

2011-2012

Student Handbook

Lancaster School District

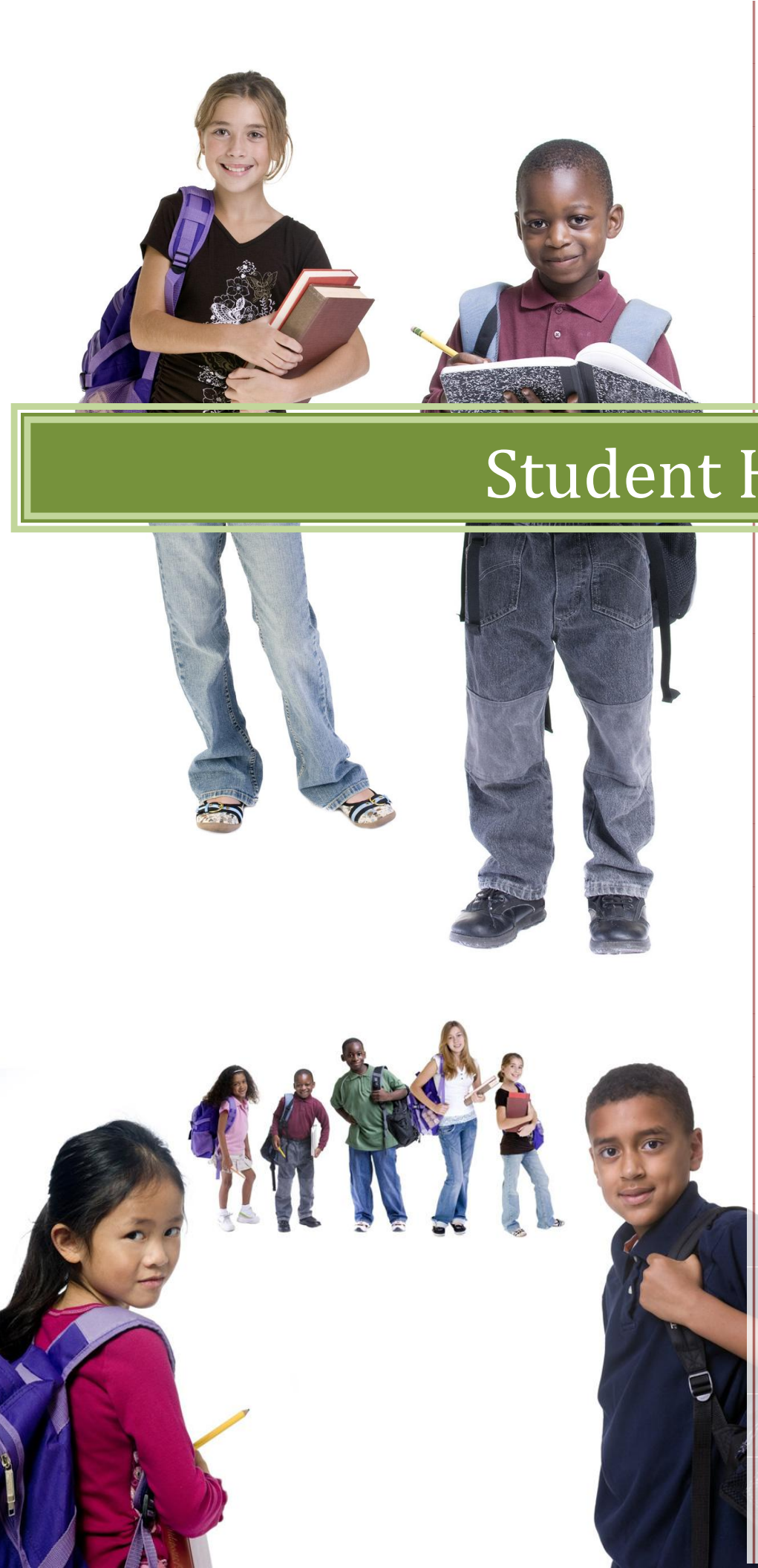


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General Information

Closed Campus

In accordance with Lancaster School District Policy, our school has a closed campus. Students must stay on the school grounds from the time they arrive until the end of the school day. Once students arrive on campus, they are to proceed to the quad area/playground. They should remain in the quad area/playground until the bell rings signaling the beginning of school. Students leaving school during the day must be signed out in the school office by a parent/guardian or designated adult who is listed on the student's emergency card.

School Accountability Report Card

All public schools with enrollment reported in the California Basic Educational Data System (CBEDS) are required to annually prepare and disseminate a School Accountability Report Card (SARC). State and federal laws require specific items to be reported in the following categories: demographic information; school safety and climate for learning; academic data; school completion; class size; teacher and staff information; curriculum and instruction; and fiscal and expenditure data. Lancaster School District's SARCs may be found by clicking on the SARC link on our website (www.lancsd.org) homepage or by requesting a printed copy from the school or district office.

School Board Meetings

The Lancaster School District Board of Trustees holds its regular Board meetings on the first and third Tuesdays of each month, in the District Board Room at 6:00 p.m. Agendas for each meeting are posted at the District office. Special Board meetings are sometimes called and agendas are always posted at least 72 hours prior to the meeting. Should you wish to be placed on the agenda, please call the District office at (661) 948-4661.

Student Emergency Card

It is imperative that the school has current emergency phone numbers for all students that will enable the school staff to contact someone in case of an accident, severe illness, or other emergency.

Parents must be certain that an emergency card is completed and the information is up-to-date for each student enrolled in our school. The emergency information should include at least **two alternate local** contacts in case the parent/guardian is unavailable. If you change phone numbers, please call our office with the number(s). In case of a change of address, doctor, day care provider, or any issue regarding guardianship, please advise the office immediately.

Visitors

The Lancaster School District Policy states that the Board of Trustees and staff of the school district welcomes and strongly encourages parents and members of the community, as well as other interested persons, to visit our schools. Visits during school hours should first be arranged with the teacher, principal or designee. If a conference is desired, an appointment should be set with the teacher during non-instructional time. Unless otherwise arranged, classroom visits may be limited to 20 minutes and will be scheduled at the discretion of the administrative and teaching staff (AR 1250).

For the safety and protection of all students, visitors must check in at the office and receive a visitor badge before entering any area on campus. Per Civil Code 3-2.10, persons without specific written authority or permission to occupy premises, excluding playground areas, are considered trespassers. All visitors must provide photo identification and register in the school office prior to proceeding on campus. The principal or designee may assign a staff member to accompany visitors while they are on the school site.

Student Attendance

Attendance

Research shows good attendance supports academic achievement. Consistent attendance enables the student to benefit from the teacher's direct instruction in addition to printed materials. Parents may contact the school office to discuss an ongoing situation or concern that may affect a student's attendance. Pupils are expected to attend school every day school is in session. Any pupil who is absent without excuse more than 10 days in a semester may be placed on probation and may be referred to the School Attendance Review Board (SARB) for further evaluation. **Any pupil who accumulates absences in excess of thirty (30) days will be considered for retention.** These attendance guidelines do not pertain to pupils who are in Independent Study programs or who are served by a home/hospital teacher.

California State law requires that students attend school regularly and punctually. If circumstances prevent a student from attending school, parents must notify the office by phone before 10:00 a.m. or upon the student's return to school, the student must bring a note from the parents explaining the absence. The note must include the student's first and last name, date of absence, reason for absence and the parent/guardian signature. The note must be presented to the teacher for proper clearance.

Classification of Absences

Excused Absence: Illness, accident, death in the immediate family, medical/dental appointments, and other emergencies authorized by the school.

Unexcused Absence: Out-of-town, needed at home, or leaving school without proper clearance.

For further information on absences, see [Excused Absences](#) on page 34 of this handbook.

Independent Study

Independent study may be used if a student is going to be absent for more than five days but less than three weeks. According to Board policy, independent study is permitted for family emergencies. Short-term independent study is permitted at the discretion of the administrator.

Independent study contracts must be requested at least five days prior to the first day of the absence and must be approved by an administrator. A request form is available in the office. Students with poor attendance and/or poor grades may be denied independent study. The independent study contract requires the signature of the parent/guardian, student, teacher, and the administrator *before* the absence.

All independent study work is to be turned in to the teacher on the day the student returns to school. Unreturned or incomplete independent study work will result in unexcused absences. Students who do not receive full credit for independent study will not be approved for future independent study requests.

Release of Students During School Hours

All students are required to remain on campus. Students leaving school during the school day must be picked up and signed out in the school office by a parent or designated adult (18 years of age or older) who is listed on the student's emergency card.

Any person checking a student out from class must come to the main office and show photo identification. This person's name must appear on the emergency card. No student will be allowed to leave with someone who is not designated on the emergency card.

In emergency situations when a parent needs a child released to someone other than the persons indicated on the emergency card, the parent must do the following:

- Phone the school and identify him/herself by repeating to the office personnel the information on the emergency card.
- Give the name and description of the person to pick up the child. The person must show proper identification.
- Whenever possible, send a written request with the person who is picking up the child, signed by the requesting parent.
- Non-custodial parents may not pick students up at school unless the emergency card so stipulates or the custodial parent gives permission within the guidelines above.

Any student release situation that leaves the student's welfare in question shall be handled at the discretion of the site administrator or designee. Should any such situation become a disruption to the school, the Sheriff's office will be called and intervention will be requested. **Parents are asked to make every attempt not to involve the school in custody matters.**

Tardiness

Students are considered to be tardy if they are not at their designated classroom when the morning bell rings. If a student is tardy, he/she must report to the office to be admitted to the classroom. Three tardies, over thirty minutes late, will compute as a one day absence from school.

Law in California prohibits tardiness. Education Code Section 48260 states that any student who is tardy to school in excess of thirty minutes on each of more than three days is considered truant. As with absences, excessive tardies may result in referral to SARB. Tardies that are excused include those for illness, medical appointments, and or a death in the immediate family.

Students who arrive tardy to school without a valid excuse may be issued a warning and/or demerits. If a student's tardiness is excessive he/she may be placed on the morning wake-up call using our automated phone system. The student may be removed from the system after a reasonable period of perfect attendance.

Withdrawals and Transfers

The procedure for withdrawal or transferring a student to another school is as follows:

- Secure a written authorization withdrawal or transfer note from parent or guardian.
- Obtain appropriate forms from the reception window.
- Take completed forms to the reception window for final clearance.

Health

Administration of Medicine

It is important that we know if a student has any special medical restrictions or needs. Only in that way may we help parents help their student. Parents must furnish the school office with a "Request for Medication" form supplied by the school and completed and signed by the student's physician if medication of any kind is to be administered at school. This medication should be brought to the school office by the parent only. Students will come to the office to take their medication at the prescribed times(s). All medication, whether prescription or over-the-counter, must be administered in the Health Office.

Illness/Injury

If a student becomes ill during regular school hours, the Nurse, Health Clerk, or other office staff will provide basic care. Parents or alternate persons listed on the emergency card may be contacted depending on the severity of the illness.

In the situation of a student accident, the school will provide basic first aid only. If an injury requires more than basic first aid, the parent will be notified immediately. In the event of a serious injury, paramedics will be called first as the safety of the child is of primary importance. Parents will be notified as soon as possible (**emergency cards must be kept up-to-date to enable the school to contact you promptly**).

Immunizations

California State law requires that all students have proper, up-to-date immunizations. Unless a pupil's parent or legal guardian provides the school with an acceptable signed waiver, a pupil must be immunized against certain communicable diseases. Students are prohibited from attending school until the immunization requirements are met. Students with incomplete immunizations will be referred to the school nurse.

Medical Restrictions

All information regarding medical restrictions **MUST** be placed on the student's emergency card. All students requiring medical procedures must have an Individual Health Plan (IHP) stipulating medical protocols.

Reporting Accidents

Every accident in school buildings or on the school grounds must be reported to the person in charge and to the school office.

Student/Parent Responsibilities

Appearance and Dress Code Policy

California Administrative Code Title 5, Education, Section 302 states: *A pupil who goes to school without proper attention having been given to personal cleanliness or neatness of dress may be sent home to be properly prepared for school or shall be required to prepare himself for the school room, before entering.*

Lancaster School District Policy 5132 states that: *The Board of Trustees believes that appropriate dress and grooming contribute to a productive learning environment. The Board expects students to give proper attention to personal cleanliness and to wear clothes that are suitable for the school activities in which they participate. Students' clothing must not present a health or safety hazard or a distraction which would interfere with the educational process.*

Those students who persist in violating the District's standards may be suspended or expelled in accordance with legal provisions.

The standard of dress emphasizes that we are concerned with the education and safety of our students. We expect students to dress appropriately for the learning environment. Our dress code creates an effective climate for learning on our campus. We rely on the vigilance of our parents to ensure the safety of our students by adhering to the following standards:

- All clothing must be worn in the manner for which it is designed.
- All clothing must fit—no sagging, bagging, or dragging clothing. No oversized clothing (no more than 2 inches in excess of body size) is allowed. Visible undergarments are not permitted.
- Girls' clothing, jumpers, skorts, shorts, dresses, and skirts must fit and must reach mid thigh, even if tights or leggings are worn underneath the garment.
- Shirts and blouses may not be transparent, see-through, low cut, strapless, or reveal a bare midriff. Stomachs and shoulders must be covered and no cleavage may be visible.
- No tank tops, tube tops, crop tops, fishnet, sleeveless tops, or spaghetti-strap style tops are allowed. All shirts must have at least a short sleeve.
- No dangling or large hoop earrings are acceptable. Earrings cannot be larger than the size of a quarter.
- Appropriate shoes must be worn at all times; no slippers, flip flops, backless sandals, open-toes shoes or heels over 1 inch.
- Pants cannot have holes, slit or frayed legs and pant legs cannot be pulled up.
- Visible pierced jewelry is limited to the ears only. Students may not wear jewelry in the nose, eyebrow, lip, tongue, cheek, or other facial area. Belly button jewelry is also prohibited.
- No articles of clothing, jewelry, paraphernalia or accessories that are a threat to the physical well being and safety of students will be allowed.
- Visible tattoos are not permitted, including temporary tattoos, stickers, and any writing or drawing visible on the skin.
- Wallets that are attached to a chain are not permitted.
- **Hair must be a natural color. Extreme hairstyles are not permitted. No temporary spray-in hair color or weaves of an unnatural color.**
- No hairnets, curlers, handkerchiefs, skull caps or bandanas are allowed.
- No gang-related attire, including slogans, initials, colors, etc., is acceptable.
- No pajamas or house shoes are allowed.
- No garment that promotes illegal activity or has offensive pictures and /or words may be worn (e.g. sexual innuendoes, weapons, drugs, etc.) In addition, students may not wear to school articles of clothing on which they have written.
- When socks are worn with shorts, they cannot touch the shorts.

- Caps, hoods, and hats may be worn outside to protect from weather; however, they are not to be worn inside buildings or classrooms. Caps and hats must be a plain solid color with no writing or symbols and must be worn with the bill facing forward.
- Belt buckles including symbols, slogans, initials, wheels, electronic signs, etc. are not permitted. Only plain belt buckles are allowed.
- Anything that distracts from the smooth functioning of the school program, as determined by the administration, is unacceptable.

All staff members enforce the Dress Code Policy. Students who do not come to school appropriately dressed may be issued demerits and asked to call home for a change of clothing. Students who persist in violating the District's standards may be suspended and/or recommended for expulsion.

Assemblies

Assemblies are planned for the enjoyment of all students. Good conduct on the part of all students is required. Excessive talking, noise making, moving around, inappropriate laughing, and other disturbances will not be tolerated. The only acceptable way to show your appreciation is by applause. Violators will be removed from the assembly and risk suspension.

Behavior Rules for Students Using School Computers and Networks

The use of computers, whether stand-alone, as a part of a local area network, or as part of a wide area network such as the Internet, is a privilege, not a right, and must be consistent with and driven by the educational objectives of the Lancaster School District. Any use that is not consistent with these objectives is prohibited.

Computers and all associated data storage and transfer devices are owned by the school. The school exercises exclusive control over this school property, and students should not expect privacy regarding their use of any school computer or network because school property is subject to search and inspection at any time by school officials. This search and inspection includes but is not limited to electronic mail, Internet access, file storage and transfer. Students are responsible for whatever is contained in computer files assigned to them.

Any student engaging in the behaviors identified below upon first offense will be denied access to the computer and/or computer networks for 15 school days or the remainder of the school year whichever comes first. Upon second offense the student will be denied access for 90 school days or the remainder of the school year whichever comes first. Upon the third offense the student will be denied access for 180 school days or the remainder of the school year whichever comes first. The disciplinary action prescribed by these rules may be supplemented by disciplinary action permitted by any other policy or practice of the Lancaster School District or by individual school rules as provide to the student in writing prior to its enforcement.

Students using a computer connected to the Internet, an international computer network, are able to access computer and people all over the world. Sites exist on the Internet that contain illegal, indecent defamatory, inaccurate, or offensive material. The Lancaster School District does not condone student access to unsuitable materials, and it maintains software designed to prevent student access to such materials. The Lancaster School District also recognizes that it cannot control the information on other computer systems and that it may not be physically possible to screen out all such inappropriate information and materials. All student Internet activities are subject to being monitored.

It is primary responsibility of the parent(s) and guardian(s) to establish and convey the standards that their child or ward should follow. In support of parent(s) and guardian(s) the Lancaster School District will enforce the minimum appropriate computer use standards set out below. If a student uses a computer or the Internet inappropriately, he/she will be subject to the disciplinary actions stated above.

Inappropriate use of computers shall be defined as:

- The creation, display, access, transmission, reception, exchange or distribution of any text, image or sound that is indecent, obscene, racist, sexist, pervasively vulgar, defamatory, illegal, or that promotes harm to self or others.
- Using computers or computer networks to harass or threaten individuals or groups.
- Vandalizing computers, computer systems or computer networks.
- This includes any attempt to alter or destroy data of another user to endanger the integrity of a computer or computer network or the data stored thereon (including the introduction of any virus), any deletion of or alteration to system files or data, and damaging equipment. The unauthorized examination or copying of files or data belonging to others is also defined as vandalism.
- Violating copyright law. This includes using unauthorized copies of software and making transmitting, receiving, exchanging, and/or distributing unauthorized copies of software. Violating copyright laws will be considered theft.
- Plagiarizing computer-copyrighted materials in reports and assignments is also defined as inappropriate use.
- Gaining or attempting to gain unauthorized access to computers, computer networks, or computer files or data. This includes evading or attempting to evade software designed to prevent or monitor inappropriate access to the Internet.
- Gaining or attempting to gain, unauthorized access to a personal account or file of another individual.
- Forgery of or interference with electronic mail messages. This includes impersonation of another person while sending e-mail messages, using a false or anonymous name, age, gender or identifier, and the reading, deleting, copying or modifying of any other person's electronic mail.
- Using computer or computer networks to commit, facilitate, encourage or promote illegal acts.
- Using computers or computer networks to commit, facilitate, encourage or promote the unauthorized or fraudulent use of a credit card.
- Using computers or computer networks for a non-educational purpose, such as advertising or commercial purposes.
- Giving another individual a personal password or letting another individual use a personal account.
- Knowingly introducing materials forbidden by the Lancaster School District into the Lancaster School District computers and/or systems via any electronic storage media. This is defined as indecent, obscene, racist, sexist, pervasively vulgar, defamatory, offensive, or illegal material, or materials promoting harm to self or others.

Cell Phones/Electronic Devices

Students shall not use personal electronic signaling devices on the school campus including, but not limited to: cellular/digital telephones for voice usage, digital imaging, or text messaging. If a student has a cell phone in their possession on campus it must remain concealed and turned off.

Students shall not possess or use other personal mobile communication devices such as digital media players, personal digital assistants (PDAs), compact disc players, portable game consoles, cameras, digital scanners, etc. except as a part of direct classroom instruction.

If disruption occurs, the employee shall direct the student to turn off the device and/or confiscate it. If a school employee finds it necessary to confiscate a device, he/she may either return it at the end of the class period or school day or keep it until the principal or designee has consulted with the student's parent/guardian. The parent may be required to come to the school to pick up the device.

Items Not Allowed at School

Please note that the following prohibitions apply to students while they are on the way to school, at school, and on the way home, as well as at any school related event.

- Electronic devices such as cameras (sites may make an exception on the last day of school and 8th grade Magic Mountain Day), MP3 players, iPods, Zunes, or any similar device, video game players (including Nintendo DS, Sony PSP, etc.), CD players, and the like are not permitted.
- Personal items unrelated to school activities, such as toys, collectible cards, games, dice, pictures and photographs, magazines, and drawings are not permitted. This includes any pictures of any kind in a student's folder.
- Students may not bring a gun, a knife, a weapon, or any item that looks like one of these to school. Students who violate this policy may be suspended or expelled, in accordance with the California Education Code. Students violating this policy may also be referred to the school deputy for criminal prosecution.
- Permanent markers such as Sharpies are illegal for students to possess, and are absolutely forbidden at school. Students found with permanent markers will have the item(s) confiscated, and will be cited by a sheriff deputy.
- Students may not bring liquid White-Out to school. Correction tape is permitted.
- Students may not possess illegal drugs or tobacco on campus. Those who violate this rule may be subject to suspension or expulsion, in accordance with California Education Code.
- Students may not possess any medication, including over-the counter drugs (e.g. Tylenol, Excedrin, etc.) or prescription medications, except upon the written request from a licensed physician who has the responsibility for the medical management of the pupil.
- Spray deodorants, spray colognes, and any other spray fragrances are not permitted, as they may lead to allergic reactions in some people. Stick or roll-on deodorants are encouraged.
- Laser pointers are not permitted at school.
- Skateboards, roller-blades, roller shoes, scooters, etc., are not permitted at school nor are they to be ridden on campus after school.

Any of the above items may be confiscated by school personnel. It is the parent's responsibility to come to the office to pick up such items. After six months, items not claimed may be donated to a charitable organization.

The school, the district, and its employees shall not be liable for lost or stolen items. It is the students' responsibility to monitor personal belongs during the school day. It is the responsibility of the student/parent to check for missing items in the designated lost and found area on campus.

Library Information

Students are encouraged to use the library and to check out books. Students are expected to work or read quietly without disturbing others and are to use all library materials with care. No food, drink or gum is to be brought to the library. There will be a replacement charge for any lost or damaged books. Students may not be permitted to check out books until charges are cleared. The use of the library is a privilege that may be revoked if a student does not follow the guidelines for proper behavior while in the library or while using library materials. Attention to these few guidelines will ensure a positive library experience for all students.

Restroom Use

Students are to use the restrooms during passing periods, recess, or at lunchtime. If your child has a medical condition that necessitates frequent use of the restroom, please contact the school nurse so that an appropriate health plan may be established.

School Telephone Use

Students are to use the office phones only in emergency cases unless otherwise authorized by a staff member. Transportation arrangements must be made before arriving at school. The office phone is not available for students to make transportation arrangements unless their ride has not arrived by 15 minutes after school dismissal.

Student Out-of-Class Procedure/Hall Passes

Students must have received permission in the form of a hall pass or signed planner at all times when they are out of class. Students out of class during any regular class period will be asked to produce their signed pass or planner. Students who leave their classroom or supervised class area without the appropriate permission will be considered truant and subject to both teacher and administrative disciplinary action.

Study Trips

The Lancaster School District Board recognizes that field trips are important components in the instructional program of the schools. (Policy 6153) All school sponsored trips involving students shall have proper supervision by school employees. Parents are encouraged to participate in such supervision.

Students who are experiencing poor/failing citizenship may be denied permission to accompany their class on a study trip. Appropriate arrangements must be made with learning expectations defined, for any student who is denied permission to attend a study trip. Teachers must notify parents at least three days in advance if a child is to be denied permission to attend a study trip due to unsatisfactory citizenship.

If a student commits an infraction for which they are suspended (Education Code 48900) or loses their transportation privilege during the final three days prior to a study trip, three day advance notification is not required in order to deny study trip attendance.

Textbook Replacement

Each student is responsible for his/her textbooks. Teachers are not accountable for students' books. Students will check out textbooks from their teachers. This checkout will occur at the beginning of the school year and throughout the year as the need arises. Failure to turn in the correct textbook will result in the student being charged for the missing textbook. A student must pay for a lost or damaged textbook before he can receive a new one.

When a student transfers, he/she must return his/her textbooks to the teacher or office staff before leaving. **There will be a replacement cost for any textbook not returned.**

Food Services Program

Cafeteria Information

Please notify the school office and cafeteria if your child has food allergies.

Breakfast and hot lunches are available in the cafeteria each day, or students may bring a sack lunch from home. Students are responsible for bringing their own money to school each day or prepaid meals may be purchased. Parents are responsible for ensuring that prior arrangements have been made for their child's breakfast and/or lunch meals.

Free or reduced-price lunches are available at school for pupils whose parents or legal guardians qualify, based on annual household income, and complete the required application form. Application forms may be obtained through the Lancaster School District Child Nutrition Office.

Checks can be made out to "LSD Cafeteria Account" with the student's name on the memo line and sent in an envelope with your student to the cafeteria. Money will NOT be loaned from the office.

Breakfast and lunch are to be paid for each day or pre-payments may be made through the cafeteria.

	<u>Elementary</u>	<u>Middle</u>	<u>Reduced</u>
Breakfast	\$1.00	\$1.00	\$.30
Lunch	\$1.50	\$1.75	\$.40

There will be "a la carte" entrees available separately on most school days. Juice and milk may also be purchased from the cafeteria.

Prepaid amounts may also be used for "a la carte" items, unless a parent specifically requests that the student be limited to regular meals only. Please submit a note with payment if a limit to meals only is required.

All lunches, whether brought from home, or purchased at school, must be eaten in the cafeteria or designated area. All food and drinks, (except water) purchased at lunch must be eaten at lunch and may not be placed in backpacks or taken into classrooms.

Standards of Behavior in the Cafeteria

Expectations in the cafeteria will be the same as in the classroom. Students are expected to:

- Use polite manners and common courtesy.
- Use quiet speaking voices.
- Stay seated while eating and clean up their own trash before leaving an eating area. Students failing to do so will be assigned campus cleanup.
- Treat all adults with respect.

Pursuant to the District's Student Wellness Policy (BP 5030), sodas, gum, candy, and sunflower seeds are not to be brought to school. This includes before school, after school, and in sack lunches. Students chewing gum on campus will be subject to disciplinary measures.

This is a closed campus therefore all students must remain on school grounds during the lunch period unless the student is picked up by the parent for lunch off campus. The student is expected to return before the end of lunchtime. We request that outside food not be delivered to school. Any parent wanting to bring lunch for their student may eat with their student in areas designated by site administration.

Under no circumstances can parents bring food on campus for students other than their own. Pre-arranged celebrations with teacher approval are the only exceptions.

District Policies and Procedures

All Lancaster School District Board Policies and Administrative Regulations may be accessed at www.gamutonline.net. The user name is **Lancaster** and the password is **Public**.

Child Abuse Reporting Law

Lancaster School District employees are required by law to immediately report to the Department of Children Services any child who has injuries, bruises, or marks of a “suspicious nature”, exhibits indications of neglect, sexual abuse, or who verbally reports abuse to a school staff member or other District employee. A major responsibility of our job is to protect children. If the Sheriff or a department of Children and Family Services (DCFS) worker comes to school to interview your child, we are obligated under law, Welfare and Institution Code Section 600, to provide for that interview.

Civility Policy (1310.1 BP, 1310.1 AR)

Members of the district staff will treat parents/guardians and other members of the public with respect and expect the same in return. The district is committed to maintaining orderly educational and administrative processes in keeping schools and administrative offices free from disruptions and preventing unauthorized persons from entering school/district grounds.

This policy promotes mutual respect, civility and orderly conduct among district employees, parents/guardians and the public. This policy is not intended to deprive any person of his/her right to freedom of expression, but only to maintain, to the extent possible and reasonable, a safe, harassment-free workplace for our students and staff. In the interest of presenting district employees as positive role models to the children of this district, as well as the community, the district encourages positive communication, and discourages volatile, hostile or aggressive actions. The district seeks public cooperation with this endeavor.

Disruptions

Any individual who disrupts or threatens to disrupt school/office operations; threatens the health and safety of students or staff; willfully causes property damage; uses loud and/or offensive language which could provoke a violent reaction; or who has otherwise established a continued pattern of unauthorized entry on school district property, will be directed to leave school or school district property promptly by the principal or designee.

If any member of the public uses obscenities or speaks in a demanding, loud, insulting and/or demeaning manner, the administrator or employee to whom the remarks are directed will admonish the speaker to communicate civilly. If corrective action is not taken by the abusing party, the district employee will verbally notify the abusing party that the meeting, conference or telephone conversation is terminated and, if the meeting or conference is on district premises, the offending person will be directed to leave promptly.

When an individual is directed to leave under such paragraph 1 or 2 circumstances, the principal or designee shall inform the person that he/she will be guilty of a misdemeanor in accordance with California Education Code 44811 and Penal Codes 415.5 and 626.7, if he/she reenters any district facility within 30 days after being directed to leave, or within 14 days if the person is a parent/guardian of a student attending that school. If any individual refuses to leave upon request or returns before the applicable period of time, the principal or designee may notify law enforcement officials. An Incident Report (Exhibit 1310.1 (1)) should be completed for the situations as set forth in paragraphs 1 and 2.

Safety and Security

The Superintendent or designee will ensure that a safety and/or crisis intervention techniques program is provided in order to raise awareness on how to deal with these situations if and when they occur.

When violence is directed against an employee, or theft against property, employees shall promptly report the occurrence to their principal or supervisor and complete an Incident Report. Employees and supervisors should complete an Incident Report and report to law enforcement, any attack, assault or threat made against them on school/district premises or at school/district sponsored activities.

Documentation

When it is determined by staff that a member of the public is in the process of violating the provisions of this policy, an effort should be made by staff to provide a written copy of this policy, including applicable code provisions, at the time of occurrence. The employee will immediately notify his/her supervisor and provide a written report of the incident on the attached form.

Examples of Conduct Which Violates the Civility Policy

The Civility Policy prohibits harassment of district employees. For purposes of this policy, harassment is defined as a knowing and willful course of conduct directed at a specific person which seriously alarms, annoys, or harasses the person and which serves no legitimate purpose. The course of conduct must be such as would cause a reasonable person to suffer substantial emotional distress actually causes such distress (California Code of Civil Procedure 527.6). A course of conduct would include a pattern of conduct composed of a series of acts over a period of time, however short, evidencing a continuity of purpose, including but not limited to:

- Following or stalking an individual;
- Making harassing telephone calls to an individual;
- Sending harassing correspondence to an individual by any means, including, but not limited to:
 - ✓ The use of private mails
 - ✓ Interoffice mail
 - ✓ Computer email, text messages, and instant messages
 - ✓ Facsimile (fax)

Constitutionally protected activity is excluded from the definition of harassment.

Recourse Available for Unacceptable Disruptive Conduct by District Employees or Representatives

Any parent/guardian or member of the public who is subjected to unacceptable conduct from any district employee, as defined in the Civility Policy, may complete a Complaint Against Staff pursuant to the district's policy, BP 1312.1 (Complaints Concerning School Personnel).

Any parent/guardian or member of the public who is subjected to unacceptable conduct from any district representative, other than school personnel, may file a written complaint with the Superintendent.

Recourse Available for Unacceptable/Disruptive Conduct by Parents/Guardians and Other Members of the Public

The following are examples of ways by which district employees and school administrators, depending on the circumstances presented, may resolve situations involving parents/guardians and other members of the public who violate the Civility Policy.

1. Provision of Civility Policy:
The district employee may provide to the offending person a written copy of this policy at the time of the occurrence.
2. Request to Cease and Desist Behavior:
District employees may request any parent/guardian or other members of the public who engages in unacceptable and/or disruptive conduct, as described above, to immediately cease his/her conduct and to act and speak civilly, or may report such person and conduct to the appropriate site administrator.

3. **Termination of Activity:**
If the offending person does not cease his/her inappropriate conduct and/or communication after being requested to do so, the district employee may verbally notify the offending person that the meeting, conference, telephone conversation, or any other activity is terminated. The district employee may terminate personal contact with the offending person. In that event, the district employee or site administrator and the offending person may continue to communicate in writing, if appropriate, regarding the subject matter of the conference, telephone conversation, -or other activity that was terminated.
4. **Request to Leave School Grounds/Report to Law Enforcement:**
If the meeting, conference, or other conduct is on district premises, or interferes with, or is disruptive of school or school activities, the appropriate site administrators or their designees may issue a formal warning, notify the offending person to promptly leave the school grounds and not return pursuant to Education Codes 33210,33211,44810,44811 and Penal Codes 626.4, 626.7 and 626.8. The form of the notification is attached hereto as Exhibit 131 0.1 (b).

The form entitled, "Withdrawal of Consent" is to be used when the principal chooses to base his/her decision to direct the individual off of the school campus upon Education Code 32211 or Penal Code 626.7, 626.8 or 653(g).
5. **Handling Violence, Threat, Battery or Other Illegal Action:**
When violence, threat, assault, battery or other illegal action is threatened or directed, district employees may: (1) report the occurrence to their principal or supervisor, (2) complete an Incident Report, and/or (3) report the incident to law enforcement officials.

In extraordinary circumstances the District may assist the affected employee(s) in obtaining a restraining order against the offending person pursuant to California Code of Civil Procedure 527.6 and 527.8.

Complaint Procedure Concerning Violations of the Civility Policy by Parents/Guardians or Other Members of the Public

All complaints against/involving parents/guardians or other members of the public shall be initially filed with the Superintendent or designee. At the discretion of the Superintendent or designee, the complaint may be referred to the appropriate school site or department in an attempt to informally resolve the matter.

The complaint must be submitted on the designated complaint form (see Exhibit 1310.1(a)). Complaints that do not contain specific factual allegations concerning the purported misconduct and the desired remedy will not be processed.

The complaint must be filed not later than one month from the date the alleged misconduct occurred or, if such be the case, one month from the date complainant knew or, in the exercise of reasonable care and diligence, should have known of the alleged misconduct.

The school site or department level may attempt to resolve the complaint informally within 10 working days of receipt of the complaint. If the complaint is referred to, and is not resolved at the school site or department level, as the case may be, the Superintendent or designee shall conduct an investigation, which may include a conference with the complainant and the alleged violator. The Superintendent or designee shall complete the investigation within 20 working days from his/her receipt of the complaint from the school site or department level. Within 10 working days thereafter, the Superintendent shall render his/her decision concerning the merits of the complaint and the requested remedy, which shall be in writing, and served on both the complainant and the alleged violator. The Superintendent or designee's decision shall be final.

Grades/Evaluation of Student Achievement Policy (BP 5121, AR 5121)

The Board of Trustees believes that grades serve a valuable instructional purpose by helping students and parents/guardians understand performance expectations and identifying the student's areas of strength and those areas needing improvement. Parents/guardians and students have the right to receive course grades that represent an accurate evaluation of the student's achievement. For grades 3-8, grades for achievement shall be reported for each grading period as follows:

- A** Exemplary Progress
Student's academic performance significantly and consistently demonstrates knowledge, application, and extension of standards taught during the grading period.
Range (90-100%) 4.0 grade point

- B** Excellent Progress
Student's academic performance consistently demonstrates knowledge and application of standards taught during the grading period.
Range (80-89%) 3.0 grade point

- C** Satisfactory Progress
Student's academic performance meets grade level standards taught during the grading period.
Range (70-79%) 2.0 grade point

- D** Partial Progress
Student's academic progress indicates partial mastery of grade level standards taught during the grading period. Progress indicates student may not achieve total mastery by the end of the school year.
Range (60-69%) 1.0 grade point

- F** Insufficient Progress
Student's academic progress is significantly below grade level and shows little growth in meeting standards. Academic performance needs improvement and student may be at risk of retention.
Range (0-59%) 0 grade point

- I** Incomplete

Grades for citizenship and effort shall be reported separately each grading period.

The Board believes that 10 unexcused absences per grading period constitute excessive unexcused absences. Students with excessive unexcused absences may receive a failing grade and not receive credit for the class(es).

Whenever it becomes evident to a teacher that a student is in danger of failing a course, the teacher shall arrange a conference with the student's parent/guardian or send the parent/guardian a written report. (Education Code 49067)

Students must earn at least a 2.0 (or C) academic grade point average or, if working below grade level, at least a C effort grade and a minimum of a C in citizenship to participate in extracurricular activities.

If a student misses class and does not subsequently turn in homework, take a test or fulfill other requirements which were missed, the teacher may lower the student's grade for nonperformance.

The teacher of each course shall determine the student's grade. The grade assigned by the teacher shall not be changed by the Board or the Superintendent except as provided by law, Board policy, or administrative regulation. (Education Code 49066)

Homework Policy (BP 6154, AR 6154)

The Board of Trustees considers homework to be an essential component of a well-planned instructional program and recognizes that it serves a variety of purposes including:

- Improving student learning, performance, and achievement.
- Student awareness that learning occurs throughout the day, not just during school hours.
- Students building a sense of responsibility for their own education.
- Informing and involving parents in the educational process.
- Students developing regular study habits, time management, and self-discipline basic to effective study.
- Students using a variety of communication and learning resources.
- Opportunities to choose from a variety of assignment options and develop personalized and creative approaches to projects and other school work.

The Board of Trustees understands and supports the educational value of homework and, as it is an extension of classroom learning, students must be accountable for its completion and quality. Further, the Board recognizes that different students work at different rates. In general, students in primary grades should expect to complete homework assignments in approximately one-half to one hour per night. As students mature and progress through the grades, this time expectation should increase, with upper grade students averaging one to one and a half hours per night and middle school students spending approximately one and a half to two hours nightly. This increasing time will assist in preparing students for the rigorous demands of high school. A portion of homework time is also understood to encompass a variety of reading activities, including, but not limited to, Silent Sustained Reading, Parent-Student Reading, Accelerated Reading, Reading Aloud, etc.

Promotion/Retention Procedures

Philosophy

It is the desire of the Lancaster School District to provide a well-rounded education for students helping them realize their full potential. Promotion/retention procedures are designed to recognize the achievement of basic skills and to allow students to move smoothly through the continuum of the grades, while providing for individual needs and differences among the students.

Student Identification

1. If a student is identified as performing below the minimum standard for promotion, the student shall be retained in his/her current grade level unless:
 - a. He/she has previously been retained in the current grade level.
 - b. He/she has previously been retained twice in grades 1-8.
 - c. He/she has received appropriate remediation for deficiencies.
 - d. It is determined, through the Student Study Team (SST), that retention is not appropriate.
2. The IEP for Special Education students supersedes all other promotion and retention criteria set forth in these regulations.
3. English Language Learners with less than three years of English instruction will not be retained unless it is ascertained that the student is not making adequate progress due to factors other than language acquisition.
4. Students with documented limited ability who show progress commensurate with their ability will not be retained. A written statement to this effect will be placed in the student's CUM file explaining why the SST came to this determination.

Middle School Criteria

1. Students in grades 6 through 8 shall be considered for retention primarily on the basis of their proficiency in reading, language arts, and mathematics.
2. Retention criteria will be based on multiple measures, which may include grades, district benchmark assessments, standardized test results, writing samples, portfolios, and/or other measures.

Grades

Semester grades will be used to determine grade point averages (GPA) based on the following point equivalents:

1. Any student receiving less than a cumulative 1.83 GPA for the school year in the subject areas (reading, language arts, science, mathematics, social studies, electives and P.E.) may not be promoted with their class.
2. If a student receives a GPA of less than 1.83 during the grading period, he/she will be placed on probation and parent/guardian will be notified that the student is in danger of being retained. Successful intersession participation may be required before promotion is recommended.

Notification of Timeline

1. At the end of the each grading period, students with cumulative GPA of less than 1.83 will be assigned to academic monitoring and parents will receive a letter from the principal explaining the program. Parents will be requested to return a signed acknowledgement of receipt of the letter. A Student Study Team will be held if none has occurred yet.
2. At the end of first semester, students with a cumulative GPA of less than 1.83 will be assigned to academic monitoring and parents will receive a letter from the principal explaining the monitoring process and notifying them of possible retention for the following school year.
3. Students who continue to have a cumulative GPA of less than 1.83 midway through the second semester, may receive notice of retention letters.
4. Student/parent contracts will be initiated midway through the second semester for students who may be retained.
5. Final GPA calculation and notice of retention will be provided to parents two weeks prior to 8th grade promotion.

Remediation Requirements

1. Students not meeting grade level standards will be required to attend remediation programs as a condition of promotion to the next grade.
2. Accelerated learning/remediation programs will be offered at each site. Sessions may be held after school, during intersession, summer school, or on Saturdays. Services shall not be provided during the regular instructional day if it would result in the student being removed from classroom instruction in the core curriculum. (E.C. 37252.5)

Late Admissions

1. Students enrolling in school after mid-term second semester, unable to show a record of academic success from the previous school of attendance may be considered for retention.

Sexual Harassment Policy (BP 5145.7, AR 5145.7)

Education Code 212.6 and 48989 require each educational institution to have a written policy of sexual harassment that includes information on how to report a case.

The Board of Trustees 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.

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

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.

Any student who feels that he/she is being or has been sexually harassed by a school employee, another student, or a non-employee on school grounds or at a school-related activity (e.g., a visiting athlete or coach) shall immediately contact his/her teacher or any other employee. An employee who receives such a complaint shall report it in accordance with administrative regulation.

The Superintendent or designee shall ensure that any complaints regarding sexual harassment are immediately investigated in accordance with administrative regulation. When the Superintendent or designee has determined that harassment has occurred, he/she shall take prompt, appropriate action to end the harassment and to address its effects on the victim.

The administrative regulation section of the sexual harassment policy further states:

Prohibited sexual harassment includes, but is not limited to, unwelcome sexual advances, unwanted requests for sexual favors or other unwanted verbal, visual or physical conduct of a sexual nature made against another person of the same or opposite gender, in the educational setting, when made on the basis of sex and under any of the following conditions: (Education Code 212.5; 5 CCR 4916)

1. Submission to the conduct is explicitly or implicitly made a term or condition of a student's academic status or progress
2. Submission to or rejection of the conduct by a student is used as the basis for academic decisions affecting the student
3. The conduct has the purpose or effect of having a negative impact on the student's academic performance, or of creating an intimidating, hostile or offensive educational environment
4. Submission to or rejection of the conduct by the student is used as the basis for any decision affecting the student regarding benefits and services, honors, programs, or activities available at or through any district program or activity

Examples of conduct which are prohibited in the district and which may constitute sexual harassment include, but are not limited to:

1. Unwelcome leering, sexual flirtations or propositions
2. Sexual slurs, epithets, threats, verbal abuse, derogatory comments or sexually degrading descriptions
3. Graphic verbal comments about an individual's body, or overly personal conversation
4. Sexual jokes, derogatory posters, notes, stories, cartoons, drawings, pictures or obscene gestures, or computer-generated images of a sexual nature
5. Spreading sexual rumors
6. Teasing or sexual remarks about students enrolled in a predominantly single-gender class
7. Massaging, grabbing, fondling, stroking or brushing the body
8. Touching an individual's body or clothes in a sexual way
9. Impeding or blocking movements or any physical interference with school activities when directed at an individual on the basis of sex
10. Displaying sexually suggestive objects

Notifications

A copy of the district's sexual harassment policy and regulation shall:

1. Be included in the notifications that are sent to parents/guardians at the beginning of each school year (Education Code 48980; 5 CCR 4917)
2. Be displayed in a prominent location in the main administrative building or other area where notices of district rules, regulations, procedures and standards of conduct are posted (Education Code 231.5)

3. Be provided as part of any orientation program conducted for new students at the beginning of each semester or summer session (Education Code 231.5)
4. Appear in any school or district publication that sets forth the school's or district's comprehensive rules, regulations, procedures and standards of conduct (Education Code 231.5)

Enforcement

The Superintendent or designee shall take appropriate actions to reinforce the district's sexual harassment policy. As needed, these actions may include any of the following:

1. Removing vulgar or offending graffiti
2. Providing training to students, staff, and parents/guardians about how to recognize harassment and how to respond
3. Disseminating and/or summarizing the district's policy and regulation regarding sexual harassment
4. Consistent with the laws regarding the confidentiality of student and personnel records, communicating the school's response to parents/guardians and the community
5. Taking appropriate disciplinary action. In addition, disciplinary measures may be taken against any person who is found to have made a complaint of sexual harassment which he/she knew was not true

Uniform Complaint Procedures–Discrimination (BP 1312.3)

The Board of Trustees recognizes that the district is primarily responsible for complying with applicable state and federal laws and regulations governing educational programs. The district shall investigate complaints alleging failure to comply with such laws and/or alleging discrimination and shall seek to resolve those complaints in accordance with the district's uniform complaint procedures (5 CCR 4620).

The district shall follow uniform complaint procedures when addressing complaints alleging unlawful discrimination against any protected group as identified under Education Code 200 and 220 and Government Code 11135, including actual or perceived sex, sexual orientation, gender, ethnic group identification, race, ancestry, national origin, religion, color, or mental or physical disability, or age, or on the basis of a person's association with a person or group with one or more of these actual or perceived characteristics in any district program or activity that receives or benefits from state financial assistance (5 CCR 4610).

Uniform complaint procedures shall also be used when addressing complaints alleging failure to comply with state and/or federal laws in adult education programs, consolidated categorical aid programs, migrant education, career technical and technical education and career technical and technical training programs, child care and development programs, child nutrition programs, and special education programs (5 CCR 4610).

Complaints related to sufficiency of textbooks or instructional materials, emergency or urgent facilities conditions that pose a threat to the health or safety of students or staff, and teacher vacancies and misassignments shall be investigated pursuant to the district's Williams uniform complaint procedure (AR 1312.4).

The Board encourages the early, informal resolution of complaints at the site level whenever possible.

- The Board acknowledges and respects every individual's right to privacy. Discrimination complaints shall be investigated in a manner that protects the confidentiality of the parties and the integrity of the process. This may include keeping the identity of the complainant confidential, as appropriate and except to the extent necessary to carry out the investigation or proceedings, as determined by the Superintendent or designee, on a case-by-case basis.

The Board prohibits any form of retaliation against any complainant in the complaint process, including but not limited to a complainant's filing of a complaint or the reporting of instances of discrimination. Such participation shall not in any way affect the status, grades, or work assignments of the complainant.

The Board recognizes that a neutral mediator can often suggest a compromise that is agreeable to all parties in a dispute. In accordance with uniform complaint procedures, whenever all parties to a complaint agree to try resolving their problem through mediation, the Superintendent or designee shall initiate that process. The Superintendent or designee shall ensure that the results are consistent with state and federal laws and regulations.

Williams Uniform Complaint Procedures (AR 1312.4)

Types of Complaints

The district shall use the following procedures to investigate and resolve complaints when the complainant alleges that any of the following has occurred: (Education Code 35186)

1. Instructional materials
 - a. A student, including an English learner, does not have standards-aligned textbooks or instructional materials or state- or district-adopted textbooks or other required instructional materials to use in class.
 - b. A student does not have access to instructional materials to use at home or after school.
 - c. Textbooks or instructional materials are in poor or unusable condition, have missing pages, or are unreadable due to damage.
2. Teacher vacancy or misassignment
 - a. A semester begins and a teacher vacancy exists.
 - b. A teacher who lacks credentials or training to teach English learners is assigned to teach a class with more than 20 percent English learner students in the class
 - c. A teacher is assigned to teach a class for which the teacher lacks subject matter competency.

Vacancy means a position to which a single designated certificated employee has not been assigned at the beginning of the year for an entire year or, if the position is for a one-semester course, a position to which a single designated certificated employee has not been assigned at the beginning of a semester for an entire semester (Education Code 35186).

Misassignment means the placement of a certificated employee in a teaching or services position for which the employee does not hold a legally recognized certificate or credential or the placement of a certificated employee in a teaching or services position that the employee is not otherwise authorized by statute to hold (Education Code 35186).

3. Facilities
 - a. A condition poses an emergency or urgent threat to the health or safety of students or staff.

Emergency or urgent threat means structures or systems that are in a condition that poses a threat to the health and safety of students or staff while at school, including but not limited to gas leaks; nonfunctioning heating, ventilation, fire sprinklers, or air-conditioning systems; electrical power failure; major sewer stoppage; major pest or vermin infestation; broken windows or exterior doors or gates that will not lock and that pose a security risk; abatement of hazardous materials previously undiscovered that pose an immediate threat to students or staff; or structural damage creating a hazardous or uninhabitable condition (Education Code 17592.72).

- b. A school restroom has not been cleaned, maintained, or kept open in accordance with Education Code 35292.5.

Clean or maintained school restroom means a school restroom has been cleaned or maintained regularly, is fully operational, or has been stocked at all times with toilet paper, soap, or paper towels or functional hand dryers. (Education Code 35292.5)

Open restroom means the school has kept all restrooms open during school hours when pupils are not in classes and has kept a sufficient number of restrooms open during school hours when pupils are in classes. This does not apply when the temporary closing of the restroom is necessary for pupil safety or to make repairs. (Education Code 35292.5)

Filing of Complaint

A complaint alleging any condition(s) specified in Education Code 35186 shall be filed with the principal or designee. The principal or designee shall forward a complaint about problems beyond his/her authority to the Superintendent or designee within 10 working days (Education Code 35186).

The principal or designee shall make all reasonable efforts to investigate any problem within his/her authority. He/she shall remedy a valid complaint within a reasonable time period not to exceed 30 working days from the date the complaint was received (Education Code 35186).

Complaints may be filed anonymously. If the complainant has indicated on the complaint form that he/she would like a response to his/her complaint, the principal or designee shall report the resolution of the complaint to him/her within 45 working days of the initial filing of the complaint. At the same time, the principal or designee shall report the same information to the Superintendent or designee (Education Code 35186).

If a complainant is not satisfied with the resolution of the complaint, he/she may describe the complaint to the Board of Trustees at a regularly scheduled hearing (Education Code 35186).

For complaints concerning a facility condition that poses an emergency or urgent threat to the health or safety of students or staff as described in item #3 above, a complainant who is not satisfied with the resolution proffered by the principal or Superintendent or designee may file an appeal to the Superintendent of Public Instruction (Education Code 35186).

Complaints and written responses shall be public records (Education Code 35186).

Reports

The Superintendent or designee shall report summarized data on the nature and resolution of all complaints to the Board and the County Superintendent of Schools on a quarterly basis. The report shall include the number of complaints by general subject area with the number of resolved and unresolved complaints. These summaries shall be publicly reported on a quarterly basis at a regularly scheduled Board meeting (Education Code 35186).

Forms and Notices

The Superintendent or designee shall ensure that the district's complaint form contains a space to indicate whether the complainant desires a response to his/her complaint and specifies the location for filing a complaint. A complainant may add as much text to explain the complaint as he/she wishes (Education Code 35186).

The Superintendent or designee shall ensure that a notice is posted in each classroom in each school containing the components specified in Education Code 35186 (Education Code 35186).

Standards for Student Conduct

Lancaster School District is a “Zero Tolerance” district. Students will be held responsible for their actions before, during, and after school, and at all school-related functions. They are to conduct themselves in keeping with their level of maturity, showing regard for established authority, and the rights and welfare of others.

All students enrolled in Lancaster School District may rightfully expect that the faculty and administration will maintain an environment in which there is freedom to learn and grow toward maturity. We believe that good citizenship is the cornerstone of a successful learning environment. Students are expected to conform to all Lancaster School District rules, school rules, and rules of their grade level and teachers. Violation of rules/regulations will result in administrative action which may include, but is not limited to, the following: demerits, parent contact/conference, campus clean-up, daily progress report, office referral, student study team meeting, loss of bike or extra-curricular activities, lunchtime or after-school detention, modified day, interschool transfer, alternative education placement, and suspension or expulsion.

Assault on School Employee

When an assault is committed on school property against any person, the assault is punishable by a fine not exceeding two thousand dollars (\$2,000.00), or by imprisonment in the County Jail not exceeding one year, or both such fine and imprisonment. (Penal Code 241.6) Students suspended or sent home from school are required to keep up their schoolwork and return it to their instructors immediately upon returning to school to receive credit.

Disturbance in Schools

Any person who unlawfully fights within any building or upon the grounds of any school, community college, university, or state university or challenges another person within any building or upon the grounds to fight, or maliciously and willfully disturbs another person within any of these buildings or upon the grounds by loud and unreasonable noise, or uses offensive words within any of these buildings or upon the grounds which are inherently likely to provoke an immediate violent reaction is guilty of a misdemeanor punishable by a fine not exceeding five hundred dollars (\$500.00) or by imprisonment in the County Jail for a period of not more than 90 days or both. (Penal Code 415.5)

Drug Free School Policy

The law requires us to make the community, parents and students aware of the dangers of using drugs, alcohol, and tobacco. The Lancaster School District Policy (Policy 3515.3) is as follows:

Drugs, alcohol and tobacco possessions, sales, or use is not permitted at any school or District site or any activities, athletic events and meetings. This includes employees, students and visitors.

Use of drugs, alcohol and tobacco on school premises or at school-sponsored events is a violation of law and Board Policy (Policy 5131.6(a) R & R) therefore, not permitted. Students violating this policy shall be subjected to disciplinary procedures. Students shall receive instruction on drug, alcohol, and tobacco education regarding the effects of such behavior.

Suspensions, Expulsion and Willful Misconduct (EC 48900/48915/48909)

Recent legislation stipulates that the principal of each school inform students about changes in the law dealing with reasons for suspensions and expulsions. Listed below are the sections of Education Code 48900 and 48915, which pertain to students:

A pupil shall not be suspended from school or recommended for expulsion unless the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has:

- a.1 Caused, attempted to cause, or threatened to cause physical injury to another person.
- a.2 Willfully used force or violence upon the person of another, except in self-defense.
- b Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object, unless, in the case of possession of any object of this type, the pupil had obtained written permission to possess the item from a certificated school employee, which is concurred in by the principal or the designee of the principal.
- c Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence 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 an intoxicant of any kind.
- d Unlawfully offered, arranged, or negotiated to sell any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind, and then either sold, delivered, or otherwise furnished to any person another liquid, substance, or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant.
- e Committed or attempted to commit robbery or extortion.
- f Caused or attempted to cause damage to school property or private property.
- g Stolen or attempted to steal school property or private property.
- h Possessed or used tobacco, or any products containing tobacco or nicotine products, including, but not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel. However, this section does not prohibit use or possession by a pupil of his or her own prescription products.
- i Committed an obscene act or engaged in habitual profanity or vulgarity.
- j Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Section 11014.5 of the Health and Safety Code.
- k Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties.
- l Knowingly received stolen school property or private property.
- m Possessed an imitation firearm. As used in this section, "imitation firearm" means a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.
- n Committed or attempted to commit a sexual assault as defined in Section 261, 266c, 286, 288, 288a, or 289 of the Penal Code or committed a sexual battery as defined in Section 243.4 of the Penal Code.
- o Harassed, threatened, or intimidated a pupil who is a complaining witness or witness in a school disciplinary proceeding for the purpose of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both.
- p Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.

- q Engaged in, or attempted to engage in, hazing as defined in subdivision (b) of section 245.6 of the Penal Code.
- r Engaged in an act of bullying, including, but not limited to, bullying committed by means of an electronic act.
- t Aided or abetted the infliction of physical injury to another person.
- .2 Sexual Harassment (Grades 4-12 only)
- .3 Causing, threatening to cause or participating in an act of hate violence (Grades 4-12 only)
- .4 Intentionally harassed, threatened, or intimidated, creating a hostile educational environment.
- .7 Made terrorist threats against school officials and/or school property (Grades 4-12 only)

The following violations of EC 48915 (c) require a mandatory suspension and recommendation for expulsion:

1. Possessing, selling or otherwise furnishing a firearm.
2. Brandishing a knife at another person.
3. Unlawfully selling a controlled substance.
4. Committing or attempting to commit a sexual assault.
5. Possession of an explosive.

A pupil may not be suspended or expelled for any of the acts enumerated unless that act is related to school activity or school attendance occurring within a school under the jurisdiction of the superintendent or principal or occurring within any other school district. A pupil may be suspended or expelled for acts that are enumerated in this section and related to school activity or attendance that occur at any time, including but not limit to, any of the following:

1. While on school grounds.
2. While going to or coming from school.
3. During the lunch period whether on or off the campus.
4. During, or while going to or coming from, a school sponsored activity.

It is the intent of the Legislature that alternatives to suspensions or expulsion be imposed against any pupil who is truant, tardy, or otherwise absent from school activities.

Use of Profanity

As per Penal Code Sections 415(2) and 415(3), the use of profanity on school premises or in the school office is prohibited by law and is punishable by imprisonment in the County Jail for a period of not more than 90 days, a fine of not more than five hundred dollars (\$500.00), or both such imprisonment and fine.

Willful Misconduct: Limit of Liability of Parent or Guardian – EC 48904

- (a) Notwithstanding Section 1714.1 of the Civil Code, the parent or guardian of any minor whose willful misconduct results in injury or death to any pupil or person employed by, or performing volunteer services for a school district or private school or who willfully cuts, defaces, or otherwise injures in any way any property, real or personal, belonging to a school district or private school, or personal property of any school employee, shall be liable for all such damages so caused by the minor. The liability of the parent or guardian shall not exceed ten thousand dollars (\$10,000.00) paid pursuant to Section 43069.5 of the Government Code. **The parent or guardian of a minor shall be liable to a school district or private school for all property belonging to the school district or private school loaned to the minor and not returned upon demand of an employee of the District or private school authorized to make the demand.**
- (b) Any school district or private school whose real or personal property has been willfully cut, defaced, or otherwise injured may, after affording the pupil his or her due process right, withhold the grades, diploma and transcripts of the pupil responsible for the damage until the pupil's parent or guardian has paid for the damages hereto, as provided in subdivision (a). **When the minor and parent are unable to pay for the damages, the school district or private school shall provide a program of voluntary work for the minor in lieu of payment or monetary damages. Upon completion of such voluntary work, the grades, diploma, and transcripts of the pupil shall be released.**

The governing board of each school district or governing body of each private school shall establish rules and regulations governing procedures for the implementation of this subdivision. Such procedures shall conform to, but are not necessarily limited to, those procedures, established in the code of the expulsion of pupils.

Offense

1. Unauthorized possession, at any time or place of any amount of concentrated cannabis.
2. Unauthorized possession, at any time or place of more than 28.5 grams (one ounce) of Marijuana.
3. Unauthorized possession, on grounds of any school having any grades Kindergarten through 12 during hours school is open for classes or school related function of not more than 28.5 grams (one ounce) of marijuana.

Penalty

1. For all offenders, fine or not more than \$500, or imprisonment in county jail for not more than one year, or both; or imprisonment in state prison.
2. For all offenders, fine of not more than \$500, or imprisonment in country jail for not more than six months or both.
3. For persons 18 years old or older, fine of not more than \$500, or imprisonment in country jail for not more than 10 days, or both; for persons younger than 18, fine of not more than \$250 for the first offense and fine of not more than \$500, or commitment to juvenile hall, ranch, camp, forestry camp or secure juvenile home for not more than 10 days or both for a second subsequent offense.

Parent Information

Parents' Right-to-Know—Professional Qualifications of Classroom Teachers

On January 8, 2002, President Bush signed into law the “No Child Left Behind Act” (NCLB), the reauthorization of the Elementary and Secondary Education Act (ESEA). A provision of this new Title I law requires all districts to notify parents of all children in all Title I schools that they have the right to request and receive timely information on the professional qualifications of their children’s classroom teachers. This requirement applies to all Title I schools, both Targeted Assisted and School wide.

According to the new NCLB law (Section 1111-State Plans, (6) Parents’ Right-to-Know), LEAs must report:

- (A) Qualifications - At the beginning of each school year, a local educational agency that receives funds under this part shall notify the parents of each student attending any school receiving funds under this part that the parents may request, and the agency will provide the parents on request (and in a timely manner), information regarding the professional qualifications of the student’s classroom teachers, including, at a minimum, the following:
 - (i) Whether the teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
 - (ii) Whether the teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived.
 - (iii) The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree.
 - (iv) Whether the child is provided services by paraprofessionals and, if so, their qualifications.

- (B) Additional information - In addition to the information that parents may request under Subparagraph “A”, a school that receives funds under this part shall provide to each individual parent:
 - (i) Information on the level of achievement of the parent’s child in each of the State academic assessments required under this part; and
 - (ii) Timely notice that the parent’s child has been assigned, or has been taught for 4 or more consecutive weeks, by a teacher who is not highly qualified.

Because Lancaster School District receives Title I Part A funds, **all** teachers must be highly qualified by the end of 2005-06 whether or not they are paid with Title I funds. This means that any teacher that is hired prior to the first day of the 2002-03 school year has four years to obtain the necessary credentials.

Parent Involvement Policy–District Strategies for Title 1 Schools

To ensure that parents/guardians of students participating in Title 1 programs are provided with opportunities to be involved in their children’s education, the Superintendent or designee shall:

1. Involve parents/guardians of participating students in the joint development of the Title 1 local educational agency (LEA) plan pursuant to 20 USC 6312 and the process of school review and improvement pursuant to 20 USC 6316.

The Superintendent or designee will:

- a. Invite input on the LEA plan from Superintendent Advisory Council, District Budget Advisory Council, District English Language Acquisition Committee, and school site councils.
- b. Ensure that there is an opportunity at a public Board meeting for public comment on the LEA plan prior to the Board’s approval of the plan or revisions to the plan.
- c. Ensure that school-level policies on parent involvement address the role of school site councils and other parents/guardians as appropriate in the development and review of school plans.

2. Provide coordination, technical assistance, and other support necessary to assist Title 1 schools in planning and implementing effective parent involvement activities to improve student academic achievement and school performance.

The Superintendent or designee will:

- a. Assign the Director of Special Programs to serve as a liaison to the school regarding Title 1 parent involvement issues.
- b. Provide training for the principal or designee of each participating school regarding Title 1 requirements for parent involvement, leadership strategies, and communication skills to assist him/her in facilitating the planning and implementation of parent involvement activities.

3. Build the capacity of schools and parents/guardians for strong parent involvement.

The Superintendent or designee shall:

- a. Assist parents/guardians in understanding such topics as the state’s academic content standards and academic achievement standards, state and local academic assessments, the requirements of Title 1, and how to monitor a child’s progress and work with educators to improve the achievement of their children through parent training programs, meetings conducted at the school sites with Title 1 parents and ELAC committees.
- b. Provide materials and training to help parents/guardians work with their children to improve their children’s achievement, such as Family Math and Science Nights; Family Literacy Nights; School Book fairs; Reading is Fundamental Programs.
- c. Educate teachers, student services personnel, principals, and other staff, with the assistance of parents/guardians, in the value and utility of parent/guardian contributions and in how to reach out to, communicate with, and work with parents/guardians as equal partners, implement and coordinate parent/guardian programs, and build ties between parents/guardians and the schools through staff development workshops provided by the district.
- d. Ensure that information related to school and parent/guardian programs, meetings, and other activities are sent to the parents/guardians of participating students in a format and, to the extent practicable, in a language the parents/guardians can understand.

In addition, the Superintendent or designee will:

- e. Pay reasonable and necessary expenses associated with parent involvement activities, including childcare costs, to enable parents/guardians to participate in school-related meetings and training sessions.
- f. Arrange school meetings at a variety of times or, when parents/guardians are unable to attend such conferences, conduct in-home conferences between parents/guardians and teachers or other educators who work directly with participating students.

- g. Engage parent-teacher organizations to actively seek out and involve parents/guardians through regular communication updates and information sessions at each school site.
 - h. To the extent practicable, provide translation services at school sites and at meetings involving parents/guardians as needed.
4. Coordinate and integrate Title 1 parent involvement strategies with Reading First and district pre-school programs.
The Superintendent or designee will:
- a. Involve district and school site representatives from other Reading First and district preschool programs to assist in identifying specific population needs.
5. Conduct, with involvement of parents/guardians, an annual evaluation of the content and effectiveness of the parent involvement policy in improving the academic quality of the school served by Title I.
The Superintendent or designee will:
- a. Ensure that the evaluation include the identification of barriers to greater participation in parent involvement activities, with particular attention of parents/guardians who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background.
 - b. Use the evaluation results to design strategies for more effective parent involvement and, if necessary, to recommend changes in the parent involvement policy.
 - c. Assess the district's progress in meeting annual objectives for the parent involvement program, notify parents/guardians of this review and assessment through regular school communications mechanisms, and provide a copy to parents/guardians upon their request.
In addition, the Superintendent or designee will:
 - d. Gather and monitor data regarding the number of parents/guardians participating in district activities and the types of activities in which they are engaged.
6. Involve parents/guardians in the activities of schools served by Title 1
The Superintendent or designee will:
- a. Include information about school activities in district communications to parent/guardians.

The District's Board policy and administrative regulation, containing parent involvement strategies shall be incorporated into the LEA plan and distributed to parents/guardians of students participating in Title 1 programs.

School Level Policies for Title 1 Schools

At each school receiving Title 1 funds, a written policy on parent involvement shall be developed jointly with and agree upon by parents/guardians of participating students.

Such policy shall describe the means by which the school will:

- A. Convene an annual meeting, at a convenient time, to which all parents/guardians of participating students shall be invited and encouraged to attend, in order to inform parents/guardians of their school's participation in Title 1 and to explain Title 1 requirements and the right of parents/guardians to be involved.
- B. Offer a flexible number of meetings; such as meetings in the morning or evening, for which related transportation, childcare, and/or home visits may be provided as such services relate to parent involvement
- C. Involve parents/guardians in an organized, ongoing, and timely way in the planning, review, and improvement of Title 1 programs, including the planning, review, and improvement of the school's parent involvement policy and, if applicable, the joint development of the plan for school-wide programs pursuant to 20 USC 6314.

The school may use an existing process for involving parents/guardians in the joint planning and design of the school's programs provided that the process includes adequate representation of parents/guardians of participating students.

- D. Provide the parents/guardians of participating student all of the following:
- Timely information about Title 1 programs
 - A description and explanation of the school’s curriculum, forms of academic assessment use to measure student progress, and the proficiency levels student are expected to meet.
- E. If the school-wide program plan is not satisfactory to the parents/guardians of participating students, submit any parent/guardian comments when the school makes the plan available to the district
- F. Jointly develop with the parents/guardians of participating students a school-parent compact that outlines how parents/guardians, the entire school staff, and students will share responsibility for improved student academic achievement and the means by which the school and parents/guardians will build a partnership to help students achieve state standards.

This compact shall address:

- The school’s responsibility to provide high-quality curriculum and instruction in a supportive and effective learning environment that enables participating students to achieve the state’s student academic achievement standards.
 - Ways in which parents/guardians will be responsible for supporting their children’s learning, such as monitoring attendance, homework completion, and television viewing; volunteering in the classroom; and participating, as appropriate, in decisions related to their children’s education and the positive use of extracurricular time
 - The importance of communication between teachers and parents/guardians on an ongoing basis through, at a minimum:
 - ✓ Parent-teacher conferences in elementary schools, at least annually, during which the compact shall be discussed as it relates to the student’s achievement
 - ✓ Frequent reports to parents/guardians on their children’s progress
 - ✓ Reasonable access to staff, opportunities to volunteer and participate in their child’s classroom, and observation of classroom activities
- G. Build the capacity of the school and parents/guardians for strong parent involvement by implementing the activities described in items #3a-d in the section “District Strategies for Title 1 Schools” on page 26.
- H. To the extent practical, provide full opportunities for the participation of parents/guardians with limited English proficiency, parents/guardians with disabilities, and parents/guardians of migrant children, including providing information and school reports required under 20 USC 631 (h) in a format and language such parents/guardians can understand. If the school has a parent involvement policy that applies to all parents/guardians, it may amend that policy to meet the above requirements.

Each school’s parent involvement policy shall be made available to the local community and distributed to parents/guardians of participating students in an understandable and uniform format and, to the extent practicable, provided in a language the parents/guardians can understand.

Each school receiving Title 1 funds shall annually evaluate the effectiveness of its parent involvement policy. Such evaluation may be conducted during the process of reviewing the school’s single plan for student achievement in accordance with Education Code 64001.

The principal or designee, jointly with parents/guardians of participating students, shall periodically update the school’s policy to meet the changing needs of parents/guardians and the school.

Transportation

Bicycle Policy

Students in grades 3 through 8 are allowed to ride bikes in accordance with the bike safety rules. Students in kindergarten through 2nd grade are not permitted to ride bicycles to school. All riders must wear a helmet and all bikes are to be locked in the bicycle racks. There is NO bike riding on campus at any time. Failure to follow bike safety rules may result in loss of bike riding privileges and/or confiscation of the bike by administrators pending a conference with the parent and the student.

- Lancaster School District Policy 5142 and California State Law require students to wear bicycle helmets.
- Bicycles are to be locked and left in the bicycle racks located in the enclosure, one bike per lock. Do not lock two or more bikes together.
- The bike rack will be locked at the start of school and unlocked at the end of the school day.
- Bike riding privileges may be taken away for violation of bicycle regulations such as:
 1. Riding on school campus.
 2. Riding on sidewalks immediately adjacent to the school when pedestrians are present.
 3. Tampering with someone else's bike.
 4. Violating local police regulations such as riding against a red light, etc.

Skateboards, scooters, and roller blades are not allowed on campus at any time.

Bus Standards

Riding the school bus is a privilege, not a right. The bus driver is responsible for the safety and welfare of all the students on the bus. Students failing to abide by the bus rules and to obey the directions of the bus driver may have their bus riding privileges revoked. Site administrators shall immediately remove any student from the bus who is causing problems and poses a threat to the safety and welfare of other students.

Antelope Valley Schools Transportation Agency Bus Rules

Specific rules and consequences are issued by the Antelope Valley Schools Transportation Agency (AVSTA). The bus driver is responsible for enforcing these rules and will issue warnings and/or walking tickets to those students who choose to misbehave. Repeated violations may lead to suspension of transportation privileges not only for travel to and from school but also on field trips. The Lancaster School District will support AVSTA in enforcing the rules, which include, but are not limited to, the following:

1. Cooperate with the driver. Follow directions the first time they are given.
2. Arrive at the bus stop not more than 5 minutes before the scheduled bus departure time. While going to and from bus stop and waiting for the bus, keep out of street and off private property. Noise, rowdy behavior and property damage at the bus stop could cause that stop to be moved to a less convenient location. Students must use the designated stop closest to his or her home both A.M. and P.M. Any student having to use another stop in an "emergency only" situation must have a note pre-approved by the school and parent receiving the child at the stop.
3. Board and leave the bus in an orderly manner. Do not push other students. Follow driver's instructions concerning seating location and unloading procedure.
4. Be seated promptly. Be willing to share seat with fellow bus riders.

5. Always sit facing the front of the bus. Remain seated when bus is in motion. Do not change seats without permission of driver. Do not “save” seats for others.
6. Keep head, hands and arms inside bus at ALL times. Do not yell out of windows to others outside of bus.
7. No physical contact of any kind is allowed. Keep hands off other people and off others possessions.
8. Animals, insects, and reptiles are not permitted on the bus. Guide dogs and signal dogs excepted (54.2 Civil Code).
9. Glass containers, skateboards, roller blades/skates, and large musical instruments, that cannot be carried on the student’s lap, radios, tape players, CD players, playground equipment, etc. and other large , bulky items that cannot be carried on student’s lap are prohibited on bus. (Pupils should arrange for parents to transport such items when required). Special arrangements must be made for the transportation of athletic equipment. Cleats and/or spikes must be removed prior to boarding the bus.
10. Bus aisle and emergency exits must be kept clear of feet, legs, arms, books and lunches.
11. Keep the bus clean. Students are not to eat, drink or chew gum or tobacco on the bus.
12. Students must wear shoes and shirts at all times while on the bus. No open cosmetics or aerosol cans are permitted.
13. Do not use obscene or profane language. Smoking, any narcotics, weapons, and lighting of matches are not permitted on bus. No hazardous materials, liquids, or gases are permitted on the bus.
14. Do not deface or destroy bus equipment. Damage to seats, windows and other parts of the bus is unnecessary and costly. Any damage will be paid for by the student responsible or the parents.
15. Avoid loud talking, loud laughter, or unnecessary confusion.
16. Students living across the streets, upon which the bus is stopped to unload them, should cross only when the driver indicates it is safe to do so. Students must cross the street in front of the bus and walk straight across the street. The driver will escort Elementary and Junior High students across the street.
17. In school district with bus passes, students must show their bus pass before boarding the bus and may not use another student’s pass.
18. Students are not allowed to use cell phones while on the bus. Cell phones in student’s possession while on a bus must be left in backpack at all times.
19. Students that leave campus for any reason other than a school authorized, pre-approved appointment will NOT be allowed to ride the bus home in the P.M.
20. If school bus is equipped with seat belts and shoulder straps, they must be worn at all times. Tampering with any seat belt or should strap is prohibited.

Transportation is a privilege. Failure to abide by one or more of these rules may result in the loss of bus riding privileges.

Guidelines for Student Discipline on Buses

In order to provide the safe transportation of students, we are using the following assertive discipline policy.

The Lancaster School District believes all students can behave appropriately and safely while riding on a school bus. We will not tolerate students deterring drivers from doing their job or preventing other students from having safe transportation. Therefore, the driver will carry out the following consequences if a student disregards bus rules:

- 1st Ticket Will result in written notice to parents and school administrators.
- 2nd Ticket Will result in loss of bus privileges for 1 to 3 school days. The parent will be responsible for transporting the student.
- 3rd Ticket Will result in loss of bus riding privileges for 5 school days. The parent will be responsible for transporting the student.
- 4th Ticket Will result in loss of bus riding privileges for 10 school days. The parent will be responsible for transporting the student.
- 5th Ticket Will result in loss of bus riding privileges per Title V, Section 14103 #B for the remainder of the current school year.

The Minor Clause may be used at the discretion of the Agency. The Agency has the right to adjust the number of days the bus riding privileges can be denied. This could be anywhere from a written warning to 1-3 days loss of bus riding privileges.

The Severe Clause may be invoked without a written warning having been previously issued whenever the offense is of such serious nature to warrant it. Some examples of these offenses are:

- Physical contact of any kind with driver or student
- Harassment of any kind, sexual or disability.
- Threatening a driver or student. Arguing with the driver.
- Use of foul or obscene language. Any gang signs or racial remarks.
- Any violation causing or likely to cause injury to driver or student.
- Throwing objects in or out of bus.
- Jumping out of bus window or emergency door.
- Destroying or defacing bus or bus equipment.
- Any action that interferes with the safe transportation of student. Continued disorderly conduct.
- Weapon of any kind.
- Any violation of the Education code.

Consequences: Students will be denied bus transportation until a conference with parents, student, administrator, and agency representative can be arranged if deemed necessary. Any illegal activity can result in notification of law enforcement.

School Safety

Emergencies and Disaster Preparedness Plan

Lancaster School District Board Policy 3516 states that the school district must be prepared to respond quickly and responsibly to emergencies, disasters, and threats of disaster. A plan must be written to facilitate an immediate and appropriate response. The plan should be reviewed and updated annually. The disaster plan shall include, but not be limited to:

- Fires (fire drills shall be sounded not less than once every calendar month, per Ed. Code 32001).
- Bombs (threats or actual bomb detonation).
- Disasters such as floods, heavy snows, torrential rains, earthquakes, and tornadoes.
- Disasters such as riots, chemical accidents, airplane crashes.

Inclement Weather

If you wake up to snow on the ground or think it might snow, please listen to a local radio station. A decision is usually made late at night or early in the morning (before 2 a.m.) as to whether it is safe to run the buses. If the buses don't run, then school is closed. Our automated telephone system will notify the parent/guardian in the event of school closures due to inclement weather.

Please do not call the school district or the school office as they will probably be closed too. If you arrive at school at the regular time and do not see cars in the parking lot and the gates are locked, do not drop your child off.

For the health and safety of students, inclement weather guidelines are available at all schools and will be implemented when temperatures are in excess of 100 degrees, below freezing, or during conditions of extreme wind.

Smog alert warnings are established by the South Coast Air Quality Management District. Once notification of a smog alert is received, the school principal will invoke the following guidelines:

Predicated or Attained Stage 1 Smog Episode:

- Strenuous physical activities for all students shall be discontinued.
- Students shall be allowed to remain indoors.
- Home athletic events shall be cancelled or relocated.

Predicated or attained Stage 2 or Stage 3 Smog Episode

- Strenuous physical activities by all students shall be discontinued
- All students shall be required to remain inside
- Co-curricular and extra curricular activities shall be discontinued

School Safety Plan (SB187)

Senate Bill 187 requires schools to identify appropriate safety strategies and programs that will address the school's procedures for complying with existing laws related to school safety. Each school site must maintain the Comprehensive School Safety Plan in the school office and make the plan available for public review. The School Safety Plan Committee shall meet annually to review the plan and amend as necessary.

Code Blue: When an emergency occurs which necessitates the locking of the entire campus, the Code Blue signal will sound. If students are at lunch, they are to return to their homeroom immediately. If students are away from class, they are to go into the nearest classroom after showing their pass to that teacher. All teachers will lock their doors. Other staff members will lock the remainder of the campus' doors and gates. At the end of the emergency, an "all clear" announcement will be made.

Annual Notification of Parental Rights

California Education Code requires that parents be apprised annually of their rights concerning student attendance in the public school system. Please read the following list of rights carefully. Questions regarding these rights may be directed to your local school office.

Asbestos Management Plan – 40 CFR 763.93

The Lancaster School District maintains and annually updates its management plan for asbestos-containing material in school buildings. For a copy of the asbestos management plan, please contact the Lancaster School District Facilities Department.

Attendance Options/Permits – EC 48980(h)

Residency – EC 48200 and 48204

A minor between the ages of 6 and 18 years is subject to compulsory education and, unless exempted, must enroll in school in the school district in which the residence of either the parent or legal guardian is located.

A pupil may alternatively comply with the residency requirements for school attendance in a school district, if he or she is any of the following: placed in a foster home or licensed children's institution within the boundaries of the school district pursuant to a commitment of placement under the Welfare and Institutions Code; 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 the parents or legal guardians of the pupil are employed within the boundaries of the school district.

Intradistrict Open Enrollment – EC 35160.5(b)

Residents of the School District may apply to other schools within the District for their child to attend on a space available basis. Information on each school within the District is provided on the District website. Transportation to any other school is the responsibility of the parent.

Application materials will be available by March 1st and must be received by March 31st. For further information, please contact the Pupil Safety and Attendance Office at 661-940-4355.

Interdistrict Attendance – EC 46600 *et seq.*

The parent or legal guardian of a pupil may seek release from the home district to attend a school in any other school district. Unless otherwise specified in the agreement, a pupil will not have to reapply for an interdistrict transfer, and the school board of the district of enrollment must allow the pupil to continue to attend the school in which he/she is enrolled.

Open Enrollment Act – EC48350 *et seq.*

Whenever a student is attending a school on the Open Enrollment List as identified by the Superintendent of Public Instruction, the student may seek to transfer to another school within or outside of the district, as long as the school to which he/she is transferring has a higher Academic Performance Index. Transportation to any other school is the responsibility of the parent. School districts are allowed to adopt specific, written standards for acceptance and rejection of applications as long as students are selected through a "random and unbiased" process. Unless the school waives the deadline, requests for transfers are to be submitted by January 1 of the prior school year. To apply, parents must directly contact the school district to which they seek to transfer their student. The Open Enrollment List can be found on the California Department of Education website at <http://www.cde.ca.gov/sp/eo/op/>.

Availability of Prospectus – EC 49063 and 49091.14

Each school must annually compile a prospectus of the curriculum to include titles, descriptions and instructional goals for every course offered by the school. Please contact the Lancaster School District Educational Services Office for a copy of the prospectus.

Child Find System – EC 56301

Requires the special education local plan area (SELPA) to establish written policy and procedures for continuous child find system including children with disabilities who are migrant or homeless or wards of the state and children with disabilities attending private schools. Policy and procedures to include written notification to all parents of their rights regarding identification, referral, assessment, instructional planning, implementation, review, and procedures for initiating referral for assessment

Confidential Medical Services – EC 46010.1

School authorities may excuse any pupil in grades 7-12 from the school for the purpose of obtaining confidential medical services without the consent of the pupil's parent or guardian.

Directory Information – EC 49073

“Directory Information” includes one or more of the following items: student’s name, address, telephone number, date and place of birth, 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 public or private school attended by the student. No information may be released to private profit making entity other than employers, prospective employers and representatives of the news media, including, but not limited to, newspapers, magazines, and radio and television stations. Directory information may be disclosed without prior consent from the parent or legal guardian unless the parent or legal guardian submits a written notice to the school to deny access to his/her pupil’s directory information.

Entrance Health Screening – HSC 124085, 124100, 124105, and 120475

State law requires that the parent or legal guardian of each pupil provide the school documentary proof that the pupil has received a health screening examination by a doctor within 90 days after entrance to first grade. Pupils may be excluded up to 5 days from school for failing to comply or not providing a waiver. Free health screening is available through the local health department.

Excused Absences – EC 46014 and 48205

Pupils, with the written consent of their parents or guardians, may be excused from school in order to participate in religious exercises or to receive moral or religious instruction.

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

- (a) Notwithstanding Section 48200, a pupil shall be excused from school when the absence is:
 - (1) Due to his or her illness.
 - (2) Due to quarantine under the direction of a county or city health officer.
 - (3) For the purpose of having medical, dental, optometric, or chiropractic services rendered.
 - (4) For the purpose of attending the funeral services of a member of his or her immediate family, so long as the absence is not more than one day if the service is conducted in California and not more than three days if the service is conducted outside California.
 - (5) For the purpose of jury duty in the manner provided for by law.

- (6) Due to the illness or medical appointment during school hours of a child of whom the pupil is the custodial parent.
 - (7) For justifiable personal reasons, including, but not limited to, an appearance in court, attendance at a funeral service, observance of a holiday or ceremony of his or her religion, attendance at religious retreats, attendance at an employment conference, or attendance at an educational conference on the legislative or judicial process offered by a nonprofit organization when the pupil's absence is requested in writing by the parent or guardian and approved by the principal or a designated representative pursuant to uniform standards established by the governing board.
 - (8) For the purpose of serving as a member of a precinct board for an election pursuant to Section 12302 of the Elections Code.
- (b) A pupil absent from school under this section shall be allowed to complete all assignments and tests missed during the absence that can be reasonably provided and, upon satisfactory completion within a reasonable period of time, shall be given full credit therefore. The teacher of the class from which a pupil is absent shall determine which tests and assignments shall be reasonably equivalent to, but not necessarily identical to, the tests and assignments that the pupil missed during the absence.
 - (c) For purposes of this section, attendance at religious retreats shall not exceed four hours per semester.
 - (d) Absences pursuant to this section are deemed to be absences in computing average daily attendance and shall not generate state apportionment payments.
 - (e) "Immediate family," as used in this section, has the same meaning as that set forth in Section 45194, except that references therein to "employee" shall be deemed to be references to "pupil."

Free and Reduced-price Meals – EC 49510 et seq.

Free or reduced-price lunches are available at school for pupils whose parents or legal guardians qualify, based on annual household income, and complete the required application form. Application forms may be obtained through the Lancaster School District Child Nutrition Office or online at www.schoolapp.com.

Harm or Destruction of Animals – EC 32255 et seq.

Any pupil with a moral objection to dissecting or otherwise harming or destroying an animal, or any part thereof, must inform his or her teacher of the objection. Objections must be substantiated by a note from the pupil's parent or guardian.

A pupil who chooses to refrain from participation in an education project involving the harmful or destructive use of an animal may receive an alternative education project, if the teacher believes that an adequate alternative education project is possible. The teacher may work with the pupil to develop and agree upon an alternative education project so that the pupil may obtain the knowledge, information, or experience required by the course of study in question.

Immunizations – EC 49403 and 48216, HSC 120335, 120365, and 120370

Unless a pupil's parent or legal guardian provides the school with an acceptable signed waiver, a pupil must be immunized against certain communicable diseases. Students are prohibited from attending school until the immunization requirements are met. The school district shall cooperate with local health officials in measures necessary for the prevention and control of communicable diseases in school age children. The District may use any funds, property, or personnel and may permit any person licensed as a physician or registered nurse to administer an immunizing agent to any student whose parents have consented in writing.

Instruction for Pupils with Temporary Disabilities – EC 48206.3, 48207 and 48208

A pupil with a temporary disability which makes attendance in the regular day classes or the alternative educational program in which the pupil is enrolled impossible or inadvisable may receive individualized instruction provided in the pupil's home for one hour a day. Please contact Crossroads Alternative Education at 661-726-5454 for further information.

A pupil with a temporary disability, who is in a hospital or other residential health facility, excluding a state hospital, may be deemed to have complied with the residency requirements for school attendance in the school district in which the hospital is located.

It is the responsibility of the parent or guardian to notify the school district in which the hospital or other residential health facility is located of the presence of a pupil with a temporary disability. Upon receipt of the notification, the district will within five working days determine whether the pupil will be able to receive individualized instruction pursuant to EC 48206.3 and, if so, provide the instruction within five working days or less.

Medical or Hospital Service – EC 49472

The School District does not provide or make available medical and hospital services for pupils who are injured in accidents related to school activity or attendance.

Medication Regimen – EC 49480

The parent or legal guardian of any pupil taking medication on a regular basis must inform the school nurse or designee of the medication being taken, the current dosage, and the name of the supervising physician. With the consent of the parent or legal guardian, the school nurse may communicate with the physician and may counsel with the school personnel regarding the possible effects of the medication on the pupil.

Administration of Prescribed Medication for Pupils – EC 49423 and 49423.1

Any pupil who is required to take, during the regular school day, medication prescribed by a physician or surgeon, may be assisted by the school nurse or other designated school personnel or may carry and self-administer auto-injectible epinephrine or inhaled asthma medication if the school district receives a written statement of instructions from the physician detailing the method, amount and time schedules by which such medication is to be taken.

Regulations On The Administration Of Medication During School Hours

School personnel, if authorized by the responsible administrator, may assist pupils who must take prescribed medication during school hours.

A. General Policy – E.C. 49423

1. No pupil shall be given medications during school hours except upon the written request from licensed physician/surgeon who has the responsibility for the medical management of the pupil. All such requests must be signed by the parent or guardian.
2. ***No medications may be brought to school by pupils.***
3. Medication includes both OTC (over the counter) and prescribed items, and shall be stored in a locked cabinet in the school health office.

B. Responsibility Of The Parent Or Guardian

1. Parents and guardians shall be encouraged to cooperate with the physician to develop a schedule so that the necessity for taking medications at school will be minimized or eliminated.
2. Parents and guardians will assume full responsibility for the supplying of all medications.
3. Parents and guardians shall deliver or cause to be delivered by an adult or an authorized employee of a pharmaceutical supplier any medication to be administered under the provisions of this policy.

4. Parent request and physician statement must be renewed at least annually; new signed physician and parent statements must be submitted if the medication regimen is changed.

C. Responsibility Of The Physician

1. A request form for each prescribed medication must be completed by the pupil's physician, signed by the parent or guardian, and filed with the school nurse or designated representative.
2. The container must be clearly labeled with the following information:
 - a. Pupil's full name
 - b. Physician's name
 - c. Name of medication
 - d. Dosage, schedule, and dose form
 - e. Date of expiration of prescription
3. Each medication is to be in a separate container labeled as above.

D. Responsibility Of School Personnel

1. The school nurse or designee will assume responsibility for placing medications in a locked cabinet, which shall be used only for the storage of medication.
2. Pupils will be assisted with taking medications according to the physician's instructions, and the procedure observed by the school nurse or designee.

Nondiscrimination Statement

The Lancaster School District is committed to equal opportunity for all individuals in education. District programs and activities shall be free from discrimination based on gender, sex, race, color, religion, national origin, ethnic group identification, physical or mental disability, sexual orientation, or the perception of one or more of such characteristics. The District assures that lack of English language skills will not be a barrier to admission or participation in District programs. Complaints of unlawful discrimination are investigated through the Uniform Complaint Process. Such complaints must be filed no later than six months after knowledge of the alleged discrimination was first obtained. For a complaint form or additional information, contact the Lancaster School District.

Notice of Alternative Schools – EC 58501

California state law authorizes all school districts to provide for alternative schools. Education Code 58500 defines alternative school as a school or separate class group within a school which is operated in a manner designed to:

- (a) Maximize the opportunity for students to develop the positive values of self-reliance, initiative, kindness, spontaneity, resourcefulness, courage, creativity, responsibility, and joy.
- (b) Recognize that the best learning takes place when the student learns because of his/her desire to learn.
- (c) Maintain a learning situation maximizing student self-motivation and encouraging the student in his/her own time to follow his/her own interests. These interests may be conceived by him/her totally and independently or may result in whole or in part from a presentation by his/her teachers of choices of learning projects.
- (d) Maximize the opportunity for teachers, parents, and students to cooperatively develop the learning process and its subject matter. This opportunity shall be a continuous, permanent process.
- (e) Maximize the opportunity for the students, teachers, and parents to continuously react to the changing world, including, but not limited to, the community in which the school is located. In the event any parent, 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.

Oral Health Assessment – EC 49452.8

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

Pesticide Products – EC 17612

To obtain a copy of all pesticide products and expected use at the school facility during the year, please contact the Lancaster School District Facilities Department. The notice will identify the active ingredient(s) in each pesticide product and an internet address on pesticide use and reduction. (See Appendix [B](#) and [C](#) for list of products used and for notification form.)

Physical Examination – EC 49451

A parent or guardian may file annually with the school principal a written statement, signed by the parent or legal guardian, withholding consent to a physical examination of the pupil. However, whenever there is good reason to believe that the pupil is suffering from a recognized contagious or infectious disease, the pupil shall be sent home and shall not be permitted to return until school authorities are satisfied that the contagious or infectious disease no longer exists.

Pupil Records – EC 49063 and 49069, 34 CFR 99.7, 20 USC 1232g

A cumulative record, whether recorded by handwriting, print, tapes, film, microfilm or other means, must be maintained on the history of a pupil's development and educational progress. The District will protect the privacy of such records. Parents/guardians have the right to 1) inspect and review the student's educational record maintained by the school, 2) request that a school correct records which they believe to be inaccurate or misleading, and 3) have some control over the disclosure of information from educational records. School officials with legitimate educational interests may access student records without parental consent as long as the official needs to review the records in order to fulfill his/her professional responsibility. Upon request from officials of another school district in which a student seeks or intends to enroll, the District shall disclose educational records without parental consent.

Parents' request to access their student's educational records must be submitted in a written form to the principal and the school will have five (5) business days from the day of receipt of the request to provide access to the records. Copies of student records are available to parents for a fee of .10 cents per page.

Any challenge to school records must be submitted in writing to the school principal. A parent challenging school records must show that the records are 1) inaccurate, 2) an unsubstantiated personal conclusion or inference, 3) a conclusion or inference outside the observer's area of competence, 4) not based on the personal observation of a named person with the time and place of the observation noted, 5) misleading, or 6) in violation of the privacy or other rights of the student. Parents have the right to file a complaint with the United States Department of Education concerning an alleged failure by the District to comply with the provisions of the United States Family Educational Rights and Privacy Act (FERPA) by writing to: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Ave., SW, Washington, D.C. 20202-4605.

School Bus Safety – EC 39831.5

All pupils in pre-kindergarten, kindergarten and grades 1 to 6, shall receive written information on school bus safety (*i.e.*, a list of school bus stops near each 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). Prior to departure on a school activity trip, all pupils riding on a school bus or school activity bus shall receive safety instruction that includes, but is not limited to, location of emergency exits, and location and use of emergency equipment. Instruction also may include responsibilities of passengers seated next to an emergency exit.

Sex and HIV/AIDS Education – EC 51938

The purpose of the California Comprehensive Sexual Health and HIV/AIDS Prevention Education Act (Education Codes 51930 through 51939) is to provide every student with the knowledge and skills necessary to protect their sexual and reproductive health from unintended pregnancy and sexually transmitted diseases.

The Lancaster School District will provide instruction in comprehensive sexual health education, HIV/AIDS prevention education, and/or will conduct assessments on pupil health behaviors and risks in the coming school year.

Parents or guardians may:

1. Inspect the written and audiovisual educational materials used in the comprehensive sexual health and HIV/AIDS prevention education
2. Request in writing that their child not receive comprehensive sexual health or HIV/AIDS prevention education
3. Request a copy of Education Codes 51930 through 51939
4. Be informed whether the comprehensive sexual health or HIV/AIDS prevention education will be taught by district personnel or outside consultants
5. When the district chooses to use outside consultants or to hold an assembly with guest speakers to teach comprehensive sexual health or HIV/AIDS prevention education, to be informed of:
 - a. The date of the instruction
 - b. The name of the organization or affiliation of each guest speaker

Sexual Harassment – EC 48980(g)

The Lancaster School District is committed to maintaining a learning and working environment that is free from sexual harassment. Any student who engages in sexual harassment of anyone in or from the district may be subject to disciplinary action to and including expulsion. Any employee who permits, engages in, or fails to report sexual harassment shall be subject to disciplinary action up to and including dismissal. For a copy of the district's sexual harassment policy or to report incidences of sexual harassment, please contact the principal or designee.

Surveys – EC 51513

Anonymous, voluntary and confidential research and evaluation tools to measure student's health behaviors and risks, including tests, questionnaires, and surveys containing age-appropriate questions about the student's attitudes and practices relating to sex, family life, morality, and religion may be administered to students if the parent is notified in writing that 1) this test, questionnaire, or survey is to be administered, 2) the student's parent is given the opportunity to review the test, questionnaire, or survey, and 3) the parent consents in writing.

Uniform Complaint Policy and Procedure – 5 CCR 4622, EC 32289

The District has established Uniform Complaint Procedures to resolve alleged acts of discrimination on the basis of age, sex, sexual orientation, ethnic group identification, race, national origin, religion, color, or physical or mental disability, which apply to all state and federally funded programs. Uniform complaint procedures shall also be used when addressing complaints alleging failure to comply with state and/or federal laws in adult education, consolidated categorical aid programs, migrant education, vocational education, child care and developmental programs, child nutrition programs and special education programs. A complaint must be filed no later than six months from the date the complainant first obtains knowledge of the concern. These uniform procedures require the complainant to submit a written complaint to the Title IX Officer who will coordinate an investigation and response within 60 days of receipt of the written complaint, unless the complainant agrees in writing to extend the time line. A complainant may appeal the District's decision to the California Department of Education (CDE) by filing a written appeal within 15 days after receiving the District's decision. The CDE may directly intervene in the complaint without waiting for action by the district when one of the conditions listed in 5 CCR 4650 exists, including cases in which the district has not taken action within 60 days of the date the complaint was filed with the district. If a district is found to have violated a State or Federal law and/or regulation, and the District does not take corrective action to comply, then various civil remedies may be available.

Contact the Lancaster School District Title IX Officer at 661-948-4661 for additional information or assistance.

Victim of a Violent Crime – 20 USC 7912a

A student who becomes a victim of a violent criminal offense while in or on the grounds of a school that the student attends, has the right to transfer to another school within the district. The District has 14 calendar days to offer students the option to transfer. For more information, please contact the Director of Pupil Safety and Attendance at 661-940-4355.

Williams Complaint Policy & Procedure – EC 35186

Every school must provide sufficient textbooks and instructional materials. Every student, including English learners, must have textbooks or instructional materials, or both, to use at home or after school. School facilities must be clean, safe, and maintained in good repair. There should be no teacher vacancies or misassignments. If a school is found to have deficiencies in these areas, and the school does not take corrective action, then a complaint form may be obtained at the Lancaster School District. Parents, students, teachers or any member of the public may submit a complaint regarding these issues. However, it is highly encouraged that individuals express their concerns to the school principal before completing the complaint forms to allow the school to respond to these concerns.

Appendix

2011-2012 Student Calendar

Board Approved March 15, 2011

August				
M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

September				
M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

October				
M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

November				
M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

December				
M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

January				
M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			








February				
M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29		

March				
M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

April				
M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

May				
M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

June				
M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

	Schools Closed
	Teacher Prep No School for Students
	Furlough Days No Students
	Early Release Parent Conf.
	Early Release
	State Testing
	First/Last Day of School

Lancaster School District

2011-2012 Annual Pesticide Notification
(Applicable Only for the Current School Year)

The Healthy Schools Act of 2000 requires all California school districts to notify parents and guardians of pesticides they expect to apply during the year. We may use the following pesticides on your school site during 2011-12:

COMMON NAME	MANUFACTURER	EPA #	ACTIVE INGREDIENTS	USE
5-6-5 Plus	Whitmere Microgen	499-310	Pyrethrins	Flying insects
Advance	Whitmere Microgen	499-370	Abamectin	Ants
Borid	Westbury Co.	9444-129	Orthoboric Acid	Roaches, ants
BP 100	Whitmere Microgen	499-452	Pyrethrins	Flying insects
CB-80	Waterbury Co.'s	9444-175	Pyrethrins, Piperonyl Butoxide Technical	Wasps, bees
Cy-Kick	Whitmere Microgen	499-470	Cyfluthrin	Roaches, scorpions, spiders
Demand	Zeneca	100-1066	Camoa – Cyhalothrin	Ants, roaches, spiders
Diazinon 4E	Prentiss Corp.	655-457	Diazinon	Spiders, ants, roaches
Drione	Bayer Environ	432-992	Pyrethrins, Piperonyl Butoxide Technical, Amorphous Silica Gel	Ants, Roaches, Silverfish, Bees
Final Blox	Bell Labs	12455-89	Brodifacoom	Mice
Fluorguard	F.M.C.	1812-348-297	N-Ethyl-Perfluorooctanesulfonamide	Ants
Fumitoxin	Pestcon Systems	5857-1	Aluminum Phosphide	Ground rodents
Fusilade II	Sengenta	100-1084	Fluazifop-P-butyl Butyl –2-[4-[[5-(trifluoromethyl)-2-	Turf & Ornamental herbicide/weed control
Gas Cartridge	USDA-Aphis	56228-2	Sodium Nitrate, Charcoal	Ground rodents
Mecomec 2.5	PDI/Gordon Corp.	33955-483-2217	Methyl, Chlorophenoxy Potassium Hydroxide, Diethanolamine	Herbicide weed control
Niban Granular Bait	Nisus Corp.	64405-2	Orthoboric Acid	Ants, roaches
Pendulum 3.3	BASF	241-341	Pendimethalin	Preemergent/weed control
Phantom	BASF Corp	241-392	Chlorfenapyr, bromo	ants
QuikPRO	Monsanto Company	524-535	Ammoniumsalt of N glycine, Dihydrodipyrido pyrazinedium dibromide	Herbicide – weed control
Rozol	Lipha Tech., Inc.	7173-184	Chlorophacinone	Ground rodents
Surflan A.S.	DowElanco	62719-113	3,5-Dinitro-N4, Dipropylsulfanilamide, Propylene, Glycerine	Weeds
Suspend SC	Agrevo	432-763	Deltametarin	Ants, roaches, fleas, spiders
Talstar Professional	F.M.C. Corp.	279-3206	Bifenthrin	Ants, roaches, spiders
Talstar/Granules	F.M.C. Corp.	279-3168	Bifenthrin	Beetles, ants, roaches
Termidor SC	BASF	7969-210	Fipronil	Ants
Wasp – Freeze	Whitmere Microgen	499-362	Phenoxybenzl	Wasps, bees

You can find more information regarding these pesticides and pesticide use reduction at the Department of Pesticide Regulation's web site at <http://www.cdpr.ca.gov>

Parents or guardians may request prior notification of individual pesticide applications at the school site. People listed on this registry will be notified at least 72 hours before pesticides are applied, except in emergencies. If you would like to be notified when we plan to apply a pesticide, please complete and return the form below to your child's school site.

If you have any questions, please contact the Lancaster School District Facilities Department at 661-948-4661.



Request For Individual Pesticide Application Notification

2011-2012 School Year

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

PLEASE PRINT CLEARLY:

School Name: _____ Room/Teacher: _____

Student Name: _____ Date of Birth: _____

Name of Parent/Guardian _____

Address: _____

City: _____ Zip Code: _____

Day Phone: () _____ Evening Phone: () _____

E-Mail: _____

Parent/Guardian Signature



Internet Safety For Students

The Lancaster School District prides itself on providing a safe learning environment for its students. An emerging national concern is the inappropriate use of the Internet by students. This problem has the potential to be harmful, and we ask your support in assisting us with this challenge.

Across the nation, schools have seen an increase in negative student behavior as a result of messages written from home computers and posted to popular “chat room” or “message exchange” Web sites. Such sites as Myspace.com, Facebook.com, and Twitter.com contain instant messaging components that allow students to chat with other students and to post statements that ordinarily would not be said in a face-to-face conversation. The popularity of these Web sites seems to be growing.

Unfortunately, some of these Web sites are being used by child predators, “cyber bullies,” and con artists. To our knowledge, there are no adults officially responsible for monitoring the content on such Web sites, and some students use the sites to participate in online bullying or to threaten harm to other students. The so-called “cyber bullies,” mostly children between the ages of 9 and 14, use the anonymity of the Web to hurt others without witnessing the consequences. Students who are bullied online sometimes do not report these occurrences for fear that they will be barred from using the Internet.

Outside of our schools, there have been instances of adults posing as youths and gaining access to student chat rooms. In some cases, these contacts have led to tragedy. Some unsuspecting students post enough personal information that predators are able to locate students’ home or school addresses, thereby becoming easy targets for predators.

The Lancaster School District has blocked the use of Myspace.com, Facebook.com, Twitter.com and similar Web sites from our school computers. We will continue to block objectionable material as we deem appropriate. Parents should be aware of what their children are writing on the Internet and what others are posting in reply. Although most of what is written on these sites is not immoral, offensive, or illegal, some of it is.

Helpful Tips and Resources

We encourage you to talk with your son or daughter about the potential danger of the Internet. Ask if they have an account on Web sites such as these. If your child is using such a site with your permission, you may want to review his or her profile to ensure that no personal and identifiable information has been posted.

We also encourage you to establish rules and guidelines to ensure the safety of your child while on the Internet. Some Web sites offer parental or family guidance for Internet safety; for example, SafeKids.com, located online at <http://www.safekids.com>, and Web Wise Kids, located online at <http://www.webwisekids.org>, by telephone at 866-WEB-WISE, or by e-mail at webwisekids2@aol.com.

The Lancaster School District will continue to provide Internet security within our schools. It is important that parents also monitor Internet use at home.

Thank you for your support and cooperation in keeping our students safe. If you have questions or would like more information, please feel free to contact us at 661-948-4661.

Internet Use Agreement

Sample

Lancaster School District INTERNET USE AGREEMENT - STUDENT

STUDENT

I agree to abide by Board Policy/Administrative Regulation 6163.4, which is available to me in my Student Handbook. I understand that the Lancaster School District will provide me access to the Internet for educational purposes. I agree that I will use this access only for that purpose. Internet access is a privilege, not a right. I further understand that any violation of the regulations is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, and school disciplinary action and/or appropriate legal action may be taken. I have read and understand the **Behavior Rules For Students Using School Computers and Networks**.

Student Name (Please Print)

Student Date of Birth

Student Signature

Date

School Location

PARENT OR GUARDIAN

As the parent or guardian of this student, I understand Board Policy/Administrative Regulation 6163.4 is available to me in the Student Handbook. I understand that this Internet access is designed for educational purposes. However, I also recognize it is impossible for the Lancaster School District to restrict access to all controversial materials, and I will hold my child responsible for materials acquired online. I hereby certify that the information contained on this form is correct. I have read and understand the **Behavior Rules For Students Using School Computers and Networks**.

Parent/Guardian Name (Please Print)

- My child may use the Internet
 I do not want my child to use the Internet

Parent/Guardian Signature

Date

Work Phone Number

Home Phone Number

Sample

Acknowledgement of Receipt and Review

**LANCASTER SCHOOL DISTRICT
2011-2012 ACKNOWLEDGEMENT OF RECEIPT AND REVIEW OF HANDBOOK
(including Annual Parental Rights Notification, Annual Pesticide Notification, Annual
Parent Involvement Policy Notification, and Selected Board Policies)**

Dear Parent/Guardian:

The Lancaster School District is required to annually notify parents and guardians of rights and responsibilities in accordance with Education Code 48980. Our handbook including this information is available on our website at www.lancsd.org or a printed copy is available upon request from your school office.

If you have any questions, or if you would like to review specific documents, please contact an administrator at your child's school. He or she will be able to give you more detailed information and assist you in obtaining copies of any materials you wish to review.

Please complete this "Acknowledgement of Receipt and Review" form, and return it to your child's school.

Pursuant to Education Code 48982, the parent/guardian shall sign this notice and return it to the school. Signature on the notice is an acknowledgment by the parent or guardian that he or she has been informed of his or her rights but does not necessarily indicate that consent to participate in any particular program or activity has been given or withheld.

Student Name: _____

School: _____ Teacher: _____ Grade: _____

Parent/Guardian Name: _____

Address: _____

Home Telephone Number: _____

Signature of Parent/Guardian

Date

