

OFFICE USE ONLY		Health Concern	Grade	Teacher	Room	Other	Bus	Student ID #
								Start Date

PLEASE PRINT IN INK - Complete Both Sides

ALPINE UNION SCHOOL DISTRICT REGISTRATION / EMERGENCY CARD

NOTE: Please note that by providing the names of other adult contacts, you are authorizing the school to release your child to those adults.

STUDENT'S INFORMATION		FATHER'S INFORMATION		MOTHER'S INFORMATION		ADDITIONAL GUARDIAN'S INFORMATION	
Student's Last Name (Legal Name) Suffix (Jr., III, etc.)		Please indicate with a "y" which person (Mother, Father, Step Parent or Guardian) should be contacted first during school hours and at which phone number.		FATHER'S LAST NAME Suffix (Sr., Jr. II, etc.)		MOTHER'S LAST NAME	
Student's First Name and Middle Name		FATHER'S FIRST NAME, Middle Name and Prefix		MOTHER'S FIRST NAME, Middle Name and Prefix		STEP PARENT or Guardian's Name	
Alias (AKA)		Home Address (same if as child's) City, zip code		Home Address (same if as child's) City, zip code		Home Address (same as if child's) City, zip code	
Home Address City, zip code		Home Phone and Area Code (same if as child's)		Home Phone and Area Code (same if as child's)		Home Phone and Area Code (same if as child's)	
Mailing Address (if different) City, zip code		Cell Phone #/Pager # and Area Code		Cell Phone #/Pager # and Area Code		Cell Phone #/Pager # and Area Code	
Home Phone and Area Code		Occupation		Occupation		Occupation	
Birthdate (Month/Day/Year)		Name and Address of Employer		Name and Address of Employer		Name and Address of Employer	
Birthplace (City, State, Country)		Work Phone and Area Code		Work Phone and Area Code		Work Phone and Area Code	
[] Boy [] Girl		E-Mail Address		E-Mail Address		E-Mail Address	
Dependent of Active/Retired Military: () Yes () No If yes, Name of Active/Retired Military Person:		If employed on Federal Property, Name of Property		If employed on Federal Property, Name of Property		If employed on Federal Property, Name of Property	
Rank & Duty Station:		Active Branch/Service:		Active Branch/Service:		Active Branch/Service:	
Student Identified as:		Rank & Duty Station:		Rank & Duty Station:		Rank & Duty Station:	
() Gifted & Talented Program (GATE)		Adult Education Level:		Adult Education Level:		Adult Education Level:	
() English Language Learners Program (ELL)		() Less than High School () High School		() Less than High School () High School		() Less than High School () High School	
() Special Education Program (submit current IEP)		() Some College () College Graduate		() Some College () College Graduate		() Some College () College Graduate	
() 504 Plan (submit current)		() Graduate/Post Graduate		() Graduate/Post Graduate		() Graduate/Post Graduate	

RACE/ETHNICITY (Federally Required)

Is this student Hispanic or Latino? (Select only one) No, not Hispanic or Latino Yes, Hispanic or Latino

The above question is about ethnicity, not race. Regardless of your answer above, please continue to answer the following by marking one or more boxes to indicate what you consider the student's race(s) to be:

Student race (Select one or more)

<input type="checkbox"/> American Indian or Alaska Native	<input type="checkbox"/> Cambodian	<input type="checkbox"/> Guamanian	<input type="checkbox"/> Other Pacific Islander	<input type="checkbox"/> Vietnamese
<input type="checkbox"/> Asian Indian	<input type="checkbox"/> Chinese	<input type="checkbox"/> Hawaiian	<input type="checkbox"/> Samoan	<input type="checkbox"/> White
<input type="checkbox"/> Black or African American	<input type="checkbox"/> Filipino	<input type="checkbox"/> Hmong	<input type="checkbox"/> Tahitian	

NECESSARY EMERGENCY INFORMATION

NAME OF LOCAL PERSON TO BE CALLED (in case you cannot be contacted). PLEASE NOTE: It is very important that a local contact be available to pick up your student should the need arise.

1. Relationship _____	Address _____	Phone(s) _____
2. Relationship _____	Address _____	Phone(s) _____
3. Relationship _____	Address _____	Phone(s) _____

PLEASE COMPLETE OTHER SIDE

NECESSARY EMERGENCY INFORMATION (continued)

There are legal/study orders that prevent the following people from picking up/contacting this child.

NOTE: A copy needs to be provided to the office each year.

(1) _____ Relationship to child _____
 (2) _____ Relationship to child _____

OFFICE USE ONLY
 Verified by: _____

If your child should become suddenly ill, or should have an accident of a serious nature, and we are unable to locate either parent, specify a local doctor to whom the child could be taken.

Name of Local Doctor _____ Address _____ Phone _____
 If neither specified doctor nor I can be reached, I wish my child to have medical attention. Authorized school personnel may transport my child.

[] Grossmont Hospital [] Kaiser Permanente [] Children's Hospital [] Other _____
 To help school/medical providers in the coordination of my child's health and academic success, I give permission for the Alpine schools and my child's doctor to exchange information as needed. (Example: chronic medical conditions, recent hospitalizations, medications and medical procedures at school, immunization data, vision/hearing screening results, etc.)

SCHOOL HISTORY Signature of Parent/Guardian _____

Name of last school attended _____ Grade _____ Address _____

Date of First Enrollment in a California School _____ Location (City) _____ Date of First Enrollment in a U.S. School _____ Location (City, State) _____

Is student receiving Special Education Services? [] Yes [] No If yes, what program? _____
 Is student enrolled in any other Special Program? [] Yes [] No If yes, what program? _____

List siblings in family in order of birth

Name	Birthdate	Relationship to Child		School Currently Attending	Living at Home (x)
		Brother	Sister		
1. _____	_____	_____	_____	_____	_____
2. _____	_____	_____	_____	_____	_____
3. _____	_____	_____	_____	_____	_____

I will call or send a written note with my child when he returns to school from an absence. The note will state the date and reason for the absence. I have received a copy of the procedure for official discipline. I have received a copy of the school district bus rules.

I understand my child will be sent home on his regular school bus unless a written note is sent to school with the student. (A note is required when a student will ride a different bus or when an adult will pick him up at school.) I have received a copy of the Zero Tolerance Policy and the Sexual Harassment Policy. I have received information relating to student insurance.

I understand only those persons listed on this emergency card will be allowed to pick up my child at school. A written note is required for any other adult to pick up my child. I have received information relating to parents' and students' rights.

I have received information relating to the dispensing of medication at school and will follow the procedures. I have received a copy of the promotion and retention policy. My signature below certifies that my child is a legal resident of the United States of America.

I certify and declare that the information I have provided on this card is true and correct.

Signed X _____ PARENT OR GUARDIAN Date _____

OFFICE USE ONLY

OFFICE USE ONLY							
Ethnic Code	Intra	Inter	District of Residence	Address Verification	Directory/Info Box	Grade Entered District	Birth Date Verification

**Alpine Union School District
Acceptable Use of the Internet and Information Systems Contract**

Parent/Guardian's Agreement

As the parent or guardian of the student identified below, I have read and carefully considered this Contract. I understand I have the right to discuss this matter with school officials and to familiarize myself with the nature and content of the Internet and other information systems available through the district network system.

I give my consent to the district granting this access to my child. I release the District and its employees from any responsibility or liability resulting from my child's use of this access privilege or based on any material the student acquires or sees as a result of access by the student or others. I understand that I can revoke this consent only by written notice delivered to the school administration. I understand that the District also can revoke, for cause, this access at any time upon notice to me.

- Yes, I permit my child to use the Internet services.
 No, I will not permit my child to use the Internet services.

Signature of Parent or Guardian

Date

Student's Agreement

- I understand and agree to abide by the principles and guidelines of this contract.

Student's Name (please print)

Student's Signature

Date

Teacher's Name

Please return this page to your child's school.

ACCEPTABLE USE OF INTERNET AND INFORMATION SYSTEMS CONTRACT

The Alpine Union School District is pleased to offer students, faculty and staff access to the Internet and other information systems. This access is limited and is subject to District policies, rules, regulations, and restrictions, as they may be adopted and amended over time. This use is also subject to applicable laws. A student's activities while using the network must be in support of education and research. The use of the Internet and other information systems is a privilege and NOT A RIGHT. Students, faculty, and staff assume complete liability for being aware of and applying all governmental laws and District policies related to the use of the Internet and other information systems. No student will be granted access without written consent of the student's parent or guardian. That consent can only be given by signing and returning the attached contract to the District. **PLEASE READ THIS DOCUMENT CAREFULLY BECAUSE IT WILL BE A BINDING CONTRACT WHEN SIGNED.**

No access is permitted without the permission of and the general supervision of an employee of the District. **IMPROPER USE OF THE NETWORK WILL RESULT IN THE CANCELLATION OF THE STUDENT'S ACCESS PRIVILEGES AND REVOCATION OF PERMISSION TO USE THE NETWORK, AND IS SUBJECT TO DISCIPLINARY ACTION BY SCHOOL OFFICIALS.**

Improper use is defined in District rules and regulations, which may be amended from time to time. By the way of example and illustration only, the following is a list of some of the uses which are unacceptable:

- ▶ Sending, receiving, displaying, or accessing defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing or illegal materials.
- ▶ Encouraging the use of or promoting the sale of controlled substances or drugs.
- ▶ Any attempt to harm or destroy data of another user, the Network, or any of the agencies or other computer network services that are connected to the Internet. This includes, but is not limited to, the uploading or creation of computer viruses.
- ▶ Any attempt to sell or offer for sale any goods or services that could be construed as a commercial enterprise, unless approved by the Board or their designee.
- ▶ Redistributing a copyrighted program or copyrighted material without the express written permission of the owner or authorized person or as provided by the fair use exception. This includes uploading and downloading of materials.
- ▶ Revealing personal information of others or themselves, such as home address, phone number, etc.
- ▶ Logging in to the system using another's account.
- ▶ When using the District's computer network, the student's behavior can affect the other students as well as the employees of the District and the public.

Retain this portion for your information. Return next page to your child's school.

Alpine Union School District

2013-2014 School Year

Student's Name: _____ Teacher: _____ Grade: _____

PLEASE INITIAL WHERE INDICATED TO ACKNOWLEDGE RECEIPT/AGREEMENT

<p>I HAVE READ ALL OF THE FORMS IN THE FIRST DAY PACKET.</p>	<p> _____ Student Initials</p> <p> _____ Parent/Guardian Initials</p>
<p>*ACKNOWLEDGMENT OF PARENT/GUARDIAN'S RIGHTS AND ANNUAL DISTRICT NOTIFICATION I hereby acknowledge receipt of information regarding my rights, responsibilities, protections, and the School Behavior Code.</p>	<p> _____ Parent/Guardian Initials</p>
<p>*ACCEPTABLE USE OF INTERNET AND INFORMATION SYSTEMS CONTRACT I give my consent to the district granting this access to my child. I release the District and its employees from any responsibility or liability resulting from my child's use of this access privilege or based on any material the student acquires or sees as a result of access by the student or others. I understand that I can revoke this consent only by written notice delivered to the school administration. I understand that the District also can revoke, for cause, this access at any time upon notice to me.</p> <p>As the parent or guardian of the student identified below, I have read and carefully considered this Contract. I understand I have the right to discuss this matter with school officials and to familiarize myself with the nature and content of the Internet and other information systems available through the district network system.</p> <p>Student's Agreement: I understand and agree to abide by the principles and guidelines of this contract.</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p> _____ Parent/Guardian Initials</p> <p> _____ Student Initials</p>
<p>MEDIA, INTERNET AND SCHOOL RELEASE I give my permission to have my child interviewed, photographed and/or videotaped by the media.</p> <p>I give my permission to have my child's work and/or photographs posted on the school/district web page.</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Contact me first</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Contact me first</p> <p> _____ Parent/Guardian Initials</p>
<p>STUDENT ACCIDENT AND HEALTH INSURANCE I understand that the school does not provide medical insurance for student injuries but does make voluntary student insurance available. I understand that I may obtain more information about voluntary student insurance on line at www.studentinsuranceagency.com or I may obtain a Student Insurance brochure from the school office.</p>	<p> _____ Parent/Guardian Initials</p>

*Attachments (information only)

ANNUAL NOTIFICATION OF PARENTS' AND STUDENTS' RIGHTS
School Year 2013-14

DEAR PARENT/GUARDIAN:

State and federal laws require school districts to notify parents and guardians of minor pupils of parental rights. The law required the parents or guardians to sign a notification form and return it to school. The signature is an acknowledgment that the parents or guardians have been informed of their rights but does not indicate that consent to participate in any particular program has been either given or withheld.

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

The following rights, responsibilities, and protections are provided (when used in this notification "parent" includes a parent or legal guardian):

NOTIFICATION: PARENTS RIGHTS AND RESPONSIBILITIES (EC §§ 48981, 48982): Pursuant to parent request, the annual notifications may be provided to the parent or guardian in electronic format by providing access to the notice electronically. If the notice is provided in electronic format, the parent or guardian must submit to the school a signed acknowledgement of receipt of this notice.

RULES AND PROCEDURES ON SCHOOL DISCIPLINE (EC § 35291): Rules pertaining to student discipline, including those that govern suspension or expulsion, are outlined in EC§ 48900 et seq. and are available from the building principal. They are also communicated to all students every year. In addition the following disciplinary information is to be provided to parents:

Attendance of suspended child's parent or guardian for portion of school day (EC § 48900.1): If the school district adopts a policy that teachers may require the parent or guardian of a pupil who has been suspended by a teacher to attend a portion of a school day in the classroom of his child or ward, the school district must notify parents of the policy prior to its implementation.

****Sexual Harassment Policy (EC § 231.5; 5 CCR § 4917):** Each district shall have a written policy on sexual harassment, and shall provide a copy of such policy, as it pertains to students, with the annual notification. Districts are also required to display the policy in a prominent location and include in orientation for employees and students.

Suspension/Expulsion: Alternative and Other Means of Correction (EC §§ 48900, 48900.5): A school district may document other means of correction short of suspension and expulsion and place the documentation in the pupil's record. Other means of correction may include: a conference between school personnel, the pupil's parent or guardian and the pupil; referrals to

the school counselor or psychologist; study teams, guidance teams or other intervention-related teams that assess behavior and develop and implement behavior plans; referral for psycho-educational assessment; and after-school programs that address specific behavioral issues.

Dress Code/Gang Apparel (EC § 35183): Authorizes district to adopt reasonable dress code.

Sun Protective Clothing/Use of Sunscreen (EC § 35183.5): Required school sites to allow for outdoor use of sun-protective clothing.

Further provides for the use of sunscreen by students during the school day and authorizes sites to establish policy.

Duty Concerning Conduct of Pupils (EC § 44807): Every teacher shall hold pupils accountable for their conduct on the way to and from school, and on the playground.

Laser Pointers (PC § 417.27): Prohibits possession of laser pointer for any students, unless possession is for valid instructional or other school related purpose.

Duties of Pupils (5 CCR § 300): Required pupils to conform to school regulations; obey all directions; be diligent in study and respectful of teachers and others in authority; and refrain from profane and vulgar language.

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

TOBACCO-FREE CAMPUS (HSC 104420, 104495) Requires all school districts and county offices of education that receive Tobacco Use Prevention (TUPE) funding to adopt and enforce a tobacco-free campus policy. Information about the policy and enforcement procedures must be communicated clearly to school personnel, parents, pupils and the larger community. Signs stating "Tobacco use is prohibited" must be prominently displayed at all entrances to school property. Information about smoking cessation support programs must be made available and encouraged for pupils and staff. HSC 104495 further prohibits smoking and use of any tobacco-related products and disposal of any tobacco-related waste within 25 feet of a school playground. The prohibition does not apply to a public sidewalk located within 25 feet of a playground.

SCHOOL ACCOUNTABILITY REPORT CARD (EC §§ 35256, 35258): Districts must provide parents and guardians with a copy of the school accountability report card upon request and make a concerted effort to notify the parents of the purpose of the school accountability reports cards.

Content of the report card is defined by EC §§ 33126, 33286.

HEALTH, FAMILY LIFE, AND SEX EDUCATION: CONFLICT WITH RELIGIOUS BELIEFS (EC § 51240): Whenever any part of the instruction in health, family life, or sex education conflicts with religious training and beliefs or personal moral convictions of the parent or guardian, the student shall be excused from that part of the instruction upon written parental request.

SEXUAL HEALTH EDUCATION AND HIV/AIDS PREVENTION (EC § 51938): A parent has the right to excuse their child from all or part of comprehensive sexual health education, HIV/AIDS prevention education, and assessment related to such education. Parents have the right to inspect and review materials to be used, and to request in writing that their child not participate. Districts must, at the beginning of the school year or at a new enrollment, notify parents about instruction in comprehensive sexual health education and HIV/AIDS prevention education and research on pupil health behaviors and risks. If a school district elects to provide comprehensive sexual health education or HIV/AIDS prevention education through outside consultants and/or an assembly, notice must be provided to parents that includes the date of instruction, the name of the organization or affiliation of each guest speaker and information stating that the parent/guardian has the right to request a copy of Education Code Sections 51938, 51933 and 51934. Parents have the right to request a copy of the California Comprehensive Sexual Health and HIV/AIDS Prevention Education Act, Education Code Sections 51930-51939.

PUPIL NUTRITION (EC §§ 49510-49520): Reduced Price Lunches: Needy pupils may be eligible for free or reduced priced meals. Details are available at your child's school site.

RIGHT TO REFRAIN FROM HARMFUL USE OF ANIMALS (EC §§ 37255-37255.6): Pupils may choose to refrain from participating in educational project involving the harmful or destructive use of animals, based on moral objections, and complete an alternative educational project acceptable to the teacher.

IMMUNIZATION AND COMMUNICABLE DISEASES (EC §§ 48216, 49403): Requires district to exclude pupils who have not been properly immunized pursuant to Health and Safety Code 120325 and 120335. District must notify parents that they have two weeks to supply evidence either that the pupil has been properly immunized or is exempted from the requirement. A district is authorized to administer immunizing agent to pupils, whose parents have consented in writing to the administration of such immunizing agent. (AB 2109-Effective January 1, 2014: Requires parents or guardians to submit an affidavit specifying which immunizations the pupil has received and which have not been given on the basis that they are contrary to the parent or guardian's beliefs. The affidavit must be accompanied by a signed attestation from a health care practitioner stating the practitioner informed the parent or guardian regarding benefits and risks of the immunization and specified communicable diseases. The affidavit must also be accompanied by a form with a statement from the parent or guardian that he or she received the information from the health care practitioner.)

MEDICATION (EC § 49423): Any student who must take prescribed medication at school and who desires assistance of school personnel must submit a written statement of instructions from the physician or physician assistant and a parental request for assistance in administering the medications. Any student may carry and self-administer prescription auto-injectable epinephrine only if the student submits a written statement of instructions from the physician or physician assistant and written parental consent authorizing the self-administration of medication, providing a release for the school nurse or other personnel to consult with the child's health care provider as questions arise, and releasing the district and personnel from civil liability if the child suffers any adverse reaction as a result of the self-administration of medication.

CONTINUING MEDICATION REGIMEN (EC § 49480): The parent or legal guardian of any public school pupil on a continuing medication regimen for a non episodic condition shall 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 the written consent of the parent or legal guardian of the pupil, the school nurse may communicate with the physician and may counsel with the school personnel regarding the possible effects of the drug on the child's physical, intellectual, and social behavior, as well as possible behavioral signs and symptoms of adverse side effects, omission, or overdose.

MEDICAL AND HOSPITAL SERVICES FOR PUPILS (EC §§ 49471, 49472): Authorizes districts to provide medical or hospital services through non-profit membership corporations or insurance policies for pupil injuries arising out of school-related activities. If a school district maintaining junior high schools or high schools does not provide or make available medical and hospital services for pupils of the district injured while participating in athletic activities, in accordance with Section 49470, the parent or guardian of each pupil participating in athletic activities shall be notified that the services are not provided.

PUPILS WITH TEMPORARY DISABILITIES; INDIVIDUAL INSTRUCTION (EC §§ 48206.3, 48207, 48208): Requires districts to notify parents of availability of individualized instruction for students with temporary disabilities. The parent or guardian of a pupil hospitalized or with a temporary disability shall notify the school district where the pupil is receiving care and an individual instruction program is desired.

REHABILITATION ACT HANDICAPPED PUPILS (Section 504 of Rehabilitation Act): District must annually notify handicapped pupils and their parents of the district's non-discriminatory policy and duty under Section 504 of the Rehabilitation Act. The notification should include: name and contact information of person designated by the district for implementing Section 504, screening and evaluation procedures used by the district when there is reason to believe a student has a disability under Section 504, the right to a written accommodation plan if the student qualifies for services under Section 504, the right to be educated with nondisabled students to the maximum extent appropriate based on the student's needs and notice of the parent's legal procedural safeguards.

SPECIAL EDUCATION; CHILD FIND SYSTEM (IDEA; EC § 56301): District must inform parents of federal law requirement that a free and appropriate public education (FAPE) in the least restrictive environment be offered to qualified pupils with disabilities ages 3 through 21 years. Any parent suspecting a child has exceptional needs due to a disability may request an assessment for eligibility for special education services through the school principal. Policy and procedures must include written notification to all parents of their rights pursuant to EC § 56300.

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

SPECIAL EDUCATION; AIDING PARENTS IN DUE PROCESS HEARINGS (EC § 56502): Requires the State Superintendent to develop a model form to assist parents and guardians in filing requests for due process. Forms are available at the district office for parents that wish to initiate due process hearings relating to special education rights.

SPECIAL EDUCATION; INSPECTION OF SCHOOL RECORDS (EC § 56043(n)): Specifies the rights of parents with children with exceptional needs to examine and receive copies of records within five business days after a request is made, and before any IEP meeting, hearing or resolution session regarding their child.

PHYSICAL EXAMINATION; PARENT REFUSAL TO CONSENT (EC § 49451): A child may be exempt from physical examination whenever the parents file, annually, a written statement with the school principal stating that they will not consent to routine physical examination of their child. Whenever there is good reason to believe the child is suffering from a recognized contagious disease, the child will be excluded from school attendance. School districts must notify parents or guardians of the specific or approximate dates during the school year when any non-emergency, invasive physical examination or screening is scheduled that 1) is required as a condition of attendance; 2) administered by the school; and 3) is not necessary to protect the immediate health and safety of the pupil or other pupils. The notification must include an opportunity for parents to opt pupils out of participation in the examination or screening. (20 U.S.C. § 1232(h).)

CHILD HEALTH AND DISABILITIES PREVENTION PROGRAM (HSC §§ 124085, 124105): Requires parents of kindergarten and first grade pupils of requirement of physical examination for first grade enrollment and availability of free health screening through local health department. Requires up to five days of exclusion for failure to comply or sign a waiver.

ASBESTOS (40 CFR § 763.93): The district must notify parents, teachers and employee organizations in writing of its plan for eliminating health risks that are created by the presence of asbestos in school buildings. The plan must identify the asbestos-containing material located in the school building. It may be reviewed at the district office.

****USE OF PESTICIDES (EC §§ 48980.3, 17612):** School districts shall inform parents or guardians about the use of pesticides on school grounds as part of the annual parent notice. Such notice must include the name of all pesticide products expected to be applied at the school site during the upcoming year, the active ingredient(s) in each pesticide product. Parents may register with the school site if they wish to receive notification of individual pesticide applications at the school site at least 72 hours prior to the application. Additional information on pesticides is made available by the Department of Pesticide Regulation at www.cdpr.ca.gov.

COMPREHENSIVE SCHOOL SAFETY PLAN (EC §§ 32286, 32288): Each school is required to report on the status of its school safety plan, including a description of its key elements, in the annual school accountability report card. Planning committee is required to hold a public meeting to allow members of the public the opportunity to express an opinion about the school plan. Planning committee to notify in writing specified persons and entities. District to notify State Department of Education by October 15th of schools that are not in compliance with safety plans.

SCHOOL BUS AND PASSENGER SAFETY (EC § 39831.5): Requires bus safety regulations to be provided to all new students and students not previously transported by school bus. The bus safety regulations shall include: a list of school bus stops near each pupil's home, general rules of conduct at school bus loading zones, red light crossing instructions, school bus danger zone, and walking to and from school bus stops.

COMPLAINTS CONCERNING DEFICIENCIES RELATED TO INSTRUCTIONAL MATERIALS, ETC. (EC § 35186): A uniform complaint process is available to help identify and resolve deficiencies related to instructional materials, emergency or urgent facilities conditions that pose a threat to the health and safety of pupils or staff, teacher vacancy or misassignment, and intensive instruction and services provided to pupils who have not passed one or both parts of the high school exit examination after 12th grade. Notice of the complaint process and the location at which to obtain a complaint form should be posted in classrooms.

NOTICE OF ALTERNATIVE SCHOOLS (EC § 58501): The following notice shall be sent to all parents and guardians as required by Section 48980:

“California State law authorizes all school districts to provide for alternative schools. The Education Code defines alternative school as a school or separate class group within a school, which is operated in a manner designed to:

(a) Maximize the opportunity for students to develop the positive values of self-reliance, initiative, kindness, spontaneity, resourcefulness, courage, creativity, responsibility, and joy.

(b) Recognize that the best learning takes place when the student learns because of his desire to learn.

(c) Maintain a learning situation maximizing student self-motivation and encouraging the student in his own time to follow his own interests. These interests may result in whole or in part from a presentation by his teachers of choices of learning projects.

(d) Maximize the opportunity for teachers, parents and students to cooperatively develop the learning process and its subject matter. This opportunity shall be a continuous, permanent process.

(e) Maximize the opportunity for the students, teachers, and parents to continuously react to the changing world, including but not limited to the community in which the school is located.

In the event any parent, pupil, 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.”

A copy of the notice shall also be posted in at least two places normally visible to pupils, teachers, and visiting parents in each attendance unit for the entire month of March in each year.

STATEMENT OF NONDISCRIMINATION (Title VI CRA '64): The district is required to have a policy of nondiscrimination on the basis of race, color, national origin, sex, gender identity, actual or perceived sexual orientation or handicap. This policy requires notification in native language if service area contains a community of minority persons with limited English language skills. Notification must state that district will take steps to assure that the lack of English will not be a barrier to admission and participation in district programs. This policy applies to all students insofar as participation in programs and activities is concerned, with few exceptions such as contact sports. In accordance with federal law, complaints alleging noncompliance with this policy should be directed to the school principal. Appeals may be made to the district superintendent.

****ATTENDANCE (EC § 48980(h)):** Parents and guardians must be notified of all existing statutory attendance options and local attendance options available in the school district.

Residency Requirements (EC §§ 48200 and 48204): District must notify parents of the age requirements for pupils subject to compulsory education and the requirement for parent(s) to enroll pupils of compulsory age in the school district in which the residence of either the parent or legal guardian is located.

A pupil may alternatively comply with the residency requirements for school attendance in a school if he or she meets any of the following: placed in a foster home or licensed children's institution within the boundaries of the school district pursuant to a commitment of placement under the Welfare and Institutions Code; a pupil for whom interdistrict transfer has been approved; an emancipated pupil who resides within the boundaries of the school district; a pupil who lives in the home of a care giving adult that is located within the boundaries of the school district; or a pupil residing in a state hospital located within the boundaries of the school district.

A school district may also deem a pupil as having complied with the residency requirements for school attendance in the school district if one or both of the parents or legal guardians of the pupil are physically employed within the boundaries of the school district for a minimum of 10 hours during the school week.

Intradistrict Choice Policy (EC § 35160.5(b)): Requires districts to adopt rules and regulations establishing a policy on Intradistrict/open enrollment within the district for residents of the district. **Interdistrict Attendance (EC § 46600):** Authorizes two or more districts to enter into agreement up to five years, providing for interdistrict attendance of students and stipulating terms and conditions under which such attendance will be permitted or denied.

Open Enrollment Act (EC § 48350 et seq.): Requires districts to notify parents with students enrolled in "low-achieving schools," as identified by the Superintendent of Public Instruction each year, of their right to request a transfer to a higher-achieving school.

Absence for Confidential Medical Services (EC § 46010.1): Requires district to notify pupils in grades 7 to 12, and their parents, that law permits school to excuse pupils for purpose of obtaining confidential medical services without consent of parent.

Absence for Religious Instruction (EC § 46014): Authorizes districts to adopt resolution and regulations to allow pupils with parent consent to be excused to participate in religious exercises/instruction.

**Notification of Minimum Days and Pupil Free Staff Development Day (EC § 48980(c)): Requires annual notification to advise parents of schedule of minimum days and pupil-free staff development days at beginning of year or as early as possible/no later than one month prior.

Grade Reduction/ Loss of Academic Credit (EC § 48980(j)): No pupil shall have his/her grade reduced or lose academic credit for any excused absence pursuant to EC § 48205 for missed assignments / tests that can reasonably be provided / completed.

Excused absence; Justifiable personal reasons; Credit § 48205; Truancy § 48260 et seq. State law permits students to be absent for justifiable reasons and allows for completion of missed assignments. Students who are absent without valid excuse, and their parents/guardians, may be subject to truancy and/or criminal proceedings under Education Code 48260 et seq.

Excused absences:

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

(a) Due to his or her illness.

(b) Due to quarantine under the direction of a county or city health officer.

(c) For the purpose of having medical, dental, optometric, or chiropractic services rendered.

(d) For the purpose of attending the funeral services of a member of his or her immediate family, so long as the absence is not more than one day if the service is conducted in California and not more than three days if the service is conducted outside California.

(e) For the purpose of jury duty in the manner provided for by law.

(f) Due to the illness or medical appointment during school hours of a child of whom the pupil is the custodial parent.

(g) For justifiable personal reasons, including, but not limited to, an appearance in court, attendance at a funeral service, observance of a holiday or ceremony of his or her religion, attendance at religious retreats, or attendance at an employment conference, when the pupil's absence has been requested in writing by the parent or guardian and approved by the principal or a designated representative pursuant to uniform standards established by the governing board.

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

(i) For the purpose of spending time with a member of the pupil's immediate family, who is an active duty member of the uniformed services, as defined in EC § 49701, and has been called to

duty for, is on leave from, or has immediately returned from, deployment to a combat zone or combat support position. Absences granted pursuant to this paragraph shall be granted for a period of time to be determined at the discretion of the superintendent of the school district

(j) A valid excuse may include other reasons that are within the discretion of school administrators, and, based on the pupil's circumstances.

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

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

(3) For purposes of this section, attendance at religious retreats shall not exceed four hours per semester.

(4) Absences pursuant to this section are deemed to be absences in computing average daily attendance and shall not generate state apportionment payments.

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

Truancy:

(1) The first time a truancy report is issued, the pupil and, as appropriate, the parent or legal guardian, may be requested to attend a meeting with a school counselor or other school's designees to discuss the attendance issue and develop a plan to improve attendance

(2) The second time a truancy report is issued within the same school year, the pupil may be given a warning by a peace officer pursuant to Penal Code section 830.1. The pupil may also be assigned to an afterschool or weekend study program located within the same county as the pupil's school.

(3) The third time a truancy report is issued within the same school year, the pupil shall be classified as a habitual truant and may be required to attend an attendance review board or a truancy mediation program pursuant to EC 48263.

(4) The fourth time a truancy is issued within the same school year, the pupil may be within jurisdiction of the Juvenile Court that may adjudge the pupil to be a ward of the court pursuant to Welfare and Institutions Code section 601.

FINGERPRINTING PROGRAM (EC § 32390): Districts choosing to offer a voluntary fingerprinting program shall inform parents upon enrollment of child, and annually, of the availability of the program. Fingerprinting requires written parental consent, and the document made shall be provided to the parent.

SEX EQUITY IN CAREER PLANNING (EC § 221.5(d)): Requires district to notify parents in advance of career counseling and course selection commencing with course selection for Grade 7, to promote sex equity and allow parents to participate in counseling sessions and decisions.

INVESTING FOR FUTURE EDUCATION (EC § 48980(d)): May advise parents of importance of investing for higher education for their children and of considering appropriate investment options, including, but not limited to, United States savings bonds.

CHILDREN IN HOMELESS SITUATIONS (42 U.S.C. § 11432): Each local district shall appoint a liaison for homeless children who shall ensure the dissemination of public notice of the educational rights of students in homeless situations. Parental Notification requires districts that receive Title I funds to notify parents of the following requirements under No Child Left Behind:

- 1) Liaison contact information;
- 2) Circumstances for eligibility;
- 3) Right to immediate enrollment in school of origin or school where currently residing without proof of residency, immunization records or tuberculosis skin-test results, schools records, or legal guardianship papers;
- 4) Right to education and other services including to participate fully in all school activities and programs for which child is eligible, to qualify automatically for school meal programs, to receive transportation services, and to contact liaison to resolve disputes that arise during enrollment;
- 5) That no homeless youth shall be required to attend a separate school for homeless children or youth; and
- 6) That homeless youth shall not be stigmatized by school personnel. The notice shall be provided to the parent or guardian (or to the youth in the case of an unaccompanied youth) at the time any child or youth seeks enrollment in such school, and at least twice annually while the child is enrolled in such school and shall be signed by the parent or guardian (or the youth in the case of an unaccompanied youth.)

PROGRAM IMPROVEMENTS (20 U.S.C. § 6316):-Parent/Guardian shall be notified when their children's school is identified as a "program improvement" and the opportunities for school choice and / or supplemental instruction. The notification shall include:

1. An explanation for what the identification means, and how the school compares in terms of academic achievement to other elementary or secondary schools in the district and state;
2. The reasons for the identification;
3. An explanation of the school is doing to address the problem of low achievement;
4. An explanation of what the district or state is doing to help the school address the achievement problem;

5. An explanation of how parents or guardians can become involved in addressing the academic issues that caused the school to be identified for program improvement; and
6. An explanation of the option to transfer to another district school or to obtain supplemental educational services.

TEACHER QUALIFICATIONS-Parent/Guardian shall be notified that they may request specified professional qualifications of the student's classroom teacher(s) and assigned paraprofessional(s).

UNSAFE SCHOOL CHOICE (5 CCR § 11993(k); 20 U.S.C. § 7912) - Parents/guardians shall be notified of elementary and/or secondary schools considered to be "persistently dangerous" pursuant to California Department of Education guidelines and of available options for attendance at a safe school. "Any firearms violations" is an event which must be considered in determining whether a school site is at risk of being classified as persistently dangerous.

UNIFORM COMPLAINT PROCEDURES (5 CCR § 4622): Requires manual written notification to pupils, employees, parents, district advisory committee, school advisory committees, and other interested parties of the district's Uniform Complaint Procedures, including the person responsible for processing complaints and appeals rights. The Uniform Complaint Procedures apply to complaints involving categorical programs and those alleging unlawful discrimination. Copies of the Uniform Complaint Procedures must be made available free of charge.

PARENT ATTENDANCE OF SUSPENDED STUDENT DURING SCHOOLDAY (EC § 48900.1): Parents or guardians must be provided with notice prior to a school district implementing a policy authorizing teachers to require the parent or guardian of a suspended pupil to attend a portion of a school day in the class of the suspended pupil.

PUPIL INSURANCE FOR ATHLETIC TEAMS (EC § 32221.5): Requires school districts that elect to operate an interscholastic athletic team or teams to include a specified statement regarding no-cost or low-cost local, state, or federally sponsored health programs in offers of insurance coverage and in other letters and printed materials.

SCHOOL ACCREDITATION (EC § 35178.4): Requires a school district to notify each parent or guardian of a pupil in a school that has lost its accreditation status and the potential consequences of the school's loss of status, in writing or by posting the information on the school district's or school's Internet Web, or by any combination of these methods.

PUPIL HEALTH: ORAL HEALTH ASSESSMENT (EC § 49452.8): Requires notification of the requirement that pupils enrolled in kindergarten, or in the first grade if not previously enrolled in kindergarten, present proof of having received an oral health assessment as specified or completion of a form provided by district on which the parent can indicate why an oral health assessment by a licensed dentist or other registered dental health professional assessment cannot be completed.

PUPIL RECORDS; NOTIFICATION OF RIGHTS (20 USC § 1232g; EC §§ 49063, 49068, 49069, 49073): Federal and State laws grant certain rights of privacy and right of access to pupil records to students and to their parents. District must annually inform parents or pupils 18 and over

("eligible student") of their rights concerning pupil records under Section 49063. Full access to all personally identifiable written records maintained by the school district must be granted to:

- 1) Parents of students age 17 and younger,
- 2) Parents of students age 18 and older if the student is a dependent for tax purposes,
- 3) Students age 18 and older, or students who are enrolled in an institution of postsecondary instruction (called "eligible students").

Parents, or an eligible student, may review individual records by making a written request for the same. District must respond to a pupil record request by providing access no later than five business days following the date of request. The principal will see that explanation and interpretations are provided if requested. Information that is alleged to be inaccurate or inappropriate may be removed upon request. In addition, parents or eligible students may receive a copy of any information in the records at reasonable cost per page. District policies and procedures relating to: location of, and types of records; kinds of information retained; persons responsible for records; directory information; access by other persons; review; and challenge of records are available through the principal in each school. When a student moves to a new district, records will be forwarded upon the request of the new school district within 10 school days. At the time of transfer the parent (or eligible student) may review, receive a copy (at a reasonable fee), and/or challenge the records. If you believe the district is not in compliance with federal regulations regarding privacy, you may file a complaint with the Family Policy Compliance Office in the U.S. Department of Education.

CONCUSSION AND HEAD INJURIES (EC § 49475): Each school district that offers an athletic program (apart from athletic activity during the regular school day or as part of a physical education course) must provide each student athlete's parent and guardian with a "concussion and head injury" information sheet. The sheet shall be signed and returned by the athlete's parent or guardian before the athlete may participate in practice or competition.

SAFE PLACE TO LEARN ACT (EC § 234; 234.1): Each school district shall adopt policies that address the following:

- 1) Prohibits discrimination and harassment based on characteristics set forth in EC § 220 and Penal Code 422.55;
- 2) Adopts a process for receiving and investigating complaints of discrimination and harassment;
- 3) Maintenance of documentation of complaints and their resolution;
- 4) Process to ensure complainants are protected from retaliation and the identity of a complainant is kept confidential if appropriate; and
- 5) Identification of a responsible LEA officer to ensure compliance The school district's policies and process for filing a complaint should be publicized to pupils, parents, employees and agents of the governing board.

The notice shall be in English and in the primary language of the recipient. The antidiscrimination and anti-harassment policies shall also be posted in schools and offices.

AVAILABILITY OF PROSPECTUS (EC § 49091.14): Each school site shall create a prospectus which includes the curriculum, including titles, descriptions, and instructional aims of every course offered. The prospectus shall be compiled at least once annually and shall be made available upon request by parent or guardian.

DIRECTORY INFORMATION (EC § 49073): Directory information of any pupil or former pupil may be released pursuant to local school district policy. Notice shall be given annually of the categories of information the school intends to release and the recipients of the information. The directory information of a particular pupil shall not be released if a parent or guardian notifies the school district that the information shall not be released. (EC § 49061(c) identifies directory information that may be released.) Example language:

The district also makes student directory information available in accordance with state and federal laws. Directory information means the student's name, address, telephone number, date of birth, e-mail 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, and the most recent previous public or private school attended by the pupil. Appropriate directory information may be provided to any agency or person except private, profit-making organizations (other than employers, potential employers, or news media). Names and addresses of seniors or terminating students may be given to public or private schools and colleges, parents and eligible students will be notified prior to the destruction of any special education records.

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

If you do not wish directory information released, please sign below and return to the school office within the next 30 days. Note that this will prohibit the district from providing the pupil's name and other information to the news media, interested schools, parent-teacher associations, interested employers, and similar parties.

SURVEYS (EC § 51513; 20 U.S.C. § 1232(h)): Requires a parent or guardian to be notified and provide written permission before any test, questionnaire, survey or examination containing any questions about the pupil's personal beliefs or practices (or the pupil's family's beliefs or practices) in sex, family life, morality and religion, may be administered to any pupil in kindergarten, or grades 1-12, inclusive. Notification must include specific or approximate dates of when any survey containing sensitive, personal information is to be administered and must provide an opportunity for parents to opt pupils out of participating in the survey.

BILINGUAL EDUCATION (EC § 52173): Requires the school district to notify the parent or guardian that their pupil will be enrolled in a bilingual education program. The notice shall contain a simple description of the program, inform the parent or guardian they have the right

and are encouraged to visit the class in which their pupil will be enrolled and to have a school conference to explain the purpose of such an education, and that they have the right not to have their pupil enrolled in the program. Notice shall be in English and the primary language of the pupil.

MARKETING - DISCLOSURE OF STUDENT INFORMATION (20 U.S.C. § 1232(h)): Requires the school district to notify parents or guardians of its policies concerning the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information. Notification is to be provided annually, at the beginning of the school year or within a reasonable period of time after any substantive changes in the policy.

ENGLISH IMMERSION PROGRAM (EC § 310): Requires school district to notify parents and guardians when their pupil is placed in an English Immersion Program and must be informed of an opportunity to waive the requirements of EC § 305 with prior written informed consent.

GATE PROGRAM (5 C.C.R. § 3831): Each school district must develop a written plan for the GATE Program. This plan must be available for public inspection and include procedures to inform parents or guardians of their pupil's participation or nonparticipation in the

GATE program.

MIGRANT EDUCATION (EC 54444.2): Requires a school district receiving migrant education funds or services to actively solicit parental involvement in planning, operation and evaluation of its programs through the establishment of a parent advisory council. School districts must notify parents that they have the sole authority to determine the composition of the council. The notice must be in a language the parents understand.

TITLE 1 (20 U.S.C. 6311): At the beginning of each school year, each school district shall notify parents or guardians of each student attending a school receiving Title I funds that the parents may request and receive information regarding the professional qualifications of the student's classroom teachers and the student's level of achievement on State academic assessments. Parents or guardians must also be notified when the student has been assigned, or has been taught for four or more consecutive weeks in a core academic class, by a teacher who does not meet the NCLB qualifications. The notification must be provided in a language the parents can understand.

PUPIL FEES (EC § 49010; AB 1575-Effective March 1, 2013): School districts shall establish policies concerning the provision of a free education to pupils. School districts shall also establish policies for filing a complaint of noncompliance under this Section with the principal of the school alleged to be in noncompliance. Notice of the school district's fee policies and complaint process shall be provided to pupils, parent, guardians and employees on an annual basis.

CHILD ABUSE AND NEGLECT REPORTING (Penal Code 11164): School district staff is required by law to report cases of child abuse and neglect to the appropriate law enforcement agency when they have a reasonable suspicion that a child has been a victim of child abuse and/or neglect. Reasonable suspicion does not require certainty that the child abuse and/or neglect has occurred. The reporting staff member's name and report are confidential.

DISRUPTION IN PUBLIC SCHOOL OR PUBLIC SCHOOL MEETING (EC § 32210): Any person who willfully disturbs any public school or public school meeting is guilty of a misdemeanor and shall be punished by a fine of not more than five hundred dollars (\$500).

MEDICAL RECORD SHARING (HSC § 120440): If a school district plans to provide pupils' medical records to an immunization system it must inform the pupil or parents or guardians of the following:

1. Medical information may be shared with local health departments and the State Department of Public Health;
2. Any information shared shall be treated as confidential medical information;
3. The student or parent or guardian has the right to examine any immunization-related information shared in this manner and to correct any errors in it; and
4. The student or parent or guardian may refuse to allow this information to be shared in the manner described, or to receive immunization reminder notifications at any time, or both.

MEGAN'S LAW (Penal Code § 290 et seq.): Information about registered sex offenders in California and how to protect yourself and your family can be found at <http://meganslaw.ca.gov/>.

LIABILITY OF PARENT OR GUARDIAN FOR WILLFUL PUPIL MISCONDUCT (EC § 48904): The parent or guardian of any minor may be held financially liable for the pupil's willful misconduct which results in injury or death to any pupil or person employed or volunteering for the school district, or injury to real or personal property belonging to the school district or school employee. The parent or guardian of a minor shall be liable to a school district for all property belonging to the school district loaned to the minor and not returned upon demand of an employee of the school authorized to make the demand. The school district 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 transcript pursuant to this Section.

RIGHTS OF PARENTS AND GUARDIANS TO INFORMATION (EC § 51101): Parents and guardians have the right to be informed by the school, and to participate in the education of their children, as to the following:

- 1) To observe the classroom(s) in which their child is enrolled for the purpose of selecting the school their child will enroll in pursuant to the intradistrict and interdistrict attendance policies;
- 2) To meet with their child's teacher(s) and principal of the school in which their child is enrolled;
- 3) To volunteer their time and resources for the improvement of school facilities and school programs;
- 4) To be timely notified if their child is absent from school without permission;

- 5) To receive the results of their child's performance on standardized and statewide tests;
- 6) To request a particular school for their child and receive a response from the school district;
- 7) To have a school environment for their child that is safe and supportive of learning;
- 8) To examine the curriculum or materials of the class(es) in which their child is enrolled;
- 9) To be informed of their child's progress in school and who to contact if a problem arises;
- 10) To have access to the school records of their child;
- 11) To receive information regarding the academic performance standards and skills their child is expected to accomplish;
- 12) To be informed in advance about school rules, discipline, attendance, dress code and procedures for visiting the school;
- 13) To receive information about any psychological testing the school performs on their child and to deny permission to giving the test;
- 14) To participate as a member of a parent advisory committee, school site council or site-based management leadership team;
- 15) To question anything in their child's record that the parent feels is inaccurate or misleading and to receive a response from the school; and
- 16) To be notified as early in the year as practicable if their child is identified as being at risk of retention.

ECONOMIC IMPACT AID (EC § 54029): If a school district receives economic impact aid funding, it must post in an easily accessible location on its Internet website, data related to the economic impact aid funding including: the amount of aid allocated to the school district for that fiscal year, the amount of aid used by the school district for administrative costs in that fiscal year, amount of aid expended for limited English proficient pupils in that fiscal year and the prior fiscal year, amount of aid used for compensatory education in that fiscal year and the prior fiscal year, the amount of unexpended aid and an explanation of why the funds have not been expended.

Dear Parents/Guardians:

Please read the following Board of Education policies. They can also be found on the Alpine Union School District website www.alpineschools.net

- AR 5131.1 Bus conduct
- AR 6163.4 Student Use of Technology
- BP 5030 Student Wellness
- BP 5123 Student Promotion and Retention
- BP 5144.3 Student Discipline; Alcohol and Drug use and Possession
- BP 5145.7 Sexual Harassment

Students

AR 5131.1(a)

BUS CONDUCT

Because school bus passengers' behavior can directly affect their safety and the safety of others, the following regulations apply at all times when students are riding a school bus, including on field trips and other special trips. School personnel, parents/guardians and the students themselves all must see that these regulations are followed.

1. Riders shall follow the instructions and directions of the bus driver at all times.

Students transported in a school bus shall be under the authority of, and responsible directly to, the driver of the bus. The bus driver shall issue citations for disorderly conduct or persistent refusal to submit to the authority of the driver.

(cf. 3542 – Authority of School Bus Drivers)

2. Riders should arrive at the bus stop on time and stand in a safe place to wait quietly for the bus.
3. Riders shall enter the bus in an orderly manner and go directly to their seats.
4. Riders shall remain seated while the bus is in motion and shall not obstruct the aisle with their legs, feet, or other objects. When reaching their destination, riders shall remain seated until the bus stops and only then enter the aisle and go directly to the exit.
5. Riders should be courteous to the driver and to fellow passengers.
6. Serious safety hazards can result from noise or behavior that distracts the driver. Loud talking, laughing, yelling, singing, whistling, scuffling, throwing objects, smoking, eating, drinking, standing and changing seats are prohibited actions which may lead to suspension of riding privileges.
7. No part of the body, hands, arms or head should be put out of the window. Nothing should be thrown from the bus.
8. Riders shall help keep the bus and the area around the bus stop clean. Riders shall not damage or deface the bus or tamper with bus equipment.
9. No animals or insects shall be allowed on the bus.

10. Riders should be alert for traffic when leaving the bus.

School principals shall administer disciplinary action when a driver writes a referral.

Parents/guardians shall be notified before any student is suspended from the bus.

Every September a letter will be sent to parents/guardians which reviews standards of behavior on the bus and disciplinary guidelines.

Failure to comply with the rules and regulations for bus riders in the district shall be sufficient reason for a student to be denied transportation.

Bus drivers shall not deny transportation except as directed by the principal.

The Superintendent or designee shall supervise the use and maintenance of video cameras. Students and staff shall not tamper or interfere with video camera equipment on school buses.

Camera supports shall be installed in all buses, and cameras shall be rotated among the buses and activated at the discretion of the Superintendent or designee.

The Superintendent or designee shall notify students, parents/guardians and staff that video surveillance may occur on any school bus and that video recordings may be used in student disciplinary proceedings. This notification shall include a copy of the district's policy and regulation on bus conduct. In addition, a prominent notice shall be placed in each bus, stating that the bus is equipped with a video monitoring system.

The Superintendent or designee shall routinely review videotapes taken on school buses and shall document any evidence of student misconduct. Two weeks after this review, the Superintendent or designee may erase any tapes that do not show incidents of misconduct.

Tapes retained as part of an individual student's disciplinary record shall be maintained in accordance with law and Board policy governing the access, review and release of student records. Tapes retained as part of an expulsion record are nonprivileged, disclosable public records pursuant to Education Code 48918.

(cf. 5125 - Student Records)

Videotapes may be viewed by persons other than the Superintendent or designee under the following conditions:

1. When student misconduct is revealed as a result of a school bus videotape or reported to the Superintendent or designee by a student, staff member or parent/guardian, students involved in the incident and their parents/guardians may ask the Superintendent or designee for an opportunity to view the videotape.
 - a. Requests for viewing must be made within five school days of receiving notification that misconduct occurred.
 - b. A viewing shall be provided or denied within five days of the request.
 - c. Viewing will be limited to those frames containing the incident of misconduct.
2. Bus drivers and school administrators may ask to view a videotape in order to observe a specific problem and work toward its solution.
3. Viewing shall occur only at a school-related site and in the presence of the Superintendent or designee.
4. All persons who view a tape shall be identified in a written log.

Regulation
adopted: March 11, 1992
Revised: April 19, 2004
Revised: November 14, 2012

ALPINE UNION SCHOOL DISTRICT
Alpine, California

STUDENT USE OF TECHNOLOGY

Originator: Issue No: Date: Page: Reference: 1 of 3 Penal Code 313-313.5, 502
ARTICLE: 3.0 3.39 SECTION 3.39.1

Student Internet Safety and Responsible Use

These regulations and procedures provide students and parents in the Alpine Union School District with information about the privileges and responsibilities of using the Internet and District computer networks and resources. In accordance with the Children's Internet Protection Act, the use of AUSD computer systems either at school or away from school requires the following agreement to be read and signed by the student and parent/guardian. It becomes a legally binding agreement when signed (Form AUSD –Student and Parent Signature).

I. **Educational Purpose:** The AUSD Internet system has been established for a limited educational purpose. "Educational purpose" includes classroom activities, continuing education, professional or career development, and high-quality, educationally enriching personal research. It has not been established as a public access service, a public forum, or for political lobbying. District access to the Internet may not be used for commercial purposes. "Commercial purposes" refers to the unauthorized offering, providing, or purchasing of products or services through the District Internet system.

II. **Responsibilities:** While it is impossible to control all material on a public network, the AUSD has taken reasonable precautions to restrict access to materials it considers harmful and to materials that do not support approved educational objectives. Harmful material refers to content that, "taken as a whole by the average person applying contemporary statewide standards, describes in a patently offensive way material which lacks serious literary, artistic, political, or scientific value for minors." (See Section IV below.) (California Penal Code Section 313-313.5)
Teachers and/or staff will instruct students in appropriate ways to access Internet resources. Teachers and/or staff will use reasonable measures to ensure that information gathered from the Internet appropriately supports educational purposes.

III. **Revocable Right:** The use of the AUSD computer system is a revocable privilege for all users. The AUSD computer systems, equipment, and all user accounts are the property of AUSD. Privacy rights do not apply to the use of the computer system or user accounts, and the District reserves the right to monitor and access information maintained in the system and in users' accounts for the purpose of determining if a violation of this agreement has occurred.

IV. **Prohibited Use:** Purposeful access, downloading, or transmission of any "harmful matter" in violation of any federal law, state law, or District policy is prohibited. This includes, but is not limited to:

- any information that violates or infringes upon the rights of any other person, including cyberbullying.
- any hate-motivated, fraudulent, defamatory, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or illegal language or material.
- any information or communication that encourages the illegal use of controlled substances, or promotes criminal behavior.

Student Internet Safety and Responsible Use

any material that violates copyright laws (Administrative Procedure 6.70.7 – Copyright Material).

transmission, creation, or participation in unauthorized advertisements, solicitations, commercial activities, or political lobbying.

vandalism, unauthorized access, "hacking," or tampering with hardware or software. This includes the introduction of "viruses," "worms," non-licensed or pirated software, or any software or hardware for the purpose of disrupting or damaging AUSD computer systems. (California Penal Code Section 502)

All outgoing transmissions of information are unsecured and sent at the risk of the user. The District will remove any information from the system that the staff determines to be unlawful, obscene, pornographic, abusive, harassing, or otherwise in violation of this agreement, including all items defined as "harmful matter." Staff will refer for disciplinary action any individual who violates provisions of this agreement. Cancellation of user privileges and other consequences will be at the discretion of the staff.

V. **Network Protocols:** The use of District computer systems requires that students abide by accepted rules of network behavior. These include, but are not limited to, the following:

- Be polite.* Do not send abusive messages to anyone.
- Use appropriate language.* Do not swear or use vulgarities or any other inappropriate language. Any reference to illegal activities is strictly forbidden. Knowledge of messages relating to or supporting illegal activities must be reported to appropriate authorities.

- Maintain privacy.* Do not reveal either your personal information or that of others. This includes addresses and phone numbers. Before identifying a student by name or photo, the school must have on file an Internet Use Permission form signed by the parent authorizing publication (Form AUSD -SIG).

- Respect copyright.* All intellectual property accessible via the network should be assumed to be the property of the author and may not be reused without his/her permission.

- Do not disrupt the network.* Do not use the network in a way that would disrupt its use by others.

VI. **Rights and Expectations:** The District Internet system is considered a limited public forum, and the District may restrict student speech for valid educational reasons.

Students own the copyright to works that are created in school or for class assignments. If the work is created jointly, each student will have joint ownership of the copyright. Additionally, each student and parent/guardian must agree to the posting of work on a District website (Form AUSD -SIG).

VII. **Security:** If a student becomes aware of a security issue or breach on the District computer system, it is his/her responsibility to notify a staff member immediately, either in person, in writing, or via the network system. Sharing details of a security issue or breach with non-staff members is a violation of this procedure and may result in the denial of access or other consequence.

VIII. **Vandalism:** Vandalism of a District computer system and/or hand-held devices will result in cancellation of privileges and/or disciplinary action that may include notification of law enforcement. Vandalism includes, but is not limited to, the uploading or creation of

Student Internet Safety and Responsible Use

computer viruses or similar software, and the hacking or altering of software or hardware configurations. Parents or guardians may be held financially responsible for any harm resulting from their child's misuse of the computer system.

IX. Use of Personal Devices: All students who bring a personal device to a District school site may attach to the Student and/or Guest District wireless network for Internet access only. No personal devices may be attached by hard wire to the District network. All the rules and regulations stated in the District Technology Use Agreement are still in effect for all network connections.

The District is not responsible for lost, damaged, or stolen personal devices. With the permission of the parent/guardian, the District may provide the use of District-owned applications installed by District IT personnel on personal devices. The District is not responsible for personal device performance if the District-owned application is installed on a personal device. The student/parent/guardian agrees to bring in their personal device upon the request of the District, or upon separation from the District, to remove the application for redistribution.

Limitation of Liability: The AUSD does not guarantee that functions or services provided through the District Internet service will be without error. The District will not be held responsible for loss of data. Students are responsible for backing up student-generated files. The AUSD specifically denies any responsibility for the accuracy or quality of information obtained via the District computer system.

IMPORTANT NOTICE

Inappropriate use may result in the cancellation of network privileges. The site system administrator(s) or District security administrator may close an account at any time deemed necessary. Depending on the seriousness of the offense, any combination of the following policies/procedures will be enforced: Educational code, Penal code, District procedures, and school site discipline/network use policy. The disciplinary action may include, but is not limited to, discipline conferences, suspension, expulsion, and possible financial restitution.

Policy Adopted: February 9, 2000

Revised: October 12, 2005

Revised: January 17, 2013

ALPINE UNION SCHOOL DISTRICT

Alpine, CA

ACCEPTABLE USE OF INTERNET AND INFORMATION SYSTEMS CONTRACT

The Alpine Union School District is pleased to offer students, faculty and staff access to the Internet and other information systems. This access is limited and is subject to District policies, rules, regulations, and restrictions, as they may be adopted and amended over time. This use is also subject to applicable laws. A student's activities while using the network must be in support of education and research. The use of the Internet and other information systems is a privilege and NOT A RIGHT. Students, faculty, and staff assume complete liability for being aware of and applying all governmental laws and District policies related to the use of the Internet and other information systems. No student will be granted access without written consent of the student's parent or guardian. That consent can only be given by signing and returning the attached contract to the District. **PLEASE READ THIS DOCUMENT CAREFULLY BECAUSE IT WILL BE A BINDING CONTRACT WHEN SIGNED.**

No access is permitted without the permission of and the general supervision of an employee of the District. **IMPROPER USE OF THE NETWORK WILL RESULT IN THE CANCELLATION OF THE STUDENT'S ACCESS PRIVILEGES AND REVOCATION OF PERMISSION TO USE THE NETWORK, AND IS SUBJECT TO DISCIPLINARY ACTION BY SCHOOL OFFICIALS.**

Improper use is defined in District rules and regulations, which may be amended from time to time. By the way of example and illustration only, the following is a list of some of the uses which are unacceptable:

- ▶ Sending, receiving, displaying, or accessing defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing or illegal materials.
- ▶ Encouraging the use of or promoting the sale of controlled substances or drugs.
- ▶ Any attempt to harm or destroy data of another user, the Network, or any of the agencies or other computer network services that are connected to the Internet. This includes, but is not limited to, the uploading or creation of computer viruses.
- ▶ Any attempt to sell or offer for sale any goods or services that could be construed as a commercial enterprise, unless approved by the Board or their designee.
- ▶ Redistributing a copyrighted program or copyrighted material without the express written permission of the owner or authorized person or as provided by the fair use exception. This includes uploading and downloading of materials.
- ▶ Revealing personal information of others or themselves, such as home address, phone number, etc.
- ▶ Logging in to the system using another's account.
- ▶ When using the District's computer network, the student's behavior can affect the other students as well as the employees of the District and the public.

Retain this portion for your information. Return next page to your child's school.

STUDENT WELLNESS

The Alpine Union School District is committed to providing school environments that promote and protect children's health, well-being, and ability to learn by supporting healthy eating and physical activity. Therefore, it is the policy of the Alpine Union School District that:

- The school district will engage parents, teachers, food service professionals, and health professionals in developing, implementing, monitoring, and reviewing district-wide nutrition and physical activity policies.
- All students in grades K-8 will have opportunities, support, and encouragement to be physically active on a regular basis.
- Foods and beverages sold or served at school will meet the nutrition recommendations of the *U.S. Dietary Guidelines for Americans*.
- Qualified child nutrition professionals will provide students with access to a variety of affordable, nutritious, and appealing foods that meet the health and nutrition needs of students; will accommodate the religious, ethnic, and cultural diversity of the student body in meal planning; and will provide clean, safe, and pleasant settings and adequate time for students to eat.
- To the maximum extent practicable, all schools in our district will participate in available federal school meal programs (including the School Breakfast Program, National School Lunch Program, Summer Food Service Program, and Fruit and Vegetable Snack Program).
- Schools will provide nutrition education and physical education to foster lifelong habits of healthy eating and physical activity, and will establish linkages between health education and school meal programs, and with related community services.

TO ACHIEVE THESE POLICY GOALS:

I. School Health Council

The school district will create and work with a District Wellness Policy Committee in order to develop, implement, monitor, review, and, as necessary, revise school nutrition and physical activity policies. The council also will serve as a resource to school sites for implementing those policies. (The Wellness Committee may include individuals representing the schools and community, parents, representatives of the school food authority, members of the school board, school administrators, teachers, health professionals, and members of the public.)

II. Nutritional Quality of Foods and Beverages Sold and Served on Campus

School Meals

Meals served through the National School Lunch and Breakfast Programs will:

- be appealing and attractive to children;
- be served in clean and pleasant settings;

STUDENT WELLNESS (continued)

- meet, at a minimum, nutrition requirements established by local, state, and federal statutes and regulations;
- offer a variety of fruits and vegetables;²
- include only low-fat (1% or 2%) and fat-free milk³ and nutritionally-equivalent non-dairy alternatives (to be defined by USDA); and
- include whole grain foods at least three times per week.^{3,4}

Schools may engage students and parents, through taste-tests and surveys of new entrees, in selecting foods sold through the school meal programs in order to identify new, healthful, and appealing food choices. In addition, schools should share information about the nutritional content of meals with parents and students. Such information may be made available on menus, a website, on cafeteria menu boards, placards, or other point-of-purchase materials.

Breakfast. To ensure that all children have breakfast, either at home or at school, in order to meet their nutritional needs and enhance their ability to learn:

- Schools will, to the extent possible, operate the School Breakfast Program.
- Schools will, to the extent possible, arrange bus schedules and utilize methods to serve school breakfasts that encourage participation, including serving breakfast in the classroom, "grab-and-go" breakfast, or breakfast during morning break or recess.
- Schools that serve breakfast to students will notify parents and students of the availability of the School Breakfast Program.
- Schools will encourage parents to provide a healthy breakfast for their children through newsletter articles, take-home materials, or other means.

Free and Reduced-priced Meals. Schools will make every effort to eliminate any social stigma attached to, and prevent the overt identification of, students who are eligible for free and reduced-price school meals⁵. Toward this end, schools may utilize electronic identification and payment systems; provide meals at no charge to all children, regardless of income; promote the availability of school meals to all students; and/or use nontraditional methods for serving school meals, such as "grab-and-go" or classroom breakfast.

Summer Food Service Program. Schools in which more than 50% of students are eligible for free or reduced-price school meals will sponsor the Summer Food Service Program for at least six weeks between the last day of the academic school year and the first day of the following school year, and preferably throughout the entire summer vacation.

Meal Times and Scheduling for Schools:

- should provide students with adequate time to eat after sitting down for breakfast and 20 minutes after sitting down for lunch;

STUDENT WELLNESS (continued)

- should schedule meal periods at appropriate times, *e.g.*, lunch should be scheduled between 11 a.m. and 1 p.m.;
- should not schedule tutoring, club, or organizational meetings or activities during mealtimes, unless students may eat during such activities;
- will schedule lunch periods to follow recess periods (in elementary schools);
- will provide students access to hand washing or hand sanitizing before they eat meals or snacks; and
- should take reasonable steps to accommodate the tooth-brushing regimens of students with special oral health needs (*e.g.*, orthodontia or high tooth decay risk).

Qualifications of School Food Service Staff. Qualified nutrition professionals will administer the school meal programs. As part of the school district's responsibility to operate a food service program, we will provide continuing professional development for all nutrition professionals in schools. Staff development programs should include appropriate certification and/or training programs for child nutrition directors, school nutrition managers, and cafeteria workers, according to their levels of responsibility.⁶

Sharing of Foods and Beverages. Schools should discourage students from sharing or selling their foods or beverages with one another during meal or snack times, given concerns about allergies, communicable diseases and restrictions on some children's diets.

Foods and Beverages Sold Individually (*i.e.*, foods sold outside of reimbursable school meals, such as through vending machines, cafeteria a la carte [snack] lines, fundraisers, school stores, etc.)

Pertaining to Elementary Schools: The school food service program will approve and provide all food and beverage sales to students in elementary schools. Given young children's limited nutrition skills, food in elementary schools should be sold as balanced meals. If available, foods and beverages sold individually should be limited to low-fat and non-fat milk, fruits, and non-fried vegetables.

Pertaining to Middle School: All foods and beverages sold individually outside the reimbursable school meal programs (including those sold through a la carte [snack] lines, vending machines, student stores, or fundraising activities) during the school day, or through programs for students after the school day, will meet the following nutrition and portion size standards:

Beverages:

- Allowed: water or seltzer water⁷ without added caloric sweeteners; fruit and vegetable juices and fruit-based drinks that contain at least 50% fruit juice and that do not contain additional caloric sweeteners; unflavored or flavored low-fat or fat-free fluid milk and nutritionally-equivalent nondairy beverages (to be defined by USDA);

STUDENT WELLNESS (continued)

- Not allowed: soft drinks containing caloric sweeteners; sports drinks; iced teas; fruit-based drinks that contain less than 50% real fruit juice or that contain additional caloric sweeteners; beverages containing caffeine, excluding low-fat or fat-free chocolate milk (which contain trivial amounts of caffeine).

Foods:

- A food item sold individually:
 - will have no more than 35% of its calories from fat (excluding nuts, seeds, peanut butter, and other nut butters) and 10% of its calories from saturated and trans fat combined;
 - will have no more than 35% of its *weight* from added sugars;⁸
 - will contain no more than 230 mg of sodium per serving for chips, cereals, crackers, French fries, baked goods, and other snack items; will contain no more than 480 mg of sodium per serving for pastas, meats, and soups; and will contain no more than 600 mg of sodium for pizza, sandwiches, and main dishes.
- A choice of at least two fruits and/or non-fried vegetables will be offered for sale at any location on the school site where foods are sold. Such items could include, but are not limited to, fresh fruits and vegetables; 100% fruit or vegetable juice; fruit-based drinks that are at least 50% fruit juice and that do not contain additional caloric sweeteners; cooked, dried, or canned fruits (canned in fruit juice or light syrup); and cooked, dried, or canned vegetables (that meet the above fat and sodium guidelines).⁹

Portion Sizes:

- Limit portion sizes of foods and beverages sold individually to those listed below:
 - Entrees should contain 390 calories or less.
 - Snacks should contain 200 calories or less at the elementary level and 250 calories or less at the middle school level.
- Foods of minimal nutritional value will not be served or sold.

Fundraising Activities. To support children's health and school nutrition-education efforts, school fundraising activities will use only foods and beverages that meet the above nutrition and portion size standards for foods and beverages sold individually, unless the items sold by pupils occur one half hour after the completion of the school day. Schools will encourage fundraising activities that promote physical activity. The school district will make available a list of ideas for acceptable fundraising activities.

STUDENT WELLNESS (continued)

Snacks. Snacks served during the school day or in after-school care or enrichment programs will make a positive contribution to children's diets and health, with an emphasis on serving fruits and vegetables as the primary snacks and water as the primary beverage. Schools will assess if and when to offer snacks based on the timing of school meals, children's nutritional needs, children's ages, and other considerations. For elementary students, snacks should contain no more than 200 calories. For middle school students, snacks shall contain no more than 250 calories. The district may disseminate a list of healthful snack items to teachers, after-school program personnel, and parents. The district's Food Services program will remain available to provide snacks, in accordance with the above guidelines.

Rewards. Schools will not use foods or beverages, especially those that do not meet the nutrition standards for foods and beverages sold individually (above), as rewards for academic performance or good behavior,¹⁰ and will not withhold food or beverages (including food served through school meals) as a punishment. Schools are encouraged to move away from using foods for "jobs well done," instead moving increasingly toward other means of providing recognition.

Celebrations. Schools will limit celebrations that involve food during the school day to no more than three class parties per school year. Each party should include no more than one food or beverage that does not meet nutrition standards for foods and beverages sold individually (above). At the middle school, this will mean that there would be no more than 3 parties per student per school year. The district will disseminate a list of healthy party ideas to parents and teachers. As above, the Food Services program will endeavor to provide food and beverages that meet current Wellness Policy guidelines.

School-Sponsored Events (such as, but not limited to, athletic events, dances, or performances). Foods and beverages offered or sold at school-sponsored events within the school day will meet the nutrition standards for meals or for foods and beverages sold individually (as above). A school may permit the sale of food and beverages that do not comply with the above guidelines if the sale of those items takes place one half hour after the end of the school day.

III. Nutrition and Physical Activity Promotion and Food Marketing

Nutrition Education and Promotion. The Alpine Union School District aims to teach, encourage, and support healthy eating by students. Schools should provide nutrition education and engage in nutrition promotion that:

- is offered at each grade level as part of a sequential, comprehensive, standards-based program designed to provide students with the knowledge and skills necessary to promote and protect their health, as standards are defined;
- is part of not only health education classes, but also classroom instruction in subjects such as math, science, language arts, social sciences, and elective subjects;

STUDENT WELLNESS (continued)

- is culturally-relevant and developmentally-appropriate, integral to the curriculum, and may include food taste-testing, as subject to approval of the Principal. Additional participatory activities may include, contests, promotions, farm visits, and school gardens;
- promotes fruits, vegetables, whole grain products, low-fat and fat-free dairy products, healthy food preparation methods, and health-enhancing nutrition practices;
- emphasizes caloric balance between food intake and energy expenditure (physical activity/exercise);
- links with school meal programs, other school foods, and nutrition-related community services; and
- May include training for teachers and other staff.

Integrating Physical Activity into the Classroom Setting. For students to receive the nationally-recommended amount of daily physical activity (*i.e.*, 200 minutes over the course of 10 days) and for students to fully embrace regular physical activity as a personal behavior, students need opportunities for physical activity beyond physical education class. Toward that end:

- classroom health education will complement physical education by reinforcing the knowledge and self-management skills needed to maintain a physically-active lifestyle and to reduce time spent on sedentary activities, such as watching television;
- opportunities for physical activity will be incorporated into other subject lessons; and
- classroom teachers will provide short physical activity breaks between lessons or classes, as appropriate.

Communications with Parents. The district/school will support parents' efforts to provide a healthy diet and daily physical activity for their children. The district/school may offer healthy eating seminars for parents, send home nutrition information, post nutrition tips on school websites, and provide nutrient analyses of school menus. Schools should encourage parents to pack healthy lunches and snacks and to refrain from including beverages and foods that do not meet the above nutrition standards for individual foods and beverages. The district/school may provide parents a list of foods that meet the district's snack standards and ideas for healthy celebrations/parties, rewards, and fundraising activities. In addition, the district/school may provide opportunities for parents to share their healthy food practices with others in the school community.

The district/school will provide information about physical education and other school-based physical activity opportunities before, during, and after the school day; and support parents' efforts to provide their children with opportunities to be physically active outside of school. Such supports will include sharing information about physical activity and physical education through a website, newsletter, or other take-home materials, special events, or physical education homework.

STUDENT WELLNESS (continued)

Food Marketing in Schools. School-based marketing will be consistent with nutrition education and health promotion. As such, schools will, from one half hour before to one half hour after school, limit food and beverage marketing to the promotion of foods and beverages that meet the nutrition standards for meals or for foods and beverages sold individually (above).¹¹ School-based marketing of brands promoting predominantly low-nutrition foods and beverages¹² is prohibited. The promotion of healthy foods, including fruits, vegetables, whole grains, and low-fat dairy products is encouraged.

Examples of marketing techniques include the following: logos and brand names on/in vending machines, books or curricula, textbook covers, school supplies, scoreboards, school structures, and sports equipment; educational incentive programs that provide food as a reward; programs that provide schools with supplies when families buy low-nutrition food products; in-school television, such as Channel One; free samples or coupons; and food sales through fundraising activities. Marketing activities that promote healthful behaviors (and are therefore allowable) include: vending machine covers promoting water; pricing structures that promote healthy options in a la carte lines or vending machines; sales of fruit for fundraisers; and coupons for discount gym memberships.

Staff Wellness. The Alpine Union School District highly values the health and well-being of every staff member and will plan and implement activities and policies that support personal efforts by staff to maintain a healthy lifestyle. The District will address staff wellness via the District Wellness Committee. The committee should develop, promote, and oversee a multifaceted plan to promote staff health and wellness. It is noted that there currently exists a reduced-fee agreement with a local fitness center, for district employees. The plan should be based on input solicited from school staff and should outline ways to encourage healthy eating, physical activity, and other elements of a healthy lifestyle among school staff.

IV. Physical Activity Opportunities and Physical Education

Daily Physical Education (P.E.) K-8. All students in grades K-8, including students with disabilities, special health-care needs, and in alternative educational settings, will receive daily physical education (or its equivalent of 200 minutes every ten days over the course the entire school year.) Student involvement in other activities involving physical activity (*e.g.*, interscholastic or intramural sports) will not be substituted for meeting the physical education requirement. Students will spend at least 50 percent of physical education class time participating in moderate to vigorous physical activity.

Daily Recess. All elementary school students will have at least 20 minutes a day of supervised recess (including lunch play time), preferably outdoors, during which schools should encourage moderate to vigorous physical activity verbally and through the provision of space and equipment.

STUDENT WELLNESS (continued)

Schools should discourage extended periods (*i.e.*, periods of two or more hours) of inactivity. When activities, such as mandatory school-wide testing, make it necessary for students to remain indoors for long periods of time, schools should give students periodic breaks during which they are encouraged to stand and be moderately active.

Physical Activity Opportunities Before and After School. The middle school, as appropriate, will offer interscholastic sports programs. Schools will offer a range of activities that meet the needs, interests, and abilities of all students, including boys, girls, students with disabilities, and students with special health-care needs.

After-school child care and enrichment programs will provide and encourage – verbally and through the provision of space, equipment, and activities – daily periods of moderate to vigorous physical activity for all participants.

Physical Activity and Punishment. Teachers and other school and community personnel will not use physical activity (*e.g.*, running laps, pushups) or withhold opportunities for physical activity (*e.g.*, recess, physical education) as punishment.

Safe Routes to School. The school district will encourage agencies having jurisdiction to determine safe routes to school in order to make it safer and easier for students to walk and bike to school. When appropriate, the district will work together with local public works, public safety, and/or police departments in those efforts. The school district will explore the availability of federal "safe routes to school" funds, administered by the state department of transportation, to finance such improvements.

Use of School Facilities Outside of School Hours. School spaces and facilities should be available to students, staff, and community members before, during, and after the school day, on weekends, and during school vacations in accordance with Board Policy. These spaces and facilities also should be available to community agencies and organizations offering physical activity and nutrition programs. School policies concerning safety will apply at all times. Persons and agencies desiring to use school facilities will work in accordance with AUSD Board Policy and Administrative Regulations 1330 (a).

V. Monitoring and Policy Review

Monitoring. The superintendent or designee will ensure compliance with established district-wide nutrition and physical activity wellness policies. In each school, the principal or designee will ensure compliance with those policies in his/her school and will report on the school's compliance to the school district superintendent or designee.

The District Food Services Supervisor, as well as the Lead Food Services staff at various sites will ensure compliance with nutrition policies within school food service areas and will report on this matter to the superintendent or designee (or if done at the school level, to the school

STUDENT WELLNESS (continued)

principal). In addition, the school district will report on the most recent USDA School Meals Initiative (SMI) review findings and any resulting changes.

The superintendent or designee will develop a summary report at least every three years on district-wide compliance with the district's established nutrition and physical activity wellness policies, based on input from schools within the district. That report will be provided to the school board and also distributed to the district health council, parent/teacher organizations, school principals, and school health services personnel in the district.

Policy Review. To help with the initial development of the district's wellness policies, the superintendent or designee will conduct a baseline assessment of the schools' existing nutrition and physical activity environments and policies.¹³ The results of those school-by-school assessments will be compiled at the district level to identify and prioritize needs.

Assessments will be repeated every three years to help review policy compliance, assess progress, and determine areas in need of improvement. As part of that review, the school district will review its nutrition and physical activity policies; provision of an environment that supports healthy eating and physical activity; and nutrition and physical education policies and program elements. The district, and individual schools within the district, will, as necessary, revise the wellness policies and develop work plans to facilitate their implementation.

Footnotes

² To the extent possible, schools will offer at least two non-fried vegetable and two fruit options each day and will offer five different fruits and five different vegetables over the course of a week. Schools are encouraged to source fresh fruits and vegetables from local farmers when practicable.

³ As recommended by the *Dietary Guidelines for Americans 2005*.

⁴ A whole grain is one labeled as a "whole" grain product or with a whole grain listed as the primary grain ingredient in the ingredient statement. Examples include "whole" wheat flour, cracked wheat, brown rice, and oatmeal.

⁵ It is against the law to make others in the cafeteria aware of the eligibility status of children for free, reduced-price, or "paid" meals.

⁶ School nutrition staff development programs are available through the USDA, School Nutrition Association, and National Food Service Management Institute.

⁷ Surprisingly, seltzer water may not be sold during meal times in areas of the school where food is sold or eaten because it is considered a "Food of Minimal Nutritional Value" (Appendix B of 7 CFR Part 210).

STUDENT WELLNESS (continued)

⁸ If a food manufacturer fails to provide the *added* sugars content of a food item, use the percentage of weight from total sugars (in place of the percentage of weight from *added* sugars), and exempt fruits, vegetables, and dairy foods from this total sugars limit.

⁹ Schools that have vending machines are encouraged to include refrigerated snack vending machines, which can accommodate fruits, vegetables, yogurts, and other perishable items.

¹⁰ Unless this practice is allowed by a student's individual education plan (IEP).

¹¹ Advertising of low-nutrition foods and beverages is permitted in supplementary classroom and library materials, such as newspapers, magazines, the Internet, and similar media, when such materials are used in a class lesson or activity, or as a research tool.

¹² Schools should not permit general brand marketing for food brands under which more than half of the foods or beverages do not meet the nutrition standards for foods sold individually or the meals are not consistent with school meal nutrition standards.

¹³ Useful self-assessment and planning tools include the *School Health Index* from the Centers for Disease Control and Prevention (CDC), *Changing the Scene* from the Team Nutrition Program of the U.S. Department of Agriculture (USDA), and *Opportunity to Learn Standards for Elementary, Middle, and High School Physical Education* from the National Association for Sport and Physical Education.

STUDENT PROMOTION AND RETENTION

The Governing Board of Alpine Union School District expects students to progress through each grade within one school year. To accomplish this, instruction should accommodate the varying interests and growth patterns of individual students and include strategies for addressing academic deficiencies when needed.

Students shall progress through the grade levels by demonstrating growth in learning and meeting grade-level standards of expected student achievement that are established by the governing board.

Progress toward high school graduation shall be based on the student's ability to pass the subjects and electives necessary to earn the required number of credits. The student must also meet the minimum proficiency requirements set by the Board.

When academic achievement is evident, the Superintendent or designee may recommend a student for acceleration into a higher grade level. The student's social and emotional growth shall be taken into consideration in making a determination to accelerate a student.

Students shall be considered for promotion and retention in specific areas and between certain grade levels:

1. Second grade and third grade in reading,
2. Third grade and fourth grade in reading,
3. Fourth grade and fifth grade in reading, English language arts and math,
4. The end or the intermediate grades and the beginning of middle school grades in reading, English language arts and math,
5. The end of middle school grades and the beginning of high school in reading, English language arts and math.

When a student has more than one classroom teacher, the school staff shall determine which individual teacher shall be responsible for the promotion retention decision. As early as possible in the school year and in students' school careers, the Superintendent or designee shall identify students who should be retained and who are at risk of being retained in accordance with law, Board policy, administrative regulation and the following criteria:

Students shall be identified on the basis of grades and other indicators of academic achievement such as:

- San Diego COE Mathematics standards-based criterion referenced test (SAM)
- District-designed assessments aligned with ELD Standards
- Informal reading inventory assessments
- Running Records

PROMOTION/ACCELERATION/RETENTION (continued)

When a student is recommended for retention or is identified as being at risk for retention, the Superintendent or designee shall provide opportunities for intervention instruction first to students who may be retained and then to those identified as at risk, to assist the student in overcoming his/her academic deficiencies. Such mandatory instruction may include, but is not limited to tutorial programs, after-school programs, summer school programs, Saturday school, and/or the establishment of a student study team. Parents shall be provided an option to exclude their child from this mandatory instruction. The teacher's evaluation regarding retention shall be discussed with parents prior to any final determination regarding promotion or retention.

The District has a process for appealing a decision to retain a student. See Administrative Regulation 5123.

Policy
adopted: March 11, 1998
Revised: June 9, 1999
Re-adopted: February 11, 2004

ALPINE UNION SCHOOL DISTRICT
Alpine, California

PUPIL DISCIPLINE; ALCOHOL AND DRUG USE AND POSSESSION

- A. The Board of Trustees of the Alpine Union School District will not tolerate the use, sale, furnishing or possession of illegal drugs or drug paraphernalia or alcohol by its students. Such conduct shall result in disciplinary action and notification of law enforcement where appropriate or required by law. In recognition of the desirability of early intervention and rehabilitation, the Board supports such programs in its schools and in the community, and it encourages qualifying students to participate in (any drug awareness program).
- B. In all cases of unlawful sale, use, and/or possession of any controlled substance or drug paraphernalia, except for the first offense for the possession of not more than one avoirdupois ounce of marijuana, other than concentrated cannabis, the principal or Superintendent shall recommend expulsion unless the principal or superintendent finds, and so reports in writing to the Board of Trustees, that expulsion is inappropriate, due to the particular circumstances, which shall be set out in the report of the incident. Expulsion also will generally be appropriate for the sale of less than one ounce of marijuana.
- C. The Board of Trustees prohibits students from possessing or using any electronic signaling device that operates through the transmission or receipt of radio waves, including, but not limited to, paging and signaling equipment, without the prior consent of the principal or designee. The sole exception to this rule is that such use or possession is not prohibited where use of an electronic signaling device is determined by a licensed physician or surgeon to be essential for the health of a pupil and where that use is limited for purposes related to the health of the pupil.
- D. A principal or designee of the principal who in his/her professional capacity or within the scope of his/her employment, has knowledge of or observes a student whom he or she knows, or reasonably suspects as evidenced by the student's apparent intoxication, has consumed an alcoholic beverage or abused a controlled substance, may report the known or suspected instance of alcohol or controlled substance abuse to the parent or parents of the student, or other person having legal custody of the student, unless the report requires the disclosure of confidential information in violation of Section 49602 of the Education Code.
- E. DEFINITIONS:

USE shall mean the taking, by ingestion, inhalation, injection or other means, of any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or intoxicant of any kind.

POSSESSION shall mean having or having had any controlled substance, an alcoholic beverage, or intoxicant of any kind within the student's custody or control, to include but not limited to on the person or among the student's personal possessions, locker, car, etc.

UNDER THE INFLUENCE of any controlled substance, an alcoholic beverage, or intoxicant of any kind shall mean that a student's behavior and/or appearance demonstrates that the student has used one or more of the above substances.

PUPIL DISCIPLINE; ALCOHOL AND DRUG USE AND POSSESSION

DRUG PARAPHERNALIA shall mean all equipment, products and materials of any kind which are designed for use or marketed for use, in planting, propagating, cultivating, growing, or harvesting, manufacturing, compounding, converting, producing, processing, preparing, testing, analyzing, packaging, repackaging, storing, containing, concealing, injecting, ingesting, inhaling, or otherwise introducing into the human body a controlled substance in violation of this division. It includes, but is not limited to, those items listed in Chapter 2, Section 11014.5, of Division 10 of the Health and Safety Code.

F. SUSPENDED EXPULSION PROGRAM

Under certain circumstances, the Superintendent or his/her designee, may recommend a suspension or expulsion with appropriate conditions. Factors which may be considered in determining whether a recommendation for a suspended expulsion is appropriate in a particular case include, but are not limited to, the following:

1. The nature and seriousness of the particular offense in light of all of the surrounding circumstances.
2. The amount of alcohol, intoxicant, controlled substance, and/or drug paraphernalia which the student possessed or used.
3. The cooperation and assistance provided by the student in the investigation of the offense.
4. The student's prior discipline record.
5. Whether the student was under the influence of a controlled substance, alcohol or intoxicant.
6. The potential danger to the student and to others as a result of the offense.
7. The degree of disruption of the educational process and particular school activity as a result of the offense.
8. The student's record of academic effort and citizenship.

G. The following procedure applies to recommendation of a suspended expulsion or suspension:

1. When it has been initially determined that discipline may be appropriate for a student, the school site principal or designee will procure any police or laboratory report made regarding the incident, investigate the incident thoroughly and meet with the parent or guardian where the student has been suspended and expulsion will be recommended.

PUPIL DISCIPLINE; ALCOHOL AND DRUG USE AND POSSESSION
(continued)

2. The school site administrator or designee shall then forward a report to the Superintendent containing the recommendation for expulsion or suspended expulsion and any recommendations for appropriate rehabilitation activities.
3. Upon the completion of the expulsion hearing, if the hearing panel determines that expulsion is appropriate, the hearing panel, in addition to making the required findings of facts and conclusions, will state whether it concurs or does not concur in a recommendation for suspension of any expulsion which the Board of Trustees may order.

This policy shall go into effect April 15, 1994.

Legal Reference:

EDUCATION CODE

44049 *Known or suspected alcohol or controlled substance abuse by student; report to parents or persons having legal custody; personal liability; disclosure of confidential information*

48901.5 *Electronic signaling device; possession or use prohibited; exception*

48915 *Expulsion; particular circumstances*

49602 *Confidentiality of pupil information*

HEALTH AND SAFETY CODE

11012.5

11053

Policy

adopted: March 9, 1994

Re-adopted: August 25, 2004

ALPINE UNION SCHOOL DISTRICT

Alpine, California

SEXUAL HARASSMENT

BP 5145.7 (a)

Students

The Governing Board is committed to maintaining an educational environment that is free from harassment. The Board prohibits sexual harassment of students by other students, employees or other persons, at school or at school-sponsored or school-related activities. The Board also prohibits retaliatory behavior or action against persons who complain, testify, assist or otherwise participate in the complaint process established pursuant to this policy and the administrative regulation.

(cf. 0410 - Nondiscrimination in District Programs and Activities)

(cf. 1312.3 - Uniform Complaint Procedures)

(cf. 4119.11/4219.11/4319.11 - Sexual Harassment)

(cf. 5131 - Conduct)

(cf. 5131.2 - Bullying)

(cf. 5137 - Positive School Climate)

(cf. 5145.3 - Nondiscrimination/Harassment)

Instruction/Information

The Superintendent or designee shall ensure that all district students receive age-appropriate instruction and information on sexual harassment. Such instruction and information shall include:

1. What acts and behavior constitute sexual harassment, including the fact that sexual harassment could occur between people of the same gender
2. A clear message that students do not have to endure sexual harassment
3. Encouragement to report observed instances of sexual harassment, even where the victim of the harassment has not complained
4. Information about the person(s) to whom a report of sexual harassment should be made
5. Information about the rights of students and parents/guardians to file a criminal complaint, as applicable

(cf. 5131.5 - Vandalism, Theft and Graffiti) (cf. 5137 - Positive School Climate) (cf. 5141.41 - Child Abuse Prevention) (cf. 5145.3 - Nondiscrimination/Harassment) (cf. 6142.1 - Sexual Health and HIV/AIDS Prevention Instruction)

SEXUAL HARASSMENT

BP 5145.7 (b)

Complaint Process

Any student who feels that he/she is being or has been subjected to sexual harassment shall immediately contact his/her teacher or any other employee. A school employee to whom a complaint is made shall, within 24 hours of receiving the complaint, report it to the principal or designee.

Any school employee who observes any incident of sexual harassment involving a student shall report this observation to the principal or designee, whether or not the victim files a complaint.

In any case of sexual harassment involving the principal or any other district employee to whom the complaint would ordinarily be made, the employee who receives the student's report or who observes the incident shall report to the nondiscrimination coordinator or the Superintendent or designee.

(cf. 4119.11/4219.11/4319.11 - Sexual Harassment) (cf. 5141.4 - Child Abuse Reporting Procedures) (cf. 5145.3 - Nondiscrimination/Harassment)

The principal or designee to whom a complaint of sexual harassment is reported shall immediately investigate the complaint in accordance with administrative regulation. Where the principal or designee finds that sexual harassment occurred, he/she shall take prompt, appropriate action to end the harassment and address its effects on the victim. The principal or designee shall also advise the victim of any other remedies that may be available. The principal or designee shall file a report with the Superintendent or designee and refer the matter to law enforcement authorities, where required.

(cf. 1312.1 - Complaints Concerning District Employees)

Disciplinary Measures

Any student who engages in sexual harassment of anyone at school or at a school-sponsored or school-related activity is in violation of this policy and shall be subject to disciplinary action. For students in grades 4 through 12, disciplinary action may include suspension and/or expulsion, provided that in imposing such discipline the entire circumstances of the incident(s) shall be taken into account.

Record-Keeping

The Superintendent or designee shall maintain a record of all reported cases of sexual harassment to enable the district to monitor, address and prevent repetitive harassing behavior in its schools.

All complaints and allegations of sexual harassment shall be kept confidential except as necessary to carry out the investigation or take other subsequent necessary action. (5 CCR 4964)

SEXUAL HARASSMENT

BP 5145.7 (c)

The Superintendent or designee shall maintain a record of all reported cases of sexual harassment to enable the district to monitor, address, and prevent repetitive harassing behavior in the schools.

(cf. 4119.23/4219.23/4319.23 - Unauthorized Release of Confidential/Privileged Information)

Legal Reference:

EDUCATION CODE

200-262.4 Prohibition of discrimination on the basis of sex

48900 Grounds for suspension or expulsion

48900.2 Additional grounds for suspension or expulsion; sexual harassment

48904 Liability of parent/guardian for willful student misconduct

48980 Notice at beginning of term

CIVIL CODE

51.9 Liability for sexual harassment; business, service and professional relationships

1714.1 Liability of parents/guardians for willful misconduct of minor

GOVERNMENT CODE

12950.1 Sexual harassment training

CODE OF REGULATIONS, TITLE 5

4600-4687 Uniform complaint procedures

4900-4965 Nondiscrimination in elementary and secondary education programs

UNITED STATES CODE, TITLE 20

1681-1688 Title IX, discrimination

SEXUAL HARASSMENT

BP 5145.7 (d)

UNITED STATES CODE, TITLE 42

1983 Civil action for deprivation of rights

2000d-2000d-7 Title VI, Civil Rights Act of 1964

2000e-2000e-17 Title VII, Civil Rights Act of 1964 as amended

CODE OF FEDERAL REGULATIONS, TITLE 34

106.1-106.71 Nondiscrimination on the basis of sex in education programs

COURT DECISIONS

Donovan v. Poway Unified School District, (2008) 167 Cal.App.4th 567

Flores v. Morgan Hill Unified School District, (2003, 9th Cir.) 324 F.3d 1130

Reese v. Jefferson School District, (2001, 9th Cir.) 208 F.3d 736

Davis v. Monroe County Board of Education, (1999) 526 U.S. 629

Gebser v. Lago Vista Independent School District, (1998) 524 U.S. 274

Oona by Kate S. v. McCaffrey, (1998, 9th Cir.) 143 F.3d 473

Doe v. Petaluma City School District, (1995, 9th Cir.) 54 F.3d 1447

Management Resources:

CSBA PUBLICATIONS

Safe Schools: Strategies for Governing Boards to Ensure Student Success, 2011

Providing a Safe, Nondiscriminatory School Environment for All Students, Policy Brief, April 2010

OFFICE FOR CIVIL RIGHTS PUBLICATIONS

Dear Colleague Letter: Sexual Violence, April 4, 2011

Sexual Harassment: It's Not Academic, September 2008

Revised Sexual Harassment Guidance, January 2001

SEXUAL HARASSMENT

BP 5145.7 (e)

WEB SITES

CSBA: <http://www.csba.org>

California Department of Education: <http://www.cde.ca.gov>

U.S. Department of Education, Office for Civil Rights:
<http://www.ed.gov/about/offices/list/ocr>

Policy

Adopted: March 10, 1993

Revised: November 14, 2012

Alpine Union School District
Alpine, CA

Thomas V. Pellegrino
Superintendent

Alpine Union School District

Board of Trustees:

Bruce Cochrane, Director
Human Resources and
Pupil Services



Dr. Tim Caruthers
Glenn Dickie
Gina C. Henke
Joseph P. Perricone
Eric Wray

Robert W. Turner
Business Manager

Where Children Come First

1323 Administration Way, Alpine, CA 91901 619-445-3236; 619-445-7045 FAX
www.alpineschools.net

Dear Parents:

It is our desire to have good discipline on all of our school buses in order to insure safe travel. To accomplish this goal, an administrative policy has been adopted which outlines student behavior and recommended disciplinary actions for students who fail to cooperate. First and foremost, the safety of all pupils is our prime concern. Every pupil is entitled to a safe ride to and from school.

The California State Law reads as follows:

Regulations and Laws Relating to Pupil Transportation in California

Section 14263. AUTHORITY OF DRIVER. Pupils transported in a school bus shall be under the authority of, and responsible directly to, the driver of the bus, and the driver shall be held responsible for the orderly conduct of the pupils while they are on the bus or being escorted across a street, highway or road. Continued disorderly conduct or persistent refusal to submit to the authority of the driver shall be sufficient reason for a pupil to be denied transportation in accordance with regulations of the governing board of the district. A bus driver shall not require any pupil to leave the bus en route between home and school or other destinations.

Parents are asked to discuss the following with their children:

1. Follow the directions of the bus driver the first time asked.
2. Refrain from loud, noisy boisterous conduct.
3. Do not throw anything in or from the bus.
4. Be courteous, use no profane language.
5. Do not eat or drink on the bus.
6. Do not chew gum on the bus.
7. Keep the bus clean. Do not litter.
8. Remain properly seated in your seat.
9. Keep head, hands and feet inside the bus and to yourself.
10. Appropriate behavior at the bus stop.
11. Do not be rude or disrespectful to the bus driver or any other person on the bus.
12. The only electronic devices allowed on the bus are cell phones.

The bus driver will issue a ticket whenever a student's behavior has become unacceptable. The principal will notify parents, and take action according to the following guidelines:

- a. 1st Offense - Warning Notify Parents. Warning ticket will be issued by bus driver, with copy to school office.
- b. 2nd Offense - Bus ticket will be issued by principal and bus driver, and parent will be notified. 3 days suspension from bus by principal.
- c. 3rd Offense - Bus ticket will be issued by principal and bus driver. Mandatory conference with student, parent, bus driver and principal before transportation will resume. **5 days** suspension from bus by principal.
- d. 4th Offense - Bus ticket will be issued by principal and bus driver. Mandatory conference with student, parent, bus driver and principal before transportation will resume. **10 days** suspension from bus by principal.
- e. 5th Offense - Bus ticket will be issued by principal and bus driver. Mandatory conference with student, parent, bus driver, principal and Transportation Supervisor. **15 days** suspension from bus by principal.
- f. 6th Offense - **20 days** suspension from bus. Administrative Review - Superintendent or his/her designee, Principal, Transportation Supervisor and driver shall meet with parent and child to determine what disciplinary action shall be taken. Disciplinary action may include suspension from bus riding privileges for remainder of school year.
- g. Serious Offense - 1st occasion - If in the judgment of the bus driver and Transportation Supervisor, a student commits a serious offense on the first occasion, the bus driver may recommend immediate suspension. A serious offense is considered to be one where the safety and welfare of other students are in jeopardy, or property damage has resulted

"Suspension from the bus" means suspension from all buses.

Sincerely,

Thomas V. Pellegrino
Superintendent

SCHOOL BUS SAFETY RULES AND BEHAVIOR

WALKING TO AND FROM SCHOOL BUS STOPS

Alpine Union School District recommends that when walking to and from designated bus stops, students should be respectful of other people's property.

- Walk off the roadway or as close to the edge of the roadway as possible
- Check traffic carefully before crossing any roadway
- Go directly to their designated school bus stop or home
- Wait for the bus driver to escort them across the street as described below, and
- Not cause any destruction of private property

LOADING

Students are required to be at the bus stop five minutes before the bus arrives at the stop so there is no danger of them running to catch the bus. If a student is approaching the bus stop and sees the bus already at the stop, he/she should not run to the stop. If the driver sees a student walking towards the bus, he/she will wait for them. If a student is on the opposite side of the street, he/she must wait there until the driver activates the red crossover lights, exits the bus, is in the proper position for escorting the pupil across the street and has given the student direction to cross the street. Students must cross the street between the driver and the front of the bus.

If a student is walking to a bus stop, but is too far away for the driver to see him/her and/or is seen after the bus leaves the bus stop, the driver cannot stop to pick up the student. The bus can only stop at designated stops.

UNLOADING

When the bus reaches the bus stop, the students must remain seated until the bus has come to a full stop, the parking brake is set, the door is opened, and the student(s) are given the signal from the driver that it is safe to exit the bus. Students are to walk directly away from the bus and should not loiter around the bus stop area.

Safe Riding Practices

Some accidents are indirectly caused by students who distract the bus driver. Good student behavior while entering, riding, or exiting the bus contributes in many ways to safe transportation. Such conduct makes it possible for the driver to give full attention to the safe operation of the bus and hold to a minimum those conditions that might cause pupils to be injured.

Fighting on the bus, any movement out of the seats, excessive noise and boisterous conduct are examples of the things that are distracting to the driver. It is the students' responsibility to practice good behavior on the bus. If they practice good behavior, it will make a ride on the bus safer for everyone.

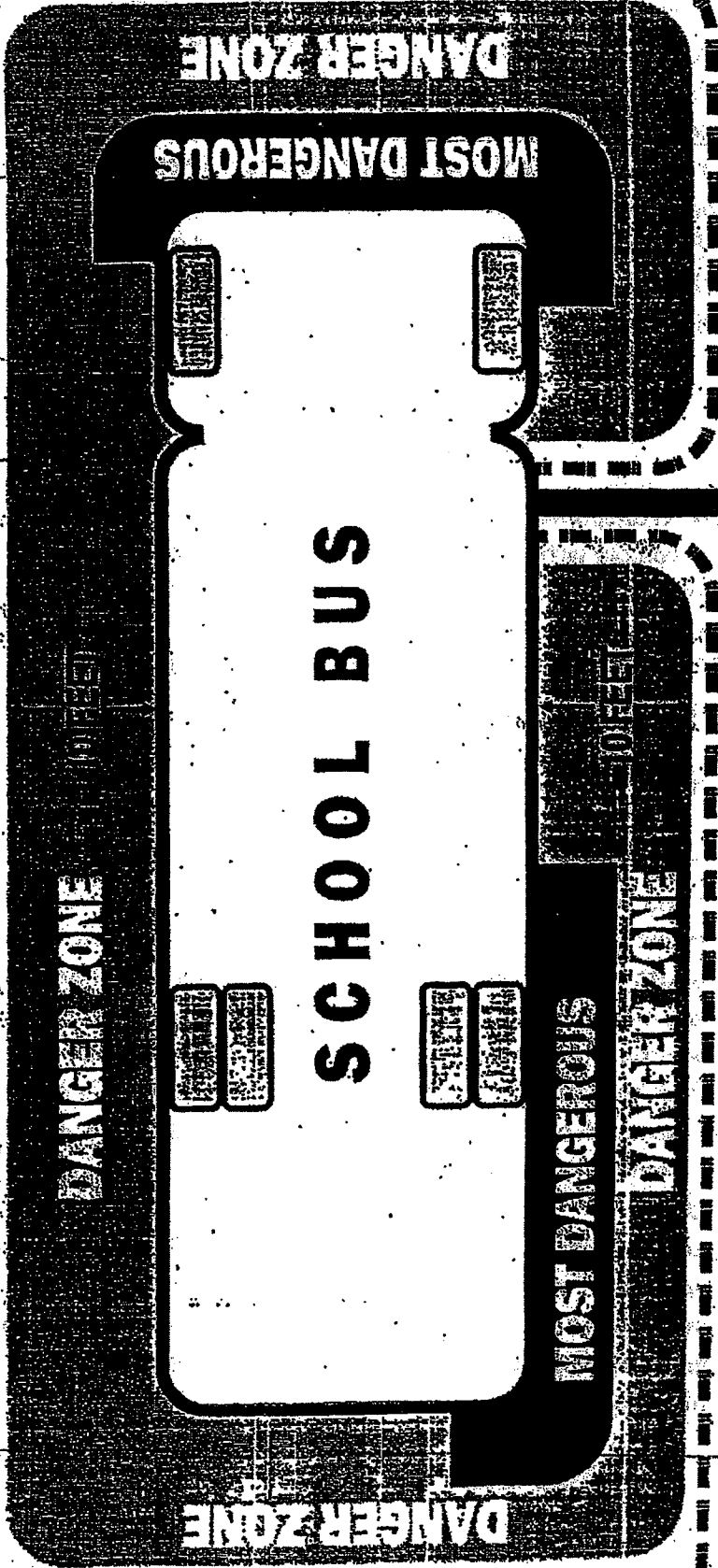
Parent Responsibility

Parents are expected to have their children ready on time and to inform them that they are to maintain good behavior at the bus stop as well as on the bus. Parents who are picking up and/or dropping off students at the bus stop shall refrain from parking or stopping across the street from the bus stop.

An open line of communication must be maintained between parent, school authorities, and the transportation department so that when problems do develop, parents are aware of them.

DANGER ZONES

DANGER FROM PASSING CARS



WALKING AREA

DANGER ZONE
MOST DANGEROUS

DANGER ZONE

SCHOOL BUS

MOST DANGEROUS

DANGER ZONE

DANGER ZONE

When there are students who must cross the street, there are certain procedures the law requires the driver and the student(s) to follow. The bus driver is required to do a "red light crossing" and escort all students in pre-kindergarten through 8th grade. Student(s) will follow the driver off the bus and must wait on the sidewalk or side of the roadway until the driver instructs them to cross the street. Students are to cross between the front of the bus and the driver. It is important for them to walk and not run. Students are to go directly across the street to the other side and are not to stand in the street. It is the driver's responsibility to see that all students have completely and safely crossed the street.

BUS RULES AND REGULATIONS

To make our transportation system as safe as possible, it is mandatory for all students to comply with the following rules and regulations that were established according to State regulations. The parent or guardian will be held responsible for the cost of repair or replacement of any damage to district property, plus any reward offered for information leading to the identification of the student or person that caused the damage.

Please discuss the following basic rules concerning school bus behavior:

1. Only normal conversation is allowed in the bus. Rude, discourteous and annoying conduct is prohibited at all times.
2. Everyone is to keep all parts of their body inside the bus.
3. Students are to remain seated while the bus is in motion. The aisles are to remain clear, and everyone is to face forward while sitting in seats.
4. Preparation for boarding and departing from the bus will take place after the bus has come to a complete stop and the door is opened.
5. Emergency doors are to be used only for intended purposes. Students must keep their hands off emergency equipment as this is to be used in case of an accident.
6. Physical contact such as slapping, hitting, poking, shoving, pulling hair, etc., is unacceptable in the bus or while at the bus stop.
7. To avoid accidents, **NO** glass articles of any kind are allowed on the bus.
8. To prevent distracting the driver, live animals, reptiles or insects are prohibited.

9. All students who must cross the roadway on which the bus is stopped must cross in front of the bus with the bus driver.
10. Eating, drinking and chewing gum are not permitted in the bus.
11. All students will refrain from using profane language, vulgar gestures, taunting and teasing.
12. Damage or defacing of the bus is prohibited. Objects are not to be thrown in, out or at the bus.
13. Students must not tamper with bus controls at any time.
14. Spitting is prohibited at all times.
15. Students are to ride the bus to their assigned bus stop only.
16. Students are to exercise proper behavior at the bus stop.
17. Tobacco, lighters, and/or matches are not allowed on the bus.
18. Students are to give accurate identification when requested by the bus driver.
19. Any behavior that endangers the life or limb of riders or the driver or that creates an unsafe condition will not be tolerated.
20. The bus driver is in charge of the bus and all students will show respect to the driver of the bus.

Statistics show that most injuries and fatal accidents happen during the loading and unloading of the school bus. Children need to know that there is a "Danger Zone" around the bus where the driver cannot see them in their mirrors. This "Danger Zone" is ten feet wide and completely surrounds all sides of the bus. When the students know and follow the safe loading and unloading procedures, they will create a much safer bus stop environment for all students and the bus driver.

General Rules of Conduct at School Bus Loading Zones

Student conduct at the bus stop should be the same as required on the school grounds. Actions such as littering, spitting, throwing any object, vandalism, pushing, shoving and harassment of others will not be tolerated. Students should be lined up in a single file line and should be ready to board when they see the bus approaching. Students should wait until the driver sets the parking brake and opens the door before moving towards the bus. The driver is responsible for the conduct of the students at the bus stops.

Thomas V.
Pellegrino
Superintendent

Bruce Cochrane,
Director Human
Resources and
Pupil Services

Robert W. Turner
Business Manager

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Where Children Come First



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TRANSPORTATION SAFETY PLAN

The California Education Code 39831.3 and 22122 of the Vehicle Code requires the Superintendent of schools to develop and implement a Transportation Safety plan to assure continuing compliance. A copy of the safety plan shall be maintained at each school site and the plan must contain procedures for school personnel to follow to ensure the safe transport of pupils.

Below please find the Transportation Safety Plan for Alpine Union School District.

1. Determining if pupils require to be escorted. The driver shall check with all students at the assigned bus stop to see if any pupils require to be escorted, or the driver may at their discretion escort any student requiring to be escorted. Procedures outlined in the California Department of Education Instructor's Manual for California's Bus Driver's Training Course shall be followed at all stops. The primary driver of the route should note which stops require students to be escorted. This does not relieve the driver or substitute from checking with students when they are in doubt. Students are instructed when they arrive to the bus stop late in the morning and observe the bus approaching their bus stop, the student must wait on the left side of the highway or private road until crossing instructions are given to them by the driver.
2. Bus Transportation Information that outlines procedures to follow will be given to the students at the time of their enrollment. This will include but is not limited to boarding and exiting the school bus, safe riding practices, rules of conduct, and other procedures. Alpine provides instruction in school bus emergency procedures and passenger safety. This district complies with California Education Code 39831.5(a)(2).
3. School personnel are responsible for monitoring the boarding and exiting of school buses at their site or trip destination. Pupils shall board or exit their bus at a school or other trip destination in an orderly manner refraining from pushing, shoving, physical playing or rough contact. School personnel shall deter pupils from standing or walking between buses, standing within arms length of a bus or attempting to pass items through open windows into or out of a bus.

2013-2014 School Calendar

September 3	School Begins
November 11	Veterans Day Holiday (no school)
November 25-29	Thanksgiving Holidays (no school)
November 18-22	Parent Conferences - Minimum Days (all students)
December 23-January 3	Winter Recess (no school)
January 20	Martin Luther King, Jr. Day (no school)
February 10	Lincoln's Day (no school)
February 17	President's Day (no school)
April 7-18	Spring Recess (no school)
May 26	Memorial Day (no school)
June 23	Last Student Day (minimum day)

DISTRICT FACTS. . .

General Information - Alpine Union School District is an elementary (K-8) district with three elementary schools, one middle school, one early childhood education center, a home school, and a community day school. The District employs approximately 250 certificated and classified personnel and has a general fund budget of approximately \$14.5 million. Parents and community members strongly support the schools through a volunteer program and various organizations.

The District's current enrollment is approximately 2,000 students. The District schools are all fairly new or have been renovated and have beautiful campuses.

Bus Transportation - Bus transportation is available for all students for a nominal fee. The cost is \$2 per day, \$274 (\$246 for multiple students) for an annual pass, or \$155 (\$140 for multiple students) for a semester pass. Transportation fees can be paid at the school office and the district office and on-line through the district web site at www.alpineschools.net. Bus schedules are printed in the local newspapers before school opens in the fall and are available in the school offices and the District Office. They can also be accessed on-line at www.alpineschools.net. Any questions about transportation should be directed to the Transportation Department at 445-3236.

Food Service - Through the National School Lunch Program, cafeterias provide attractive, nutritious lunches at reduced costs. A pick-and-choose salad bar with a variety of fresh fruits and vegetables is included in the cost of the full lunch. Lunch prices are \$2.00 for kindergarten students, \$2.25 for elementary school students, \$2.50 for middle school students. Lunches are provided free or at a reduced cost of \$.40 to children of low income families. School lunches can be paid for in advance on-line at www.alpineschools.net. Menus are available at each school for students to take home and can also be accessed on-line at www.alpineschools.net. Milk or juice may be purchased, and eating areas are available for students bringing sack lunches. The middle school offers a popular variety of a la carte items.

The Food Service Department also offers a breakfast program at Alpine Elementary School, Boulder Oaks Elementary School, Shadow Hills School and Creekside Early Learning Center whereby staff and students have the opportunity to purchase a nutritious breakfast before school begins in the morning. Breakfast is also provided during the nutrition break at 9:10 a.m. at Joan MacQueen Middle School. Breakfast prices are \$1.00 for students. Students who qualify may receive breakfast free or for a reduced price of \$.30.

Special Education - The District provides Special Education services at all sites for students who meet federal qualifications for students with disabilities. Students are served in the Least Restrictive Environment as determined by the Individualized Education Program (IEP) team. The District also operates a federally-funded special education preschool program at Creekside Early Learning Center. To be eligible to participate in the preschool program, students must be between the ages of three and five years old and meet federal qualifications for students with disabilities. Any questions regarding the Special Education program should be directed to Bruce Cochrane, Director of Pupil Services, at 445-3236.

SCHOOL FACTS. . .

Entrance Requirements - Children may enter kindergarten if they are five years of age on or before October 1. Proof of age is required at time of registration. Verification may be made by a birth certificate, baptismal record, or hospital transcript indicating that the birth has been registered in some city, county, or state record. All entering students must have proof of immunization against polio, rubeola, rubella, mumps, measles, DPT, Hepatitis B, and Varicella (chickenpox).

Absence from School - We ask your fullest cooperation in seeing that your child attends school each day that the student is physically able. Absence from school creates a hardship on both the pupil and teacher. Parents are required to call or send a note when their child is absent.

Illness at School - If your child becomes ill during the day and cannot remain in the classroom, the school will notify you to pick up your child. If you cannot be reached, the school will call the person you have listed on the emergency form. In cases of extreme emergency, paramedics may be called.

Discipline - The aim of the school is to guide, teach, and counsel students in self-responsibility. Students are expected to exhibit behavior in accordance with their maturity. Those who fail to respond to continued efforts toward self-direction will be disciplined.

The following are examples of behaviors which are grounds for suspension and/or expulsion: possession of drugs or smoking materials (including matches), truancy, defiance, and thievery. The Board of Education has adopted a "zero tolerance" drug and alcohol policy, which is strictly enforced. Suspension may be for a period of up to five days during which a parent-teacher conference should take place. Only the Board of Education may expel a student after granting the parents an opportunity for a hearing.

Interdistrict Attendance - Requests for transfer to a school in another district should be made to the Superintendent well in advance whenever possible. Such transfers are granted to accommodate special educational or personal needs on a space-available basis. Students attending Alpine Union School District on an interdistrict transfer must maintain satisfactory grades, citizenship, and attendance.

Intradistrict Attendance - Request for transfer to a school outside a student's transportation area, but within the Alpine Union School District, should be made to the school well in advance whenever possible. Such transfers are granted to accommodate special educational or personal needs on a space-available basis.

Certification of Residency - In accordance with state law, parents or legal guardians of newly enrolling students must certify that their student meets the residency requirement. Each student will also be required to provide a certification of residency annually thereafter. Additional proof of residency may be required.

Change of Address - It is imperative that school records reflect the correct name, mailing and street address, and telephone numbers of parents. It is also vital that schools have current emergency phone numbers for each student. Should you have any changes, please immediately notify each school in which you have a child enrolled.

Testing - Students are regularly assessed to evaluate their performance and level of achievement. On State tests in reading, written language and mathematics (California Standards Tests or CSTs), Alpine students consistently rank above average in state and county scores. District schools consistently score well on the state Academic Performance Index (API). The state has set an API score of 800 as the target for all schools. Each school's API score is above 800; the District API score also exceeds 800.

Conferences and Report Cards - Students receive written reports several times during the year. Parent conferences are also scheduled regularly. Informal conferences are always encouraged. By exchanging ideas and information, you and the teacher can form a strong, cooperative team to help your child progress.

Student Accident Insurance - The District does not provide medical accident insurance for students. However, coverage is available through a plan administered by Pacific Educators Insurance Services. An information brochure and application form are available on-line at www.peinsurance.com or at your local school office.

Alpine Union School District

"Where Children Come First"



FACTS FOR PARENTS

2013-2014

Volunteers - Parents are invited to contribute a few hours a day, week, or month working in the schools. Volunteers are used in the classrooms, libraries, offices, and at home in making teaching materials. If you are willing to help, please contact your principal. Volunteers must provide the school office with TB test clearance prior to volunteering.

School Visits - The District maintains an open-school policy. Visitors are welcome. An appointment is necessary, as it will enable the school to plan for your observation. All visitors are required to stop in the school office upon arrival on campus.

Valuables - The District does not assume any responsibility for personal items brought to school by students. Personal possessions should not be left overnight at school. The District's insurance does not provide coverage in the event of loss. Each school maintains a lost and found area.

SPECIAL PROGRAMS. . .

Early Admission to Kindergarten (EAK) - The District offers an Early Admission to Kindergarten program, which will be held at Creekside Early Learning Center beginning in January and lasting until the last day of school in June. Early Admission to Kindergarten is a program designed to prepare children for kindergarten. Students must be five years old to be eligible to participate. The program promotes social and emotional growth and prepares the student for a structured environment. Where appropriate, academic subjects are presented. The offering of the EAK program is subject to space availability and state funding.

Two-Year Kindergarten Program - At the beginning of the 2009-2010 school year, Creekside Early Learning Center implemented a pilot program for a two-year kindergarten program. This program is designed for students who are relatively young compared to their peers (their 5th birthday is between June 1 and December 1, 2013) and therefore may struggle in school. The kindergarten curriculum will be stretched to cover two years, and the teacher will teach at the level appropriate for the students and in the second year may extend beyond the regular curriculum if appropriate.

Transitional Kindergarten - For those students whose birthdates are between November 2 and December 2, 2013 the District is offering transitional kindergarten also known as the two-year kindergarten. For more information, parents may contact Yvette Maier, Principal of Creekside Early Learning Center, at 659-8250.

Home School Program - The District offers a Home Study Program for students whose parents choose to provide an education in the home environment. This program has proven to be very successful. The curriculum utilized in the Home School Program is the same as the curriculum offered in the traditional classroom. Parents wishing additional information may contact Jon McEvoy, Principal of Mountain View Learning Academy, at 659-2854.

Community Day School - The Community Day School Program typically focuses on students in grades 6-8 who may not be achieving academically or for whom the middle school structure is inappropriate. It offers a small class environment. Admission to the Community Day School Program is restricted. Additional information may be secured from Moana Miller, Principal, at 445-3245.

Extended Student Services (ESS) Program - A Before and After School Child Care Program is operated at Boulder Oaks Elementary School and Creekside Early Learning Center and is available to all Alpine Union School District school age children on a space available basis. The District provides free transportation for students from Joan MacQueen Middle School to Boulder Oaks Elementary School and from Alpine Elementary School to Creekside Early Learning Center. Parents wishing additional information may contact the Extended Student Services Program at 659-8695.

Other Special Programs - Alpine Union School District also provides several special programs to students with special needs. These programs include GATE (Gifted and Talented Education), Title I, Native American Education, and English Learners (EL).

Alpine Union School District welcomes you. The teachers, administrators, and support staff of the District are dedicated to providing your child with a quality education. If you have a concern about any aspect of this educational process at any time during the school year, we encourage you to contact the principal of the school.

Board of Education

Eric Wray, President
Glenn Dickie, Vice President
Dr. Tim Caruthers, Clerk
Gina C. Henke, Member
Joseph Perricone, Member

District Office/ Educational Services

1323 Administration Way
Alpine, CA 91901
Telephone # (619) 445-3236
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Administrators

Thomas V. Pellegrino, Superintendent
Bruce Cochrane, Director of Human Resources
and Pupil Services
Robert W. Turner, Business Manager
Lance DeLeva, Maintenance & Operations Supervisor
Terri Thompson, Transportation Supervisor
Cindy Wallace, Food Service Director

Human Resources

Telephone # (619) 445-0802
FAX # (619) 445-7045

Please go to the district web site at www.alpineschools.net for news and job information

SCHOOLS. . .

Alpine Elementary School (grades 1-5)

1850 Alpine Boulevard, Alpine, CA 91901
Telephone # (619) 445-2625, FAX # (619) 445-0484
Jon McEvoy, Principal
School Time Schedule: 9:00 a.m.-3:10 p.m.

Boulder Oaks Elementary School (grades 1-5)

2320 Tavern Road, Alpine, CA 91901
Telephone # (619) 445-8676, FAX # (619) 445-1420
Katy Andersen, Principal
School Time Schedule: 9:00 a.m.-3:10 p.m.

Creekside Early Learning Center (Preschool-K)

8818 Harbison Canyon Road, Alpine, CA 91901
Telephone # (619) 659-8250, FAX # (619) 659-8240
Yvette Maier, Principal
School Time Schedule: 9:05 a.m.-2:50 p.m.

Shadow Hills Elementary School (grades 1-5)

8770 Harbison Canyon Road, Alpine, CA 91901
Telephone # (619) 445-2977, FAX # (619) 445-2157
Yvette Maier, Principal
School Time Schedule: 8:50 a.m.-3:00 p.m.

Joan MacQueen Middle School (grades 6-8)

2001 Tavern Road, Alpine, CA 91901
Telephone # (619) 445-3245, FAX # (619) 445-6503
Moana Miller, Principal
School Time Schedule: 7:35 a.m.-2:00 p.m.

Mountain View Learning Academy (grades K-8)

8770 Harbison Canyon Road, Alpine, CA 91901
Telephone # (619) 659-2854, FAX # (619) 659-2865
Jon McEvoy, Principal

**ALPINE UNION SCHOOL DISTRICT
HISTORY OF HEALTH FOR SCHOOL ENTRY**

Student's Name: _____ Birthdate: _____ Date: _____

Parent/Guardian: _____

School: _____ Teacher: _____ Special Ed: Yes No

The safety and well-being of your child is important to us. Many health or emotional problems may interfere with a child's ability to learn. We can assist your child with the task of learning if we are aware of any possible health problems.

PLEASE CHECK ALL ITEMS THAT ARE TRUE FOR YOUR CHILD

GENERAL HEALTH	<input type="checkbox"/> No Concerns	<input type="checkbox"/> Fatigue <input type="checkbox"/> Frequent Illness <input type="checkbox"/> Low energy level <input type="checkbox"/> Anemia <input type="checkbox"/> Poor Posture <input type="checkbox"/> Poor sleeping habits <input type="checkbox"/> Other:
CHRONIC DISEASES	<input type="checkbox"/> None	<input type="checkbox"/> Cerebral Palsy <input type="checkbox"/> Sickle Cell Anemia <input type="checkbox"/> Bleeding Disorder <input type="checkbox"/> Seizure Disorder <input type="checkbox"/> Diabetes <input type="checkbox"/> Asthma <input type="checkbox"/> Heart Disorder <input type="checkbox"/> Other:
ALLERGIES	<input type="checkbox"/> None	<input type="checkbox"/> Insect Stings <input type="checkbox"/> Pollen/Grasses <input type="checkbox"/> Foods <input type="checkbox"/> Drugs <input type="checkbox"/> Other:
HEARING/EAR	<input type="checkbox"/> No Concerns	<input type="checkbox"/> Hearing Loss <input type="checkbox"/> Tubes in ears <input type="checkbox"/> Hearing Aid(s) <input type="checkbox"/> Frequent ear infections <input type="checkbox"/> Other:
VISION/EYE	<input type="checkbox"/> No Concerns	<input type="checkbox"/> Glasses/Contact Lenses <input type="checkbox"/> Frequent Styes <input type="checkbox"/> Blindness <input type="checkbox"/> Other:
SPEECH	<input type="checkbox"/> No Concerns	<input type="checkbox"/> Delayed Speech <input type="checkbox"/> Stammers/Stutters <input type="checkbox"/> Hard to understand <input type="checkbox"/> Other:
MUSCULOSKELETAL	<input type="checkbox"/> No Concerns	<input type="checkbox"/> Problems with walking <input type="checkbox"/> Orthotic or Orthopedic appliances <input type="checkbox"/> Back Abnormality <input type="checkbox"/> Other:
NUTRITION	<input type="checkbox"/> No Concerns	<input type="checkbox"/> Poor eating habits <input type="checkbox"/> Frequent upset stomach <input type="checkbox"/> Underweight <input type="checkbox"/> Overweight <input type="checkbox"/> Other:
MENSTRUAL HISTORY	<input type="checkbox"/> No Concerns <input type="checkbox"/> Not Applicable	<input type="checkbox"/> Difficulty with cramps <input type="checkbox"/> Other:
DRUG USE OF FAMILY	<input type="checkbox"/> No Concerns	<input type="checkbox"/> Alcohol <input type="checkbox"/> Tobacco <input type="checkbox"/> Other:
BEHAVIOR/PERSONAL RELATIONSHIPS	<input type="checkbox"/> No Concerns	<input type="checkbox"/> Easily upset <input type="checkbox"/> Has difficulty making friends <input type="checkbox"/> Very active <input type="checkbox"/> Shy <input type="checkbox"/> Loner <input type="checkbox"/> Needs to be center of attention <input type="checkbox"/> Other:
OTHER	<input type="checkbox"/> Recent family crisis <input type="checkbox"/> Other:	<input type="checkbox"/> Retained in school <input type="checkbox"/> Special Education

COMMENTS: Please explain any checked responses _____

Physician's Name: _____ Phone: _____

DAILY MEDICATION: _____

(If needed at school, please request a Medication Order Form from the school health clerk to be completed by your child's physician.)

ANY LIMITATIONS ON SCHOOL ACTIVITIES: _____

If you would like to discuss any health problems with the District School Nurse, please list your daytime phone number below.

Phone: _____ Parent Signature: _____ Date: _____

SHS33C (04/02)

Distribution: Health Office Special Ed. Teacher (only if the student is special ed)

**ALPINE UNION SCHOOL DISTRICT
HISTORIAL DE SALUD PARA LA ADMISION EN LA ESCUELA**

Nombre del Alumno: _____ Fecha de Nacimiento: _____ Fecha: _____

Padre o Tutor: _____

Escuela: _____ Maestro/a _____ Educacion especial: Yes No

La seguridad y bienestar de su hijo/a es importante para nosotros. Hay muchos problemas emocionales y del salud que pueden interferir en la capacidad de su hijo/a para aprender. Si tenemos la información sobre cualquier posible problema de la salud será más fácil para nosotros ayudar a su hijo/a en la tarea de aprendizaje.

FAVOR DE CIRCULAR TODO QUE SEA VERDAD EN EL CASO DE SU HIJO/A

SALUD EN LO GENERAL	<input type="checkbox"/> Ningún Problema	<input type="checkbox"/> Fatiga <input type="checkbox"/> Enfermedades frecuentes <input type="checkbox"/> Bajo nivel de energia <input type="checkbox"/> Mala Postura <input type="checkbox"/> Malos hábitos de dormir <input type="checkbox"/> Anemia <input type="checkbox"/> Otros:
ENFERMEDADES CRONICAS	<input type="checkbox"/> Ningún	<input type="checkbox"/> Parálisis Cerebral <input type="checkbox"/> Anemia de célula creciente o de media luna <input type="checkbox"/> Desorden de sangrado <input type="checkbox"/> Ataques de convulsiones <input type="checkbox"/> Diabetes <input type="checkbox"/> Asma <input type="checkbox"/> Otros:
ALERGIAS	<input type="checkbox"/> Ningún	<input type="checkbox"/> Picaduras de insecto <input type="checkbox"/> pollen/pasto <input type="checkbox"/> Alimentos <input type="checkbox"/> Medicamentos/drogas <input type="checkbox"/> Otros:
OIDO/ESCUCHAR	<input type="checkbox"/> Ningún Problema	<input type="checkbox"/> Pérdida del oído <input type="checkbox"/> Tobos en los oídos <input type="checkbox"/> Aparato para sordera <input type="checkbox"/> Infecciones frecuentes del oído <input type="checkbox"/> Otros:
VISION/OJO	<input type="checkbox"/> Ningún Problema	<input type="checkbox"/> Anteojos/lentes de contacto <input type="checkbox"/> orzuelos frecuentes (granos en el borde del parpado) <input type="checkbox"/> Condición incorregible <input type="checkbox"/> Otros:
EXPRESION ORAL	<input type="checkbox"/> Ningún Problema	<input type="checkbox"/> Hablando tarde <input type="checkbox"/> Tartamudea <input type="checkbox"/> Dificil en entenderle <input type="checkbox"/> Otros:
MUSCULO-ESQUELETICO	<input type="checkbox"/> Ningún Problema	<input type="checkbox"/> Problemas al andar <input type="checkbox"/> Aparatos ortóticos ó ortopédicos <input type="checkbox"/> Abnormalidad en la espalda <input type="checkbox"/> Otros:
NUTRICION	<input type="checkbox"/> Ningún Problema	<input type="checkbox"/> Hábitos requiticos en el comer <input type="checkbox"/> Dolor estomical frecuente <input type="checkbox"/> Bajo de peso <input type="checkbox"/> Sobrepeso <input type="checkbox"/> Otros:
HISTORIA MENSTRUAL	<input type="checkbox"/> Ningún Problema <input type="checkbox"/> Not Applicable	<input type="checkbox"/> Dificultad con los espasmos <input type="checkbox"/> Otros:
USO DE DROGAS POR MIEMBRO DE LA FAMILIA	<input type="checkbox"/> Ningún Problema	<input type="checkbox"/> Alcohol <input type="checkbox"/> Tabaco <input type="checkbox"/> Otros:
COMPORTAMIENTO /RELACIONES PERSONALES	<input type="checkbox"/> Ningún Problema	<input type="checkbox"/> Se molesta con facilidad <input type="checkbox"/> Dificultad en hacer amigos <input type="checkbox"/> Muy activo <input type="checkbox"/> Timido <input type="checkbox"/> Necesita ser el centro de atención <input type="checkbox"/> Solitario <input type="checkbox"/> Otros:
OTRO	<input type="checkbox"/> Crisis familiar reciente <input type="checkbox"/> Otros:	<input type="checkbox"/> Castigado en la escuela <input type="checkbox"/> Educación Especial

COMENTARIOS: Favor de explicar las respuestas que usted circuló _____

Numero de Médico: _____ Teléfono: _____

MEDICAMENTO DIARIO: _____

(Si se requiere administrarlo en la escuela, favor de solicitar a la oficinista de salud escolar la forma de declaración del doctor la cuál debe firmar el doctor de su hijo/a.)

CUALQUIER LIMITACION EN ACTIVIDADES ESCOLARES: _____

Si desea tratar cualquier problema de salud sobre su hijo/a con la enfermera del Distrito, por favor anote el numero telefónico para localizarlo a usted durante el día: Teléfono: _____

Firma del Padre/Tutor: _____ Fecha: _____

SHS33C (04/02)

Distribución: Oficina de Salud Maestro/a de Educación Especial (solo si el estudiante esta en Educación Especial)

within the time period that has been specified in a written agreement with the complainant (Title 5, Section 4631).

Step 5: Final Written Decision

The report of the district's decision shall be written in English and in the language of the complainant whenever feasible or required by law. If it is not feasible to write this report in the complainant's primary language, the district shall arrange a meeting at which a community member will interpret it for the complainant.

This report shall include:

1. The findings and disposition of the complaint, including corrective actions, if any (Title 5, Section 4631)
2. The rationale for the above disposition (Title 5, Section 4631)
3. Notice of the complainant's right to appeal the decision to the California Department of Education, and procedures to be followed for initiating such an appeal (Title 5, Section 4631)
4. A detailed statement of all specific issues that were brought up during the investigation and the extent to which these issues were resolved

If an employee is disciplined as a result of the complaint, this report shall simply state that effective action was taken and that the employee was informed of district expectations. The report shall not give any further information as to the nature of the disciplinary action.

APPEALS TO THE CALIFORNIA DEPARTMENT OF EDUCATION

If dissatisfied with the district's decision, the complainant may appeal in writing to the California Department of Education within 15 days of receiving the district's decision. For good cause, the Superintendent of Public Instruction may grant an extension for filing appeals.

When appealing to the California Department of Education, the complainant must specify the reason(s) for appealing the district's decision and must include a copy of the locally filed complaint and the district's decision (Title 5, Section 4652).

CIVIL LAW REMEDIES

A complainant may pursue available civil law remedies outside of the district's complaint procedures. Complainants may seek assistance from mediation centers or public/private interest attorneys. Civil law

remedies that may be imposed by a court include, but are not limited to, injunctions and restraining orders. For discrimination complaints, however, a complainant must wait until 60 days have elapsed from the filing of an appeal with the California Department of Education before pursuing civil law remedies. The moratorium does not apply to injunctive relief and is applicable only if the district has appropriately and, in a timely manner, apprised the complainant of his/her right to file a complaint in accordance with 5 CCR 4622 (EC 262.3).

UNIFORM COMPLAINT PROCEDURES

ALPINE UNION SCHOOL DISTRICT



**1323 Administration Way
Alpine, California 91901**

619-445-3236

For more information, contact:
Director of Human Resources
and Pupil Services

Revised 08/2011

UNIFORM COMPLAINT PROCEDURES

The Board of Education recognizes that the district has primary responsibility for insuring that it complies with applicable state and federal laws and regulations governing educational programs. The district shall investigate and seek to resolve complaints at the local level. The district shall follow the Uniform Complaint Procedures (UCP) when addressing complaints alleging:

Unlawful discrimination based on ethnicity, religion, age, gender, sexual orientation, color or physical or mental disability, or failure to comply with state and/or federal laws in consolidated categorical aid programs, development programs, child nutrition programs, and special education programs.

The Board acknowledges and respects students and employee rights to privacy. Discrimination complaints shall be investigated in a manner that protects the confidentiality of the parties and the facts. This includes keeping the identity of the complainant confidential except to the extent necessary to carry out the investigation, as determined by the Superintendent or designee on a case-by-case basis.

The Superintendent shall ensure that employees designated to investigate complaints are knowledgeable about the laws and programs for which they are responsible. Such employees may have access to legal counsel as determined by the Superintendent or designee.

The Board recognizes that a neutral mediator can often suggest an early compromise that is agreeable to all parties in a dispute. The Superintendent shall ensure that the mediation results are consistent with state and federal laws and regulations.

COMPLIANCE OFFICER

The Board of Education designates the following compliance officer to receive and investigate complaints and ensure district compliance with law:

Bruce Cochrane, Director of Human Resources
and Pupil Services
1323 Administration Way, Alpine CA 91901
619-445-3236; fax 619-445-7045
email: bcochrane@alpineschools.net

NOTIFICATIONS

The Superintendent or designee shall meet the notification requirements of the Code of Regulations,

Title 5, Section 4622, including the annual dissemination of district complaint procedures and information about available

appeals, civil law remedies and conditions under which a complaint may be taken directly to the California Department of Education. The Superintendent or designee shall ensure that complainants understand that they may pursue other remedies, including actions before civil courts or other public agencies.

(cf. 5154.6 – Parental Notification)

The above notification shall state that complainants may seek help from agencies such as legal assistance agencies, local mediation centers or the county office of education. Local resources include: San Diego County Office of Education.

PROCEDURES

The following procedures shall be used to address all complaints which allege that the district has violated federal or state laws or regulations governing educational programs.

Compliance officers shall maintain a record of each complaint and subsequent related actions, including all information required for compliance with the Code of Regulations, Title 5, Section 4632.

All parties involved in allegations shall be notified when a complaint is filed, when a complaint meeting or hearing is scheduled and when a decision or ruling is made.

Step 1: Filing of a Complaint

Any individual, public agency or organization may file a written complaint of alleged noncompliance by the district.

Complaints alleging unlawful discrimination may be filed by a person who alleges that he/she personally suffered unlawful discrimination or by a person who believes that an individual or any specific class of individuals has been subjected to unlawful discrimination. The complaint must be initiated no later than six months from the date when the alleged discrimination occurred or when the complainant first obtained knowledge of the facts of the alleged discrimination (Title 5, Section 4630).

The complaint shall be presented to the compliance officer who shall maintain a log of complaints received, providing each with a code number and a date stamp.

If a complainant is unable to put a complaint in writing

due to conditions such as illiteracy or other disabilities, district staff shall help him/her to file the complaint (Title 5, Section 4600).

Step 2: Mediation

Within three days of receiving the complaint, the compliance officer may informally discuss with the complainant the possibility of using mediation. If the complainant agrees to mediation, the compliance officer shall make all arrangements for this process.

Before initiating the mediation of a discrimination complaint, the compliance officer shall ensure that all parties agree to make the mediator a party to related confidential information.

If the mediation process does not resolve the problem within the parameters of law, the compliance officer shall proceed with his/her investigation of the complainant.

The use of mediation shall not extend the district's timeliness for investigating and resolving the complaint unless the complainant agrees in writing to such an extension of time (Title 5, Section 4631).

Step 3: Investigation of Complaint

The compliance officer shall hold an investigative meeting within five days of receiving the complaint or an unsuccessful attempt to mediate the complaint. This meeting shall provide an opportunity for the complainant and/or his/her representative to repeat the complaint orally.

The complainant and/or his/her representative and the district's representatives shall also have an opportunity to present and question each other or each other's witnesses (Title 5, Section 4631).

Step 4: District Response

Within 60 days of receiving the complaint, the compliance officer shall prepare and send to the complainant a written report of the district's investigation and decision, as described in Step 5 below (Title 5, Section 4631).

The Board may consider the matter at its next regular Board meeting or at a special Board meeting convened in order to meet the 60-day time limit within which the complaint must be answered. The Board may decide not to hear the complaint, in which case, the compliance officer's decision is final.

If the Board hears the complaint, the compliance officer shall send the Board's decision to the complainant within 60 days of the district's initially receiving the complaint or