



Family Handbook 2011/2012

*Stephanie Siddens
Superintendent/Principal*

Go Raccoons!!!

Table of Contents

	Page
Introduction	3
Letter from the Superintendent/Principal Signature Form (please sign and return!) Bonny Doon School History and Educational Program Vision, Mission, School Board Personnel Directory	
General Information	11
Emergency Procedures Health Issues Attendance and Absences Minimum Days	
To and From School	19
Arrival & Dismissal Parking Lot Bus Transportation	
Student and Parent Rights and Expectations	21
Behavior Rules and Standards	23
Bonny Doon School Rules Dress Standard	
Legal/Policy Issues	25
Sexual Harassment Policy School Records Complaint Procedures	
Academics and Special Services	27
Aides Resource Specialist Program Student Study Team Special Programs After School Program ELC Retention and Promotion Academic Testing Class Placement Policy	
Parent Involvement	31
Ways to Help Your Child Succeed in School	34
Annual Notices	35

Welcome!!!

Dear Families,

Bonny Doon is a welcoming, caring, and supportive school community. The teachers and support staff are energetic, enthusiastic, and dedicated to the children of Bonny Doon. Our families generously give their time and positive energy to the school. We are lucky to be able to work and study in a gorgeous setting, and the beauty inspires us on a daily basis. Our students are precious to us, and we collaborate together to ensure that they reach their potential as learners and as human beings. I would like to share with you some of my personal thoughts and beliefs about education and my approach to life in general.

- I am completely dedicated to public education and will do whatever I can to ensure that each child has the opportunity to succeed socially, emotionally, and academically to the very best of his/her ability.
- Each member of our school community is a member of our team, and no one of us is more important than anyone else; **we are successful together or not at all.**
- I believe that every single person on a school campus has an impact on the success of every student, whether directly, or indirectly. This includes parent volunteers and visitors as well as all staff members. Therefore, **we are all role models** for Bonny Doon Elementary School students. The following four statements, taken from the book, *The Four Agreements* by Don Miguel Ruiz, are examples of how we can positively impact our lives the lives of our students:

Be impeccable with your word.

Don't make assumptions.

Don't take things personally.

Do your best.

Hopefully, this introduction gives you a glimpse of who I am as a person and the kind of principal I aspire to be. I'd love to get to know all of you at some point, so if we have not yet met, please stop by sometime to say hello!

Sincerely,

Stephanie Siddens

Superintendent/Principal

Bonny Doon Union Elementary School District

Please take some time to review the contents of this handbook with your student/s, complete the form below, and return it to the school. We rely on this piece of communication to convey some of the important information you and your student/s need to know to ensure a successful educational experience. Your signature does not necessarily indicate approval of any section of the handbook, but does indicate that you have received the information and reviewed it with your child.

Thank You!!!

We have read and discussed this handbook together:

Name of parent or guardian (please print)

Phone Number

Signature of parent or guardian

Date

Name of Student (please print)

Phone number

Student Signature

Date



About Bonny Doon School

For more than half a century, the children of Bonny Doon have been schooled close to their homes. In the 19th century, several one-room schoolhouses including Alba, Bald Mountain, Ocean View, and San Vicente provided an education for the children of this remote mountain area. Responding to a swift rise in population after the Second World War, these small schools were combined to form the Bonny Doon Union Elementary School District in 1947.

Bonny Doon Elementary School's teachers and staff work to inspire a love of learning. Their efforts are encouraged by strong community support and a tradition of parental involvement. Quality public education has always been, and remains, a valued goal of Bonny Doon residents.

Small classes, including multi-age classes, provide a supportive setting for a challenging curriculum, which is aligned with state standards. Children are encouraged to be responsible, creative, confident individuals, receptive to the ideas of others. Enhanced learning is nurtured through special programs such as SPECTRA, Artists-in-Residence, instrumental and vocal music, art, an after-school program, and our Gifted and Talented Education program.

Our school is proud to be a Waste-Free School. We provide our students with multiple opportunities to learn about their natural environment using the resources that surround us. We work closely with Ecology Action to bring presentations to our school about conservation and protecting the environment. We were the first school in Santa Cruz County to join with the Monterey Bay Offset Project, a non-profit organization that is working to put together a consortium of other non-profit agencies to participate in a solar offset project that would put solar panels on our schools. Bonny Doon School will be a model school and a "proof of concept" school for this project. We are waiting approval of a permit to remodel one of our classrooms into a science room. This science room will be available for teachers to use during the day and will include all of the equipment they need to implement the science standards as well as support our Life Lab program. Part of the plan for this room includes inviting local scientists to facilitate discussions and share information about relevant topics in science with the community and with our students.

The Bonny Doon educational community – parents, teachers, support staff, and the superintendent/principal, are committed to our students and to maintaining the great traditions of the school through finding funding for special programs, careful allocation of financial resources, and ongoing evaluation and improvement of instruction, programs, and learning.



Educational Program

Bonny Doon School has a historically solid record of academic achievement. We set high standards for our students' intellectual growth and personal development, and we strive to create and implement a meaning-centered curriculum in a healthy, supportive environment. We see our school as a caring community of children and adults. Each day, we encourage our students to be excited about learning.

The educational team at Bonny Doon School includes classroom teachers and instructional aides, art, music, library, Life Lab, and physical education specialists; a Title I teacher; a Resource teacher, Psychologist, and Speech and Language teacher; the Superintendent/Principal; plus many dedicated parent/guardian and community volunteers.

The district receives Title I funds to improve academic areas (reading and math) and Special Education funds for students with special needs. We provide additional support to students who need additional challenges through our Gifted and Talented Education (GATE) program.

The district's art and music programs are supported by the Bonny Doon Community School Foundation. The Foundation also supports educational excellence by funding professional development for staff and assemblies and special programs for students. The Parents' Club also helps support classroom enrichment opportunities and campus improvements.

Participation on the School Site Council offers opportunities to parents/guardians for meaningful involvement in program planning and operation.



Bonny Doon School Vision

Our purpose is to encourage and nurture desire and enthusiasm for learning by providing expertise, guidance, and resources that support a meaningful and personalized education. We empower students to act consciously as competent and responsible members of the world community.

Bonny Doon School Tenets

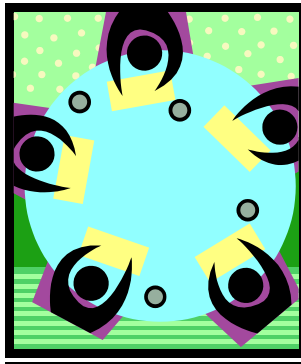
We believe that:

- Children must experience school as healthy for them.
- The atmosphere of the school must allow children to learn and teachers to teach.
- Parents must become actively involved with their children's learning.
- Two-way, non-threatening communication should take place between all members of the school community within a climate of innovation.
- The school is responsible for teaching both the values of diversity and tolerance, which allow all of us to experience them.
- Goals for achievable educational outcomes should be clear and explicit.
- Assessment must be a continuing process in every aspect of the school for the purpose of ongoing improvements of programs and student learning.



Bonny Doon Union Elementary School District Goals

1. Reaffirm commitment to a comprehensive education by providing the resources and instruction necessary for each child to achieve his or her full potential.
 - Find short and long term funding for music, arts, and physical education programs.
 - Finalize planning for a science lab. Break ground!
 - Complete and implement the technology plan.
 - Enhance curriculum and activities for community and citizenship.
2. Assure a safe, healthy, and environmentally sound learning environment.
 - Upgrade facilities and land use to reduce negative environmental impact.
 - Remain current on safety practices and emergency response procedures.
 - Pursue educational opportunities for land stewardship.
3. Maintain fiscal solvency
 - Continue to cultivate business partnerships.
 - Find targeted funding sources for special projects through public and private organizations.
 - Explore other creative funding sources.
4. Revise the district vision statement and tenets.



School Board

The School Board meets on a monthly basis on Wednesdays throughout the school year. Please see the calendar in the monthly newsletter for dates. Meetings take place in the school library. Agendas are posted in the upper and lower campus display cases at least 72 hours in advance.

The public is welcome to attend any regular session meeting and is invited to participate at the beginning of the meeting during the “Public Comments/Opportunity to Address the Board” portion of the agenda. Comments are limited to 3 minutes per speaker regarding non-agenda items only. Agenda items are open to question and discussion at the time they appear on the agenda.

School Board Members 2011/2012

CRES FRALEY, PRESIDENT

6969 Bonny Doon Road
Santa Cruz, CA 95060
Email: cdfraley@sbcglobal.net
Phone: 459-0433
Term: 12/2010-11/2014

SCOTT LIPSCOMB, CLERK

311 Emerald Forest Lane
Santa Cruz, CA 95060
Email: scott@lipscomassociates.com
Phone: 621-7923
Term: 12/2010-11/2014

JULIA GAUDINSKI

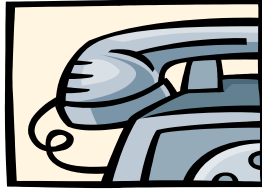
203 Sunlit Lane
Santa Cruz, CA 95060
Email: jbgaudinski@gmail.com
Phone: 421-0406
Term: 12/2010-11/2012

TOM SCULLY

3557 Pine Flat Road
Santa Cruz, CA 95060
Email: tomscully@comcast.net
Phone: 425-1432
Term: 12/2010-11/2014

JENNIFER SWIFT

622 Quail Drive
Santa Cruz, CA 95060
Email: jenswift@mac.com
Phone: 466-0906
Term: 1/2011-11/2012



Bonny Doon School Staff

School Office

Superintendent/Principal	Stephanie Siddens	427-2300 ext. 204
Assistant to the Superintendent	Cyndy Coté	427-2300 ext. 200
Business Assistant	Alison Fuhrman	427-2300 ext. 203

Teachers

427-2300 + Extension

(Grade level assignments are subject to change due to enrollment or changes in program needs.)

<u>Name</u>	<u>Grade/Position</u>	<u>Room #</u>	<u>Extension</u>
Kristie Carruthers & Stella Schmitt	K	14	208
Diane Herd	K/1	15	206
Margaret McAuley	2	13	211
Gus Balla	3	12	212
Holiday Smith	4/5	2	222
Sally May	5/6	4	219
Pat Ward	Resource Specialist	3B	221
Mary Rose Hellenthal	Title I/ELD	3A	220
Jessica Holbrook	PE Teacher	Multi	200
Andrew Marine	Music Teacher	7	

Support Personnel

427-2300 + extension

<u>Name</u>	<u>Position</u>	<u>Room #</u>	<u>Extension</u>
Judy Barbata	Speech and Language	8	215
Beth Hill	Art/After School/C'rm Aide	11	209/429-3860
Jean Williams	Librarian/C'rm Aide	Library	210
Will Rossé	Psychologist	Office	200
Al Astrella	Custodian	Operations	223/427-2144
Tom Paille	Custodian/Maintenance	Operations	223/427-2144
Petra Schultz	Bus Driver	Transportation	223/427-2144
Kathy Bravo	Classroom Aide		200
Lynn Curtain	Classroom Aide		200
Megan McElroy	Classroom Aide		200
Shirley Schwan	Classroom Aide		200
Wendy Sibray	Classroom Aide		200

We will be as prompt as we can in returning phone calls. **If you call to leave a message with a teacher and your phone call is not returned in a timely manner, please call the school office and leave a message with Cyndy, as it could be possible that your voice mail message was not received.**

General Information

Important!!! Emergency Cards

Every student at Bonny Doon School is required to have emergency information on file in the office. This information includes address, telephone numbers of the parent(s)/guardians and subsequent persons to be notified in case of emergency or should a child become sick at school and need to go home. Telephone numbers for emergency contacts **must** be included. You may include any other special concerns or suggestions regarding your child on the emergency form. **It is imperative that this information remains current. Please contact the school office promptly should any changes occur relating to the information on file.**

Emergency Procedures

The school creates a phone tree consisting of volunteer parents/guardians at the beginning of each school year. When the emergency phone tree is initiated by the office or transportation department the volunteer callers advise other parents/guardians of school closures or other urgent matters and also transportation situations. Please be sure you advise the office of any changes in your home, work or cell phone numbers so those numbers can be given to the phone tree caller responsible for calling you. Please remember that these are volunteer callers who will do their best to reach you. If you do not have a working phone, if your phone line is busy, or if they are not able to reach you after a reasonable amount of calls it may not be possible to deliver their message.

Emergency School Closure Procedures: Under some circumstances, school cannot open or remain open due to loss of utilities (water, heat, and electricity), severe weather, or dangerous road conditions.

If this occurs before the start of the school day, the school will contact the Emergency Phone Tree callers and the following radio and television stations who will broadcast spot announcements as often as possible. When there is threatening weather, tune into KSCO AM 1080 or KSBW Channel 8 or 6 and listen for public service announcements.

If this occurs after school has started and school must close, the Emergency Phone Tree will be initiated and/or the office staff will notify parents/guardians. Students will remain with their teacher in their classrooms until they can be released to a parent/guardian, a pre-designated Emergency Person or a safe adult. **Parents/guardians must officially sign students out from the classroom.** They will not be allowed to take other students from the classroom unless they are a pre-designated Emergency Person listed on the student's enrollment form or in possession of a note from the student's parent/guardian.

Please restrict your phone calls to the office. There are limited operating telephones during a power outage. The office will be busy making calls and assisting students and teachers.

Earthquake, Fire, and Other Emergency Procedures: During an earthquake, fire, or another emergency, students will be assisted in procedures to protect themselves and to shelter in place or move to a safe place. These procedures are practiced in monthly drills. If necessary, emergency dismissal and/or evacuation procedures will be initiated. The fire

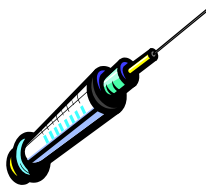
station on Martin Road and the Bonny Doon Church are the school's off-campus evacuation sites.

Food on Campus

The school does not offer a lunch program. Students should bring a nutritional snack and lunch to school each day. The school participates in the Waste-Free School Program, so **please send students to school with their food in reusable or recyclable containers.** As per the District Wellness Policy, families are encouraged to follow the nutrition recommendations of the United States Dietary Guidelines*. Class celebrations are traditions in public schools. However, families should consult with the teacher before bringing food to the classroom and should also take into consideration students who may have allergies or special dietary needs. *(No more than 30% of total calories from fat, no more than 10% of total calories from saturated fat; fruit and vegetable drinks containing 50% or more full-strength fruit; no more than 35% of total weight from food item, excluding fruits or vegetables, composed of sugar; milk that is nonfat, 1% or 2% fat or soy, rice or similar non-dairy milk).

Vision and Hearing Screenings

Students in Kindergarten and grades two and five, along with all students in special education, participate in a vision and hearing screening in the fall. The teacher may refer a child for screening at any grade level if particular health concerns arise. Parents may submit a written statement refusing to consent to their child's participation.



Immunizations

California State law requires that children be up-to-date on their immunizations to attend school. You will need an Immunization Record to enroll your child in school. Students with no immunization record may be excluded from school. A child must be immunized against diphtheria, pertussis, tetanus; measles, mumps, rubella (MMR); polio and Hepatitis B.

The law makes provisions for Immunization Exemptions:

A child may be exempt from this requirement (either permanently or temporarily) if they have a medical condition which contradicts administration of one or more vaccines. A written statement from a physician must be presented to the school at registration. The statement must state what the medical condition is, whether the exemption is permanent or temporary, and which vaccine cannot be administered. If the exemption is temporary, it must state how long it will be postponed. In addition, parents/guardians may exempt their child from this requirement if they submit in writing a statement or affidavit indicating that such immunizations are against their belief (H & S.C. 3381).

Enrollment requirements: A child may be enrolled and attend class when a documented up-to-date immunization record of required immunizations is presented to the school. The written record of immunization must include: name, birthday, type of vaccine administered, date of administration and name of physician or agency administering the vaccine.

Conditional enrollment: New students who have received their first doses of immunization with medical documentation may be admitted to school on conditional enrollment and may remain in class as long as a medically approved schedule of required immunizations is followed and completed.

Exclusion: If the parent has not provided documentation of immunization by the expiration of the conditional enrollment period, the parent will be notified that his/her child is excluded until requirements are met.



Medications

If your child needs prescribed medication during school hours, **you must file a consent form with the office for the administration of medication.** For prescription medication, a form must be completed and signed by both the parent and the doctor. Students must report to the office to take the medication.

Students are **NOT ALLOWED** to carry or administer their own medication on campus (including Tylenol, Advil, Midol, etc.). The medication must remain in the office or in the locked cabinet in their classroom during school hours. Non-prescription drugs (i.e. Tylenol, antacids, cough drops, decongestants, etc) are not provided in the school office for students.

First Grade Physicals

California law requires that students entering school must have a complete health exam or have a waiver on file at the school. This health exam may be completed any time within the 18 months before entering the first grade and **no later than 90 days after entering the first grade.** A Report of Health Examination must be completed, signed by the doctor, and turned in to the school office.

Lice

Every school occasionally encounters a head lice infestation among its students. Head lice are tiny, grayish-white, six-legged parasites that live exclusively on humans, not pets. The lice pass easily from one person to another, typically by sharing hats, brushes, or clothes. Head lice and their eggs, called nits, live on the scalp and cannot be brushed out. Symptoms include itching of the scalp and visible small white nits that attach to the shaft of the hair. Office personnel can identify head lice. Should your child be identified as having head lice, he/she will be sent home immediately for shampoo treatment to avoid transferring the lice to others. **If one family member has head lice, it is necessary to treat the rest of the family as well.**

There are several over-the-counter shampoo remedies to kill lice, but the nits must be removed by hand or with a nit-removing comb, which is included with the shampoo treatment. All bedding and clothing (including hats) must be washed in hot water, and hair care items should be sterilized in very hot water or thrown away. Stuffed animals and pillows should be placed in plastic garbage bags for 20 days.

Students may not return to school until all nits are removed and the lice are dead. Your child must be checked and cleared to return to school by the office personnel.



Keep Your Child Healthy

Keep your child healthy with a proper diet, rest, and exercise. Have your child's vision and hearing examined annually or as recommended by your child's physician. To protect your child and the health of others, keep your child out of school when illness is present. Obvious symptoms include: excessive coughing or sneezing, runny nose or eyes, nausea, and a temperature above 99 degrees.

The single most important thing you can do to keep your child healthy is teach him/her about proper hand washing. If children wash their hands frequently, with soap, for at least 20-30 seconds, they will be much less likely to contract a contagious illness from others.



Attendance ~ Absences and Tardies

Attendance Hours

<u>Grade</u>	<u>Start/Dismissal</u>	<u>Recess</u>	<u>Lunch & Recess</u>
Kindergarten - Third	8:30 am/2:30 pm	10:15 am	12:20pm-1:05 pm
Fourth - Sixth	8:30 am/3:00 pm	10:15 am	12:20 pm-1:05 pm

Regular school attendance is one of the most important factors determining your child's academic success. The law states that regular school attendance is mandatory, and that the only excused absences are for illness, quarantine, or medical/dental care; funeral for immediate family member; family emergency; required appearance in court and; observance of a religious holiday. **Absences due to family trips are unexcused absences.** When possible, please schedule doctor's appointments after school hours or towards the beginning or end of the school day.

In addition, California Education Code 48260 states, "Any pupil subject to full-time education who is absent from school without a valid excuse for more than 30 minutes on each of three days in one school year is a truant and shall be reported to the attendance supervisor or the superintendent of the school district.

Absences

Sometimes students must miss school. It is important that the school knows when your child is not in attendance. Parents should follow the procedures listed below when their child is absent from school:

1. Notify the school by phone (427-2300, ext. 203).
 - a. Provide the child's full name, plus your name and relationship to the child.
 - b. Provide the name of the child's teacher
 - c. Provide the reason for the absence and the duration of the absence.
2. Parents must account for each day of absence either by phone or in writing.
3. Children absent for 3 days or longer MUST return with a doctor's note.
4. Absences must be cleared by a parent within three school days. If we do not hear from the parent/guardian after three days, the absence will be considered unexcused.

Unexcused Absences: In order to comply with state law and help our students receive a good education, the following procedures will be followed in the case of unexcused absences and/or excessive tardies (three time tardy 30 minutes or more, or more than five times late less than 30 minutes):

- Step 1 ~ After the second unexcused absence, late over 30 minutes, or three times tardy under 30 minutes, parents will receive a phone call from the office urging improvement in attendance.
- Step 2 ~ After three unexcused absences, lates over 30 minutes, or more than five times tardy under 30 minutes, a letter will be mailed home informing the parent/guardian of the attendance record and possible consequences.
- Step 3 ~ If additional unexcused absences/tardies/lates occur, a second letter will be sent home and a conference will be scheduled with the superintendent/principal to develop an improvement plan.
- Step 4 ~ If the attendance problem continues, a third letter will be mailed home and the parents/guardians and student will be referred to the Student Attendance and Review Board (S.A.R.B.) for action. The parent/guardian and student will be required to meet with the county S.A.R.B. panel, and the S.A.R.B. panel may refer the case to the Santa Cruz County District Attorney's office for legal action.

Tardies, Early Dismissal, and Late Pick-up Procedures: If your child must arrive late to school, please call the office by 9:00am. Bring your child to the office to sign them in and obtain an admit slip before going to class. Late-arriving students are one of the biggest disruptions we experience in our classrooms and in the school office. The morning is disrupted for the other students, and classroom teachers are forced to repeat directions. The late student often feels embarrassed and misses crucial instruction. Thank you so much for your support in this area. Together we can make a difference!

Please schedule appointments for afterschool or if not possible, at the beginning or the end of the school day if at all possible in order to decrease classroom disruptions and avoid unnecessary absences. Send a note with your child if he/she needs to leave early. He/she must be signed out in the office by a parent/guardian. **Children must be picked up from the office. Please do not go to the classroom to pick up your child unless otherwise directed by the office staff.**

Students may not remain at school after dismissal unless **supervised by an adult**. If a student is still waiting at school more than 15 minutes after dismissal time, he/she will be placed in the After School Program. The parent/guardian will be responsible for all charges incurred for time spent in the After School Program.

Minimum Days

Wednesdays

All students are released on Wednesdays at 12:30 p.m. to allow teachers collaborative planning and professional development time. Wednesday's bus schedule accommodates this restructured day. Students may not remain on campus unless they are enrolled in the After School Program, as no adult supervision will be provided by the school. Bonny Doon School students receive more instructional minutes per year than the guidelines dictated in the California Education Code. In return for a longer school day on the other four days, your child's teacher is able to stay abreast with all the current teaching techniques as well as maintain a cohesive academic and social climate through regular communication with fellow teachers.

Other Minimum Days

Additional minimum days are scheduled at various times during the school year (i.e. Parent/Teacher conferences and the last day of school). These dates will be indicated on the calendar in the monthly newsletter.

Fall Fund Drive

Bonny Doon School has a long history of dedicated families who provide financial support to assist with maintaining classroom instructional aides, the music/art programs, Life Lab, technology upgrades, and other programs. To continue this tradition, the Fall Fund Drive is held each fall. Fall Fund Drive donations go directly to the school, and expenditure decisions are made by the Superintendent/Principal and the staff. Additional information on the Fund Drive will be sent home with your child.

Visiting the Campus or Classrooms

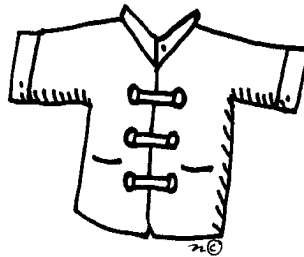
All visitors must sign in with school office personnel and put on a visitor sticker prior to going to any classroom, the playground, or visiting any one on campus. This procedure allows us to monitor who is on campus and provide a safe environment for all our students. If you would like to observe a class, please call the school at least 24 hours in advance so that we can make arrangements with individual teachers. If you have forgotten to give your child a lunch or need to send a message to your child, please give the lunch or message to the office so that we may avoid classroom interruptions. Please DO NOT go to the classroom yourself unless directed by the office, as we would like to avoid disrupting student learning.

Telephone Calls/Messages

Because we value the learning that goes on in the classroom, instruction will not be interrupted for personal phone messages to students. Messages will be given to teachers by the office staff to pass on to the students at lunch, or we will transfer you to the classroom voicemail. Students may use the office phone with permission from the superintendent/principal or office staff when necessary. Please remember to talk to your child in the morning about any changes in their after school routine. Students may not use the phone to make after school play dates.

School Pictures

A professional photographer takes individual and class pictures each year in the fall. The company offers a variety of photo packages for purchase. Notification will be sent home with each student prior to the photo dates.



Lost and Found

You would be amazed at how many items of clothing are left at school every day and are never picked up by the children or their parents/guardians. Lost clothing, lunch boxes and other articles are kept on a coat rack outside Room 1 on the lower campus. Check it occasionally when you are here! Money, jewelry, wallets, and keys are kept in the school office. In order to return items to their rightful owner, all belongings should be clearly marked with student's first and last name. Unclaimed items are donated to charity. As a reminder, it is wise not to allow your child to bring valuable items to school.



Student Arrival and Dismissal

Safety is our utmost concern when your students are on their way to and from school. In an effort to help us keep your children as safe as possible, please practice patience, courtesy and follow these procedures:

Drop-off and pick-up of students is in the upper lot only. Students are expected to unload quickly and walk from the upper campus to the lower campus on the designated walkway and are not allowed in the lower parking lot.

Cars may not park in the unloading area on the upper campus (in front of the multi-purpose room or office) nor may they unload in a manner in which they are blocking traffic or pathways.

Parents, guardians, and visitors need to park in the upper lot. **The parking spaces on the lower campus are for school personnel only and for loading and unloading the bus.**

We ask you to help us to maintain a safe parking lot by following these rules:

- Park in parking spaces only and refrain from blocking the fire safety lanes.
- Do not park along curbs or in front of the office.
- Do not double-park.
- Do not block traffic from flowing.
- Be patient with the car stopped briefly in front of you to let a student out.
- Follow directions given by the school administration.
- Do not leave your car engine running while your car is unattended.
- Do not leave children in unattended cars.



Bus Transportation

Bonny Doon School provides bus transportation for most students. Students transported to school by bus shall be the responsibility of and under the authority of the bus driver. The driver shall be responsible for the orderly conduct of students while they are on the bus or being escorted across the street.

Riding the bus is a privilege, and continued disorderly conduct or persistent refusal to submit to the authority of the bus driver shall be sufficient reason for a pupil to be denied transportation. Transportation fees will not be refunded for students who lose their riding privileges for disciplinary reasons.

In order to promote safety for all students on the bus, please review the following rules with your child. These rules also apply when riding the bus for field trips or other school sponsored activities.

- *Walk to the bus. Board the bus under the driver or teacher's direction.
- *Remain seated while the bus is in motion. Only stand and move under the driver's direction.
- *Face the front of the bus at all times while the bus is in motion.
- *No portion of the student's body is allowed outside the bus windows.
- *No eating or drinking is allowed on the bus.
- *No electronic devices may be brought on the bus (video games, iPhones, etc...)

If your child plans to get off at a different stop (to visit a friend, attend the after-school program, etc), you **must send a written note to the school.** Students without a written request from parent(s) will not be allowed to change buses. *This is for your child's safety only.*

Students are charged for using the district's transportation program by purchasing an annual pass or individual tickets. The District does not offer a yearly one-way pass. Based on income, some students' families may be eligible for free or reduced cost transportation. If you think you might qualify, please call the transportation office.

A transportation order form and schedule of C.H.P. approved bus stops is sent to all families at the beginning of each year. If you have not received the order form and schedule you may pick these up in the office.

Transportation fees are reviewed and adjusted annually by the District Board of Trustees. Parents may be asked to donate field trip transportation fees for specific field trips during the year. We hope that, with your continued support, the District will be able to retain transportation services.

All students are allowed to ride the bus the first two weeks of school without a pass or ticket to give parents/guardians time to purchase one. Because the year-long transportation schedule will be determined by the number of students who sign up for transportation service, we ask that parent/guardians evaluate their transportation needs during the first two weeks of school and return an order form along with the appropriate fees by the end of this two week period. Fees **must** be paid by this date in order for your child to continue to ride the bus. ***Students for whom transportation fees have not been paid by this date will not be allowed to continue riding the bus.***

Your support of the Bonny Doon School District's transportation service and submittal of fees on a timely basis is greatly appreciated. If you have any questions or concerns regarding student transportation, please contact the **transportation office at 427-2144**. This transportation office will be happy to provide you with any other information or assistance you may need.



Student and Parent Rights and Expectations

Bonny Doon School student expectations are designed to ensure a safe, happy, respectful and peaceful learning environment for each and every one of our students. We want them to be successful, not only in school, but in life. Below are the specific rights and expectations for Bonny Doon School students:

Student Rights

Our students have some important rights:

- The right to learn in a safe environment;
- The right to achieve at their maximum potential;
- The right to have access to excellent instruction and resources;
- The right to discuss issues, concerns, and academic progress with administrators, teachers, or other staff members

Student Expectations

We expect our students to fully participate in the academic process.

Attendance: Students are expected to attend school regularly and on time. (Please see more information in the Attendance section of this handbook).

Achievement: Students are expected to achieve academically. They are expected to:

- Strive to fulfill their academic potential
- Actively participate in the educational process
- Complete their class requirements

Citizenship: Students are expected to be good citizens. They are expected to:

- Model and promote human dignity. Use respect, sensitivity, and care toward other students and staff and toward school property and the property of others;
- Avoid confrontation and any activity that has the potential to cause a verbal or physical conflict;
- Maintain a safe school environment;
- Resolve differences in a positive way;
- Follow the school dress code;



Parent Rights

Our parents have some important rights:

- The right to receive timely information about their child's academic progress, behavior in school, and attendance;
- The right to a safe school environment that is non-threatening and allows their child to achieve at his/her maximum potential;
- The right to receive information about all school rules, regulations, and expectations.

Parent Expectations

Every parent, guardian, and family member of the school community shares in the responsibility for maintaining a safe and productive environment at Aromas School. We expect that you will:

- Get your child to school on time every day. Punctuality and good attendance are family responsibilities;
- Provide your child with a good breakfast so that he/she is ready to learn.
- Accept the rights and authority of the school and the Board of Education to maintain standards of behavior for all students;
- Provide the study materials that your child needs. If you are uncertain what materials may be necessary, contact your child's teacher.
- Provide a suitable time and place for study at home. Parents are the first and most important influence on the study habits of their children;
- Keep track of your child's academic achievement and progress. Participate as much as possible in your child's educational program.

Bonny Doon School Behavior Rules and Standards

Our Staff is committed to creating and maintaining a climate of happiness, safety and trust where excellent learning and teaching can thrive. In particular, we will not tolerate bullying of any kind. We define a bully as someone who repeatedly teases, intimidates, calls names, yells at others during games, uses physical force against another person, or does anything that makes others feel bad about themselves. Our teachers, support staff and myself pledge to take all bullying very seriously, and we will follow through on all reports of bullying. Often bullying happens quietly and outside of the hearing of adults. We will do whatever we can to prevent bullying and to create an environment where bullying is not tolerated. Conversely, If you become aware of bullying that is taking place, please inform me and/or the teacher so that we can follow up. **Remember, we can't solve a problem if we don't know a problem exists!**

We believe in planning for prevention of problems, positive input, conflict resolution and natural consequences for violations of behavioral and academic guidelines. When students are unsure about a behavior or action they are considering we recommend that they ask themselves the following:

- **“Is it safe?”**
- **“Is it respectful?”**
- **“Is it my personal best?”**

Please discuss appropriate school behavior and bullying with your child. We have found that sometimes children are not aware that their behaviors are making others feel angry, hurt, or frustrated. Please also review the following Playground Rules. If we work together, we can ensure that all of our students have a positive school experience both in the classroom and out on the playground.

Playground Rules

Students must:

- 1) Remain on school grounds at all times unless accompanied by a teacher, parent/guardian
- 2) Get Yard Duty permission to retrieve a ball from any area outside the playground or field
- 3) Eat at picnic tables only and properly dispose of trash
- 4) Be respectful and kind to other students. No play fighting or pretending to hurt others
- 5) Use restrooms quickly, quietly and respectfully – No playing in restrooms
- 6) Walk, don't run, in the breezeways, corridors, and walkways
- 7) Play only in designated areas, not around classrooms, behind buildings or out of sight.
- 8) Return to class promptly when the bell rings
- 9) Be respectful of the campus. Use all equipment appropriately and safely, return

promptly:

- No jumping off swings or other parts of play structures
- Climb steps one person at a time
- Keep all lines moving
- Hand, swing, or hand-walk across the bars – no sitting or standing
- Slide down the slide one per at a time and in a seated position
- Pass swings on to waiting persons after 50 back & forth swings
- Use kickboard only – not the walls of the school building
- Baseball bats are only allowed on the field
- Kick only the yellow balls and be careful not to hit other students with the balls.
- Throw only equipment meant for throwing – no sand, sticks, tan bark or rocks
- Share games and equipment – **NO CLOSED GAMES!!!**

The following items may NOT be brought to school at any time unless the teacher sends a note allowing the item for a specific purpose:

***All electronics including, but not limited to:** iPods or other music players

*Electronic games (ie. Playstations, Gameboys, etc...)

*Toys, except on special occasions with permission from the teacher

*Permanent markers

*Gum

*Knives of any kind, even small pocketknives

*Matches, lighters

*Skateboards

Consequences for bringing prohibited items to school:

1st offense: The item will be taken away and stored in the office, parents will be called, and confiscated items will be released at the end of the day to a parent

2nd offense: Parents will be called, and confiscated items will be held until the **end of the week** and released to a parent.

3rd offense: If the student rides the bus, he/she will be suspended from riding the bus for one week.

Dress Standard

Bonny Doon School promotes and encourages a positive learning environment for all students. Appropriate school clothing is expected, as learning is enhanced when children come to school clean and dressed ready to learn. Attire should not present a health or safety hazard or be a distraction which would interfere with the educational process. Students are expected to give proper attention to personal cleanliness and to wear clothes that are suitable for the school activities in which they participate. Clothes shall be sufficient to conceal undergarments at all times. Appropriate shoes must be worn at all times unless a teacher instructs otherwise. **Sneakers should always be worn or brought to school on P.E. days.** Flips flops are not allowed. **Hats or hoods may not be worn inside buildings except for religious or health reasons.**

Some examples of appropriate clothing include:

- Pants that fit correctly and cover underwear and midriff
- Shorts and/or skirts that are longer than the fingertips when arms hang straight at sides
- Shirts that are long enough to touch the top of pants/shorts/skirts without revealing any midriff
- Shoes that are appropriate for play and for physical education class (correctly fitting, properly tied athletic shoes). Boots, slip-ons, flip flops, and high heels are not acceptable for P.E.
- Caps/hats may be worn at school, but teachers will require them to be removed before entering classrooms.
- Sunglasses may be worn outside only.
- Costumes or pajamas may be worn ONLY on announced occasions, i.e. Spirit Day, Halloween.

Clothing that is disruptive to the educational process and/or against the California Ed. Code may not be worn. This includes clothing that supports, displays, or advertises the use of drugs, alcohol, or tobacco; displays profanity, racial slurs, or vulgarity; is threatening or provocative; has images of gang-related symbols.

Some examples of inappropriate clothing include:

- Any item of clothing that exposes underwear or midriff
- Pants that are too big, “sag”, or have to be constantly adjusted
- Shorts or skirts that are shorter than the ends of fingertips when arms hang at sides
- Strapless or single strap tops, see through tops, backless or halter tops.
- Any item of clothing bearing symbols, designs, or words prohibited by the California Educational Code.

The above lists are not meant to be all-inclusive. Fashions are constantly changing, and as distractions are noted, this list may be modified. The school staff has the discretion to decide if a student’s clothing is inappropriate or disruptive to the learning environment. This dress code applies to students at every grade level.

Sexual Harassment Policy

This policy applies to all adults and children on the school campus. Some types of conduct which are prohibited in the district and which may constitute sexual harassment include unwelcome sexual flirtations or propositions, and verbal abuse of a sexual nature. Education Code 212.5: Pursuant to law, unwelcome sexual advances, requests for sexual favors, and other verbal, visual or physical conduct of a sexual nature constitute sexual harassment when:

- Submission to the conduct is explicitly or implicitly made in terms and conditions of an individual’s employment, academic status or progress.
- Submission to or rejection of the conduct by an individual is used as the basis for academic or employment decisions affecting the individual.
- The conduct has the purpose or effect of having a negative impact on the individual’s academic or work performance, or of creating an intimidating, hostile, or offensive educational or work environment.

- Graphic verbal comments about an individual's body.
- Sexually degrading words used to describe an individual.
- Display of sexually suggestive objects or pictures in the educational environment.
- Any act of retaliation against an individual who reports a violation of a sexual harassment policy.
- Submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through the school

Sexual harassment can cause embarrassment, feelings of powerlessness, loss of self-confidence, reduced ability to perform schoolwork, and increased absenteeism or tardiness. Sexual harassment of any student by another student or district/school employee shall not be tolerated. Students, parents, and/or staff are encouraged to immediately report any such incident to the principal or designee. Each complaint shall be investigated in a way that ensures privacy to all parties concerned. In no case shall the student be required to resolve the complaint directly with the offending person. Any student or employee found guilty of sexual harassment in the educational or work environment shall be subject to disciplinary action.

School Records

In compliance with Education Code 49063 and the Family Educational Rights and Privacy Act, parents must be notified of the availability of the following specific information:

1. The types of pupil records and information contained therein which are directly related to students and maintained by the institution.
2. The position of the official responsible for the maintenance of each type of record.
3. The location of the log or record required to be maintained.
4. The criteria to be used by the district in defining "school officials and employees" and in determining "legitimate educational interest."
5. The policies of the institution for reviewing and expunging those records.
6. The right of parent access to pupil records.
7. The procedures for challenging the content of pupil records.
8. The cost, if any, which will be charged to the parent for reproducing copies of records.
9. The categories of information that the institution has designated as directory information.
10. Any other rights and requirements set forth, and the right of the parent to file a complaint with the United States Department of Health, Education and Welfare concerning an alleged failure by the district to comply with these provisions.

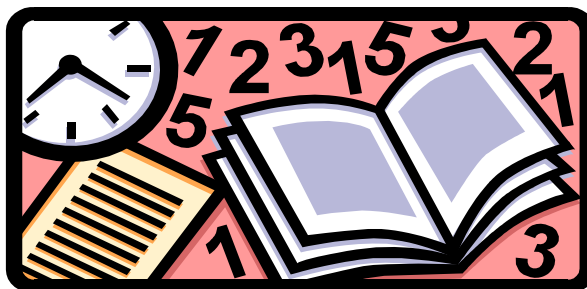
A parent may review these records upon request. If there are concerns regarding the accuracy or appropriateness of information by the school, the parent may request removal of that information or include a statement disputing the challenged information.

Complaints Against School Personnel

Complaints against school personnel should be made directly to the person against whom the complaint is lodged. If the concern is not resolved at this level, the person

making the complaint is requested to put the complaint in writing, call, or email it directly to the superintendent/principal. School sanctioned meetings, such as those of the Parents' Club or Site Council, are **NOT** appropriate venues for complaints against school personnel. The superintendent/principal's decision shall be final unless the complainant, the employee, or the Superintendent requests a closed hearing with the governing board. Please see the Uniform Complaint Procedure Annual Notice at the back of this handbook.

We have found that complaints aired only in the school parking lot, at ball games, parties, or other places in the community do not get resolved and often lead to rumors that are untrue and potentially harmful to the individuals involved. We encourage you to direct your complaint immediately to the appropriate person. Often, problems can be cleared up in a respectful and mutually agreeable manner when both parties sit down to have a conversation.



Academics and Special Services and Programs

Classroom Aides

Classified personnel supervised by classroom teachers support and enhance the teaching, provide additional adult assistance to students, and/or work with individual students who are identified as Title I and are eligible to receive learning support services.

Resource Specialist Program (RSP)

Special Education is partially funded by the Federal government to support students with specific learning disabilities. A specially trained and credentialed teacher oversees Individualized Educational Programs (IEPs) for students who need one-on-one or small group instruction in math, reading and/or writing skills. This teacher provides direct instruction as well as expert consultation services for staff and parents/guardians.

Students are taught different strategies for learning and are provided academic support through a program designed specifically for the particular student and adapted to meet their own learning style and needs. A student may receive assistance in his/her regular classroom or be helped in a small group setting with a Specialist in the RSP classroom.

This teacher provides her students with the skills needed for future success both in the classroom and in the everyday world.

Rights of Special Needs Students and their Parents: Children between the ages of 3 and 21 with special physical or academic needs are entitled to a free and appropriate

education (FAPE) in the least restrictive environment. Parents of children with special needs are entitled to receive a full explanation of procedural safeguards and description of any proposed action regarding their children and the basis of such action. They are also entitled to give voluntary consent for educational assessment and placement and to participate in the annual instructional planning meeting for their children. Services provided through Special Education may include speech and language therapy, academic support in the regular education classroom, or placement in a "Special Day Class."

Hearing Procedure: Parents may request a hearing if there is a disagreement with the school district in regard to initiating or changing the identification, assessment, educational placement or the provision of a free, appropriate education for the child. A copy of the request for a hearing should be sent to the superintendent/principal.

School Psychologist: The school psychologist provides specialized evaluation and diagnostic services for students identified as eligible through the Student Study Team (SST) process and/or who have an IEP.

Speech Therapist: A specially trained therapist meets with identified students individually or in small group settings to assist them with speech.

Student Study Team

A team comprised of the superintendent/principal, parents/guardians and appropriate teachers and/or specialists meet regularly to study individual students. Request for an SST may be made by a parent/guardian or teacher. Information about the student is gathered. An action plan is formed to assist students who need special support or assistance to meet social, emotional, or academic challenges. This is a regular education support group that attempts to assist children with learning options prior to any referrals to special education programs.

Music, Art, Physical Education, and Life Lab Programs

A certificated teacher provides both vocal and instrumental music instruction once per week. Our certificated physical education teacher provides specialized lessons to all classes two days per week. Classroom teachers teach physical education one to two additional days per week. Art instruction and Life Lab classes are offered to students by our art specialist and Life Lab teacher. The music, art, Life Lab, and P.E. teachers work closely with classroom teachers to coordinate their instruction.

GATE Program

In order to best meet the diverse needs of all students, Bonny Doon School is committed to providing differentiated instruction within the classroom environment. This takes place when a teacher works one-on-one with a child, with a small group of children, or with a

larger group who share similar learning needs. Classroom instruction can be differentiated based on student readiness/instructional level, specific student interests, or a student's learning profile. In addition, a certificated teacher facilitates extended learning opportunities for identified students. More detailed information on the GATE program is provided in the Back-To-School packet of information sent home at the beginning of school.

After School Program

The After-School Program is an on-campus, district sponsored, and fee-for-service program for students in kindergarten through sixth grade. The program provides a safe, nurturing environment and offers a variety of activities designed to both entertain students and enhance their social and academic development. Beth Hill is the director of the program and has a BA in Art Education. To attend ASP, students must be enrolled on a full-time, part-time (30 minutes minimum charge, then charges accrue for every 15 minutes after that), or drop-in basis. Drop in care **must be reserved at least 24 hours in advance**. Parents/guardians must notify their child's teacher in writing of their ASP schedule and in the case of any change of plans for attendance in the after school program. The ASP is located on the lower campus in the room next to the library. The hours of operation are Monday, Tuesday, Thursday, and Friday: 2:30 - 5:30 p.m. and Wednesday: 12:30- 5:30 p.m. The ASP observes all the holidays and school breaks on the school calendar with a few exceptions. The program may be open during summer months and Spring Break if there is sufficient enrollment.

English Language Development (ELD)

Language is a very important part of the success of every child at Bonny Doon School. Upon school entry, children with a home language other than English are tested to determine their language skills. Students who qualify for ELD will be placed in a regular education classroom and will be provided supplementary instruction to boost their English language skills. All students who are not yet fluent in English receive instruction in how to speak, understand, read and write in English. Each student's progress is monitored by the ELD teacher and the student's regular classroom teacher until the student achieves fluency in English.

Retention and Promotion

Pupils will normally progress annually from grade to grade. Exceptions **may** be made when a student does not meet the particular grade level standards. Only under unusual circumstances may a pupil be retained more than one year in elementary school.

Academic Testing

During the spring of every year, students in grades 2-6 take the California Standards Test (CST, also referred to as STAR) to assess their academic progress. English language learners also are administered the CELDT. Students in grade four take a writing skills exam. These tests will assess children in reading, spelling, language arts, reference skills,

science, and mathematics. Test results are sent to parents in late summer or early fall. When notified of the exact testing dates, you can help prepare your child for this important test by:

- Rescheduling vacations or medical appointments that would create an absence;
- Encouraging your child to do his/her best;
- Reducing test anxiety by being positive and supportive;
- Making certain your child comes to school rested and having had a nutritious breakfast.

Library and Technology

Our library is organized and managed by our Library Specialist who assists students with check-out procedures, schedules classroom visits, coordinates resources for classroom projects, and arranges and staffs our twice-annual book fairs. Our library is one of the most important learning areas in the school. Students visit the library with their classroom teacher at least once a week and are encouraged to use the books for completion of class projects and for reading pleasure.

Our media center is equipped with ten brand new iMac desktop computers in addition to three older computers. Students use the computers for educational enrichment and to conduct research, practice keyboarding skills, create Word or Power Point documents. Classroom teachers use document cameras, with projectors and laptop computers to enable them to better meet the needs of their students and assist them in creating highly engaging and relevant lessons for learning. Each teacher also has an iPad available for students who could benefit from some of the applications available to them.

Class Placement Policy

Because we are a very small school with only six classrooms, we are limited in the structure of our classes. Each year we will have two or more mixed-age classes. When we place children in mixed-age classrooms, we do not divide them up into “high” and “low”, as we want each grade level group in each class to be a balanced mix of students. For instance, if your child is a 4th grader in a 3rd/4th grade class, that does not mean that your child is academically low. Our teachers are experts at differentiating instruction, and they will provide all students with appropriate and challenging instruction no matter what the composition of the class. In fact, many of our teachers prefer mixed grade classes as it forces them to really consider each individual’s needs and design instruction appropriately. Many hours are spent carefully constructing the classes, and multiple factors are considered in the placement of students. Among those factors are:

- Overall academic achievement for balanced classes
- Opportunities to develop leadership skills.
- Balanced girl/boy ratio (when possible)
- Placing children with special needs in classes where they will have the best opportunity to succeed in the least restrictive environment.
- Reading, Language Arts, and Math Levels: Reading, writing, and math are key elements for success in school. Efforts are made to balance classes so that each teacher has students with appropriate ranges of reading, language arts, and math levels.
- Teacher/student personalities: The faculty understands each individual student’s preferred learning style and how they as educators can create the best conditions for

maximizing student learning. Although we often only have one teacher for each grade level, when possible, efforts are made to place students with teachers with whom they will be most

Parent Involvement at School

Be Informed: Your child spends about 1,200 hours at school each year. Learn what is happening at school. ***Don't rely on second-hand information!*** We know a lot of talk happens between parents in the parking lot before and after school, and this can be a great time to socialize with other parents. Please remember, however, that information passed on between several people may not always be correct. We highly encourage you visit or volunteer and find out for yourself what takes place at Bonny Doon School!

Some great ways to keep informed:

- Know the staff members at school, including teachers, office staff, principal and specialists.
- Attend Back-to-School Night and Open House.
- Volunteer at school.
- Attend all conferences with your child's teacher.
- Request from your child, and carefully read, notes and notices sent home from the school.
- Read the classroom and school newsletters, save the calendar of events and other important information.
- Review the marquee (upper campus) and the display window (lower campus) often.
- Check the web site regularly.
- Call teacher or superintendent/principal right away with questions or concerns.

Back To School Night

Early in the fall we schedule an evening to introduce parents and interested family members to our classroom programs. Students do not attend Back-to-School Night. Each teacher explains the organization, curriculum, and academic and behavioral expectations for their class. Homework policy and discipline procedures are also discussed. While time does not provide the opportunity for teachers to confer with parents about an individual student's progress on this night, attendance at this evening event is extremely beneficial in establishing communication. We sincerely hope that every parent will attend Back-to-School Night. Back To School Night presentations are designed for a parent audience. **Please make childcare arrangements, as children may not, under any circumstances, play, skateboard, ride bikes, or wait unattended on school grounds during Back To School Night**

Open House

In the spring, we schedule an evening to provide an opportunity for children and their parents/guardians, relatives, or friends to visit their and other classrooms throughout the school. Teachers do not plan a program presentation as they do with Back To School Night, but they make themselves and their classrooms available for Open House. This night is a celebration of students' academic progress. Students are expected to be with parents and not playing unattended during Open House.

Site Council

The Bonny Doon School Site Council is composed of parents and school staff members who have been elected to represent the community in our efforts to provide a quality education for our students. The purpose of this group includes:

- Monitoring implementation and updating our Single School District Plan
- Developing school and community priorities
- Maintaining school and community communication
- Developing and approving a budget that reflects the plan's priorities
- All interested members of our community are encouraged to attend School Site Council meetings. Your input is welcomed.

Parents' Club

The Bonny Doon School Parents Club holds meetings one evening a month. All Bonny Doon School parents/guardians are automatically considered members of the Parents' Club. The purpose of the Parents' Club is as follows:

- Organizing school-wide fundraising for needed instructional equipment, supplies and extra-curricular school programs.
- Planning school-wide celebrations and community events (i.e. Family Dances, Halloween Festival, Spaghetti Dinner, Movie Night, Field Day, Graduation)
- Serving as a direct liaison between parents and school staff.

Volunteers

Part of what makes Bonny Doon School such an excellent learning environment for all the children is the dedication and commitment shown by our volunteers. There are many areas of need. Some tasks don't require much time and can be done from home. Many family members possess special talents, backgrounds or interests that could be shared. Please

don't feel you "don't have the time". Even just a little of your time will make a difference to many children, including your own. Get involved!! You'll love the feeling of helping to make a difference, and you'll have an opportunity to meet and work with the great staff and families at Bonny Doon School while providing support, which will benefit our school. Some areas of need are listed below. Contact the office at 427-2300 to volunteer, and please remember to check-in with the office when you arrive to volunteer so that we know who is on campus.

Areas of Need

Regularly scheduled or as needed assistance in or with:

- Office
- Library ~ Shelving and processing books
- Classroom Instructional Support
- Yard Duty
- Noon Sports
- Grounds
- Custodial
- Maintenance Repairs and Projects
- Student Council events such as the Variety and Arts and Crafts Shows
- The Science Fair
- The Yearbook
- Fundraisers

WAYS TO HELP YOUR CHILD SUCCEED IN SCHOOL

With parents/guardians and teachers working together, children can have a meaningful and enjoyable education. Parents provide the foundation, using a guiding hand with love and affection. Teachers build on this foundation by facilitating learning. We encourage you to:

- **Communicate With/Listen To Your Child:** Help your child develop high self-esteem by communicating to your child that he/she is a unique person with many abilities. Recognize your child as an individual and avoid comparisons with other

children. Cultivate and appreciate your child's strengths.

Parents/guardians are the best teachers. Set an example by demonstrating use of skills in everyday living. Share time constructively with children by providing opportunities for them to have a variety of out-of-school learning experiences. Everyday activities such as shopping and cooking, as well as trips to the county fair, library, or museum are valuable experiences. Read to and with your child. Let your child see you read. Talk with your child about daily activities. You can explore ideas and discuss one another's experiences.

- **Keep Your Child Healthy:** Keep your child healthy with a proper diet, rest, and exercise. Have your child's vision and hearing examined annually or as recommended by your child's physician. To protect your child and the health of others, keep your child out of school when illness is present. Obvious symptoms include: excessive coughing or sneezing, runny nose or eyes, nausea, and temperature above 99 degrees.
- **Set Standards For Your Child:** Set television standards by being selective in program choices setting limits on viewing time, and encourage mutual respect and courtesy among family members, neighbors, classmates and school staff. Stress the importance of education and school by expecting your child to show progress.
- **Encourage Your Child:** Treat your child with respect and listen carefully. Build self-esteem by supporting her/him. Concentrate on the positive and recognize your child's efforts, not just his/her accomplishments. Don't give up if you blunder; keep trying.
- **Help Your Child Have Empathy For Others and Accept Responsibility:** Sometimes children have a hard time seeing circumstances from another's point of view. They may have difficulty acknowledging the negative effect their actions can have on others. One of the most important things you can give your child is the ability to see things from another's perspective. When children make a mistake and do something that has a negative effect on another person or on the classroom, they will have an easier time accepting responsibility if they can empathize with the people who were affected by the error in judgment. Accepting responsibility is usually the necessary first step if positive change is to take place.
- **Help With Homework:** Set aside a regular time and a quiet place for your student to do his/her homework. Be alert to problems and contact the teacher right away if you and your child do not understand the assignment.

Annual Notices To Parents/Guardians

Section 48980 of the Education Code of California requires that notice be given at the beginning of the first semester or quarter of the regular school term to the parent or guardian of the minor pupils in the school district regarding the rights of the parent or guardian under sections 32390, 35291, 46014, 48205, 48207, 48208, 49403, 49423, 49451, 49472, 51938, Chapter 2.3 (commencing with section 32255) of Part 19, and notice of the availability of the program prescribed by Article 9 (commencing with section 49510) of Chapter 9 and of the availability of individualized instruction under section 48206.3. Section 48982 requires that this Notice be signed and returned by the parent or guardian to the school. Signature and return of the attached form is acknowledgement by the parent or guardian that he or she has been informed of his or her rights but does not indicate that consent to participate in any particular program has either been given or withheld.

Some legislation requires additional notification to the parents or guardians during the school term or at least 15 days prior to a specific activity. (A separate letter will be sent to parents or guardians prior to any of these specified activities or classes, and the student will be excused whenever the parents or guardians file with the principal of the school a statement in writing requesting that their child not participate.) Other legislation grants certain rights that are spelled out in this form.

Accordingly, you are hereby notified as follows (when used in this notification "parent" includes a parent or legal guardian):

STUDENT DISCIPLINE

RULES AND PROCEDURES ON SCHOOL

DISCIPLINE (EC §35291): Rules pertaining to student discipline, including those that govern suspension or expulsion, are set forth in Education Code Sections 48900 and following, and are available upon request from the school. In addition, the following disciplinary information is provided to parents:

DUTY CONCERNING CONDUCT OF PUPILS (EC §44807): Every teacher shall hold pupils accountable for their conduct on the way to and from school, and on the playground.

DUTIES OF PUPILS (5 CCR §300): Pupils must conform to school regulations, obey all directions, be diligent in study, be respectful of teachers/others in authority, and refrain from profane/vulgar language.

HAZING PROHIBITION (EC §48900(q)): Pupils and other persons in attendance are prohibited from engaging or attempting to engage in hazing.

DRESS CODE/GANG APPAREL (EC §35183):

The district is authorized to adopt a reasonable dress code.

ATTENDANCE OF SUSPENDED PUPIL'S

PARENT (EC §48900.1): If a teacher suspends a student, the teacher may require the child's parent to attend a portion of the school day in his or her child's classes. Employers may not discriminate against parents who are required to comply with this requirement.

SEXUAL HARASSMENT POLICY (EC §231.5; 5

CCR §4917): Each district is required to have adopted a written policy on sexual harassment and to display such policies in a prominent location and include it in orientation for employees and students. (*See attached.*)

SCHOOL ACCOUNTABILITY REPORT CARD

(EC §35256): Districts are to make a concerted effort to notify parents of the purpose of school accountability report cards, and ensure that all parents receive a copy.

SCHOOL RECORDS AND ACHIEVEMENT

PUPIL RECORDS/NOTICE OF PRIVACY RIGHTS OF PARENTS AND STUDENTS (EC §49063 et seq., §49073, 34 CFR 99.30, 34 CFR 99.34, and the federal Family Educational Rights and Privacy Act): Federal and state laws concerning student records grant certain rights of privacy and right of access to students and to their parents. Full access to all personally identifiable written records maintained by the school district must be granted to: (1) Parents of students 17 and younger; (2) Parents of students age 18 and older if the student is a dependent for tax purposes; (3) Students age 18 and older, or students who are enrolled in an institution of postsecondary instruction (called "eligible students").

Parents, or an eligible student, may review individual records by making a request to the principal. The principal will see that explanation and interpretations are provided if requested. Information that is alleged to be inaccurate or inappropriate may be removed upon request. In addition, parents or eligible students may receive a copy of any information in the records at reasonable cost per page within 5 business days of the request. District policies and procedures relating to: location of, and types of, records; kinds of information retained; persons responsible for records; directory information; access by other persons; review; and challenge of records are available through the principal at each school. When a student moves to a new district, records will be forwarded upon the request of the new school district. At the time of transfer, the parent or eligible student may review, receive a copy (at a reasonable fee), and/or challenge the records.

If you believe the district is not in compliance with federal regulations regarding privacy, you may file a complaint with the United States Department of Education (20 USC §1232(g)).

RELEASE OF PUPIL DIRECTORY INFORMATION (EC §49073): The district also makes student *directory information* available in accordance with state and federal laws. This means that each student's name, birth date, birthplace, address, telephone number, major course of study, participation in school activities, dates of attendance, awards, and previous school attendance may be released in accordance with board policy. In addition, height and weight of athletes may be made available. Appropriate directory information may be provided to any agency or person except private, profit-making organizations (other than employers, potential employers or the news media). Names and addresses of seniors or terminating students may

be given to public or private schools and colleges. Parents and eligible students will be notified prior to the destruction of any special education records.

Upon written request from the parent of a student age 17 or younger, the district will withhold directory information about the student. If the student is 18 or older or enrolled in an institution of postsecondary instruction and makes a written request, the student's request to deny access to directory information will be honored. Requests must be submitted within 30 calendar days of the receipt of this notification.

RELEASE OF INFO TO MILITARY SERVICES REPS / RELEASE OF TELEPHONE NUMBERS (EC §49073.5; 20 USC §7908(a)(2)): Parents of secondary students may request in writing that the student's name, address, and telephone listing not be released to armed forces recruiters without prior written parental consent.

HIGH SCHOOL EXIT EXAM (EC §§48980(e) and 60850): Pupils completing the 12th grade will be required to successfully complete the high school exit exam. The exam may not be administered to students not receiving adequate notice.

HIGH SCHOOL CURRICULUM: NOTIFICATION REGARDING COLLEGE PREPARATORY COURSES (EC §51229): Districts are required to provide parents or guardians of each minor pupil enrolled in grades 9 to 12 written notice of college admission requirements and career technical education courses.

RELEASE OF STUDENT RECORDS/COMPLIANCE WITH SUBPOENA OR COURT ORDER (EC §§49076 and 49077): Districts are required to make a reasonable effort to notify parents in advance of disclosing student information pursuant to a subpoena or court order.

RELEASE OF STUDENT RECORDS TO SCHOOL OFFICIALS AND EMPLOYEES OF THE DISTRICT (EC §§49076(a)(1) and 49064(d)): Districts may release educational records, without obtaining prior written parental consent, to any school official or employee, which would include accountants, consultants, contractors, or other service providers, who have a legitimate educational interest in the educational record.

HEALTH SERVICES

CHILD HEALTH AND DISABILITIES PREVENTION PROGRAM (H&SC §124085): Physical examinations are required as a prerequisite for enrollment in the first grade. Free health screening may be available through the

local health department. Failure to comply with this requirement or sign an appropriate waiver may result in exclusion of your child from school for up to five days.

PHYSICAL EXAMINATION; PARENT REFUSAL TO CONSENT (EC §49451): A child may be exempt from physical examination whenever the parents file a written statement with the school principal stating that they will not consent to routine physical exam of their child. Whenever there is good reason to believe the child is suffering from a recognized contagious disease, the child will be excluded from school attendance.

VISION APPRAISAL (EC §49455): The district is required to appraise each student's vision upon initial enrollment and every third year thereafter until the student completes the 8th grade. The appraisal shall include tests for visual acuity and color vision; however, color vision shall be appraised once and only on male students. The evaluation may be waived upon presentation of a certificate from a physician or optometrist setting out the results of a determination of the student's vision, including visual acuity and color vision.

SCOLIOSIS SCREENING NOTICE (EC §§49451 and 49452.5): In addition to the physical examinations required pursuant to Sections 100275, 124035 and 124090 of the Health and Safety Code, the district is required to provide for the screening of every female student in grade 7 and every male student in grade 8 for the condition known as scoliosis.

PUPIL NUTRITION/NOTICE OF FREE AND REDUCED PRICE MEALS (EC §§48980(b), 49510, 49520 and 49558): Needy children may be eligible for free or reduced price meals. Details are available at your child's school. Individual records pertaining to student participation in any free or reduced-price meal program may, under appropriate circumstances, be used by school district employees to identify students eligible for public school choice and supplemental educational services pursuant to the federal No Child Left Behind Act.

COMMUNICABLE DISEASES (EC §49403): The district is authorized to administer immunizing agents to pupils, whose parents have consented in writing, to the administration of such immunizing agent.

MEDICATION (EC §49423): Any student who must take prescribed medication at school and who desires assistance of school personnel must submit a written statement of instructions from the physician and a parental request for assistance in administering the medication. Students may also carry and self-administer prescription auto-

injectable epinephrine upon the school's receipt of specified written confirmation and authorization from the student's parent and physician or surgeon.

MEDICAL AND HOSPITAL SERVICES FOR PUPILS (EC §§49471 and 49472): The district is required to notify parents in writing if it does not provide or make available medical and hospital services for students injured while participating in athletic activities. The district is also authorized to provide medical or hospital services through non-profit membership corporations or insurance policies for student injuries arising out of school-related activities.

AVAILABILITY OF INDIVIDUALIZED INSTRUCTION/PRESENCE OF PUPIL WITH TEMPORARY DISABILITY IN HOSPITAL (EC §§48206.3, 48207-48208): Individualized instruction is available to students with temporary disabilities whose disability makes attendance in the regular day classes or alternative education program in which the student is enrolled impossible or inadvisable. Parents of students hospitalized or with a temporary disability shall notify the school district where the student receives care if an individualized instruction program is desired.

CONTINUING MEDICATION REGIMEN (EC §49480): Parents of any student on a continuing medication regimen for a non-episodic condition shall inform the school nurse or other designated certificated school employee of the medication(s) being taken, the current dosage, and the name of the supervising physician. (See attached form.) With the consent of the parent, the school nurse may communicate with the physician and may counsel with school personnel regarding the possible effects of the drug on the child's physical, intellectual, and social behavior, as well as possible behavioral signs and symptoms of adverse side effects, omission, or overdose.

SUN PROTECTIVE CLOTHING/USE OF SUNSCREEN (EC §35183.5): School sites must allow for outdoor use of sun-protective clothing and must provide for the use of sunscreen by students during the school day by an established policy.

ASBESTOS (40 CFR 763.93): The district has a plan for eliminating health risks that are created by the presence of asbestos in school buildings. It may be reviewed at the district office.

USE OF PESTICIDES (EC §§17612 and 48980.3): School districts are required to inform parents about the use of pesticides on school grounds. (See attached.)

COMPREHENSIVE SCHOOL SAFETY PLAN (EC §32280 et seq.): Each school is required to

report on the status of its school safety plan, including a description of its key elements, in the annual school accountability report card (SARC). The planning committee is required to hold a public meeting to allow members of the public the opportunity to express an opinion about the school plan. The planning committee shall notify specified persons and entities in writing.

NOTICE OF COMPLIANCE (EC §32289): A complaint of noncompliance with the school safety planning requirements may be filed with the State Department of Education under the Uniform Complaint Procedures (5 CCR 4600 et seq.).

STUDENT SERVICES

MINIMUM AGE OF ADMISSION TO KINDERGARTEN (EC §48000): Children who will have their 5th birthday on or before Dec. 2 of the school year shall be admitted to kindergarten at the beginning of that school year. Students turning 5 after Dec. 2 but during the school year may be admitted with informed parent consent subject to board approval.

PROSPECTUS OF SCHOOL CURRICULUM (EC §49091.14): The curriculum of every course offered by the schools of the district is compiled annually by each school in a prospectus. Each school prospectus is available for review upon request at each school site. Copies are available upon request for a reasonable fee not to exceed the actual copying cost.

ENGLISH LANGUAGE EDUCATION (EC §310): State law requires that all students be taught English by being taught in English. However, this requirement may be waived by parents with prior written informed consent, which shall be provided annually, under specified circumstances. See your school principal for further information.

STATE FUNDED ADVANCED PLACEMENT EXAMINATIONS (EC §48980(k)): State funds may be available to cover the costs of advanced placement examination fees pursuant to EC §52244.

SPECIAL EDUCATION (IDEA): State and federal law requires that a free appropriate public education (FAPE) in the least restrictive environment be offered to qualified pupils with disabilities ages 3 through 21 years. More information concerning student eligibility, parental rights and procedural safeguards are available upon request.

SPECIAL EDUCATION; CHILD FIND SYSTEM (EC §56301): Any parent suspecting that a child has exceptional needs may request an

assessment for eligibility for special education services through the school principal. Policy and procedures shall include written notification to all parents of their rights pursuant to EC §56300.

SPECIAL EDUCATION COMPLAINTS (5 CCR §3080): State regulations require the district to establish procedures to deal with complaints regarding special education. If you believe that the district is in violation of federal or state law governing the identification or placement of a special education student, or similar issues, you may file a written complaint with the district. State regulations require the district to forward your complaint to the State Superintendent of Public Instruction. Procedures are available from your school principal.

SECTION 504/DISABLED PUPILS (Section 504 of the Rehabilitation Act of 1973): Federal law requires districts to annually notify disabled pupils and their parents of the district's non-discriminatory policy and duty under Section 504 of the Rehabilitation Act.

STATEMENT OF NONDISCRIMINATION (Title VI Civil Rights Act of 1964): The district is required to have a policy of nondiscrimination on the basis of race, color, national origin, sex, age, or disability. This policy requires notification in native language if the district's service area contains a community of minority persons with limited English language skills. Notification must state that the district will take steps to assure that the lack of English will not be a barrier to admission and participation in district programs. This policy applies to all students insofar as participation in programs and activities is concerned, with few exceptions such as contact sports. In accordance with federal law, complaints alleging noncompliance with this policy should be directed to the school principal. Appeals may be made to the district superintendent. A copy of the district's nondiscrimination policy is available upon request. (See attached.)

FINGERPRINTING PROGRAM (EC §32390): Districts are authorized to offer fingerprinting programs for children enrolled in kindergarten or newly enrolled in the district. If the district has adopted such a program, you will be notified of procedures, applicable fee and your right to decline your child's participation upon your child's initial enrollment.

CHILDREN IN HOMELESS SITUATIONS (42 USC §11431-11435): Each local district shall appoint a liaison for homeless children who shall ensure the dissemination of public notice of the educational rights of students in homeless situations.

SEX / HIV / AIDS EDUCATION

INSTRUCTION IN COMPREHENSIVE SEXUAL HEALTH EDUCATION/HIV AND AIDS PREVENTION (EC §51938):

Districts shall annually notify parents about instruction in comprehensive sexual health education and HIV/AIDS prevention education and research on student health behaviors and risks planned for the school year. Written and audiovisual educational materials used in such education are available for inspection. You will be notified prior to the commencement of any such instruction as to whether the instruction will be taught by district personnel or by outside consultants in class or during an assembly. A copy of the law pertaining to such instruction is available upon request from the district. You may request in writing that your child not receive comprehensive sexual health education and/or HIV/AIDS prevention education. The law also authorizes the district to use 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 concerning or practices relating to sex. The district must notify you in writing before any such test, questionnaire, or survey is administered and provide you with an opportunity to review the test and request in writing that your child not participate.

HEALTH INSTRUCTION/CONFLICTS WITH RELIGIOUS TRAINING AND BELIEFS (EC §51240):

Upon written request of a parent, students shall be excused from the part of any school instruction in health if it conflicts with the religious training and beliefs of a parent.

SCHOOL ATTENDANCE/ATTENDANCE ALTERNATIVES

California law (EC §48980(h)) requires all school boards to inform each student's parent 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 who 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 which the parent lives (intradistrict transfer), and potentially three separate processes for selecting schools in other districts (interdistrict transfer). The general requirements and limitations of each process are described as follows:

Choosing a School Within District in Which Parent Lives:

The law (EC §35160.5(b)) requires the school board of each district to establish a policy that allows parents to choose the schools their children will attend, regardless of where the parent lives in the district. The law limits choice within a school district as follows:

- Students who live in the attendance area of a school must be given priority to attend that school over students who do not live in the school's attendance area.
- In cases in which there are more requests to attend a school than there are openings, the selection process must be "random and unbiased", which generally means students must be selected through a lottery process rather than on a first-come, first-served basis. A district cannot use a student's academic or athletic performance as a reason to accept or reject a transfer.
- Each district must decide the number of openings at each school which can be filled by transfer students. Each district also has the authority to keep appropriate racial and ethnic balances among its schools, meaning that a district can deny a transfer request if it would upset this balance or would leave the district out of compliance with a court-ordered or voluntary desegregation program.
- A district is not required to provide transportation assistance to a student that transfers to another school in the district under these provisions.
- If a transfer is denied, a parent does not have an automatic right to appeal the decision. A district may, however, voluntarily decide to put in place a process for parents to appeal a decision.

Choosing a School Outside District in Which Parent Lives:

Parents have three different options for choosing a school outside the district in which they live. The three options are:

Option 1: Districts of Choice (EC §§48300 through 48315): The law allowed, but did not require, each school district to become a "district of choice" – that is, a district that accepted transfer students from outside the district under the terms of the referenced Education Code sections. A district that has not chosen to be a "district of choice" prior to August 24, 2007, no longer has the option to become one. If the school board of a district decided to become a "district of choice" it must determine the number of students it is willing to accept in this category

each year and make sure that the students are selected through a “random and unbiased” process, which generally means a lottery process. If the district chose not to become a “district of choice”, a parent may not request a transfer under these provisions. Other provisions of the “district of choice” option include:

- Either the district a student would transfer to or the district a student would transfer from may deny a transfer if it will negatively affect the racial and ethnic balance of the district, or a court-ordered or voluntary desegregation plan. The district a student would be leaving may also limit the total number of students transferring out of the district each year to a specified percentage of its total enrollment, depending on the size of the district.
- No student who currently attends a school or lives within the attendance area of a school can be forced out of that school to make room for a student transferring under these provisions.
- Siblings of students already attending school in the “district of choice” must be given transfer priority.
- A parent may request transportation assistance within the boundaries of the “district of choice”. The district is required to provide transportation only to the extent it already does so.

Option 2: Other Interdistrict Transfers (EC §§46600 et seq.): The law allows two or more districts to enter into an agreement for the transfer of one or more students for a period of up to five years. New agreements may be entered into for additional periods of up to five years each. The agreement must specify the terms and conditions under which transfers are permitted. There are no statutory limitations on the kinds of terms and conditions districts are allowed to place on transfers. The law on interdistrict transfers also provides for the following:

- If either district denies a transfer request, a parent may appeal that decision to the county board of education. There are specified timelines in the law for filing an appeal and for the county board of education to make a decision.

Option 3: Parental Employment in Lieu of Residency Transfers (EC §48204(b)): If at least one parent or legal guardian of a student is physically employed in the boundaries of a school district other than the one in which they live, the student may be considered a resident of the school district in which his/her parents work.

This code section does not require that a school district accept a student requesting a transfer on this basis, but a student may not be rejected on the basis of race/ethnicity, sex, parental income, academic achievement, or any other “arbitrary” consideration. Other provisions of EC §48204(b) include:

- Either the district in which the parent or legal guardian live or the district in which the parent or legal guardian works may prohibit the student’s transfer if it is determined that there would be a negative impact on the district.
- The district in which the parent or legal guardian works may reject a transfer if it determines that the cost of educating the student would be more than the amount of government funds the district would receive for educating the student.
- There are set limits (based on total enrollment) on the net numbers of students that may transfer out of a district under this law, unless the district approves a greater number of transfers.
- There is no required appeal process for a transfer that is denied. However, the district that declines to admit a student must provide in writing to the parent or legal guardian the specific reasons for denying the transfer.

This summary provides an overview of the laws applicable to school attendance for each alternative. Additional information is available upon request.

NOTICE OF ALTERNATIVE SCHOOLS (EC §58501): State law authorizes all school districts to provide for alternative schools. Education Code section 58500 defines an alternative school as a school or separate class group within a school that is operated in a manner designed to:

- (1) Maximize the opportunity for students to develop the positive values of self-reliance, initiative, kindness, spontaneity, resourcefulness, courage, creativity, responsibility, and joy.
- (2) Recognize that the best learning takes place when the student learns because of his/her desire to learn.
- (3) 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 result in whole or in part from a presentation by his/her teachers of choices of learning projects.
- (4) 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.
- (5) 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 area* shall have copies of the law available for your information. This law particularly authorizes interested persons to request that the governing board of the district to establish alternative school programs in each district.

EXCUSED ABSENCES (EC §48205): Students may be absent for justifiable reasons and may complete missed assignments.

GRADE REDUCTION/LOSS OF ACADEMIC CREDIT (EC §48980(j)): No student shall have his/her grade reduced or lose academic credit for any excused absence pursuant to EC §48205 for missed assignments/tests that can reasonably be provided/completed. (*See text of EC §48205 attached.*)

ABSENCES FOR CONFIDENTIAL MEDICAL SERVICES (EC §46010.1): Students in grades 7-12 and their parents are notified that the law permits schools to excuse students for the purpose of obtaining confidential medical services without parental consent; however, district implementation of this law is permissive. District policy regarding excusing such absences is available upon request.

ABSENCE FOR RELIGIOUS INSTRUCTION (EC §46014): Districts may allow pupils with parent consent to be excused to participate in religious exercises/instruction.

NOTICE OF MINIMUM DAYS AND PUPIL-FREE STAFF DEVELOPMENT DAYS (EC §48980(c)): The district is required to annually notify parents of its schedule(s) of minimum days and student-free staff development days at the beginning of the year or as early as possible, but no later than one month prior to the start of school. (*See attached.*)

MISCELLANEOUS

NON-MANDATORY PROGRAMS FOR PARENTAL/PUPIL PARTICIPATION (EC §49091.18): Schools may not require a student or student's family to submit to or participate in any assessment, analysis, evaluation, or monitoring of the quality or character of student home life, parental screening or testing, nonacademic home-based counseling program, parent training, or prescribed family educational service plan.

SEX EQUITY IN CAREER PLANNING (EC §221.5(d)): Parents shall be notified in advance of

career counseling and course selection commencing with course selection in Grade 7, to promote sex equity and allow parents to participate in counseling sessions and decisions.

DRUG FREE CAMPUS (Alcohol and Other Drug Use Prevention Education): Possession, use or sale of narcotics, alcohol, or other controlled substances is prohibited and strictly enforced at all school activities. Records will be forwarded to local law enforcement, and district sanctions will result from violations.

RIGHT TO REFRAIN FROM HARMFUL USE OF ANIMALS (EC §§32255 et seq.): Pupils may choose to refrain from participating in educational projects involving the harmful or destructive use of animals.

NO CHILD LEFT BEHIND ACT OF 2001 (20 USC §§6301 et seq.): Under the NCLB, parents have the following rights:

- **Information Regarding Professional Qualifications of Teachers, Paraprofessionals, and Aides:** Upon request, parents have a right to information regarding the professional qualifications of their student's classroom teachers, paraprofessionals, and aides. This includes whether the teacher meets the state qualifications and licensing criteria for the grades and subjects s/he teaches, whether the teacher is teaching under an emergency permit or other provisional status because of special circumstances, the teacher's college major, whether s/he has any advanced degrees and the subject(s) of those degrees, and whether any instructional aides or paraprofessionals provide services to your child and, if so, their qualifications. Districts shall also notify parents if their child has been assigned to or has been taught for 4 or more consecutive weeks by a teacher who is not highly qualified.
- **Information Regarding Individual Student Reports on Statewide Assessments:** Upon request, parents have a right to information on the level of achievement of their student on every State academic assessment administered to the student.
- **Limited English Proficient Students:** The Act requires prior notice be given to parents of limited English proficient students regarding limited English proficiency programs, including the reasons for the identification of the student as limited English proficient, the need of placement in a language instruction educational program, the student's level of English proficiency, how such level was assessed, the status of the student's academic achievement, the methods of instruction used in the programs

available, how the recommended program will meet the student's needs, program performance, parent options to remove a student from a program and/or to decline initial enrollment, and expected rate of transition into classrooms not tailored for limited English proficient students.

- **Program Improvement Schools:** Parents shall be notified when their child's school is identified a "program improvement" school and the opportunities for school choice and supplemental instruction.
- **Non-Release of Information to Armed Forces Recruiters:** Upon written request, parents may direct that their student's name, address and telephone listing not be released with out prior written parental consent.

The information provided above is available upon request from your child's school or the district office. Additional notices that may be required under the No Child Left Behind Act shall be sent separately

UNIFORM COMPLAINT PROCEDURES (5 CCR §4622): The district is required to annually notify parents, pupils, employees, district and school advisory committees and other interested parties in writing of its required Uniform Complaint Procedures. A copy of the district's policy is available upon request.

SCHOOL BUSES/PASSENGER SAFETY (EC §39831.5): Districts are required to provide safety regulations to all new students.

MEGAN'S LAW NOTIFICATION (PENAL CODE §290.4): Parents and members of the public have the right to review information regarding registered sex offenders at the main office of the local law enforcement agency for this school district.

EDUCATION CODE SECTION 48205

(a) Notwithstanding Section 48200, a pupil shall be excused from school when the absence is:

- (1) Due to his or her illness.
- (2) Due to quarantine under the direction of a county/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 his or her 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.

(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 his or her religion, attendance at religious retreats, attendance at an employment conference, or attendance at an educational conference on the legislative or judicial process offered by a nonprofit organization when the pupil's absence is requested in writing by the parent or guardian and approved by the principal or a designated representative pursuant to uniform standards established by the governing board.

(8) For the purpose of serving as a member of a precinct board for an election pursuant to Section 12302 of the Elections Code.

(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 therefor. 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.

(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) "Immediate family," as used in this section, has the same meaning as that set forth in Section 45194, except that references therein to "employee" shall be deemed to be references to "pupil."

Notice Of Non-Discrimination

The Bonny Doon School District does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. The following person has been designated to handle inquiries regarding the District's non-discrimination policies:

Stephanie Siddens, Superintendent
1492 Pine Flat Rd., Santa Cruz, Ca. 95060
(831) 427-2300

For further information regarding non-discrimination call (800) 421-3481.

Uniform Complaint Procedure

The district shall follow the uniform complaint procedure describe below when addressing complaints alleging unlawful discrimination based on actual or perceived sex, sexual orientation, gender, ethnic group identification, race, ancestry, national origin, religion, color or mental or physical disability, or age, or on the basis of a person's association with a person or group with one or more of these actual or perceived characteristics, in any program or activity that receives or benefits from state financial assistance. The uniform complaint procedure described below shall also be used when addressing complaints alleging failure to comply with state and/or federal laws in adult education, consolidated categorical aid programs, migrant education, Career Technical and Technical Education and Training Programs, child care and developmental programs, child nutrition programs, special education programs and federal safety planning requirements. Individuals, agencies, organizations, students and interested third parties have the right to file a complaint using this procedure described below. The district shall have the primary responsibility to ensure compliance with applicable state and federal laws and regulations.

Complaints must be filed in writing with the following compliance officer:

Stephanie Siddens, Superintendent
1492 Pine Flat Road, Santa Cruz, Ca. 95060 (831) 427-2300

Complaints alleging discrimination must be riled not later that six (6) month from the date the alleging discrimination incurred or the date the complainant first obtained knowledge of the facts of the alleged discrimination, unless the time for filing is extended by the Superintendent or his or her designee.

Complaints will be investigated and a written decision sent to the complainant within sixty (60) days from the receipt of the complaint. This sixty day time period may be extended by written agreement of the complainant. The District person responsible for investigating the complaint shall conduct and complete the investigation in accordance with sections 4680-4687 and in accordance with local procedures adopted under section 4621./ If the complainant is not satisfied with the local educational agency's decision, the

complainant may file within fifteen (15) days of receipt of the decision a written appeal with the California Department of Education (CDE) in Sacramento, California. The appeal to CDE must include a copy of the locally-filed complaint and a copy of the District decision.

Complainants may also pursue available civil law remedies, including, but not limited to , injunctions, restraining orders or other orders in federal or state court. Further information about such remedies may be available through a public or private interest attorney, the County lawyer Referral Service, Legal Aid Society, a mediator, or dispute resolution service.

A copy of the District's policy and complaint procedures may be obtained, free of charge, through the Superintendent's office.

