the risk of spreading illness and should be followed while in a distance learning situation as well as once students are able to return to school. Guidelines for school return are subject to change. Symptoms of COVID-19 include:

Fever (>100ºF)	Chills	Cough	Shortness of Breath	Fatigue	Muscles or Body Aches
Headache	Loss of Taste or Smell	Sore Throat	Congestion or Runny Nose	Nausea or Vomiting	Diarrhea

Once schools re-open, parents are being asked to screen their students prior to sending them to school. Please take their temperature and assess for the symptoms above before they leave the house. Students are required to remain home if:

- They have any of the above symptoms, or have been diagnosed with COVID-19.
- They have been told to isolate or quarantine by their doctor or the health department.
- They have had recent contact with someone with COVID-19.
- They have recently traveled somewhere outside the U.S.

Contact your child's school to set up a Site-Based Short Term Independent Study

TO MINIMIZE THE RISK OF SPREAD:

- **Follow Cough/Sneeze Hygiene**: Teach children to sneeze into a tissue or elbow, and to throw tissue away in a waste container.
- **Wash Hands:** They should also wash hands with soap and water regularly or use hand sanitizer, and they should not touch their face. Wash Hands Students should wash hands before leaving home and upon returning home. All students will wash hands often and/or use hand sanitizer at school multiple times a day.
- **Face Coverings at School are optional**

2024-2025

ANNUAL NOTICES

ADELANTO ELEMENTARY SCHOOL DISTRICT

2024-2025 NOTICE REGARDING HOMELESS EDUCATION

(Applicable Only for the Current School Year)

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

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

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

A homeless student has the right to attend either the *school of origin*, defined as the school that the student was last enrolled or attended when last housed or any school attended in the past fifteen (15) months; or the current school of residence. If a dispute arises over school selection or enrollment, the parent/guardian has the right to dispute the school's decision by contacting the district's homeless clerk at (760)246-8691 ext. 10656 or the district's McKinney Vento Liaison, the Coordinator of Student Services at (760) 246-8691 ext. 10214 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 or other documentation usually required for enrollment. 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, preschool, before and after school services or any other program offered by the school or district. The district shall ensure that transportation is provided, at the request of the parent/guardian/unaccompanied homeless youth, to and from the school of origin, if feasible.

Unaccompanied youth; such as teen parents not living with their parents or guardian or students that have run away or have been pushed out of their homes, have access to these same rights.

A homeless student that transfers schools after the second year of high school, and is greatly deficient in credits may be able to graduate within four years with reduced state requirements. School districts are required to issue and accept partial credit for courses that have been satisfactorily completed.

If you have questions or would like more information about the programs and services available to homeless students and families within the Adelanto Elementary School District, or if you qualify and need assistance, please contact the McKinney Vento clerk, at (760)246-8691 ext. 10656.

Adelanto Elementary School District

Parent Notice of Instructional Materials

In order to provide a quality education for all students, it is important to ensure that all students have adequate instructional materials. Each school year, students are assigned instructional materials (textbooks, library books, etc.) that they are responsible for keeping in good condition. These materials are expected to be turned in at the end of the school year or before changing schools. In accordance with California Education Code 48904: parents will be billed for any lost or damaged items assigned to their student. Unpaid invoices for lost or damaged items might result in a referral to a collection agency.

Fines are assessed in line with the Adelanto School District fee schedule as follows:

- Lost material: 100% replacement cost
- Extensive damage rendering item useless: 100% replacement cost (ie: liquid soaked, mold, etc.)
- Missing/extensive damage cover: 100% replacement cost
- Vandalism (cutting, graffiti, etc.) that cannot be repaired: 100% replacement cost
- Minor damage to cover but still usable: $5.00
- Missing/damaged barcode label: $1.00
- Torn pages or replacement of pages: $1.00 per page
- Writing, highlights, or other marks inside/outside of item: $1.00 per page

Please bring the exact amount due in the form of cash, money order, or cashier's check to your student's school library. Personal checks will not be accepted. If cash is paid and change is expected, please know that the change will be mailed to you in the form of a check at a later date. If your child's fine will cause a fiscal burden to your family at this time, please contact the principal to discuss the matter.

Upon receiving instructional materials, please remind your student to do the following:

- Look for damage. All damages that are not noted by the school librarian will be billed to the parent/guardian.
- Write your full name in the designated area inside the textbook. Use a book cover to protect the textbook.
- Do not lend materials to other students. Each item has a unique barcode number on it.

Adelanto Elementary School District

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

2024-2025 RELEASE FORM FOR DIRECTORY INFORMATION

(Applicable Only for the Current School Year)
(Can be completed electronically on Aeries)

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 <u>you have given permission</u> 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.

<u>Student Directory Information</u>

- ❑ I **<u>consent</u>** to have any directory information released to any individual or organization.
- ❑ 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)
  - ❑ Elected Officials
  - ❑ Health Department
  - ❑ Local Community Agencies (such as United Way)

<u>Media Release</u> (***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

2024-2025 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.

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.

_____ _____

Signature of Parent/Guardian (if student is under 18) Print Student's Name

Grade: _____

Teacher/Homeroom: _____

ADELANTO ELEMENTARY SCHOOL DISTRICT

2024-2025 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 healthcare professional, experienced in evaluating for concussion, determines that your child is symptom-free and able to return to play.

Signs observed by coaching staff…	***Symptoms reported by athletes…***
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 *prior* to hit or fall	Confusion
Can't recall events *after* 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 (CIF)

_____	_____	_____
Student-athlete Name Printed	Student-athlete Signature	Date
_____	_____	_____
Parent or Legal Guardian Printed	Parent or Legal Guardian Signature	Date

SUDDEN CARDIAC ARREST INFORMATION SHEET

(Applicable Only for the Current School Year)

2024-2025 SUDDEN CARDIAC ARREST INFORMATION SHEET
STUDENT ATHLETES ONLY– ALL GRADES

Sudden cardiac arrest (SCA) is when the heart stops beating, suddenly and unexpectedly. When this happens, blood stops flowing to the brain and other vital organs. SCA is not a heart attack. A heart attack is caused by a blockage that stops the flow of blood to the heart. SCA is a malfunction in the heart's electrical system, causing the victim to collapse. The malfunction is caused by a congenital or genetic defect in the heart's structure. It is fatal in 92 percent of cases if not properly treated within minutes.

WHAT ARE THE WARNING SIGNS AND RISK FACTORS OF SCA?

SCA often has no warning signs. In fact, the first symptom could be death. Athletes (and often their parents) don't want to jeopardize their playing time, so they may avoid telling parents or coaches in hopes that the symptoms will "just go away" on their own. Or, they may think they're just out of shape and need to train harder. Student athletes need to recognize and seek help if any of the conditions listed below are present.

Potential indicators that SCA is about to happen:

- Racing heart, palpitations or irregular heartbeat
- Dizziness or lightheadedness
- Fainting or seizure, especially during or right after exercise
- Fainting repeatedly or with excitement or startle
- Chest pain or discomfort with exercise
- Excessive, unexpected fatigue during or after exercise
- Excessive shortness of breath during exercise

Factors that increase the risk of SCA:

- Family history of known heart abnormalities or sudden death before age 50
- Specific family history of Long QT Syndrome, Brugada Syndrome, Hypertrophic Cardiomyopathy, or Arrhythmogenic Right Ventricular Dysplasia (ARVD)
- Family members with unexplained fainting, seizures, drowning or near drowning or car accidents
- Known structural heart abnormality, repaired or unrepaired
- Use of drugs, such as cocaine, inhalants, "recreational" drugs or excessive energy drinks

HOW CAN THE CONDITIONS OF SCA BE DETECTED?

Physical Exam and Medical History. Prior to participating in athletics, students are required to get a physical and complete a medical history. This form asks questions about family history and heart conditions. The physical exam should include listening to the heart.

Heart Screening. An electrocardiogram (ECG) is an effective diagnostic tool that detects irregularities. An abnormal ECG exam can lead to other tests like an echocardiogram, stress test, Holter monitor and more.

IF YOU THINK YOUR CHILD HAS EXPERIENCED ANY SCA SYMPTOMS

If your child has experienced any SCA-related symptoms, it is crucial to get follow-up care as soon as possible with a primary care physician. If the athlete has any of the SCA risk factors, these should also be discussed with a doctor to determine if further testing is needed. Wait for the doctor's feedback before returning your child to play, and alert his/her coach, trainer and school nurse about any diagnosed conditions.

California Education Code 33479.5 and the California Interscholastic Federation (CIF) Bylaw 503 require implementation of a sudden cardiac arrest protocol that helps ensure and protect the health of student athletes:

A student who passes out or faints while participating in or immediately following an athletic activity, or who is known to have passed out or fainted while participating in or immediately following an athletic activity, must be removed from participation at that time by the athletic director, coach, athletic trainer, or authorized person. A student who is removed from play after displaying signs and symptoms associated with sudden cardiac arrest may not be permitted to return to participate in an athletic activity until the student is evaluated and cleared to return to participate in writing by a physician and surgeon.

For more information, visit: http://cifstate.org/sports-medicine/sca/index (CIF)

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

I have reviewed and understand the symptoms and warning signs of SCA.

_____	_____	_____
Student-athlete Name	Student-athlete Signature	Date
_____	_____	_____
Parent or Legal Guardian	Parent or Legal Guardian Signature	Date

ADELANTO ELEMENTARY SCHOOL DISTRICT

Firearms Safety Memorandum

The purpose of this memorandum is to inform and to remind parents and legal guardians of all students in the Adelanto Elementary School District of their responsibilities for keeping firearms out of the hands of children as required by California law. There have been many news reports of children bringing firearms to school. In many instances, the child obtained the firearm(s) from his or her home. These incidents can be easily prevented by storing firearms in a safe and secure manner, including keeping them locked up when not in use and storing them separately from ammunition.

To help everyone understand their legal responsibilities, this memorandum spells out California law regarding the storage of firearms. Please take some time to review this memorandum and evaluate your own personal practices to assure that you and your family are in compliance with California law.

- With very limited exceptions, California makes a person criminally liable for keeping any firearm, loaded or unloaded, within any premises that are under their custody and control where that person knows or reasonably should know that a child is likely to gain access to the firearm without the permission of the child's parent or legal guardian, and the child obtains access to the firearm and thereby (1) causes death or injury to the child or any other person; (2) carries the firearm off the premises or to a public place, including to any preschool or school grades kindergarten through twelfth grade, or to any school-sponsored event, activity, or performance; or (3) unlawfully brandishes the firearm to others.
    - Note: The criminal penalty may be significantly greater if someone dies or suffers great bodily injury as a result of the child gaining access to the firearm.

- With very limited exceptions, California also makes it a crime for a person to negligently store or leave any firearm, loaded or unloaded, on their premises in a location where the person knows or reasonably should know that a child is likely to gain access to it without the permission of the child's parent or legal guardian, unless reasonable action is taken to secure the firearm against access by the child, even where a minor never actually accesses the firearm.
- In addition to potential fines and terms of imprisonment, as of January 1, 2020, a gun owner found criminally liable under these California laws faces prohibitions from possessing, controlling, owning, receiving, or purchasing a firearm for 10 years.
- Finally, a parent or guardian may also be civilly liable for damages resulting from the discharge of a firearm by that person's child or ward.

Note: Your county or city may have additional restrictions regarding the safe storage of firearms.

Thank you for helping to keep our children and schools safe. Remember that the easiest and safest way to comply with the law is to keep firearms in a locked container or secured with a locking device that renders the firearm inoperable.

Mental Health Supports

As the start of our new school year begins, we want to provide you with resources we have available for students, families, and the community regarding mental health.

Although our primary goal is to educate our students with rigorous academics, research indicates the importance of the whole child and ensuring social and emotional learning take the forefront in our classrooms. While we are not mental health providers, we do believe that our priority is equipping students with the skills to cope when things become difficult.

In our schools, we are providing the following supports:

- School Counseling- Adelanto Elementary School District counselors are able to provide check-ins with students, mobilize support for classroom teachers and students, and conduct risk-screenings for any students who exhibit signs of harm to self and/or others. School counselors also provide classroom lessons to teach resilience, self-advocacy, and implementing executive functioning skills instruction.
- Social Emotional Learning- Teachers are working with students by providing lessons and strategies on Social Emotional Learning. These strategies include: self-awareness, self-management, responsible decision making, relationship skills, and social awareness.
- Mental Health Specialists- We have a partnership with community-based mental health providers (Daybreak, Care Solace, Desert Mountain Children's Center, and Victor Community Support Services) to support our students/families with targeted counseling services. In addition there is a crisis walk-in center, Valley Star Crisis Walk-in Center that services students/families in crisis 24/7.
    - Located at 12240 Hesperia Rd suite a, Victorville, CA 92395

If you have concerns for you or your child, please feel free to reach out to your child's school principal, counselors, teachers with any concerns. We are here to work together to support our school community.

Mental Health Resources

How to get support and access services:

AESD Virtual Wellness Center (For All) Includes links for community resources and mental health supports	**AESD Counselor Referral (For Students)** Complete a referral to talk with a counselor, district social worker, or nurse
https://bit.ly/3B6yf1t	https://bit.ly/3RwXyPU
Care Solace (For All)	**See Your Healthcare Provider (For All)**
Contact Care Solace- a tool for finding mental health and substance abuse help: www.caresolace.com/aesd	Ask for Behavioral Health Referral from Your Insurance • Kaiser • Aetna • IEHP Find a Provider in Your Area • Medi-Cal (Children and Youth) • Medi-Cal (Adult)

Crisis Support

- If you or someone you know is in crisis, please CALL 9-1-1 IMMEDIATELY
- Suicide Hotline: **9-8-8** or **800-273-8255** (24/7) Text: **9-8-8** or text **"HOME"** TO **741741**
- LGBTQ+ Hotline: **866-488-7386 (24/7)**
- National Domestic Violence Hotline: **800-799-7233**
- Kaiser Behavioral health crisis line: **800-900-3277**
- **California Youth Crisis Line: 800-843-5200 (24/7)**

COMMUNITY CRISIS RESPONSE TEAM (CCRT)

High Desert 760-956-2345
CCRT provides assistance to those who are experiencing a mental health related emergency.

VALLEY STAR CRISIS WALK-IN CENTER

12240 Hesperia Road, Ste A
Victorville, CA 92395
760-245-8837
Center serves High Desert community residents

of all ages who are experiencing a crisis. Open 24 hrs and accepts walk- in

APPENDIX A: Notification Changes in Board Policy and Administrative Regulation 2024/25 School Year

- **Mobile Communication Devices BP & AR 5131.8**
  - BP 5131.8 Mobile Communication Devices
  - AR 5131.8 Mobile Communication Devices
- **Absences and Excuses AR 5113 (amended)**
  - BP 5113 Absences And Excuses.pdf
  - AR 5113 Absences And Excuses.pdf
- **Independent Study BP & AR 6158 (amended)**
  - BP 6158 Independent Study.pdf
  - AR 6158 Independent Study.pdf
- **Administering Medication and Monitoring Health Conditions BP & AR 5141.21**
  - BP 5141.21 Administering Medication and Monitoring Health Conditions
  - AR 5141.21 Administering Medication and Monitoring Health Conditions
- **Suicide Prevention Policies BP & AR 5141.52(amended)**
  - BP 5141.52 Suicide Prevention.pdf
  - AR 5141.52 Suicide Prevention.pdf
- **Bullying Policy BP & AR 5131.2 (amended)**
  - BP 5131.2 Bullying.pdf
  - AR 5131.2 Bullying.pdf
- **Section 504 BP & AR 6164.6 (amended)**
  - BP 6164.6 Identification And Education Under Section 504.pdf
  - AR 6164.6 Identification And Education Under Section 504 (1).pdf
- **Pupil Sexual Harassment BP & AR 5145.7 (amended)**

- BP 5145.7 Pupil Sexual Harassment
- AR 5145.7 Pupil Sexual Harassment

- **Title IX Sexual Harassment Complaint Procedure AR 5145.71 (new)**
  - AR 5145.71 Title IX Sexual Harassment Complaint Procedure

- **Uniform Complaint Policy & Procedure BP & AR 1312.3 (amended)**
  - BP 1312.3 Uniform Complaint Procedures.pdf
  - AR 1312.3 Uniform Complaint Procedures.pdf

- **Nondiscrimination in District Programs and Activities BP 0410 (amended)**
  - BP 0410 Nondiscrimination In District Programs And Activities.pdf

- **Nondiscrimination/Harassment BP & AR 5145.3 (amended)**
  - BP 5145.3 NondiscriminationHarassment.pdf
  - AR 5145.3 NondiscriminationHarassment.pdf