SUPERINTENDENT’S MESSAGE

Dear Parents and Guardians,

It is a pleasure to welcome you and your children to the 2019-2020 school year at Earlimart School District. I would like to take the opportunity to thank you for being involved in your child’s education at home and at school by ensuring your child practices the tasks that they are learning in school and your involvement in the many events and activities we offer our parents, guardians, and family to attend. Your participation enriches our school district tremendously.

With your input, Earlimart School District continues to create a Local Control Accountability Plan (LCAP) that addresses our students’ academic needs and enrichment opportunities. With your input last spring, we developed a plan that is reflective of the needs in our community. For the 2019-2020 school year, much needed resources have been allocated to support increased Student Achievement, Parent Involvement, School Climate and School Facilities. I am looking forward to working with our parents, staff, students, and community on determinedly reviewing our student data and refining the LCAP process and plan to better reflect the next steps necessary to meet the literacy, language, and mathematical needs of all our students, especially our English Language Learners. We continue to invite all of you to be a part of the LCAP process this year.

Earlimart School District will continue to recognize the importance of your involvement in your child's education and invite you to the many school site and district events and activities throughout the school year. Please take some time to think about how you might become more involved in your child's education. I am urging all parents to consider joining a parent committee, volunteering in the classroom, attending one of the various parent workshops, and/or attending a great number of school and district sponsored activities and events that will be provided over the course of the school year. I would also like to encourage you to share your concerns, feedback and suggestions with us. We want to hear from you. Regular two-way communication is critical to strengthening our parent-school partnership.

As we continue to refine the implementation of the Common Core State Standards, we will continue to focus on improving early literacy, meeting the needs of our English Language Learners, and ensuring that students are obtaining the 21st century skills necessary for college and career readiness. This means that all students are on grade level in Reading, Writing, & Math and obtain English proficiency before they attend high school. Your child will be engaged with many opportunities to become Creative Critical Thinkers, Collaborators, and Communicators in their classes throughout the year. I am pleased to announce our new focus on Science, Technology, Engineering, Arts, and Mathematics (STEAM) classes and labs this school year. I encourage you to visit your child’s school site to observe your children working on and enjoying the real-life hands on activities that promote learning and understanding in these crucial areas.

Our teachers, support staff, and administrators are committed to your child’s success. A commitment that I make to you is that our school sites will provide information to you about your child’s progress in academics on a regular basis throughout the school year. This teamwork will ensure that your child is progressing and improving to be on grade level at the end of each school year. I would like to personally invite you to call or visit me at the district office to discuss anything that is on your mind. I believe that we all need each other in order to ensure your child is academically and socially ready to succeed in high school, which will lead them to be college and career ready.

Sincerely,

Philip Nystrom
Superintendent
Superintendent
Philip Nystrom
785 E. Center Avenue
Earlimart, California 93219
Phone: (661) 849-4241
Fax: (661) 849-2352

Board of Education
Abigail Solis-President
Gloria Borunda-Clerk
Yolanda Duran-Member
Mike Fernandez-Member
Ruby Garcia-Member

District Administration
Vickie Bimat, Chief Financial Officer (661) 849-4243
Jeannie Samari, Director of Food Service (661) 849-4259
Henry Lerma, Director of Maintenance/Operations/Transportation (661) 849-4222
Laura Voshall, Director of State/Federal and Curriculum/Instruction (661) 849-4235
Marie Macedo, Director of Human Resources and Special Education (661) 849-4240

School Sites

Earlimart Elementary School
Stephanie Mendes, Principal
Debbie Ramirez, Vice Principal
192 South Church Road
(661) 849-2651

Earlimart Middle School
Scott Staton, Principal
Beverly Mamaril, Vice Principal
599 E. Sutter Avenue
(661) 849-2611

Alila School
Melissa Ruiz, Principal
Robert Owen, Vice Principal
850 W. Washington Avenue
(661) 849-4202

Earlimart Community Day School
599 E. Sutter Avenue
(661) 849-4035
Raylene Welch
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**HEALTH AND IMMUNIZATIONS**
ABSENCES

Excused Absences (Ed. Code §§ 46010.1, 48200, 48205, 48980)
Except when attendance is excused, students between the ages of 6 and 18 years are required by law to attend school and parents must compel their students to do so. Students will be excused from school for the following reasons:

1. Illness of the student.
2. Quarantine under the direction of a county or city health officer.
3. Securing medical, dental, optometric, or chiropractic services.
4. Attendance at the funeral services of a member of the student’s immediate family, so long as the absence is not more than one day if the service is conducted in California, and not more than three days if the service is conducted outside California.
5. Jury duty.
6. Illness or medical appointment during school hours of a child of whom the student is the custodial parent, including absences to care for a sick child for which the school staff shall not require a note from a doctor.
7. For justifiable personal reasons, including, but not limited to, an appearance in court, attendance at a funeral service, observance of a holiday or ceremony of the student’s religion, attendance at religious retreats, attendance at an employment conference, or attendance at an educational conference on the legislative or judicial process offered by a nonprofit organization when the student’s absence is requested in writing by the parent and approved by the principal or a designated representative. Attendance at religious retreats cannot exceed four hours per semester.
8. Service as a member of a precinct board for an election.
9. Spending time with a member of the student’s immediate family, who is an active duty member of the uniformed services, and has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat support position; such absences will be granted for a period of time to be determined at the discretion of the Superintendent.
10. Attendance of the student’s naturalization ceremony to become a United States citizen.
11. Obtaining confidential medical services without parental consent.

A student may not have their grade reduced or lose academic credit for any excused absence(s) if missed assignments and tests that can reasonably be provided are satisfactorily completed within a reasonable period of time.

Unexcused Absences
Any absence for reasons other than those listed as EXCUSED ABSENCES are unexcused. The District is required by law to seek an explanation from the parent/guardian, in the form of a written note or verbal justification, regarding all absences.

Absences for Religious Purposes (Ed. Code § 46014)
With parent written consent, a student may be excused from school to attend religious exercises or classes away from school. Such absences may not exceed four days per month. An excused student must nevertheless maintain his or her attendance at the minimum level of school days required for his or her grade.

Truancy (E.C. Section 48260)
A pupil subject to compulsory full-time education or to compulsory continuing education who is absent from school without a valid excuse three full days in one school year or tardy or absent for more than a 30-minute period during the school day without a valid excuse on three occasions in one school year, or any combination thereof. Any pupil who is identified as truant will be issued an automated truancy letter via mail to notify parents or guardians of the student’s
A pupil will be deemed a habitual truant when they have been reported as a truant three (3) or more times per school year and an appropriate district officer or employee has made a conscientious effort to hold at least one conference with the parent or guardian of the pupil. Any pupil who is regarded as a habitual truant or who has irregular attendance in school may be referred to the School Attendance Review Board (SARB).

**SARB: Student Attendance Review Board (E.C. section 48320)**
The purpose of SARB is to enforce the compulsory laws to divert students with school attendance or behavior problems from the juvenile justice system. Earlimart Elementary School District utilizes SARB to provide coordinated services between the school, community agencies and the home, in an effort to resolve attendance problems.

Once a pupil has been referred to SARB, the SARB representative will issue a notice to the parents or guardians of the pupil informing them of the date, time, and location of the SARB hearing. The notice shall indicate that the pupil and the parent or guardian of the pupil will be required to meet with the School Attendance Review Board (E.C. Section 48263). In the event that any parent, guardian, student or other person continually and willfully fails to respond to directives of the SARB or series provided, the School Attendance Review Board may contact the district attorney to notify the parents or guardians of each pupil concerned, that they may be subjected to prosecution.

**McKinney-Vento Homeless Students**
The McKinney-Vento Homeless Assistance Act for Homeless Children and Youth entitles all homeless school-aged children to the same free and appropriate public education that is provided to non-homeless students. A homeless student is defined as a child or youth who lacks a fixed, regular, and adequate nighttime residence (see website for detailed definition). The law requires the immediate enrollment of homeless students. Schools cannot delay or prevent the enrollment of a student due to the lack of school or immunization records. It is the responsibility of the school to request all necessary documents from previous school, and refer parents to all programs and services for which the student is eligible.

Furthermore, the District shall ensure that transportation is provided as appropriate, at the request of the parent/guardian/unaccompanied homeless youth, to and from the school of origin, if feasible. For further information please contact the Homeless Youth Liaison, Philip Nystrom, at 661-849-4241 or see the State & Federal Programs website.

Directory information shall not be released regarding a pupil identified as a homeless child or youth unless a parent, or pupil accorded parental rights, as identified in the federal Family Educational Rights and Privacy Act (20 U.S.C. Sec. 1232g), has provided written consent that directory information may be released.

**ATTENDANCE**

**Attendance Options (Ed. Code §§ 35160.5, 46600 et seq., 48350 et seq., 48980)**
California law requires all school boards to inform parents of all existing statutory attendance options and local attendance options available in the District. Students who attend schools other than those assigned by the District are referred to as “transfer students” throughout this Notice.

**Open Enrollment**
Whenever a student is attending a District school on the Open Enrollment List, as identified by the Superintendent of Public Instruction, he or she may apply to transfer to another school within or outside of the District, if the school to which he or she is transferring has a higher Academic Performance Index. Earlimart School District is not an Open Enrollment.

**Intra-district Transfers**
The Governing Board desires to provide enrollment options that meet the diverse needs and interests of district students and parents/guardians, while also balancing enrollment in order to maximize the efficient use of district facilities. The Superintendent or designee shall establish procedures for the selection and transfer of students among district schools in accordance with law, Board policy, and administrative regulation. (Board Policy 5116)

**Inter-district Transfers**
California law allows two or more school 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 or denied. Districts of residence may not deny a transfer of a student whose parent is active duty military where the district of proposed enrollment approves the application. No district is required to provide transportation to a student who transfers into the district. If either district denies a transfer request, a parent may appeal that decision to the county board of education within 30 calendar days from the date of the final denial. There are specified timelines in the law for the county board of education to make a decision. To view a copy of the District’s policy on Interdistrict Transfers (Board Policy 5117 Administrative Regulations 5117), please visit the District’s website at [www.earlimart.org](http://www.earlimart.org).

**Residency Requirements (Ed. Code §§ 48200, 48204, 48204.3, 48204.4, 48206.3, 48207, 48208, 48853.5, 48980)**
The District desires to admit all students who reside within the District boundaries or who fulfill the District residency requirements through other means as allowed by law. A student shall be deemed to have complied with the District’s residency requirements if any of the following are met:

- **Residency:** The student’s parent or legal guardian resides within the District’s boundaries.
- **Children of Military Service Members:** The student’s parent or legal guardian is transferred or is pending transfer to a military installation within the state while on active military duty pursuant to an official military order. The District must accept applications by electronic means for enrollment, including enrollment in a specific school or program within the District, and for course registration. The parent must provide proof of residency in the District within 10 days after the published arrival date provided on official documentation.
- **Licensed Children’s Institution, Foster Home, or Family Home:** The student is placed within the District’s boundaries in a regularly established licensed children’s institution, a licensed foster home, or a family home pursuant to court order.
- **Foster Children:** The student is a foster child who remains in his or her school of origin. When a student’s foster student status is terminated by the juvenile court during the school year, former foster students in grades K through eighth must be allowed to finish the school year in his or her school of origin. Former foster students in grades ninth through twelfth must be allowed to continue attending their schools of origin through graduation.
- **Interdistrict Attendance:** The student has been admitting through an interdistrict attendance option, such as an interdistrict attendance agreement, or Open Enrollment Act transfer.
- **Emancipated Minor:** The student resides within the District’s boundaries and whose parent or legal guardian has been relieved of responsibility, control, and authority through emancipation.
- **Caregiving Adult:** The student lives with a caregiving adult within the District’s boundaries and the caregiving adult submits an affidavit to that effect.
- **State Hospital:** The student resides in a state hospital located within the District’s boundaries.
**Parent’s Employment:** The Student’s parent or legal guardian resides outside of the District’s boundaries but is employed within the District’s boundaries and lives with the student at the place of employment for a minimum of three days during the school week.

**Students of Detained or Deported Parents:** The student’s parent has departed California against his or her will, and the student can provide official documentation evidencing the departure; and the student moved outside of California as a result of his or her parent leaving the state against his or her will, and the student lived in California immediately before moving outside the state. The student must provide evidence of enrollment in a California public school immediately before moving outside the state. Deported parents may designate another adult to attend school meetings and to serve as an emergency contact. No charges or fees of any kind may be required for admission or attendance in these circumstances. This law applies to parents who were: (1) in the custody of a government agency and were transferred to another state; (2) subject to a lawful removal order and who were removed or were permitted to leave California voluntarily before being removed; and (3) subject to any additional circumstances consistent with these purposes, as determined by the District.

The District may deem a student to have met residency requirements for school attendance if at least one parent or legal guardian of the student is physically employed within the boundaries of that district for a minimum of 10 hours during the school week, subject to the right of the district of residence or the district of employment to prohibit the transfer on various grounds provided for in Education Code section 48204(b), paragraphs (2) to (6). The District is not required to admit the student to its school based on the employment of the parent, but it may not refuse to admit the student on the basis of race, ethnicity, sex, parental income, scholastic achievement, or any other arbitrary consideration. Once a student has been deemed to have residency and is enrolled in the District on this basis, the student does not have to reapply in the next school year to attend a school within the District, and the governing board shall allow the student to attend school through the 12th grade in the District if the parent so chooses and if at least one parent continues to be physically employed in the District.

**Temporary Disability (Ed. Code §§ 48206.3, 48207, 48207.3, 48208, 48980)**

A student whose temporary disability makes school attendance impossible or inadvisable must receive individual instruction either at home provided by the school district in which the student resides or in a hospital or other residential health facility, excluding state hospitals, provided by the school district in which the hospital or residential facility is located. “Temporary disability” means a physical, mental or emotional disability incurred while a student is enrolled in regular day classes or alternative education program to which the student can reasonably be expected to return. “Temporary disability” does not include a disability that would qualify a student as a “student with exceptional needs” under Education Code section 56026.

A student with a temporary disability, who is in a hospital or other residential health facility, excluding a state hospital, located outside of the district in which the student’s parent resides, complies with the school district’s residency requirements for school attendance in the school district in which the hospital is located. Once the parent has notified the district in which the hospital is located in the student’s presence in the qualifying hospital, the district has five working days to notify the parent if individualized instruction shall be made available. If the determination is positive, individualized instruction will begin within five working days.

Students enrolled in individual instruction in a hospital or other residential health facility for a partial week, are entitled to attend school in his or her school district of residence, or to receive individual instruction provided by the school district of residence in the student’s home, on days in which he or she is not receiving individual instruction in a hospital or other residential health facility, if he or she is well enough to do so.

When a student receiving individual instruction is well enough to return to school, he or she must be allowed to return to the school that he or she attended immediately before receiving individual instruction was initiated. Absences from the student’s regular school program due to the student’s temporary disability are excused until the student is able to return to the regular school program.
Students in Active Military Families - Residency Retention and Matriculation (Ed. Code §§ 48204.6, 48980)
A student living in the household of an active duty military service member must be allowed to continue attending the student’s school of origin for the remainder of the school year if the family moves.

A student from an active duty military family who is transitioning between school grade levels must be allowed to continue in the school district of origin and in the same attendance area of his/her school of origin. If the student is transitioning to middle school or high school, and the school designated for matriculation is in another school district, the local educational agency must allow the student to continue to the school designated for matriculation in that school district. The new school must immediately enroll the student, even if the child has outstanding fees, fines, textbooks, or other items or moneys due to the school last attended, or if the student is unable to produce, clothing or records normally required for enrollment.

If the parent or legal guardian’s military service ends during the school year, then the student is allowed to stay in his or her school of origin for the remainder of the school year if he or she is in grades 1-8, or through graduation if the student is in high school.

Immigration Enforcement - "Know Your Rights" (Ed. Code § 234.7)
All students have the right to a free public education, regardless of immigration status or religious beliefs. For more information, please see the resources developed by the California Attorney General at https://www.oag.ca.gov/immigrant/rights.

Notice of Alternative Schools (Ed. Code § 58501)
California state law authorizes all school districts to provide for alternative schools. Section 58500 of the Education Code defines alternative school as a school or separate class group within a school which 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 desire to learn.
3. Maintain a learning situation maximizing student self-motivation and encouraging the student in his own time to follow his own interests. These interests may be conceived by him totally and independently or may result in whole or in part from a presentation by his 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 unit have copies of the law available for your information. This law particularly authorizes interested persons to request the governing board of the district to establish alternative school programs in each district.

STUDENT MISCONDUCT & DISCIPLINE

Student Obligations While in School
Section 300 of Title 5 of the California Code of Regulations requires pupils to abide by the following obligations:

1. follow school regulations
2. obey all directions
3. be diligent in study and respectful to teachers and others in authority
4. refrain from profane and vulgar language

Furthermore, the District holds students responsible for knowing and obeying the following principles:

1. Be in attendance and on time
2. Use Appropriate Language
3. Respect yourself and others
4. Follow directions
5. Promote safety
6. Respect School Property
7. Come prepared to learn

**Misconduct (Board Policy 5144)**
When misconduct occurs, staff shall implement appropriate discipline and attempt to identify and address the causes of the student's behavior. Continually disruptive students may be assigned to alternative programs or removed from school in accordance with law, Board policy and administrative regulation. At all times, the safety of students and staff and the maintenance of an orderly school environment shall be priorities in determining appropriate discipline.

Students who violate district or school rules and regulations may be subject to discipline including, but not limited to, suspension, expulsion, transfer to alternative programs, referral to a student success team or counseling services, or denial of participation in extracurricular or co-curricular activities or other privileges in accordance with Board policy and administrative regulation. The Superintendent or designee shall notify local law enforcement as appropriate.

**Suspensions (E. C. section 48900)**
California Education Code Section defines suspension as removal of a pupil from ongoing instruction for adjustment purposes. A student may be suspended by the principal of the school, the principal’s designee, or the district superintendent of schools for any of the reasons enumerated in E.C Section 48900, and pursuant to Section 48900.5, for no more than five consecutive schooldays.

The governing board of each school district may adopt a policy authorizing teachers to require the parent or guardian of a pupil who has been suspended by a teacher pursuant to Section 48910 for reasons specified in subdivision (i) or (k) of Section 48900, to attend a portion of a school day in the classroom of his or her child or ward. The policy shall take into account reasonable factors that may prevent compliance with a notice to attend. The attendance of the parent or guardian shall be limited to the class from which the pupil was suspended. For more information regarding suspensions, visit our website.

**In-School Suspensions (E.C. section 48911.1)**
Suspension, including supervised in-school suspension as described in Section 48911.1, shall be imposed only when other means of correction fail to bring about proper conduct. A school district may document the other means of correction used and place that documentation in the pupil’s record, which may be accessed pursuant to Section 49069. Further information regarding others means of correction can be found on our website at.

**Expulsions (E.C. section 48915)**
The principal or the superintendent of schools shall recommend the expulsion of a pupil for any acts listed in E.C. Code 48915 committed at school or at a school activity off school grounds, unless the principal or superintendent determines that expulsion should not be recommended under the circumstances or that an alternative means of correction would address the conduct. The student is entitled to a hearing and due process. Further information regarding expellable offenses is available on the district website.
Discipline of a Disabled Student who is Eligible for Special Education Pursuant to IDEA or Section 504 (E.C. Section 48915.5 and 20 USC 1415 (k))

Federal law governs the authority of school districts to suspend and expel special education students from school. When a student who receives special education services is suspended, school staff must determine if an IEP meeting is needed to create a Behavior Support Plan (BSP) or to review and modify an existing behavior support plan. Students who received special education services CANNOT be suspended for more than 10 days in a school year. If the student has been suspended two times, or the total days of suspension accumulate to 5, 8, or 10 school days, an IEP meeting MUST be convened to determine appropriate services/placement.

Before a student who receives special education services can be recommended for expulsion, an IEP must hold a pre-expulsion IEP and conduct a manifestation determination. During this time, a student with disabilities is entitled to receive services specified in their IEP. The student is also entitled to post-expulsion services during the term of the expulsion.

Section 504: A student who has a Section 504 plan is considered as a general education student and can be suspended for the same number of days a general education student, but at 10 days of suspension, there must be an analysis in a Section 504 Manifestation Determination Meeting to review and, if appropriate, modify the current Section 504 Plan, including developing a “Section 504 Behavior Support Plan.”

School Bus Conduct (E.C. section 39831.5)

Pupils transported in a school bus or in a school pupil activity bus shall be under the authority and responsibility of the bus driver and the bus driver is responsible for the orderly conduct of the pupils while they are on the bus or being escorted across a street, highway or road. Continued disorderly conduct or persistent refusal to submit to the authority of the bus driver will be sufficient reason for a pupil to be denied transportation. A bus driver shall not require any pupil to leave the bus en route between home and school or other destinations. Governing boards shall adopt rules to enforce this section. Such rules shall include, but not limited to, specific administration procedures relating to suspension of riding privileges and shall be made available to parents, pupils, teachers, and other interested parties.

Student Searches (New Jersey vs. T.L.O. 469 U.S. 325 (1985))

In accordance with New Jersey v. T.L.O. 469 U.S. 325 (1985) school officials are permitted to conduct searches of students under certain limited circumstances. Such a search by school officials must be justifiable (reasonable to suspect the items searched contains evidence of prohibited conduct) and reasonably related in scope to the circumstances which justified the search.

Restitution/Parent Liability (E.C. section 48904)

Notwithstanding Section 1714.1 of the Civil Code, the parent or guardian of any minor whose willful misconduct results in injury or death to any pupil or any person employed by, or performing volunteer services for, a school district or private school or who willfully cuts, defaces, or otherwise injures in any way any property, real or personal, belonging to a school district or private school, or personal property of any school employee, shall be liable for all damages so caused by the minor. The liability of the parent or guardian shall not exceed ten thousand dollars ($10,000), adjusted annually for inflation. The parent or guardian shall be liable also for the amount of any reward not exceeding ten thousand dollars ($10,000), adjusted annually for inflation, paid pursuant to Section 53069.5 of the Government Code. The parent or guardian of a minor shall be liable to a school district or private school for all property belonging to the school district or private school loaned to the minor and not returned upon demand of an employee of the school district or private school authorized to make the demand.

Any school district or private school whose real or personal property has been willfully cut, defaced, or otherwise injured, or whose property is loaned to a pupil and willfully not returned upon demand of an employee of the school district or private school authorized to make the demand may, after affording the pupil his or her due process rights, withhold grades, diploma, and transcripts of the pupil responsible for the damage until the pupil or the pupil's parent or guardian has paid for the damages thereto, as provided in subdivision. The school district or private school shall notify the parent or
guardian of the pupil in writing of the pupil's alleged misconduct before withholding the pupil's grades, diploma, or transcripts pursuant to this subdivision.

Rules; School Discipline (Ed. Code §§ 35291, 48980)
The District’s Governing Board has adopted rules and regulations pertaining to student discipline, including Board Policy 5144, 5144.1, 5144.2 and Administrative Regulations 5144, 5144.2 Parents may request a copy of such rules and regulations.

Required Parental Attendance (Ed. Code §§ 48900.1, 48914)
Parents may be required to attend their student's class if he or she is suspended for unruly or disruptive conduct.
Earlimart Middle School

NO GANG RELATED COLORS

Students will have color choices of black and khaki (not brown or green) for pants; and black, white, grey, brown, and dark green for shirts. Uniforms must be worn every day. Special free dress days throughout the year will be announced by administration. No Jeans will be allowed, except on spirit days.

STUDENT UNIFORM

Long Pants or walking shorts
- No blue (other than on Spirit Day), Levi’s look-alike, or sweat pants
- Collared shirts, long or short sleeved (maximum one size larger
- No insignia or lettering
- No t-shirts
- Socks
- No colored shoe laces
- No sandals or open toe shoes.
- Jumper, skirt, skirts, or capris

Pants/Shorts
- Black (not to be worn with black shirt)
- Khaki (not brown or green)

Polo shirts
- Pull-over, collared
- Black (not to be worn with black pants)
- Brown
- White
- Grey
- Dark Green

Sweatshirts/Sweaters
- Black
- Brown
- White
- Grey
- Dark Green

Belts (cannot hang)
- Black
- Brown

Earlimart Elementary School and Alila School

NO GANG RELATED COLORS

No blue jeans, Levis, look-alikes, or sweats will be allowed.

STUDENT UNIFORM

Long pants or walking short
- Navy or khaki
- No pants worn below the waistline
- Jumper, skirt, skirt, long pants, and capris

Collared shirt
- White or navy
- Dark green (only at Alila School)
- Long or short sleeved (Maximum one size larger)
- No insignia
- Tailed shirts must be tucked in
- Straight bottom shirts do not have to be tucked in

Sweater or sweatshirt, with appropriate shirt underneath
- No insignia
- Solid Color

Shoes (tennis shoes acceptable)
- Navy
- White
- Black
- Blue
- Brown
- Socks or tights
- No sandals or open toe shoes allowed
COMPLAINTS

Uniform Complaint Procedures (Ed. Code §§ 262.3, 33315; 5 C.C.R. §§ 4610, 4622, 4632)
The District has established Uniform Complaint Procedures (“UCP”) to address allegations of unlawful discrimination, harassment, intimidation, and bullying, and complaints alleging violation of state or federal laws governing educational programs, the charging of unlawful pupil fees, and the non-compliance of the District’s Local Control and Accountability Plan. To view a copy of the District’s Uniform Complaint Procedures (Board Policy 1312.3 Administrative Regulations 1312.3), please visit the District’s website at www.earlimart.org

The UCP addresses all allegations of unlawful discrimination, harassment, intimidation, or bullying against any protected group as identified in Education Code section 200 and 200, and Government Code section 11135, including any actual or perceived characteristics as set forth in Penal Code section 422.55 or on the basis or a person’s association with a person or group with one or more of these actual or perceived characteristics in any program or activity conducted by the District that if funded directly by, or that receives or benefits from any state financial assistance. The UCP shall also be used when addressing complaints alleging failure to comply with state and/or federal laws in:

1. Adult Education
2. After School Education and Safety
3. Agricultural Career Technical Education N/A
4. American Indian Education Centers and Early Childhood Education Program Assessments
5. Bilingual Education
6. California Peer Assistance and Review Programs for Teachers
7. Career Technical and Technical Education; Career Technical; Technical Training N/A
8. Career Technical Education N/A
9. Child Care and Development
10. Compensatory Education
11. Consolidated Categorical Aid
12. Course Periods Without Educational Content
13. Economic Impact Aid
14. Education of Students in Foster Care, Students Who Are Homeless, Former Juvenile Court Students Now Enrolled in a School District, and Children of Military Families
15. Every Student Succeeds/No Child Left Behind
16. Local Control Accountability Plans
17. Migrant Education
18. Physical Education Instructional Minutes
19. Pupil Fees
20. Reasonable Accommodations to a Lactating Student
21. Regional Occupational Centers and Programs
22. School Safety Plans
23. State Preschool Health and Safety Issues
24. Tobacco-Use Prevention Education
The Director of Curriculum and State and Federal Programs shall receive and investigate complaints submitted under the District’s UCP and ensure District compliance with the law. For more information concerning the filing of uniform complaints, copies of the Board Policies and Administrative Regulations pertaining to the District’s UCP are available free of charge upon request at the school office.

Except for complaints submitted under the District’s Williams Uniform Complaint Procedures, a complainant may appeal a decision made under the District’s UCP to the California Department of Education by filing a written appeal within 15 days of receiving the decision. The appeal must be accompanied by a copy of the complaint filed with the District and a copy of the District’s decision.

A complainant may pursue available civil law remedies outside of the District’s UCP. Civil law remedies that may be imposed by a court include, but are not limited to, injunctions, restraining orders, or other remedies or orders that may be available under state or federal discrimination, harassment, intimidation, or bullying laws, if applicable.

Uniform Complaint Procedures - Specific Complaints (Ed. Code §§ 48853, 48853.5, 49010, 49011, 49013, 49069.5, 51225.2, 52075; 5 C.C.R. § 4630)
Complaints alleging non-compliance with specific state laws identified below may be submitted under the District’s UCP. If a complainant is not satisfied with the District’s decision, the complainant may appeal to the California Department of Education and will receive a written decision within 60 days.

Pupil Fees
A pupil enrolled in a public school shall not be required to pay a pupil fee for participation in an educational activity. A pupil fee includes, but is not limited to, all of the following: (1) a fee charged to a pupil as a condition for registering for school or classes, or as a condition for participation in a class, or an extracurricular activity, regardless of whether the class or activity is elective or compulsory, or is for credit; (2) a security deposit, or other payment, that a pupil is required to make to obtain a lock, locker, book, class apparatus, musical instrument, clothes, or other materials or equipment; and (3) a purchase that a pupil is required to make to obtain materials, supplies, equipment, or clothes associated with an educational activity. A complaint alleging the imposition of pupil fees for participation in educational activities may be filed with the school’s principal under the UCP not later than one year from the date the alleged violation occurred. A complaint may be filed anonymously if the complainant provides evidence or information leading to evidence to support the complaint.

Local Control Accountability Plan
School districts, charter schools and county offices of education are required to adopt and annually update their Local Control Accountability Plans (“LCAPs”). A complaint alleging noncompliance with the LCAP may be filed under the District’s UCP and may be filed anonymously. A complaint may be filed anonymously if the complainant provides evidence or information leading to evidence to support the complaint.

Graduation and Coursework Requirements for Foster Youth, Homeless Students, Former Juvenile Court Students, Students Living in Active Duty Military Households, and Migratory and Newly Arrived Immigrant Students Participating in a “Newcomer Program”
State law outlines the rights afforded to students in foster care, who are homeless, who are former juvenile court school students, students living in the household of a parent who is an active duty member of the military, and migratory and newly arrived immigrant students participating in a “Newcomer Program,” which is a program designed to meet the academic and transitional needs of newly arrived immigrant students including, but not limited to, rights regarding a student’s school of origin, enrollment, credits, graduation, college, discipline, records, and/or certain non-educational rights. A notice summarizing the rights of foster youth is available online through the California Department of Education at http://www.cde.ca.gov/ls/pf/fy/documents/fosteryouthrights.pdf.
Lactation Accommodations for Parenting Students (Ed. Code § 222)
A school operated by a school district or county office of education, the California School for the Deaf, the California School for the Blind, and a charter school must provide reasonable accommodations to a lactating student on a school campus to express milk, breast-feed an infant child, or address other needs related to breastfeeding. Reasonable accommodations under this section include, but are not limited to, all of the following:

1. Access to a private and secure room, other than a restroom, to express breast milk or breast-feed an infant child.
2. Permission to bring onto a school campus a breast pump and any other equipment used to express breast milk.
3. Access to a power source for a breast pump or any other equipment used to express breast milk.
4. Access to a place to store expressed breast milk safely.
5. A reasonable amount of time to accommodate the need to express breast milk or breast-feed an infant child.

A student may not incur an academic penalty as a result of her use of reasonable lactation accommodations and must be provided an opportunity to make up any work missed due to such use.

A complaint of noncompliance with the requirements of this provision may be filed under the District’s Uniform Complaint Procedures. Complainants not satisfied with the District’s decision may appeal the decision to the California Department of Education and receive a written decision within 60 days. If the District finds merit in a complaint, or if the Superintendent finds merit in an appeal, the District will provide a remedy to the affected student.

Pregnant and Parenting Student Rights (Ed. Code §§ 221.51, 46015)
The District cannot apply any rule concerning a student’s actual or potential parental, family, or marital status that treats students differently on the basis of sex. The District cannot exclude or deny any student from any educational program or activity, including class or extracurricular activity, solely on the basis of the student’s pregnancy, childbirth, false pregnancy, termination of pregnancy, or recovery therefrom.

The District may require any student to obtain the certification of a physician or nurse practitioner that the student is physically and emotionally able to continue participation in the regular education program or activity.

Pregnant or parenting students cannot be required to participate in pregnant minor programs or alternative education programs. Pregnant or parenting students who voluntarily participate in alternative education programs will be given educational programs, activities, and courses equal to those they would have been in if participating in the regular education program.

The District must treat pregnancy, childbirth, false pregnancy, termination of pregnancy, and recovery therefrom in the same manner and under the same policies as any other temporary disabling condition.

Pregnant or parenting students are entitled to eight weeks of parental leave, which the student may take before the birth of the student’s infant if there is a medical necessity and after childbirth during the school year in which the birth takes place, inclusive of any mandatory summer instruction, in order to protect the health of the student who gives or expects to give birth and the infant, and to allow the pregnant or parenting student to care for and bond with the infant. The student, if the student is 18 years of age or older, or, if the student is under 18 years of age, the person holding the right to make educational decisions for the student, shall notify the school of the student’s intent to exercise this right. Failure to notify the school shall not reduce these rights. A pregnant or parenting student who does not wish to take all or part of the parental leave to which he or she is entitled shall not be required to do so. A pregnant or parenting student is entitled to receive more than eight weeks of parental leave if deemed medically necessary by the student’s physician.

When a student takes parental leave, the supervisor of attendance shall ensure that absences from the student’s regular school program are excused until the student is able to return to the regular school program or an alternative education
program. During parental leave, the District shall not require a pregnant or parenting student to complete academic work or other school requirements.

A pregnant or parenting student may return to the school and the course of study in which he or she was enrolled before taking parental leave. Upon return to school after taking parental leave, a pregnant or parenting student is entitled to opportunities to make up work missed during his or her leave, including, but not limited to, makeup work plans and re-enrollment in courses.

Notwithstanding any other law, a pregnant or parenting student may remain enrolled for a fifth year of instruction in the school in which the student was previously enrolled when it is necessary in order for the student to be able to complete state and any local graduation requirements, unless the District makes a finding that the student is reasonably able to complete the District’s graduation requirements in time to graduate from high school by the end of the student’s fourth year of high school.

A student who chooses not to return to the school in which he or she was enrolled before taking parental leave is entitled to alternative education options offered by the District. A pregnant or parenting student who participates in an alternative education program shall be given educational programs, activities, and courses equal to those he or she would have been in if participating in the regular education program.

A student shall not incur an academic penalty as a result of his or her use of these accommodations. A complaint of noncompliance with these requirements by be filed with the District under its UCP.

**Williams Uniform Complaint Procedures (Ed. Code § 35186; 5 C.C.R. §§ 4680, 4681)**

The District’s Williams Uniform Complaint Procedures address the sufficiency of instructional materials, emergency or urgent facilities conditions that pose a threat to the health and safety of students or staff, and teacher vacancies or mis-assignments. To view a copy of the District’s Williams Uniform Complaint Procedures (*Administrative Regulation 1312.4*), please visit the District’s website at [www.earlimart.org](http://www.earlimart.org). The school principal, or the designee of the Superintendent, shall make all reasonable efforts to investigate complaints submitted under the District’s Williams Uniform Complaint Procedures.


State and/or federal law prohibit discrimination in the basis of race, color, national origin, or sex in federally financed education programs or activities. District programs and activities shall be free from discrimination, including harassment, intimidation, and bullying, based on any of the following actual or perceived characteristics:

1. Age
2. Ancestry
3. Color
4. Race
5. Ethnicity
6. Ethnic group identification
7. Genetic information
8. Immigration status
9. Lack of English skills
10. Marital, family, or parental status
11. Nationality or national origin
12. Physical or mental disability
13. Sexual orientation, including heterosexuality, homosexuality, and bisexuality
14. Gender, including a person’s gender identity and gender expression, which is a person’s gender-related appearance and behavior whether or not stereotypically associated with a person’s assigned sex at birth
15. Religion or religious creed, including agnosticism, atheism, and all aspects of religious belief, observance, and practice
16. Sex, including discrimination against a student based on pregnancy, childbirth, false pregnancy, termination of pregnancy or recovery from pregnancy or childbirth-related conditions, or denial of lactation accommodations for lactating students

Harassment, intimidation, or bullying based upon a person’s association with a person or group with one or more of these actual or perceived characteristics is also prohibited. Any questions or concerns about noncompliance can be directed to Laura Voshall Director of Curriculum and State and Federal Programs, 785 East Center Avenue, Earlimart, CA 93219 (661) 849-4235. To view a copy of the District’s policy on Nondiscrimination/Harassment (Board Policy 5145.3), please visit the District’s website at www.earlimart.org.

Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act prohibit discrimination against qualified disabilities individuals in federally financed education programs or activities. The District does not discriminate in admission or access to its programs or activities. In the event of a complaint regarding discrimination based upon an actual or perceived mental or physical disability, please contact Laura Voshall Director of Curriculum and State and Federal Programs, 785 East Center Avenue, Earlimart, CA 93219 (661) 849-4235.

Sexual Harassment Policy (Ed. Code § 231.5, 48980; 5 C.C.R. § 4917)
To view a copy of the District’s policy on Sexual Harassment (Board Policy 5145.7 Administrative Regulations 5145.7), please visit the District’s website at www.earlimart.org.

FACILITIES AND SAFETY

Use of Pesticide Products (Ed. Code §§ 48980.3, 17611.5, 17612)
All schools are required to provide parents with annual notice of expected pesticide use at schools. Please contact Henry Lerma at the District Office at (661) 849-4222 or hlerma@earlimart.org if you wish to receive written notification at least 72 hours prior to the application of an individual pesticide at your school. Each school will maintain a list of parents who want to be notified before individual pesticide applications are made. Prior to the application of any pesticide, the District will post a warning sign at the area to be treated at least 24 hours prior to the pesticide application and such signs will remain posted for at least 72 hours after the application. In the event of an emergency condition, advance notification and prior signposting may not be feasible, but a warning sign will be posted immediately upon application of the pesticide.

For additional information regarding pesticides and pesticide use, please visit the Department of Pesticide Regulation’s website at www.cdpr.ca.gov. Parents may view a copy of the school’s integrated pest management plan at the school site office and on the district’s website: http://www.earlimart.org/mot

ASBESTOS (40 CFR 763.84, 40 CFR 763.93)
Each school site in the District has an Asbestos Management Plan (AHERA Report) which identifies where asbestos containing building materials are located at the school and the conditions of those areas. Schools are required to notify staff, parents, and legal guardians prior to the start of asbestos abatement work. The AHERA report is updated every six months, and is available for review upon request.
Dear Parent or Guardian,

The Healthy Schools Act of 2000 requires that all schools provide parents or guardians of students with annual written notification of expected pesticide use on school sites. The notification will identify the active ingredient or ingredients in each pesticide product and will include the Internet address (http://www.cdpr.ca.gov) for further information on pesticides and their alternatives.

Parents or guardians may request prior notification of individual pesticide applications at the school site. People listed on this registry will be notified at least 72 hours before pesticides are applied. If you would like to be notified every time we apply a pesticide, please complete and return the form below and mail it to the address listed below.

If you have any questions, please contact: Henry Lerma, Director of Maintenance and Transportation at (661) 849-4222.

Sincerely,

Philip Nystrom
Superintendent

Request for Notification of Pesticide Application

I understand that, upon request, the school district is required to supply information about individual pesticide applications at least 72 hours before application. I would like to be notified before each pesticide application.

I would prefer to be contacted by (check one): US Mail _____ Email______ Telephone__________

Please print neatly:

Name of Parent/Guardian: ___________________________ Date: ____________________

Address: _________________________________________________________________________________________

Day Phone: ( ) ___________________________ Evening Phone: (_____ ) __________________

Email: ___________________________________________________________________________________________

Return this form to: Earlimart Elementary School District
Attn: Henry Lerma, MOT Director
416 N. State Street
P.O. Box 11970
Earlimart, CA  93219
HEALTH & IMMUNIZATIONS

Administration of Prescribed Medication (Ed. Code §§ 48980, 49423, 49480)

Any student who is required to take, during the regular school day, medication prescribed for him or her by a physician and surgeon or ordered for him or her by a physician assistant, may be assisted by the school nurse or other designated school personnel if the District receives the following: (1) a written statement from the physician and surgeon or physician assistant detailing the name of the medication, method, amount, and time schedules by which the medication is to be taken, and (2) a written statement from the student’s parent, indicating the desire that the District assist the student in the matters set forth in the statement of the physician and surgeon or physician assistant. These written statements must be provided at least annually and more frequently if the medication, dosage, frequency of administration, or reason for administration changes.

Any student who is required to take, during the regular school day, medication prescribed for him or her by a physician and surgeon or ordered for him or her by a physician assistant, may carry and self-administer prescription auto-injectable epinephrine if the District receives the following: (1) a written statement from the physician and surgeon or physician assistant detailing the name of the medication, method, amount, and time schedules by which the medication is to be taken, and confirming that the student is able to self-administer auto-injectable epinephrine, and (2) parent written consent to the self-administration, a release for the school nurse or other designated school personnel to consult with the health care provider of the student regarding any questions that may arise with regard to the medication, and an agreement to release the District and school personnel from civil liability if the self-administering student suffers an adverse reaction as a result of self-administering medication. These written statements must be provided at least annually and more frequently if the medication, dosage, frequency of administration, or reason for administration changes. Students may be subject to disciplinary action pursuant to Education Code section 48900 for using auto-injectable epinephrine in a manner other than as prescribed.

Parents of any student on continuing medication for a non-episodic condition must inform the school nurse or other designated certificated school employee of the medication being taken, the current dosage and the name of the supervising physician. With parent consent, the school nurse may communicate with the student’s physician and may counsel school personnel regarding the possible effects of the drug, as well as possible behavioral signs and symptoms of adverse side effects, omission, or overdose.

Inhaled Asthma Medication (Ed. Code § 49423.1)

Any student who is required to take, during the regular school day, medication prescribed for him or her by a physician or surgeon, may be assisted by the school nurse or other designated personnel if the District receives the following: (1) a written statement from the physician or surgeon detailing the medication name, method, amount, and time schedules by which the medication is to be taken, and (2) a written statement from the student’s parent requesting that the District assist the student in the administration of medication set forth in the physician or surgeon’s written statement. These written statements must be provided at least annually and more frequently if the medication, dosage, frequency of administration, or reason for administration changes.

Any student who is required to take, during the regular school day, medication prescribed for her or her by a physician or surgeon, may carry and self-administer inhaled asthma medication if the District receives the following: (1) a physician or surgeon's written statement confirming that the child is able to self-administer the medication and detailing the name of the medication, the method, amount and time schedules for administration, and (2) parent written consent to the self-administration, a release for the school nurse or other designated school personnel allowing them to consult with the student's physician, and an agreement to release the District and school personnel from civil liability in the event of an adverse reaction as a result of self-administering medication. These written statements must be provided to the school at least annually or more frequently if the medication, dosage, frequency of, or reason for, the administration changes. Students may be subject to disciplinary action pursuant to Education Code section 48900 for using inhaled asthma medication in a non-prescribed manner.
Physical Examination Exemptions (Ed. Code §§ 48980, 49451)
Parents may exempt their student from physical examinations at school by annually filing a written statement with the school principal refusing such an exam. However, when there is a good reason to believe that a student exempted from physical examination is suffering from a recognized contagious or infectious disease, he or she will be sent home and will not be permitted to return to school until school authorities are satisfied that any contagious or infectious disease does not exist.

Medical & Hospital Services for Students (Ed. Code § 49472)
The District provides medical and/or hospital coverage for students injured on school grounds, or while being transported to or from any school activity or event. The service shall be provided only with the consent of the parent, or the student if he or she is not a minor. Please contact the school or District office regarding such medical service.

Mental Health Services for Students (Ed. Code § 49428)
Student mental health services are available by contacting the district’s nurse and/or Tulare Youth Service Bureau, 327 South K Street, Tulare, CA 93274 at (559) 688-2043.

Immunizations and Control of Communicable Disease (Ed. Code §§ 49403, 48216, 48980; H. & S. Code §§ 120335, 120370)
The District cooperates with the local health officer in the control and prevention of communicable diseases in school-age children. If a parent consents in writing, the District may permit any person licensed as a physician and surgeon, or a health care practitioner (including a physician assistant, nurse practitioner, registered nurse, licensed vocational nurse, or nursing student who is acting under the supervision of a registered nurse as provided by law) who is acting under the direction of a supervising physician and surgeon, to administer an immunizing agent to his/her student.

Students must be immunized against certain diseases before being admitted to school, unless exempted for medical reasons. Students who had a signed waiver based on religious or personal beliefs on file by January 1, 2016, will be exempt from the immunization requirement until they complete the “grade span” they were in as of January 1, 2016. Grade spans are: (1) birth through preschool, (2) Kindergarten through 6th grade, and (3) 7th through 12th grade. Students entering the District for the first time or advancing to 7th grade after July 1, 2016 will no longer be exempt from immunizations based on their religious or personal beliefs. The District must exclude from school any student who does not supply evidence of inoculation (for any of the diseases listed in Health & Safety Code section 120335), and will notify the parent that he/she has two weeks to supply evidence that the student is immunized.

Concussion and Head Injuries (E.C. section 49475)
School districts that provide an athletic program must distribute a concussion and head injury information sheet which shall be signed and returned by the athlete and the athlete’s parent or guardian before the athlete initiates practice or competition. This section does not apply to an athlete engaging in an athletic activity during the regular school day or as part of a physical education course required pursuant to this subdivision.

Type 2 Diabetes Information (E.C. section 49452.7)
Overweight youth are more prone to develop serious health problems, including diabetes type 2, high blood pressure, heart disease, and asthma. If left unchecked, diabetes can lead to complications such as kidney failure, blindness, heart attack, and amputations. The California Department of Education in collaboration with national and local health care agencies have developed a type 2 diabetes information fact sheet to provide to parents and guardians of incoming 7th graders students beginning July 1, 2010. This fact sheet and further information regarding type 2 diabetes can be found at our district website.
INSTRUCTION

Minimum and Staff Development Days (Ed. Code § 48980)
See Appendix for the District’s pupil-free staff development day and minimum day schedule. A student’s parent will be notified during the school year of any additional minimum days or pupil-free staff development days no later than one month before the actual date.

Career Counseling and Course Selection (Ed. Code § 221.5)
Counselors, teachers, instructors, administrators, and aides may not, on the basis of a student’s sex, offer vocational or school program guidance to the student that is different from that offered to a student of the opposite sex in counseling, nor may a counselor differentiate career, vocational, or higher education opportunities on the basis of the sex of the student counseled. Any District personnel acting in a career counseling or course selection capacity shall affirmatively explore with the student the possibility of careers or courses leading to careers that are nontraditional for that student’s sex.

Right to Refrain From the Harmful or Destructive Use of Animals (Ed. Code § 32255 et seq.)
Any student with a moral objection to dissecting, harming, or destroying animals shall notify his/her teacher regarding this objection. An alternative education project may be arranged if the teacher believes the alternative education project can provide the course of study in question. The alternative requires a comparable amount of time and effort, but must not be more arduous than the original project. The District requires a signed note from a parent indicating their child’s objection.

Students with exceptional needs have a right to a free appropriate public education in the least restrictive environment. The District wants to locate, identify, and assess all children with disabilities whether homeless, wards of the state or enrolled in public or private schools. Parents should inform school officials if they have reason to believe their child has a disability requiring special services or accommodations. The child will be evaluated to determine whether he/she is eligible for free special instruction or services.

Excuse from Health Instruction Based on Religious and Moral Grounds (Ed. Code § 51240)
Upon written request of a parent, a student shall be excused from any part of health instruction that conflicts with his/her religious training and beliefs (including personal moral convictions).

Comprehensive Sexual Health Education and HIV/AIDS Prevention (Ed. Code §§ 51938, 51939, 48980)
A parent has the right to excuse his or her child from all or part of comprehensive sexual health education, HIV/AIDS prevention education, and assessments related to that education, as follows:

1. A parent may request in writing that his/her student be excused from participating in HIV/AIDS prevention or comprehensive sexual health education. Students so excused by their parent shall be given an alternative educational activity.

2. Parents may inspect the written and audio visual educational materials used in comprehensive sexual health education and HIV/AIDS prevention education. Parents have a right to request that the District provide them a copy of Education Code sections 51930-51939.

3. Every student’s parent will be notified prior to the commencement of any comprehensive sexual health education and HIV/AIDS prevention education instruction as to the date of such instruction and whether the instruction will be taught by District personnel or by outside consultants. If outside consultants are used, the name of the organization of each guest speaker will be identified. Parents have a right to request that the District provide them a copy of Education Code sections 51933, 51934, and 51938.

Anonymous, voluntary and confidential research and evaluation tools to measure students’ health behaviors and risks, including tests, questionnaires, and surveys containing age-appropriate questions about the students’ attitudes concerning
or practices relating to sex may be administered to pupils in grades 7-12. Parents will be notified in writing and given the opportunity to review such tests, questionnaires and surveys and be informed that in order to excuse their student, they must state their request in writing. If a school receives a written request from a parent excusing a student from this activity, the student may not be subject to disciplinary action, academic penalty or other sanction and an alternative educational activity must be made available to the student.


No test, questionnaire, survey, or examination which has questions about a student’s or his/her parents’ beliefs and practices in sex, family life, morality, religion, political affiliations or beliefs, illegal, anti-social, self-incriminating, or demeaning behavior, mental or psychological problems, legally recognized privileged relationships (such as lawyer, physician, or minister), critical appraisals of individuals with whom you have close family relationships, or income (except as required by law to determine eligibility for participation in a program or for receiving financial assistance under such program) shall be administered without prior notification and written permission of the parent. Parents may inspect all instructional materials, including teacher's manuals, films, tapes or other supplementary material to be used in connection with any survey, analysis or evaluation.

**California Assessment of Student Performance & Progress (CAASPP) (Ed. Code §§ 60604, 60615, 60640; 5 C.C.R. § 852**

Each year, parents will be notified regarding their student’s participation in the CAASPP assessment system. Parents wanting to excuse their students from any or all parts of the CAASPP must submit a written request. Such written requests must be submitted to the school on an annual basis.

**Notification of Potential Failing Grade (Ed. Code §§ 49063, 49067)**

Parents will be notified when a teacher has determined that your student is in danger of failing a course.

**Teacher and Paraprofessional Qualifications (20 U.S.C. § 6312**

Upon request, parents have a right to request information regarding the professional qualifications of the classroom teachers who instruct their students. Federal law allows parents to request the following information: (1) If the student’s teacher has met the state credential or license criteria for grade level and subject matter taught; (2) If the student’s teacher is teaching under an emergency or other provisional status because of special circumstances; (3) If the teacher is teaching in the field of discipline of the certification of the teacher; and (4) If the student is receiving services from paraprofessional and, if so, their qualifications.

**RECORDS**

**Student Records Policy (Ed. Code §§ 49063, 49064; 5 C.C.R. § 432**

The District maintains mandatory permanent (kept indefinitely) and interim (may be destroyed after a stipulated length of time) student records. Mandatory permanent student records include the student’s legal name; date of birth; method of verification of birth date; sex of student; name and address of parent of minor student; entering and leaving date of each school year and for any summer session or other extra session; subjects taken during each year, half-year, summer session, or quarter; if marks or credit are given, the mark or number of credits toward graduation allows for work taken; verification of or exemption from required immunizations; and date of high school graduation or equivalent. Mandatory interim student records include a log or record identifying those persons (except authorized school personnel) or organizations requesting or receiving information from the record; health information, including Child Health Developmental Disabilities Prevention Program verification or waiver; participation in special education programs including required tests, case studies, authorizations, and actions necessary to establish eligibility for admission or discharge; language training records; progress slips and/or notices; parental restrictions regarding access to directory information or related stipulations; parent or adult student rejoinders to challenged records and to disciplinary action; parental authorizations or prohibitions of student participation in specific programs; and results of standardized tests
administered within the preceding three years. In addition, permitted student records (may be destroyed when no longer useful) are kept. Permitted student records include objective counselor and/or teacher ratings, standardized test results older than three years, routine discipline data, verified reports of relevant behavioral patterns, all disciplinary notices, and attendance records. The following position is responsible for maintaining all student records: The director of Curriculum and State and Federal Programs.

An access log or record of who has requested or received information from a student’s records is kept at each school site. The Education Code and the District’s Administrative Regulation 5125 set forth the criteria under which school officials and employees may access, change, or delete information in a student’s records.

Parent Access to Records (Ed. Code §§ 49063, 49065, 49069, 49070, 56504; 34 C.F.R. § 99.7)
Parents of currently enrolled or former students have an absolute right of access to any and all student records related to their children that are maintained by the District. Parents have the right to inspect and review their children’s student records during regular school hours within five business days of a request. The District may charge parents a reasonable fee not to exceed the actual copying cost for reproducing copies of student records.

Parents may challenge the content of a student record if there is an inaccuracy, an unsubstantiated personal conclusion or inference, a conclusion or inference outside of the observer’s area of competence, a comment not based on the personal observation of a named person with the time and place of the observation noted, or if the student record includes misleading information or violates the student’s privacy or other rights. The Superintendent or designee will meet with the parent and the certificated employee who recorded the information in question, if any, and presently employed by the District, within 30 days. The Superintendent will determine whether to sustain or deny the allegations. If the challenge is sustained, the changes will be made. If the challenge is denied, the parent may appeal the decision in writing to the District’s governing board within 30 days of the refusal. The District’s governing board will determine whether to sustain or deny the allegations within 30 days of receipt of an appeal. The decision of the District’s governing board is final. The Superintendent and the District’s governing board cannot order a student’s grade to be changed unless the teacher who determined the grade is given an opportunity to state the reasons for which the grade was given and is included in all discussions relating to changing the grade.

Curriculum Review (Ed. Code §§ 49063, 49091.14)
A prospectus of curriculum, including titles, descriptions, and instructions aims of every course offered, is available at the school site for parent review upon request. Copies are available for a reasonable fee not to exceed the actual copying cost.

The District may share student records with school officials and employees who have a legitimate educational interest. “School officials and employees” and “legitimate educational interest” are defined in the attached Administrative Regulation 5125

Federal and state law require that the District obtain parent written consent prior to the disclosure of personally identifiable information contained in a student's records, except to the extent disclosure without consent is permitted by law (e.g. subpoena or court order). However, the District may disclose directory information without parental consent to certain entities. Directory information may be released according to Board Policy 5125.1 and Administrative Regulations 5125.1 See Appendix if you do not want the District to disclose directory information from your student’s education records without your prior written consent, you must notify the District in writing using the attached Directory Information Opt-Out Form.

The District will not release directory information pertaining to a homeless student, unless a parent or student accorded parental rights has provided written consent that the directory information may be released. To view a copy of the District’s policy on Release of Directory Information, please visit the District’s website at www.earlimart.org.
Transfer of Student Records (Ed. Code § 49068; 34 C.F.R. §§ 99.7, 99.34)
The District will forward student records, including transcripts, immunization records, and, when applicable, suspension notices, expulsion records, and individualized education programs, to other school districts that have requested the records and in which the student seeks or intends to enroll or is already enrolled so long as the disclosure is for purposes related to the student's enrollment or transfer.

Parents have the right to file a complaint with the U.S. Department of Education concerning an alleged failure by the District to comply with the requirements of the General Education Provisions Act or FERPA. The name and address of the office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202
Earlimart School District Directory Information Opt-Out Form

This form provides parents and guardians the opportunity to opt their student out of the release of directory information. Please read each section of the form carefully. If you have any questions about this form, please contact the District’s Director of Curriculum, State, and Federal Programs at 661-849-4235 or lvoshall@earlimart.org.

Pursuant to the Family Educational Rights and Privacy Act (FERPA) and the California Education Code, the District may release directory information to certain persons or organizations, as specified in this annual notice, when it is requested. Directory information may be released to specific agencies (e.g., law enforcement agencies, employers and prospective employers, news media) and may include directory information that may be disclosed this year, which may be found in Administrative Regulation 5125.1 (e.g., student’s name, address, telephone number, date of birth, email address, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, most recent educational agency or institution attended). In the case of students who have been identified as having special needs or homeless, no material can be released without parent or guardian consent.

Please note: This is an OPTIONAL form. The form should only be returned to the school if you wish to opt your child out of one of these areas.

If you do not want your child’s directory information released, please check the box below. This opt-out does not apply to directory information released for District yearbook purposes.

- I do not want my child’s directory information to be released.

The District may use and release such directory information to third parties for purposes, including, without limitation, compiling, completing, and printing the District’s annual yearbook and/or awards listings. If you do not want your child’s directory information released and/or used for such purposes, please check the box below.

- I do not want my child’s directory information to be released in yearbooks and awards listings.

Parent/Guardian Signature: ________________________________ Date: ________________

Student Name: ____________________________________________  ID#: ________________
Address: _________________________________________________  Phone: ________________
School: _________________________________________________  Grade: ________________
PARENT INVOLVEMENT

Parent Involvement Policy
The Earlimart Elementary School District will take the following actions to conduct, with the involvement of parents/guardians, an annual evaluation of the content and effectiveness of this parental involvement policy in improving the quality of its Title I, Part A schools. The evaluation will include identifying barriers to greater participation by parents/guardians in parental involvement activities (with particular attention to parents/guardians who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background). The school district will use the findings of the evaluation about its parental involvement policy and activities to design strategies for more effective parental involvement, and to revise, if necessary (and with the involvement of parents/guardians) its parental involvement policies.

1. Parents/guardians will complete an Annual Parent Needs Assessment in the Spring which is designed to provide an evaluation of the Parent involvement activities and illicit suggestion for improving access and activities.

2. Parents/guardians serving on the SSC, ELAC and DELAC evaluate the content and effectiveness of the parental involvement policy in improving the quality of its Title I, Part A schools.

3. Any proposed revisions to the various parental involvement policies to improve the effectiveness of parental involvement will be submitted to the EESD Director of State & Federal Programs by the SSC, ELAC and DELAC, if needed, upon the conclusion of the evaluation. The Director of State & Federal Programs will then revise the various policies as needed.

The Earlimart Elementary School District will build the schools' and parents' capacity for strong parental involvement, in order to ensure effective involvement of parents/guardians and to support a partnership among the school involved, parents/guardians, and the community to improve student academic achievement, through the following activities specifically described below:

Parent Volunteers (E.C. section 35021.1)
In compliance with education code, all volunteers must complete and submit a Volunteer/Chaperone Agreement form to the Earlimart School District Office, Human Resources Department, prior to obtaining written consent from the school site administrator. All volunteers must have a fingerprint clearance from the Department of Justice (DOJ) prior to beginning the volunteer assignment. To volunteer at your local school, please contact your school administrator or the Human Resources Department at 661-849-3386.

Parental Rights (E.C. Section 51101)
The school's primary responsibility shall be to provide a high-quality curriculum and instructional program in a supportive and effective learning environment that enables all students to meet the academic expectations of the school. Parents/guardians shall have the opportunity to work with schools in a mutually supportive and respectful partnership and to help their children succeed in school. The rights of parents/guardians of district students include, but are not limited to, the following:

1. To observe, within a reasonable period of time after making the request, the classroom(s) in which their child is enrolled or for the purpose of selecting the school in which their child will be enrolled

2. To meet, within a reasonable time of their request, with their child's teacher(s) and the principal

3. Under the supervision of district employees, to volunteer their time and resources for the improvement of school facilities and school programs (see volunteer information)

4. To be notified on a timely basis if their child is absent from school without permission

5. To receive the results of their child's performance and the school's performance on standardized tests and statewide tests
6. To request a particular school for their child and to receive a response from the district
7. To have a school environment for their child that is safe and supportive of learning
8. To examine the curriculum materials of the class(es) in which their child is enrolled
9. To be informed of their child's progress in school and of the appropriate school personnel whom they should contact if problems arise with their child
10. For parents/guardians of English learners, to support their child's advancement toward literacy
11. For parents/guardians of English learners, to be informed, through the school accountability report card, about statewide and local academic standards, testing programs, accountability measures and school improvement efforts
12. To have access to the school records of their child
13. To receive information concerning the academic performance standards, proficiencies or skills their child is expected to accomplish
14. To be informed in advance about school rules, including disciplinary rules and procedures in accordance with Education Code 48980, attendance policies, dress codes and procedures for visiting the school
15. To be notified, as early in the school year as practicable if their child is identified as being at risk of retention and of their right to consult with school personnel responsible for a decision to promote or retain their child and to appeal such a decision
16. To receive information about any psychological testing the school does involving their child and to deny permission to give the test
17. To refuse to submit or to participate in any assessment, analysis, evaluation or monitoring of the quality or character of the student's home life, any form of parental screening or testing, any nonacademic home-based counseling program, parent training, or any prescribed family education service plan and to inspect any survey collecting personal information
18. To participate as a member of a parent advisory committee, school site council or site-based management leadership team in accordance with any rules and regulations governing membership in these organizations
19. To question anything in their child's record that the parent/guardian feels is inaccurate or misleading or is an invasion of privacy and to receive a response from the school
20. To provide informed, written parental consent before their child is tested for a behavioral, mental or emotional evaluation
USE OF TECHNOLOGY

Policy for Acceptable Use of Technology and Student Agreement
The Earlimart School District recognizes the value of computer and other electronic resources to improve student learning and enhance the administration and operation of its schools. To this end, the Earlimart School District encourages the responsible use of computers; computer networks, including the Internet; and other electronic resources in support of the mission and goals of the Earlimart School District and its schools.

Because the Internet is an unregulated, worldwide vehicle for communication, information available to staff and students is impossible to control. Therefore, the Earlimart School District School Board adopts this policy governing the voluntary use of electronic resources and the Internet in order to provide guidance to individuals and groups obtaining access to these resources on Earlimart School District - owned equipment or through Earlimart School District -affiliated organizations.

Earlimart School District Rights and Responsibilities
It is the policy of the Earlimart School District to maintain an environment that promotes ethical and responsible conduct in all online network activities by staff and students. It shall be a violation of this policy for any employee, student, or other individual to engage in any activity that does not conform to the established purpose and general rules and policies of the network. Within this general policy, the Earlimart School District recognizes its legal and ethical obligation to protect the well-being of students in its charge. To this end, the Earlimart School District retains the following rights and recognizes the following obligations:

1. To log network use and to monitor fileserver space utilization by users, and assume no responsibility or liability for files deleted due to violation of fileserver space allotments.
2. To remove a user account on the network.
3. To monitor the use of online activities. This may include real-time monitoring of network activity and/or maintaining a log of Internet activity for later review.
4. To provide internal and external controls as appropriate and feasible. Such controls shall include the right to determine who will have access to Earlimart School District - owned equipment and, specifically, to exclude those who do not abide by the Earlimart School District’s acceptable use policy or other policies governing the use of school facilities, equipment, and materials. The Earlimart School District reserves the right to restrict online destinations through software or other means.
5. To provide guidelines and make reasonable efforts to train staff and students in acceptable use and policies governing online communications.

Staff Responsibilities
1. Staff members who supervise students, control electronic equipment, or otherwise have occasion to observe student use of said equipment online shall make reasonable efforts to monitor the use of this equipment to assure that it conforms to the mission and goals of the Earlimart School District.
2. Staff should make reasonable efforts to become familiar with the Internet and its use so that effective monitoring, instruction, and assistance may be achieved.

User Responsibilities
1. Use of the electronic media provided by the Earlimart School District is a privilege that offers a wealth of information and resources for research. Where it is available, this resource is offered to staff, students, and other patrons at no cost. In order to maintain the privilege, users agree to learn and comply with all of the provisions of this policy.
2. All end users are responsible for taking all reasonable care when handling District equipment.
3. Vandalism in any form is prohibited; any known or suspected acts of vandalism will be reported to the appropriate authority.

Acceptable Use
1. All use of the Internet must be in support of educational and research objectives consistent with the mission and objectives of the Earlimart School District.

2. Proper codes of conduct in electronic communication must be used. In news groups, giving out personal information is inappropriate. When using e-mail, extreme caution must always be taken in revealing any information of a personal nature.

3. Network accounts are to be used only by the authorized owner of the account for the authorized purpose.

4. All communications and information accessible via the network should be assumed to be private property.

5. Subscriptions to mailing lists and bulletin boards must be reported to the system administrator. Prior approval for such subscriptions is required for students and staff.

6. Mailing list subscriptions will be monitored and maintained, and files will be deleted from the personal mail directories to avoid excessive use of fileserver hard-disk space.

7. Exhibit exemplary behavior on the network as a representative of your school and community. Be polite!

8. From time to time, the Earlimart School District will make determinations on whether specific uses of the network are consistent with the acceptable use practice.

Unacceptable Use
1. Giving out personal information about another person, including home address and phone number, is strictly prohibited.

2. Any use of the network for commercial or for-profit purposes is prohibited.

3. Excessive use of the network for personal business shall be cause for disciplinary action.

4. Any use of the network for product advertisement or political lobbying is prohibited.

5. Users shall not intentionally seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users, or misrepresent other users on the network.

6. No use of the network shall serve to disrupt the use of the network by others. Hardware and/or software shall not be destroyed, modified, or abused in any way.

7. Malicious use of the network to develop programs that harass other users or infiltrate a computer or computing system and/or damage the software components of a computer or computing system is prohibited.

8. Hate mail, chain letters, harassment, discriminatory remarks, and other antisocial behaviors are prohibited on the network.

9. The unauthorized installation of any software, including shareware and freeware, for use on the Earlimart School District computers is prohibited.

10. Use of the network to access or process pornographic material, inappropriate text files (as determined by the system administrator or building administrator), or files dangerous to the integrity of the local area network is prohibited.

11. The Earlimart School District network may not be used for downloading entertainment software or other files not related to the mission and objectives of the Earlimart School District for transfer to a user's home computer, personal computer, or other media. This prohibition pertains to freeware, shareware, copyrighted commercial and non-commercial software, and all other forms of software and files not directly related to the instructional and administrative purposes of the Earlimart School District.
12. Downloading, copying, otherwise duplicating, and/or distributing copyrighted materials without the specific written permission of the copyright owner is prohibited, except that duplication and/or distribution of materials for educational purposes is permitted when such duplication and/or distribution would fall within the Fair Use Doctrine of the United States Copyright Law (Title 17, USC).

13. Use of the network for any unlawful purpose is prohibited.

14. Use of profanity, obscenity, racist terms, or other language that may be offensive to another user is prohibited.

15. Playing games is prohibited unless specifically authorized by a site administrator for instructional purposes.

16. Establishing network or Internet connections to live communications, including voice and/or video (relay chat), is prohibited unless specifically authorized by the system administrator.

Disclaimer

1. The Earlimart School District cannot be held accountable for the information that is retrieved via the network.

2. Pursuant to the Electronic Communications Privacy Act of 1986 (18 USC 2510 et seq.), notice is hereby given that there are no facilities provided by this system for sending or receiving private or confidential electronic communications. System administrators have access to all mail and will monitor messages. Messages relating to or in support of illegal activities will be reported to the appropriate authorities.

3. The Earlimart School District will not be responsible for any damages you may suffer, including loss of data resulting from delays, non-deliveries, or service interruptions caused by our own negligence or your errors or omissions. Use of any information obtained is at your own risk.

4. The Earlimart School District makes no warranties (expressed or implied) with respect to:
   a. the content of any advice or information received by a user, or any costs or charges incurred as a result of seeing or accepting any information; and
   b. any costs, liability, or damages caused by the way the user chooses to use his or her access to the network.

5. The Earlimart School District reserves the right to change its policies and rules at any time.
Earlimart School District
Acceptable Use of Technology and Student Agreement

User Agreement (to be signed by all adult users and student users above first grade) I have read, understand, and will abide by the above Acceptable Use Policy when using a computer and other electronic resources owned, leased, or operated by the Earlimart School District. I further understand that any violation of the regulations above is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, school disciplinary action may be taken, and/or appropriate legal action may be initiated.

User Name (please print)_________________________ User Signature_________________________ Date_________________________

Parent Agreement (to be signed by parents of all student users under the age of eighteen)
As parent or guardian of the above named student, I have read the Acceptable Use Policy. I understand that this access is designed for educational purposes. The Earlimart School District has taken reasonable steps to control access to the Internet, but cannot guarantee that all controversial information will be inaccessible to student users. I agree that I will not hold the Earlimart School District responsible for materials acquired on the network. Further, I accept full responsibility for supervision if and when my child's use is not in a school setting. I hereby give permission for my child to use network resources, including the Internet, which are available through the Earlimart School District.

Parent Signature_________________________ Date_________________________

Distrito Escolar de Earlimart
Uso Aceptable de Tecnologia y Acuerdo del Estudiante

Acuerdo del Usuario (Será firmado por todos los usuarios adultos y estudiantes después del primer grado). He leído, entiendo y obedeceré las Normas del Uso Aceptable esté usando la computadora y otros medios electrónicos, sean propios, alquilados, o usados por El Distrito Escolar de Earlimart. Adicionalmente, entiendo que cualquier infracción de las normas mencionadas no es ética y pudiera considerarse un delito penal. Si cometo cualquier infracción, mi privilegiado Nombre del Usuario (Letra de molde) de acceso pudiera ser revocado, se pudieran tomar medidas disciplinarias por la escuela, y/o se pudiera iniciar una acción legal correspondiente.

Nombre del usuario_________________________ Firma del usuario_________________________ Fecha_________________________

Acuerdo de Padres (a ser firmado por los padres de todos los estudiantes usuarios menores de dieciocho años)
Como padre o tutor del estudiante mencionado anteriormente, he leído la Política de Uso Aceptable (Manual del Padre /Estudiante, páginas 19-22). Entiendo que este acceso está designado para propósitos educacionales. El Distrito Escolar de Earlimart ha tomado los pasos razonables para controlar el acceso al Internet, pero no puede garantizar que toda información controversial permanezca inaccesible al usuario estudiantil. Concuerdo en que no culparé al Distrito Escolar de Earlimart por materiales adquiridos en la red. Adicionalmente, acepto completa responsabilidad de supervisión si y cuando mi hijo/a esté usando la red en el ambiente escolar. Por la cual, le doy permiso a mi hijo/a a usar los recursos de la red, incluyendo el Internet, el cual está disponible en el Distrito Escolar de Earlimart.

Firma del padre/madre_________________________ Fecha_________________________
I acknowledge that I have received a copy of the Earlimart School District Student Parent Handbook. I understand that it contains important information on policies and procedures. I realize this handbook is not intended to cover every situation which may arise but is simply a general guide to refer to.

I understand that it is my responsibility to familiarize myself with the information and that I agree with the policies and rules of the school district.

I further understand and acknowledge that this Student-Parent Handbook supersedes and replaces any and all prior handbooks or materials previously distributed.

Student’s Name __________________________________________ Teacher ___________

Parent’s Name (Printed) ________________________________ Date __________ 

Parent’s Signature __________________________________________________________________

**************************************************************************************************

Reconocimiento y acuse de recibo de la Notificación Annual y el Manual Familiar 2019-2020

Reconozco que he recibido una copia del Manual de Padres del Distrito Escolar de Earlimart. Entiendo que contiene información importante sobre las polizas y procedimientos. Comprendo que este manual no pretende abarcar todas las situaciones que puedan surgir, pero es simplemente una guía general.

Yo entiendo que es mi responsabilidad familiarizarme con la información y que estoy de acuerdo con las polizas y reglas del distrito escolar.

Incluso, entiendo y reconozco que este Manual de Estudiantes y Padres invalida y reemplaza cualquier y todos los manuales o materiales anteriores distribuido previamente.

Nombre de Estudiante ______________________________ Maestro(a) __________

Nombre de Padre (letra de molde) __________________________ Fecha __________

Firma de los Padres __________________________________________________________________________

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Note: The schedule includes various subjects and activities throughout the day, with specific times allocated for each.
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