



# Lancaster School District 2021-2022 Student Handbook



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# General Information

## Closed Campus

In accordance with Lancaster School District Policy, our schools have 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](http://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. If 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 go to your school office in person, with the number(s), so you can correct your student's emergency card. 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. 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

Regular school attendance is important if a child is to achieve his or her goals. As the new year begins, we urge you to make an extra effort to ensure that your pupil attends school **EVERY DAY**. Although the expectation is that all students come to school **ON TIME EVERYDAY**, we do understand life happens. Our **Challenge 5** attendance campaign challenges all students to **Strive for Less Than Five Days Absent!** Research shows good attendance supports academic achievement and will give your student the best chance at future success. We are here to support our families at every step of their child's educational journey. Parents may contact the school office to discuss an ongoing situation or concern that may affect a student's attendance. Any pupil who accumulates absences in excess of thirty (30) days may be considered for retention. These attendance guidelines do not pertain to students 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 your student is absent, please notify the office by phone before 10:00 a.m. If no contact is made, the student must bring a note from the parents explaining the absence. The absence note must include the student's:

- first and last name
- date of absence
- reason for absence
- parent/guardian signature

The note must be presented to the teacher for proper clearance. Absences not cleared within **three days** may automatically be deemed truant.

## 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 48 of this handbook.

## Independent Study

Short-term Independent study may be used if a student is going to be absent for a minimum of 3 school days to a maximum of 14 school days in a row. According to Board policy, independent study is permitted for a variety of reasons that might prevent a student from attending school for a limited period of time. Short-term independent study is permitted at the discretion of the school site administrator. Long Term Independent Study programs are available through the Lancaster Alternative Virtual Academy. For more information, please call 661-488-7600.

Short-term Independent study contracts must be requested prior to the first day of the planned absence and must be approved by an administrator. It can take up to five days to prepare the required school work for short-term independent study so please plan well in advance whenever possible. A request form is available in the school office. Students with poor attendance and/or poor grades may be denied short-term independent study. The short-term independent study contract requires the signature of the parent/guardian, student, teacher, and the administrator *before* the absence.

All short-term independent study work is to be turned in to the teacher on the day the student returns to school unless other arrangements have been agreed to. Unreturned or incomplete independent study work will result in unexcused absences. Students who do not receive full credit for independent study may not be approved for future independent study requests.

## Los Angeles County District Attorney's Abolish Chronic Truancy (ACT) Program

The Abolish Chronic Truancy Program is designed to intervene in the early stages of an elementary or middle school student's attendance problem. Any pupil who is absent without excuse more than 10 days in a semester may be referred to the Los Angeles County District Attorney's Abolish Chronic Truancy (ACT) program, and may be referred to the School Attendance Review Board (SARB) for further evaluation. The program's goal is to help families understand and comply with school attendance laws to ensure that all children receive the education they so vitally need to succeed in life. Through ACT, families will be directed to community resources to assist in overcoming obstacles to their child/children's school attendance. Specially trained District Attorney Personnel, along with school administrators and teachers, have implemented the ACT program throughout the Lancaster School District. There are three steps in the process:

1. Students with school attendance problems are identified and placed in the ACT program. Parents are required to attend a meeting with school officials and District Attorney personnel. If school attendance problems continue, the student and parents are referred to a School Attendance Review Team (SART) for further intervention.
2. SART provides one-on-one intervention that gives individualized attention to the family and student. Efforts are made to determine the reasons behind the child's excessive absences and resolve them. If this does not produce satisfactory school attendance, the student and parents are referred to the district-level School Attendance Review Board (SARB).
3. SARB offers a last chance to resolve the attendance problem through intervention and assistance. If attendance problems persist, parents and students may be referred to the District Attorney's Office for mediation or prosecution.

## Release of Students During School Hours

All students are required to remain on campus during the school day. 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—EC48260(a)

Children should be encouraged to be prompt as part of developing good habits. They are expected to be at school on time. If a child is late, the child should bring an excuse from home to the school

office. 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.

California Law 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 without a valid excuse is considered truant. As with absences, excessive unexcused 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.

### **California Code of Regulations, Title V, Section 421 and Education Code, Section 48205**

Upon verification by a school official or physician, a pupil may be excused from school attendance due to his or her illness, quarantine, medical appointment (including dental and optometric), to attend the funeral services of a member of his or her immediate family, or to serve on jury duty.

When the pupil's absence has been requested in writing by the parent or guardian and approved by the principal or a designated representative, a pupil may also be excused from school for justifiable personal reasons, including, but not limited to, an appearance in court, observance of a holiday or ceremony of his or her religion, attendance at religious retreats, or attendance at an employment conference. Attendance at religious retreats shall not exceed four hours per semester.

### **Chronic Absenteeism – EC 60901**

A student is considered a chronic absentee when he/she is absent on 10% or more of the school days in one school year, from the date of enrollment to the current date. 10% of the school year is defined as 18 school days. Chronic absenteeism includes all absences – excused and unexcused – and is an important measure because excessive absences negatively impact academic achievement and student engagement.

### **Truancy Definitions — EC 48260, 48262, 48263.6**

A student is considered truant after three absences or three tardies of more than 30 minutes each time or any combination thereof and the absences or tardies are unexcused. After a student has been reported as a truant three or more times in a school year and the district has made a conscientious effort to meet with the family, the student is considered a habitual truant. A student who is absent from school without a valid excuse for 10% or more of the schooldays in one school year, from the date of enrollment to the current date, is considered a chronic truant. Unexcused absences are all absences that do not fall within EC 48205 (see pages 48/49 for a complete list of excused absences).

### **Arrest of Truants/School Attendance Review Boards—EC 48263 and 48264**

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

### **Truant Consequences – EC 48263, 48267, 48268, and 48269; WIC 236, 601, 601.3, 653.5, 654, and 651.5**

Any student who is identified as “Truant” may be assigned as a ward of the court, if the available community resources do not resolve the students’ continued problem of truancy, by a Probation Officer or Deputy District Attorney.



### **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 school office.
- Take completed forms to the school office for final clearance.
- After 10 consecutive days of absence with no parent/guardian communication, students may be disenrolled and will be referred to the attendance supervisor for a full investigation.

# Health

## Administration of Medicine

It is important that we know if a student has any special medical restrictions or needs. 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 unless there is a Doctor's order allowing administration in an alternate location and an Individual Health Plan is developed to monitor the conditions of administration.

## Illness/Injury - Reporting

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)**. Every accident in school buildings or on the school grounds must be reported to the site administrator or designee and to the school office.

## Immunizations

Students must be immunized against certain communicable diseases. Students are prohibited from attending school unless immunization requirements are met for age and grade. 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.

Beginning January 1, 2016, parents of students in any school will no longer be allowed to submit a personal beliefs exemption to a currently required vaccine. A personal beliefs exemption on file at school prior to January 1, 2016 will continue to be valid until the student enters the next grade span at kindergarten (including transitional kindergarten) or 7<sup>th</sup> grade.

Students are not required to have immunizations if they attend a home-based private school or an independent study program and do not receive classroom-based instruction. However, parents must continue to provide immunizations records for these students to their schools. The immunization requirements do not prohibit students from accessing special education and related services required by their individualized education programs.

A student not fully immunized may be temporarily excluded from a school or other institution when that child has been exposed to a specified disease and whose documentary proof of immunization status does not show proof of immunization against one of the communicable diseases described above.

## 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.

### **California Local Educational Agency Program**

The Lancaster School District, in cooperation with the California Departments of Health Services and Education, has a program to allow the District to be reimbursed with federal Medicaid dollars for selected health services (such as hearing and vision screenings, health assessments) provided to eligible students at school. In accordance with Local Education Agency rules and guidelines, we are notifying you that eligible student records may be forwarded to the District's billing agency. These records will be forwarded in a confidential manner. Our vendor holds a contract with the District that contains a specific confidentiality clause to ensure information is not disclosed inappropriately; further, our vendor is HIPAA compliant (Federal Health Insurance Portability & Accountability Act).

School health services currently provided to all students will not be changed by this program. Students will not be denied services they require to attend school, and parents will never be billed for services by the school district.

# Student/Parent Responsibilities

## Appearance and Dress Code Policy.

Lancaster School District Policy 5132 states that: *In cooperation with teachers, students, and parents/guardians, the principal or designee may establish school rules governing student dress and grooming which are consistent with law, Board policy, and administrative regulations. These school dress codes shall be annually reviewed.*

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/guardians to ensure the safety of our students by adhering to the following standards:

1. Appropriate shoes must be worn at all times. Open-toed shoes, flip-flops or backless shoes are not allowed. Slippers or "house shoes" are not appropriate for school.
2. Clothes must be sufficient to conceal undergarments at all times. See-through or fish-net fabrics, halter tops, tank tops, off-the-shoulder or low-cut tops, bare midriffs and skirts or shorts above mid-thigh are prohibited. Sagging pants or rips/tears/slits in pants that reveal undergarments or skin above mid-thigh are prohibited.
3. Clothing, hats, jewelry, skin and other personal items (backpacks, notebooks, gym bags, water bottles etc.) shall be free of writing, pictures or other insignia which are crude, vulgar, profane or sexually suggestive; which bear drug, alcohol or tobacco company advertising, promotions and likenesses; or which advocate racial, ethnic or religious prejudice. No articles of clothing, jewelry, paraphernalia or accessories that are a threat to the physical well-being and safety of students will be allowed.
4. Caps and hats must be appropriate for school (see above guidelines) Scarves and other cloth head coverings are allowed provided they are securely tied and do not obscure the individual student's face.
5. Large, sharp or dangling jewelry and/or piercings are not permitted. The school assumes no responsibility for injuries resulting from pierced jewelry worn at school. Students will be asked to remove jewelry and accessories that present a safety concern.
6. Pajamas may not be worn to school.
7. Hair may not be sprayed by any coloring that would drip when wet.

The dress code shall be modified as appropriate to accommodate a student's religious or cultural observance, health condition, or other circumstance deemed necessary by the principal or designee. In addition, the principal or designee may impose dress requirements to accommodate the needs of special school activities, physical education classes, athletic activities, and other extracurricular and co-curricular activities.

No grade of a student participating in a physical education class shall be adversely affected if the student does not wear standardized physical education apparel because of circumstances beyond the student's control. (Education Code 49066)

The principal, staff, students and parent/guardians at each school may establish reasonable dress and grooming regulations for times when students are engaged in extracurricular or other special school activities.

At individual schools that have a dress code prohibiting gang-related apparel at school or school activities, the principal, staff and parents/guardians participating in the development of the school safety plan shall define "gang related apparel" and shall limit this definition to apparel that reasonably could be determined to threaten the health and safety of the school environment if it were worn or displayed on campus.

Because gang related symbols are constantly changing, definitions of gang related apparel shall be reviewed at least once each semester and updated whenever related information is received.

Students who participate in a nationally recognized youth organization shall be allowed to wear organization uniforms on days when the organization has a scheduled meeting.

### **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 disciplinary action.

### **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. The search and inspection include 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 computers 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.

The use by any person, including a pupil, of any electronic listening or recording device in any classroom without prior consent of the teacher and the principal is prohibited as it disrupts and impairs the teaching process and discipline in schools. Any person, other than the pupil, willfully in violation shall be guilty of a misdemeanor. Any pupil in violation shall be subject to appropriate disciplinary action.

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

- Electronic devices such as cameras (sites may make an exception on the last day of school and 8<sup>th</sup> grade Magic Mountain Day), MP3 players, iPods, 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.
- 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. Students found with permanent markers will have the item(s) confiscated.
- 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.

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 belongings 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 encouraged to use the restrooms during passing periods, recess, or at lunchtime to avoid disruption of classroom instruction. 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 unsatisfactory/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 on the day of the trip (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. Students will check out textbooks from their teachers or the school library media center. 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.

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 at NO CHARGE, or students may bring a sack lunch from home.

The following items may be purchased:

- Milk 50 cents
- Juice 30 cents
- Switch Sparkling Juice (at middle schools only) \$1.50

All lunches, whether brought from home or received at school, must be eaten in the cafeteria or designated area. All food and drinks received from the school cafeteria at meals must be eaten at lunch and may not be placed in backpacks or taken into classrooms with the exception of 1 non-perishable food item, for example, crackers or whole fruit.

## 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 and candy should not be brought to school. This includes before school, after school, and in sack lunches. Students who are chewing gum on campus can be subject to disciplinary measures.

All schools are closed campus facilities 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.

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](http://www.gamutonline.net). The user name is **Lancaster** and the password is **Public**.

## Child Abuse Reporting Law

The Lancaster School District is committed to protecting all students in its care. All employees of the District are considered mandated reporters, required by law to report cases of child abuse and neglect whenever there is reasonable suspicion abuse or neglect has occurred. District employees may not investigate to confirm a suspicion.

All complaints must be filed through a formal report, over the telephone, in person, or in writing, with an appropriate local law enforcement agency (*i.e.*, Police or Sheriff's Department, County Probation Department, or County Welfare Department/County Child Protective Services). Both the name of the person filing the complaint and the report itself are confidential and cannot be disclosed except to authorized agencies.

Parents and guardians of students also have a right to file a complaint against a school employee or other person that they suspect has engaged in abuse of a child at a school site. Complaints may be filed with the local law enforcement agency; you may also notify the District of an incident by contacting the site administrator.

Child abuse does not include an injury caused by any force that is reasonable and necessary for a person employed by or engaged in a school:

To stop a disturbance threatening physical injury to people or damage to property;

1. For purposes of self-defense;
2. To obtain possession of weapons or other dangerous objects within control of a student;
3. To exercise the degree of control reasonably necessary to maintain order, protect property, protect the health and safety of pupils, and maintain proper and appropriate conditions conducive to learning.

## 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 mail
  - ✓ 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).  
  
"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 1-8, grades for achievement (Academic Grading Scale) 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** Above Average 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  
An Incomplete shall be given only when a student's work is not finished by the end of the grading period because of illness or other excused absence. If not made up within six weeks, the Incomplete may become an F.

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

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 recognizes that meaningful homework assignments can be a valuable extension of student learning time and assist students in developing good study habits. Homework shall be assigned when necessary to support classroom lessons, enable students to complete unfinished assignments, or review and apply academic content for better understanding. The Superintendent or designee shall collaborate with school administrators and teachers to develop and regularly review guidelines for the assignment of homework and the related responsibilities of students, staff, and parents/guardians.

Homework assignments shall be reasonable in length and appropriate to the grade level and course. The Board expects that the number, frequency, and degree of difficulty of homework assignments will increase with the grade level and the maturity of students. Teachers shall assign homework only as necessary to fulfill academic goals and reinforce current instruction. As needed, teachers may receive training in designing relevant homework assignments that reinforce classroom learning objectives.

Although on-time completion of homework is important to maintain academic progress, the Board recognizes that students learn at different rates. Students shall receive credit for work that is completed late in order to encourage their continued learning. Age-appropriate instruction may be given to help students allocate their time wisely, meet their deadlines, learn to work independently, and develop good personal study habits.

At the beginning of the school year, teachers shall communicate homework expectations to students and their parents/guardians. Homework guidelines shall also be included in student and/or parent/guardian handbooks. These communications shall include the manner in which homework relates to achievement of academic standards and course content, the impact of homework assignments on students' grades, any school resources and programs that are available to provide homework support, and ways in which parents/guardians may appropriately assist their children.

Although it is the student's responsibility to undertake assignments independently, parents/guardians may serve as a resource and are encouraged to ensure that their child's homework assignments are completed. When a student repeatedly fails to complete homework, the teacher shall notify the student's parents/guardians as soon as possible so that corrective action can be taken prior to the release of any final grades or report cards. Teachers shall review all completed homework to assess the student's understanding of academic content and shall provide timely feedback to the student.

## **Identification and Instruction of English Language Learners**

If a language other than English was noted on your child's Home Language Survey when your child first enrolled in our school district, state and federal laws require us to assess your child and notify you of your child's proficiency level in English, within 30 days of enrollment.

If identified as an English Learner, your child will be placed in either a Structured English Immersion (SEI) Program or Dual Language Immersion (DLI) Program (at Linda Verde Elementary only), unless you petition a waiver for an alternative program.

Our language acquisition programs are educational programs designed to ensure English acquisition occurs as rapidly and effectively as possible. They provide instruction to English learners based on the state-adopted academic content standards, including English language development (ELD) standards (20 U.S.C. Section 6312[e][3][A][iii],[v]); EC Section 306[c]).

All children, regardless of English proficiency, are eligible to participate in all school-wide programs. If your child has an Individualized Education Plan (IEP), or a 504 plan, the language instruction educational program will be utilized in coordination with your child's existing plan.

In addition, we are required to assess your child and notify you of your child's proficiency level in English every year, using the English Language Proficiency Assessments for California (ELPAC), until he/she meets specific academic achievement requirements (20 United States Code [U.S.C.] Section 6312[e][3][A][iii]).

#### Exit Criteria

1. Overall Score of 4 on the ELPAC.
2. Overall Achievement Level score of 2 or above on the SBAC or Overall Reading Level score of On Grade on the iReady
3. Teacher Evaluation Teacher Evaluation on Course Grades
4. Parent Consultation

We are required to offer, at minimum, a Structured English Immersion (SEI) program option (EC Section 305[a][2]). Parents or guardians may choose a language acquisition program that best suits their child (EC Section 310). Schools in which the parents or guardians of 30 students or more per school or the parents or guardians of 20 students or more in any grade request a language acquisition program that is designed to provide language instruction shall be required to offer such a program to the extent possible (20 U.S.C. Section 6312[e][3][A][viii][III]); EC Section 310[a]). Parents may provide input regarding language acquisition programs during the development of the Local Control Accountability Plan (EC Section 52062). Although schools have an obligation to serve all EL students, parents or guardians of English learners have a right to decline or opt their children out of a school's EL program or out of particular EL services within an EL program, but cannot exempt a student from the annual English language proficiency assessment. If parents or guardians opt their children out of a school's EL program or specific EL services, the children retain their status as English learners. The school remains obligated to take the affirmative steps required by Title VI of the Civil Rights Act of 1964 and the appropriate actions required by the Equal Educational Opportunity Act of 1974 to provide EL students access to its educational programs (20 U.S.C. sections 1703[f], 6312[e][3][A][viii]).

For more information, please visit our English Learners Program website:

<https://sites.google.com/lancsd.org/english-learners-program/english-learners-program>

### **Positive Behavior Interventions and Supports (PBIS)**

Positive Behavior Interventions and Supports (PBIS) is a proactive approach to establishing the behavior supports and social culture needed for all students in a school to achieve social, emotional, and academic success. Attention is focused on creating and sustaining school-wide, classroom, and individual systems of support that improve lifestyle results (personal, health, social, family, work, recreation) for all youth by making targeted misbehavior less effective, efficient, and relevant and making desired behavior more functional. Introducing, modeling, and reinforcing positive social behavior is an important step of a student's educational experience. Teaching behavioral expectations and rewarding students for following them is a more positive approach than waiting for misbehavior to occur before responding. The purpose of this approach is to establish a climate in which appropriate behavior is the norm. Contact your child's school for more information regarding PBIS.

### **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 not 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 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 are at risk of retention.
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

Students in the Lancaster School District will be held responsible for their actions before, during, and after school, and at all school-related functions.

Students are expected to follow all Lancaster School District rules, school rules, and rules of their grade level and teachers. School staff will review behavioral expectations with students at the beginning of each school year and review expectations periodically throughout the year to assist students in making good behavioral choices. Continued violation of rules/regulations can result in administrative action which may include, but is not limited to: office discipline referrals, parent/guardian contact and/or conference, check-in/check-out daily progress report, lunchtime or after-school detention to reflect on actions and develop a plan for improvement, schedule change, interschool transfer, alternative education placement, and for serious violation of education code 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.

## Electronic Listening or Recording Device – EC 51512

The use by any person, including a pupil, of any electronic listening or recording device in any classroom without the prior consent of the teacher and the principal is prohibited as it disrupts and impairs the teaching process and discipline in the schools. Any person, other than the pupil, willfully in violation shall be guilty of a misdemeanor. Any pupil in violation shall be subject to appropriate disciplinary action.

## Electronic Nicotine Delivery Systems (e-cigarettes) — PC 308

The Lancaster School District prohibits the use of electronic nicotine delivery systems (ENDS) such as e-cigarettes, hookah pens, cigarillos, and other vapor-emitting devices, with or without nicotine content, that mimic the use of tobacco products on all district property and in district vehicles at all

times. ENDS are often made to look like cigarettes, cigars and pipes, but can also be made to look like everyday items such as pens, asthma inhalers and beverage containers. These devices are not limited to vaporizing nicotine; they can be used to vaporize other drugs such as marijuana, cocaine, and heroin.

Students using, in possession of, or offering, arranging or negotiating to sell ENDS can be subject to disciplinary action, particularly because ENDS are considered drug paraphernalia, as defined by 11014.5 of the Health and Safety Code. Every person under 18 years of age who purchases, receives, or possesses any tobacco, cigarette, or cigarette papers, or any other preparation of tobacco, or any other instrument or paraphernalia that is designed for the smoking of tobacco, tobacco products, or any controlled substance shall, upon conviction, be punished by a fine of seventy-five dollars (\$75) or 30 hours of community service work.

#### **Electronic Signaling Devices – EC 48901.5**

The use by any person, including a pupil, of any electronic signaling device in any classroom without the prior consent of the teacher and/or the principal is prohibited as it disrupts and impairs the teaching process and discipline in the schools. The only allowable use would be acceptable if it is determined by a licensed physician that the pupil must use for the health and safety of a pupil. Any pupil in violation shall be subject to appropriate disciplinary action.

Smartphone use may be prohibited by districts, charter schools, and county schools while a student is at a school site and under supervision and control of staff. There are health and special education limits or usage that may differ from the general student population, but must be in writing and kept on file in student records for confidential record keeping and reasons.

#### **Property Damage – EC 48904**

Parents or guardians may be held financially liable if their child willfully damages school property or fails to return school property loaned to the child. The school may further withhold the grades, diploma, and transcript of the pupil until restitution is paid.

#### **Suspensions EC – 48900**

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 committed an act as defined pursuant to any of subdivisions (a) to (r), inclusive:

- (a) (1) Caused, attempted to cause, or threatened to cause physical injury to another person; (2) Willfully used force or violence upon the person of another, except in self-defense.
- (b) Possessed, sold, or otherwise furnished a firearm, knife, explosive, or other dangerous object, unless, in the case of possession of an 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, a 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 a 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 either sold, delivered, or otherwise furnished to a 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 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 drug paraphernalia, as defined in Section 11014.5 of the Health and Safety Code.
- (k) (1) Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties.  
 (2) Except as provided in Section 48910, a pupil enrolled in kindergarten or any of grades 1 to 8, inclusive, shall not be suspended for any of the acts enumerated in this subdivision, and this subdivision shall not constitute grounds for a pupil enrolled in kindergarten or any of grades 1 to 12, inclusive, to be recommended for expulsion.
- (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 a 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. For purposes of this subdivision, "hazing" means a method of initiation or pre-initiation into a pupil organization or body, whether or not the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to a former, current, or prospective pupil. For purposes of this subdivision, "hazing" does not include athletic events or school-sanctioned events.
- (r) Engaged in an act of bullying. For purposes of this subdivision, the following terms have the following meanings:
  - (1) "Bullying" means any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, and including one or more acts committed by a pupil or group of pupils as defined in Section 48900.2, 48900.3, or 48900.4, directed toward one or more pupils that has or can be reasonably predicted to have the effect of one or more of the following:
    - (A) Placing a reasonable pupil or pupils in fear of harm to that pupil's or those pupils' person or property.
    - (B) Causing a reasonable pupil to experience a substantially detrimental effect on his or her physical or mental health.
    - (C) Causing a reasonable pupil to experience substantial interference with his or her academic performance.
    - (D) Causing a reasonable pupil to experience substantial interference with his or her ability to participate in or benefit from the services, activities, or privileges provided by a school.

- (2) (A) "Electronic act" means the creation or transmission originated on or off the school site, by means of an electronic device, including, but not limited to, a telephone, wireless telephone or other wireless communication device, computer, or pager, of a communication, including, but not limited to, any of the following:
- (i) A message, text, sound, or image.
  - (ii) A post on a social network Internet Web site, including, but not limited to:
    - (I) Posting to or creating a burn page. "Burn page" means an Internet Web site created for the purpose of having one or more of the effects listed in paragraph (1).
    - (II) Creating a credible impersonation of another actual pupil for the purpose of having one or more of the effects listed in paragraph (1). "Credible impersonation" means to knowingly and without consent impersonate a pupil for the purpose of bullying the pupil and such that another pupil would reasonably believe, or has reasonably believed, that the pupil was or is the pupil who was impersonated.
    - (III) Creating a false profile for the purpose of having one or more of the effects listed in paragraph (1). "False profile" means a profile of a fictitious pupil or a profile using the likeness or attributes of an actual pupil other than the pupil who created the false profile.
- (B) Notwithstanding paragraph (1) and subparagraph (A), an electronic act shall not constitute pervasive conduct solely on the basis that it has been transmitted on the Internet or is currently posted on the Internet.
- (3) "Reasonable pupil" means a pupil, including, but not limited to, an exceptional needs pupil, who exercises average care, skill, and judgment in conduct for a person of his or her age, or for a person of his or her age with his or her exceptional needs.
- (s) A pupil shall not be suspended or expelled for any of the acts enumerated in this section unless the act is related to a school activity or school attendance occurring within a school under the jurisdiction of the superintendent of the school district 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 a school activity or school attendance that occur at any time, including, but not limited to, any of the following:
- (1) While on school grounds.
  - (2) While going to or coming from school.
  - (3) During the lunch period whether on or off the campus.
  - (4) During, or while going to or coming from, a school-sponsored activity.
- (t) A pupil who aids or abets, as defined in Section 31 of the Penal Code, the infliction or attempted infliction of physical injury to another person may be subject to suspension, but not expulsion, pursuant to this section, except that a pupil who has been adjudged by a juvenile court to have committed, as an aider and abettor, a crime of physical violence in which the victim suffered great bodily injury or serious bodily injury shall be subject to discipline pursuant to subdivision (a).
- (u) As used in this section, "school property" includes, but is not limited to, electronic files and databases.
- (v) For a pupil subject to discipline under this section, a superintendent of the school district or principal is encouraged to provide alternatives to suspension or expulsion, using a research-based framework with strategies that improve behavioral and academic outcomes, that are age appropriate and designed to address and correct the pupil's specific misbehavior as specified in Section 48900.5.

- (w) (1) It is the intent of the Legislature that alternatives to suspension or expulsion be imposed against a pupil who is truant, tardy, or otherwise absent from school activities.
- (2) It is further the intent of the Legislature that the Multi-Tiered System of Supports, which includes restorative justice practices, trauma-informed practices, social and emotional learning, and schoolwide positive behavior interventions and support (PBIS), may be used to help pupils gain critical social and emotional skills, receive support to help transform trauma-related responses, understand the impact of their actions, and develop meaningful methods for repairing harm to the school community.
- .2 Sexual Harassment (Grades 4-12 only): In addition to the reasons specified in Section 48900, a pupil may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has committed sexual harassment as defined in Section 212.5. For the purposes of this chapter, the conduct described in Section 212.5 must be considered by a reasonable person of the same gender as the victim to be sufficiently severe or pervasive to have a negative impact upon the individual's academic performance or to create an intimidating, hostile, or offensive educational environment. This section shall not apply to pupils enrolled in kindergarten and grades 1 to 3, inclusive.
- .3 Causing, threatening to cause or participating in an act of hate violence (Grades 4-12 only): In addition to the reasons set forth in Sections 48900 and 48900.2, a pupil in any of grades 4 to 12, inclusive, may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has caused, attempted to cause, threatened to cause, or participated in an act of, hate violence, as defined in subdivision (e) of Section 233.
- .4 Intentionally harassed, threatened, or intimidated, creating a hostile educational environment: In addition to the grounds specified in Sections 48900 and 48900.2, a pupil enrolled in any of grades 4 to 12, inclusive, may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has intentionally engaged in harassment, threats, or intimidation, directed against school district personnel or pupils, that is sufficiently severe or pervasive to have the actual and reasonably expected effect of materially disrupting classwork, creating substantial disorder, and invading the rights of either school personnel or pupils by creating an intimidating or hostile educational environment.
- .5 Limitations on Imposing Suspension: Suspension, including supervised suspension as described in Section 48911.1, shall be imposed only when other means of correction fail to bring about proper conduct. A school district may document the other means of correction used and place that documentation in the pupil's record, which may be accessed pursuant to Section 49069. However, a pupil, including an individual with exceptional needs, as defined in Section 56026, may be suspended, subject to Section 1415 of Title 20 of the United States Code, for any of the reasons enumerated in Section 48900 upon a first offense, if the principal or superintendent of schools determines that the pupil violated subdivision (a), (b), (c), (d), or (e) of Section 48900 or that the pupil's presence causes a danger to persons.
- .7 Made Terrorist threats against school officials and/or school property (Grades 4-12 only): (a) In addition to the reasons specified in Sections 48900, 48900.2, 48900.3, and 48900.4, a pupil may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has made terroristic threats against school officials or school property, or both. (b) For the purposes of this section, "terroristic threat" shall include any statement, whether written or oral, by a person who willfully threatens to commit a crime which will result in death, great bodily injury to another person, or property damage in excess of one thousand dollars (\$1,000), with the specific intent that the statement is to be taken as a threat, even if there is no intent of actually carrying it out, which, on its face and under the circumstances in which it is made, is so unequivocal, unconditional, immediate, and specific as to convey to the person

threatened, a gravity of purpose and an immediate prospect of execution of the threat, and thereby causes that person reasonably to be in sustained fear for his or her own safety or for his or her immediate family's safety, or for the protection of school district property, or the personal property of the person threatened or his or her immediate family.

### **Circumstances for Recommending Expulsion – EC 48915**

(a) (1) Except as provided in subdivisions (c) and (e), the principal or the superintendent of schools shall recommend the expulsion of a pupil for any of the following acts committed at school or at a school activity off school grounds, unless the principal or superintendent determines that expulsion should not be recommended under the circumstances or that an alternative means of correction would address the conduct:

(A) Causing serious physical injury to another person, except in self-defense.

(B) Possession of any knife or other dangerous object of no reasonable use to the pupil.

(C) Unlawful possession of any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, except for either of the following:

(i) The first offense for the possession of not more than one avoirdupois ounce of marijuana, other than concentrated cannabis.

(ii) The possession of over-the-counter medication for use by the pupil for medical purposes or medication prescribed for the pupil by a physician.

(D) Robbery or extortion.

(E) Assault or battery, as defined in Sections 240 and 242 of the Penal Code, upon any school employee.

(2) If the principal or the superintendent of schools makes a determination as described in paragraph (1), he or she is encouraged to do so as quickly as possible to ensure that the pupil does not lose instructional time.

(b) Upon recommendation by the principal or the superintendent of schools, or by a hearing officer or administrative panel appointed pursuant to subdivision (d) of Section 48918, the governing board of a school district may order a pupil expelled upon finding that the pupil committed an act listed in paragraph (1) of subdivision (a) or in subdivision (a), (b), (c), (d), or (e) of Section 48900. A decision to expel a pupil for any of those acts shall be based on a finding of one or both of the following:

(1) Other means of correction are not feasible or have repeatedly failed to bring about proper conduct.

(2) Due to the nature of the act, the presence of the pupil causes a continuing danger to the physical safety of the pupil or others.

(c) The principal or superintendent of schools shall immediately suspend, pursuant to Section 48911, and shall recommend expulsion of a pupil that he or she determines has committed any of the following acts at school or at a school activity off school grounds:

(1) Possessing, selling, or otherwise furnishing a firearm. This subdivision does not apply to an act of possessing a firearm if the pupil had obtained prior written permission to possess the firearm from a certificated school employee, which is concurred in by the principal or the designee of the principal. This subdivision applies to an act of possessing a firearm only if the possession is verified by an employee of a school district. The act of possessing an imitation firearm, as defined in subdivision (m) of Section 48900, is not an offense for which suspension or expulsion is mandatory pursuant to this subdivision and subdivision (d), but it is an offense for which suspension, or expulsion pursuant to subdivision (e), may be imposed.

(2) Brandishing a knife at another person.

(3) Unlawfully selling a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code.

(4) Committing or attempting to commit a sexual assault as defined in subdivision (n) of Section 48900 or committing a sexual battery as defined in subdivision (n) of Section 48900.

(5) Possession of an explosive.

(d) The governing board of a school district shall order a pupil expelled upon finding that the pupil committed an act listed in subdivision (c), and shall refer that pupil to a program of study that meets all of the following conditions:

(1) Is appropriately prepared to accommodate pupils who exhibit discipline problems.

(2) Is not provided at a comprehensive middle, junior, or senior high school, or at any elementary school.

(3) Is not housed at the school site attended by the pupil at the time of suspension.

(e) Upon recommendation by the principal or the superintendent of schools, or by a hearing officer or administrative panel appointed pursuant to subdivision (d) of Section 48918, the governing board of a school district may order a pupil expelled upon finding that the pupil, at school or at a school activity off of school grounds violated subdivision (f), (g), (h), (i), (j), (k), (l), or (m) of Section 48900, or Section 48900.2, 48900.3, or 48900.4, and either of the following:

(1) That other means of correction are not feasible or have repeatedly failed to bring about proper conduct.

(2) That due to the nature of the violation, the presence of the pupil causes a continuing danger to the physical safety of the pupil or others.

(f) The governing board of a school district shall refer a pupil who has been expelled pursuant to subdivision (b) or (e) to a program of study that meets all of the conditions specified in subdivision (d). Notwithstanding this subdivision, with respect to a pupil expelled pursuant to subdivision (e), if the county superintendent of schools certifies that an alternative program of study is not available at a site away from a comprehensive middle, junior, or senior high school, or an elementary school, and that the only option for placement is at another comprehensive middle, junior, or senior high school, or another elementary school, the pupil may be referred to a program of study that is provided at a comprehensive middle, junior, or senior high school, or at an elementary school.

(g) As used in this section, "knife" means any dirk, dagger, or other weapon with a fixed, sharpened blade fitted primarily for stabbing, a weapon with a blade fitted primarily for stabbing, a weapon with a blade longer than 3 1/2 inches, a folding knife with a blade that locks into place, or a razor with an unguarded blade.

(h) As used in this section, the term "explosive" means "destructive device" as described in Section 921 of Title 18 of the United States Code.

### **Involuntary Student Transfers – BP 5116.2, EC 48980(m), 48929**

As applicable, when determining the best placement for a student who is subject to involuntary transfer, the Superintendent or designee shall review all educational options for which the student is eligible, the student's academic progress and needs, the enrollment capacity at district schools, and the availability of support services and other resources. Whenever a student is involuntarily transferred, the Superintendent or designee shall provide timely written notification to the student and his/her parent/guardian and an opportunity for the student and parent/guardian to meet with the Superintendent or designee to discuss the transfer.

#### Students Convicted of Violent Felony or Misdemeanor

A student may be transferred to another district school if he/she is convicted of a violent felony, as defined in Penal Code 667.5(c), or a misdemeanor listed in Penal Code 29805 and is enrolled at the same school as the victim of the crime for which he/she was convicted. (Education Code 48929)

### Other Involuntary Transfers

Students may be involuntarily transferred under the following circumstance:

If a student is expelled from school for any reason, is probation-referred pursuant to Welfare and Institutions Code 300 or 602, or is referred by a school attendance review board or another formal district process, he/she may be transferred to a community day school. (Education Code 48662)

### **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

ESSA Parents Right to Know Section 1112(e)(1)(A-B) Qualifications:

(A) At the beginning of each school year, a Local Educational Agency (LEA) that receives Title I funds must notify parents of each student attending any Title I school that the parent may request, and the agency will provide the parents upon request (and in a timely manner), information regarding the professional qualifications of the student's classroom teachers, including at a minimum the following:

- Whether the teacher has met State qualifications for grade levels and subject areas in which the teacher provides instruction;
- Whether the teacher is teaching under emergency or other professional status that the State has waived;
- Whether the teacher is teaching in the field of discipline of the certification of the teacher; and
- 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.

## 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 2<sup>nd</sup> 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/guardian 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.

Please check with your site Principal if you have questions regarding other means of allowed transportation.

## 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. Authority of the driver: Pupils transported in a school bus shall be under the authority of, and responsible directly to the driver of the bus, and the driver shall be held responsible for the orderly conduct of the students while they are on the bus or being escorted across a street or highway. (Title V, Section 14103 – A, California Administration Code)
2. Cooperate with the driver. Follow directions the first time they are given.
3. Arrive at the bus stop waiting in line 5 minutes before the scheduled bus departure time. While going to and from the bus stop and while waiting for the bus, keep out of the street and off private property. Noise, rowdy behavior and property damage at the bus stop could cause the 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. Students may not use multiple stops. Any student having to use another stop in an “emergency only” situation must have a note pre-approved by the school.

4. Board and leave the bus in an orderly manner. Do not push other students. Be seated promptly. Do not "save" seats for others. Be willing to share the seat with fellow bus riders. Follow driver's instructions concerning seating location and unloading procedures.
5. Always sit facing the front of the bus. Remain seated when the bus is in motion. Do not change seats without permission of the driver.
6. Keep head, hands, and arms inside the bus at ALL times. Do not yell out of the windows to others outside the bus.
7. No physical contact of ANY kind is allowed. Keeps hands off other people and off others possessions.
8. Animals, insects, and reptiles are not permitted on the bus with the exception of service animals. (54.2. Civil Code)
9. Large musical instruments are prohibited on the bus. Other prohibited items include glass containers or other breakable items, skate boards, roller blades/skates, balloons, playground equipment, and other large bulky items. Special arrangements must be made for 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. Appropriate school dress must be worn at all times while on the bus. Appropriate footwear must also be worn. Hats/caps, hoodies, etc. are not to be worn while on the bus and must be removed prior to boarding. 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 the 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 are unnecessary and costly. The student will be responsible for the cost of repair.
15. Avoid loud talking, loud laughter or unnecessary confusion (it may divert the driver's attention and could result in an accident).
16. Students living across streets, upon which the bus is stopped to unload them, should cross only when the driver indicates that 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 districts 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 or any electronic devices while on the bus. These items must be placed in the off position and kept in the student's possession at all times while on a bus.
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 PM.
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 shoulder strap is PROHIBITED.

**EVEN THOUGH A TRANSPORTATION FEE IS NOT CHARGED, TRANSPORTATION IS A PRIVILEGE. Failure to abide by one or more of these rules may result in the loss of bus riding privileges.**

## Pupil Management - Guidelines for Student Discipline on Buses

The Lancaster School District and the Antelope Valley Transportation Agency 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. Failure to follow the bus rules will result in a bus ticket.

Agency personnel will carry out the following consequences if a student disregards bus rules:

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

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### THE MINOR CLAUSE

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

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 anywhere from 1 – 10 days depending on the severity. If a student is denied transportation indefinitely and IF DEEMED NECESSARY, a parent conference will be arranged with parent, student, driver and agency representative. Depending on the severity a student can also be denied transportation permanently. Any illegal activity can result in notification of law enforcement.

We believe that the use of surveillance systems on school buses will help to deter misconduct and improve discipline, ensure the safety of students and bus drivers, and prevent vandalism. Therefore, surveillance systems may be installed and used on school buses to monitor student behavior while traveling to and from school and school activities.

# School Safety

## Camera Surveillance on School Property – PC 647(j)

For the safety of our students, staff and visitors, the Lancaster School District employs camera surveillance equipment for security purposes. This equipment may or may not be monitored at any time.

Surveillance cameras will generally be utilized only in public areas where there is no “reasonable expectation of privacy.” Public areas may include school buses; building entrances; hallways; parking lots; front offices where students, employees, and parents come and go; gymnasiums during public activities; cafeterias; and supply rooms. However, it is not possible for surveillance cameras to cover all public areas of District buildings or all District activities.

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

## 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 extracurricular activities shall be discontinued

**School Safety Plan – EC 32280 et seq.**

Each Lancaster School District school site has a Comprehensive School Safety Plan, which includes a disaster preparedness plan and emergency procedures. Copies are available to read and review at each school office. Fire and emergency drills are held at each school site on a regular basis.



# 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; a pupil who is a foster child who remains in his or her school of origin; an emancipated pupil who resides within the boundaries of the school district; a pupil who lives in the home of a caregiving adult that is located within the boundaries of the school district; or a pupil residing in a state hospital located within the boundaries of the school district.; or a pupil whose parent is transferred or is pending transfer to a military installation within the state while on active military duty pursuant to an official military order.

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 physically employed within the boundaries of the school district for a minimum of 10 hours during the school week.

### Intradistrict Open Enrollment – EC 35160.5(b)

Residents of the school district may apply to other schools that serve the same grade levels within the district 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 throughout the year. A formal Open Enrollment period will be offered for not less than one month each spring. For further information, please contact the Pupil Safety and Attendance Office at 661-723-0351 ext. 461.

No pupil who currently resides in the attendance area of a school can be displaced by pupils transferring from outside the attendance area. Students who are a victim of bullying shall be allowed an intradistrict permit to transfer if space is available at the same grade level. If there is no "intra-district" space to attend, the student may seek an "inter-district" permit to another district without any delay in release from the home district, but it does not guarantee entrance to an outside district. The process to enter another school district will be according to the desired district's transfer policies. A "victim of an act of bullying" means a pupil that has been determined to have been a victim of bullying by an investigation pursuant to the complaint process described in Section 234.1 and the bullying was committed by any pupil in the school district of residence, and the parent of the pupil has filed a written complaint regarding the bullying with the school, school district personnel, or a local law enforcement agency. "Bullying" means any severe or pervasive physical or verbal communication made in writing or by means of an electronic act directed toward one or more pupils that results in placing a reasonable person in fear of harm of self or property. It may cause a substantially detrimental effect on physical or mental health, interfere with academic performance or the ability to participate in or benefit from the services, activities, or privileges provided by a school, and may be done in person or online. Bullying may be exhibited in the creation or transmission of bullying online,

on or off the school site, by telephone or other device in a message, text, sound, video, or image in a post on a social network internet website or burn page that creates a credible impersonation of another student knowingly and without consent for the purpose of bullying. Sharing or forwarding messages contributes to the act of bullying.

Interdistrict Attendance – EC 46600 et seq.

The parent or legal guardian of a pupil may seek release from the school district of residence to attend a school in any other school district. School districts may enter into agreements for the interdistrict transfer of one or more pupils for a period of up to five years. The agreement must specify the terms and conditions for granting or denying transfers, and may contain standards of reapplication and specify the terms and conditions under which a permit may be revoked. Unless otherwise specified in the agreement, a pupil will not have to reapply for an 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.

Regardless of whether an agreement exists or a permit is issued, the school district of residence cannot prohibit the transfer of a pupil who is a child of an active military duty parent to a school district of proposed enrollment if that district approves the application for transfer. Nor may a district prohibit an interdistrict permit release when no intradistrict permit options are available to a victim of bullying. A “victim of an act of bullying” means a pupil that has been determined to have been a victim of bullying by an investigation pursuant to the complaint process described in Section 234.1 and the bullying was committed by any pupil in the school district of residence, and the parent of the pupil has filed a written complaint regarding the bullying with the school, school district personnel, or a local law enforcement agency. “Bullying” means any severe or pervasive physical or verbal communication made in writing or by means of an electronic act directed toward one or more pupils that results in placing a reasonable person in fear of harm of self or property. It may cause a substantially detrimental effect on physical or mental health, interfere with academic performance or the ability to participate in or benefit from the services, activities, or privileges provided by a school, and may be done in person or online. Bullying may be exhibited in the creation or transmission of bullying online, on or off the school site, by telephone or other device in a message, text, sound, video, or image in a post on a social network internet website or burn page that creates a credible impersonation of another student knowingly and without consent for the purpose of bullying. Sharing or forwarding messages contributes to the act of bullying.

A student who is appealing a decision for an interdistrict permit approval through the County Office of Education may be eligible for provisional admission to the desired district in grades TK through 12, while continuing through the process of appeal, if space is made available by the desired district, not to exceed two months.

A pupil who has been determined by personnel of either the school district of residence or the district of proposed enrollment to have been the victim of an act of bullying, as defined in EC 48900(r), shall, at the request of the parent or legal guardian, be given priority for interdistrict attendance under any existing agreement or, in the absence of an agreement, be given additional consideration for the creation of an interdistrict attendance agreement.

Each school district shall post their interdistrict policy agreements and local district caps on their district and/or school websites. Reasons for approval and denial of interdistrict transfer requests must be updated on the district website according to board policies. The County appeals process will be offered with the final denial in writing by the school district. The County appeal process may take up to a maximum of two months. If you have any questions about the interdistrict process please call the district office at 661-723-0351 ext. 461 or call the County Office at 562-922-6233.

**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.

### **Before and After School Programs – EC 8482.6, 8483(e), 8483.1(e), and 8483.95**

Students who are identified as homeless or foster children have a right to receive priority enrollment. To request priority enrollment, please contact Rebecca Cooksey, homeless liaison, at 661-239-9520 or FYS liaison Jullie Eutsler or FYS liaison Trish Wilson for Lancaster School District at 661-723-0351 ext. 461. No current participant in a before or after school program shall be disenrolled in order to allow enrollment of a student with priority enrollment.

### **California Healthy Youth Act – EC 51937-51939**

The California Healthy Youth Act requires school districts to provide pupils with integrated, comprehensive, accurate, and unbiased sexual health and HIV prevention education at least once in middle school and once in high school. It is intended to ensure that pupils in grades 7-12 are provided with the knowledge and skills necessary to: 1) protect their sexual and reproductive health from HIV, other sexually transmitted infections, and unintended pregnancy; 2) develop healthy attitudes concerning adolescent growth and development, body image, gender, sexual orientation, relationships, marriage, and family; and 3) have healthy, positive, and safe relationships and behaviors. It also promotes understanding of sexuality as a normal part of human development.

Parents or legal guardians have the right to:

1. Inspect the written and audiovisual educational materials used in the comprehensive sexual health and HIV prevention education.
2. Request in writing that their child not receive comprehensive sexual health or HIV prevention education.
3. Request a copy of Education Codes 51930 through 51939, the California Healthy Youth Act.
4. Be informed whether the comprehensive sexual health or HIV prevention education will be taught by district personnel or outside consultants.
5. Receive notice by mail or another commonly used method of notification no fewer than 14 days before the instruction is delivered if arrangements for the instruction are made after the beginning of the school year.
6. When the district chooses to use outside consultants or to hold an assembly with guest speakers to teach comprehensive sexual health or HIV prevention education, be informed of:
  - a. The date of the instruction
  - b. The name of the organization or affiliation of each guest speaker

### **Career Counseling & Course Selection – EC 221.5(d)**

Commencing grade 7, school personnel shall assist pupils with course selection or career counseling, exploring the possibility of careers, or courses leading to careers based on the interest and ability of the pupil and not on the pupil's gender. Parents or legal guardians are notified so that they may participate in such counseling sessions and decisions.

### **Child Find System – EC 56301, 20USC1401(3), 1412(a)(3), 34CFR300.111(c)(d)**

Under state law, each public school system is responsible to find children with disabilities in its area. Free Appropriate Public Education (FAPE) - Each public school system is responsible for ensuring that each child with disabilities is served appropriately, at no expense to the parent in the least restrictive environment.

### **Concussions and Head Injuries – EC 49475**

A concussion is a brain injury that can be caused by a bump, blow, or jolt to the head, or by a blow to another part of the body with the force transmitted to the head. Even though most concussions are mild, all concussions are potentially serious and may result in complications including prolonged brain damage and death if not recognized and managed properly. A school district, charter school, or private school that elects to offer an athletic program must immediately remove from a school-sponsored athletic activity for the remainder of the day an athlete who is suspected of sustaining a concussion or head injury during that activity. The athlete may not return to that activity until he or

she is evaluated by, and receives written clearance from, a licensed health care provider. On a yearly basis, a concussion and head injury information sheet must be signed and returned by the athlete and the athlete's parent or guardian before the athlete initiates practice or competition. This requirement does not apply to an athlete engaging in an athletic activity during the regular school day or as part of a physical education course.

#### **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.

#### **Controlled Substances: Opioids – EC 49476**

School authorities must provide facts regarding the risks and side effects of opioid use each school year to athletes. Parents and student athletes must sign acknowledgement of receipt of the document annually.

#### **Directory Information – EC 49073**

"Directory Information" includes one or more of the following items: student's name, address, telephone number, email address, 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. Directory information regarding a pupil identified as a homeless child or youth shall not be released unless a parent, or pupil given parental rights, has provided written consent that directory information may be released.

#### **Emergency Treatment for Anaphylaxis – EC 49414**

Anaphylaxis is a severe and potentially life-threatening allergic reaction that can occur after encountering an allergic trigger, such as food, medicine, an insect bite, latex or exercise. Symptoms include narrowing of the airways, rashes or hives, nausea or vomiting, a weak pulse and dizziness. It is estimated that approximately 25% of the anaphylactic reactions occur during school hours to students who had not previously been diagnosed with a food or other allergy. Without immediate administration of epinephrine followed by calling emergency medical services, death can occur. Being able to recognize and treat it quickly can save lives. EC 49414 now requires school districts to provide epinephrine auto-injectors to school nurses and trained personnel and authorizes them to use epinephrine auto-injectors for any student who may be experiencing anaphylaxis, regardless of known history.

#### **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 Child Health Disabilities Prevention Program.

#### **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 and 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.
  - (9) For the purpose of spending time with a member of the pupil's immediate family, who is an active duty member of the uniformed services, as defined in EC 49701, and has been called to duty for, is on leave from, or has immediately returned from, deployment to a combat zone or combat support position. Absences granted pursuant to this paragraph shall be granted for a period of time to be determined at the discretion of the superintendent of the school district.
  - (10) For the purpose of attending the pupil's naturalization ceremony to become a United States citizen.
  - (11) Authorized at the discretion of a school administrator, as described in subdivision (c) of Section 48260.
- (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, means the parent or guardian, brother or sister, grandparent, or any other relative living in the household of the pupil.

#### **Gun-Free School Zone Act—PC 626.9, 30310**

California prohibits any person from possessing a firearm on, or within 1,000 feet from, the grounds of a public or private school, unless it is with the written permission of the Superintendent. This does not apply to law enforcement officers, any active or honorably retired peace officers, members of the military forces of California or the United States, or armored vehicle guards engaged in the performance of, or acting in the scope of, their duties. A person may also be in possession of a firearm on school grounds if the firearm is unloaded and in a locked container or within the locked trunk of a motor vehicle. A violation of this law is punishable by imprisonment in a county jail for up to six months, a fine of up to \$1,000, or both imprisonment and fine.

### **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 120325, 120335, 120365, 120370, and 120375**

Students must be immunized against certain communicable diseases. Students are prohibited from attending school unless immunization requirements are met for age and grade. 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.

Beginning January 1, 2016, parents of students in any school, will no longer be allowed to submit a personal beliefs exemption to a currently required vaccine. A personal beliefs exemption on file at school prior to January 1, 2016 will continue to be valid until the student enters the next grade span at kindergarten (including transitional kindergarten) or 7<sup>th</sup> grade.

Students are not required to have immunizations if they attend a home-based private school or an independent study program and do not receive classroom-based instruction. However, parents must continue to provide immunizations records for these students to their schools. The immunization requirements do not prohibit students from accessing special education and related services required by their individualized education programs.

A student not fully immunized may be temporarily excluded from a school or other institution when that child has been exposed to a specified disease and whose documentary proof of immunization status does not show proof of immunization against one of the communicable diseases described above.

### **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 Lancaster Alternative and Virtual Academy (LAVA) at 661-488-7600 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.

A pupil with a temporary disability may remain enrolled in the district of residence or charter school and may attend regular classes when not confined to the hospital setting, the total days of instruction may not exceed the maximum of five days with both school settings and attendance may not be duplicated. If necessary, the district of residence may provide instruction in the home for the days not receiving instruction in the hospital setting, depending upon the temporary doctor orders.

The supervisor of attendance shall ensure that absences from the regular school program are excused until the pupil is able to return to the regular school program.

### **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 49423, 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 may be assisted by the school nurse or other designated school personnel if the school district receives both a written statement of instructions from the physician detailing the method, amount and time schedules by which such medication is to be taken requesting the school nurse to assist the pupil with prescribed medication as set forth in the physician statement. Student may carry and self-administer auto-injectable epinephrine or inhaled asthma medication if the school district receives both a written statement of instructions from the physician detailing the method, amount and time schedules by which such medication is to be taken and a written statement from the parent or guardian requesting that the student self-administer. All requests are to be approved by school nurse prior to use.

#### 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 – EC 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.

**Megan's Law – PC 290**

Information about registered sex offenders in California can be found on the California Department of Justice's website, <http://meganslaw.ca.gov/>. The website also provides information on how to protect yourself and your family, facts about sex offenders, frequently asked questions, and sex offender registration requirements in California.

**Mental Health – EC 49428**

In order to initiate access to available pupil mental health services, you may contact the front office of your school for a School-Based Mental Health application. For more information, visit the district website at [www.lancsd.org](http://www.lancsd.org).

**Minimum & Pupil-free Staff Development Days – EC 48980(c)**

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

**Nondiscrimination Statement – EC 221.8**

The Lancaster School District is committed to providing a safe school environment where all individuals in education are afforded equal access and opportunities. The District's academic and other educational support programs, services and activities shall be free from discrimination, harassment, intimidation, and bullying of any individual based on the person's actual race, color, ancestry, national origin, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, or gender expression; the perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics. Specifically, state law prohibits discrimination on the basis of gender in enrollment, counseling, and the availability of physical education, athletic activities, and sports. Transgender students shall be permitted to participate in gender-segregated school programs and activities (e.g., athletic teams, sports competitions, and field trips) and to use facilities consistent with their gender identity. 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, harassment, intimidation, or bullying are investigated through the Uniform Complaint Process. Such complaints must be filed no later than six months after knowledge of the alleged discrimination was first obtained. For a complaint form or additional information, contact the 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.

**Open Meetings: Public Comments: Translation – GC 54954.3**

As a parent, you have a right to participate in open meetings with the school district or charter school. If you require a translator, one will be provided to you with the time allotment doubled to allow for both English and primary language translation.

**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 31<sup>st</sup> of the pupil's first school year.

**Parent Engagement- School Accountability – EC 11500, 11501, 11502, 11503**

Parental involvement and support in a child's education play a vital role in improving academic achievement. In order to create the most advantageous training program for families to engage in their children's education, the Lancaster School District has taken the stance to form family capacity building around the areas of academics for families. To do so, Lancaster School District has adopted a dual capacity framework in which families are trained in the areas of participation within their children's education. Staff will also be trained in the area of family engagement. Family engagement programs are encouraged by the Lancaster School District and implemented at all school sites. Topics that are covered in training include, but are not limited to, state academic standards and assessment, techniques and strategies to improve academic success, and providing for effective two-way communication between family and school. Lancaster School District will also focus family engagement training for school administrators, staff and support personnel on how to communicate effectively with parents as equal partners.

Families will also be consulted and participate in the design and implementation of the school program, and in the development of both School Plans and the Local Control and Accountability Plan.

To participate in the district's parent informational opportunities, for more information on how you may contribute, and to provide parental input to the local training programs for parents, please contact Dr. Jordan Goines at 661-948-4661.

**Parent Participation in School Meetings and Conferences - LC 230.8**

If the parent's employer has 25 or more employees, the parent must be allowed to attend school meetings and events for your children, up to a maximum of 40 hours each year without discrimination or fear of job loss. Purposes to attend child-related activities include: enrollment in grades 1-12, to address child care or school emergency, behavior or discipline problem that

requires immediate parent attention, sudden school closure, or natural disaster. (Parent” means a parent, guardian, stepparent, foster parent, or grandparent of, or a person who stands in.) If an employer discharges, threatens to discharge, demotes, suspends or otherwise discriminates against the parent, the employee may be entitled to reinstatement and reimbursement for lost income or benefits. See Labor Code 230.8 for more details.

#### **Pesticide Products – EC 17612**

To obtain a copy of all pesticide products and expected use at the school facility during the year, and to receive notification of individual pesticide applications at the school at least 72 hours before the application, please contact Lancaster School District Facilities Department. The notice will identify the active ingredient(s) in each pesticide product, the intended date of application, an Internet address on pesticide use and reduction, and the Internet address where the school site integrated pest management plan may be found if the school site has posted the plan.

(See Appendix [C](#) and [D](#) for list of products used and for notification form.)

#### **Physical Examination – EC 49451; 20 USC 1232h**

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.

#### **Property Damage – EC 48904**

Parents or guardians may be held financially liable if their child willfully damages school property or fails to return school property loaned to the child. The school may further withhold the grades, diploma, and transcript of the pupil until restitution is paid.

#### **Pupil Meals – Child Hunger Prevention and Fair Treatment Act of 2017 – EC 49557.5**

The Lancaster School District has a Meal Charge Policy about how students who pay the full or reduced cost of a school meal are impacted by not having enough cash on hand or in their account to purchase a meal. The meal charge policy may be viewed at <http://lancasterchildnutrition.com/> or for a copy of the policy, please contact Belinda Ross in Child Nutrition Services at 661-948-4661.

#### **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.

**Ralph M. Brown Act: Required Notices and Agendas for Open Public Meetings: GC 54954.2, 54956, 54956.5, 54954.2, 54954.5, 54957.1, 54957.7, and 54954.2(b)**

REGULAR MEETINGS: Agenda in 20 words or less, posted within 72 hours of meeting.

SPECIAL MEETINGS: Twenty-four-hour notice must be provided to members of legislative body and media outlets including brief general description of matters to be considered or discussed.

EMERGENCY MEETINGS: One-hour notice in case of work stoppage or crippling activity, except in the case of a dire emergency.

CLOSED SESSION AGENDAS: All items to be considered in closed session must be described in the notice or agenda for the meeting. The body must orally announce the subject matter of the closed session. If final action is taken in closed session, the body generally must report the action at the conclusion of the closed session.

AGENDA EXCEPTION: Special procedures permit a body to proceed without an agenda in the case of emergency circumstances, or where a need for immediate action came to the attention of the body after posting of the agenda.

**Release of Juvenile Information – WIC 827, 831**

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

Whenever a pupil has been found by a court to have committed any felony or misdemeanor involving curfew, gambling, alcohol, drugs, tobacco products, carrying of weapons, a sex offense, assault or battery, larceny, vandalism, or graffiti, the court will provide a written notice to the superintendent of the school district of attendance. The superintendent will then provide the information to the principal at the school of attendance, who will disseminate the information to any administrator, teacher, or counselor directly supervising or reporting on the behavior or progress of the pupil, allowing them to work with the pupil in an appropriate manner.

**Rights of Parents and Guardians to Information – EC 51101**

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

- (1) Within a reasonable period of time after making the request, to observe their child's classroom(s).
- (2) Within a reasonable time of their request, to meet with their child's teacher(s) and the principal.
- (3) To volunteer their time and resources for the improvement of school facilities and school programs under the supervision of district employees, including, but not limited to, providing assistance in the classroom with the approval, and under the direct supervision, of the teacher.
- (4) To be notified on a timely basis if their child is absent from school without permission.

- (5) To receive the results of their child's performance on standardized tests and statewide tests and information on the performance of their child's school on standardized statewide tests.
- (6) To request a particular school for their child, and to receive a response from the school district.
- (7) To have a school environment for their child that is safe and supportive of learning.
- (8) To examine the curriculum materials of their child's class(es).
- (9) To be informed of their child's progress in school and of the appropriate school personnel whom they should contact if problems arise with their child.
- (10) To have access to the school records of their child.
- (11) To receive information concerning the academic performance standards, proficiencies, or skills their child is expected to accomplish.
- (12) To be informed in advance about school rules, including disciplinary rules and procedures, attendance policies, dress codes, and procedures for visiting the school.
- (13) To receive information about any psychological testing the school does involving their child and to deny permission to give the test.
- (14) To participate as a member of a parent advisory committee, school site council, or site-based management leadership team.
- (15) To question anything in their child's record that the parent feels is inaccurate or misleading or is an invasion of privacy and to receive a response from the school.
- (16) To be notified, as early in the school year as practicable, if their child is identified as being at risk of retention and of their right to consult with school personnel responsible for a decision to promote or retain their child and to appeal a decision to retain or promote their child.

#### **Safe Place to Learn Act – EC 234 and 234.1**

The Lancaster School District is committed to maintaining a learning environment that is free from discrimination, harassment, violence, intimidation, and bullying based on actual or perceived characteristics set forth in Section 422.55 of the Penal code and EC 220, and disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or association with a person or group with one or more of these actual perceived characteristics. All school personnel who witness an act of discrimination, harassment, who engages in acts of discrimination, harassment, violence, intimidation, or bullying related to school activity or school attendance occurring within a school of the school district may be subject to disciplinary action up to and including expulsion. To report an incidence and/or to receive a copy of the district's anti-discrimination, anti-harassment, anti-intimidation, and anti-bullying policies, please contact the Pupil Safety and Attendance Office at 723-0351 x 461.

#### **School Bus Safety – EC 39831.5 (K-8)**

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.

#### **School Safety: Bullying – EC 234.4 and 32283.5**

The Lancaster School District is committed to the prohibition of discrimination, harassment, intimidation, and bullying. Annual training will be provided to all staff who work with students to prevent bullying and cyberbullying. You may find a list of education web pages describing the staff training at: <https://www.cde.ca.gov/ls/ss/se/bullyres.asp> If you or your child should experience any bullying on campus, at school events, or on the way to or from school, please contact your school administrator.

### **School Visiting Procedures – EC 51101(a)(12)**

Visitors to our schools must sign in at the school office upon entering the campus for the safety of our staff and students. You will find a sign posting where to sign in at each entrance to our school sites.

### **Sexual Abuse and Sex Trafficking Prevention – EC 51950 and 51900.6**

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

### **Sexual Harassment – EC 231.5, 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.

### **Statewide Testing Notification**

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

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

- **Smarter Balanced Assessment Consortium Assessments**  
The Smarter Balanced computer adaptive assessments are aligned with the Common Core State Standards (CCSS). English language arts/literacy (ELA) and mathematics tests are administered in grades three through eight and grade eleven to measure whether students are on track to college and career readiness. In grade eleven, results from the ELA and mathematics assessments can be used as an indicator of college readiness.
- **California Science Tests (CAST)**  
The computer-based CAST measures students' achievement of the California Next Generation Science Standards (CA NGSS) through the application of their knowledge and skills of the Science and Engineering Practices, Disciplinary Core Ideas, and Crosscutting Concepts. The CAST is administered to all students in grades five and eight and once in high school (i.e., grade ten, eleven, or twelve).
- **California Alternate Assessments (CAAs)**  
Only eligible students—students whose individualized education program (IEP) identifies the use of alternate assessments—may participate in the administration of the CAAs. Test examiners administer the computer-based CAAs for ELA, mathematics, and science one-on-one to students. Students in grades three through eight and grade eleven will take the CAA for ELA and mathematics. Test items developed for ELA and mathematics are aligned with the CCSS and are based on the Core Content Connectors.  
Students in grades five and eight and once in high school (i.e., grade ten, eleven, or twelve) will take the CAA for Science. The CAA for Science embedded performance tasks are based on alternate achievement standards derived from the CA NGSS. Students taking the CAA for Science will take three embedded performance tasks in spring 2019.
- **California Spanish Assessment (CSA) for Reading/Language Arts**

The optional CSA for Reading/Language Arts in Spanish is aligned with the California Common Core State Standards en Español. This computer-based test allows students to demonstrate their Spanish skills in listening, reading, and writing mechanics.

Pursuant to California *Education Code* Section 60615, parents/guardians may annually submit to the school a written request to excuse their child from any or all of the CAASPP assessments.

### **English Language Proficiency Assessments for California**

California transitioned from the California English Language Development Test (CELDT) to the English Language Proficiency Assessments for California (ELPAC) in 2017–18. The ELPAC is aligned with the 2012 California English Language Development Standards. It consists of two separate English Language Proficiency (ELP) assessments: one for the initial identification of students as English learners and the other for the annual summative assessment to identify students' English language proficiency level and to measure their progress in learning English.

### **Physical Fitness Test**

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

California Department of Education | August 2018

### **Special Education – Use of Assistive Technology – EC 56040.3**

Upon exiting the school district, students may continue to use the assistive technology devices provided by the school as determined by the IEP team offer for a maximum of two months until a replacement or comparable device is obtained.

### **Sudden Cardiac Arrest – EC 33479 et seq.**

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

### **Suicide Prevention Policies — EC 215**

Student suicide rates are of concern to all members of the school community. One child, ages 12 and older, dies by suicide every five days in California. Local Districts are required by California law to provide suicide prevention education, according to age-appropriate and sensitive local policies, for grades 7 to 12. Legislators have determined that training in mental health and coordination around improved services is extended to our elementary students. A shared goal by all staff educators is to keep a safe place to learn, free from harm to any of our students.

### **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. Questions pertaining to the sexual orientation and gender identity of a student shall not be removed from a survey that already includes them.

### **Title IX Notifications – EC 221.61**

Title IX of the Education Amendments of 1972 is one of several federal and state anti-discrimination laws that ensure equality in educational programs and activities that receive federal funding. Specifically, Title IX protects male and female pupils and employees, as well as transgender pupils and pupils who do not conform to sex stereotypes, against discrimination based on sex, including sexual harassment. California law also prohibits discrimination based on gender, gender expression, gender identity, and sexual orientation. Under Title IX, pupils may not be discriminated against based on their parental, family, or marital status, and pregnant and parenting pupils may not be excluded from participating in any educational program, including extracurricular activities, for which they qualify. For more information about Title IX, or how to file a complaint of noncompliance with Title IX, contact: Michael Davis and may be reached at 661-948-4661. You may file a Title IX complaint by obtaining complaint forms at the Lancaster School District Office, the school principal's office or on the California Department of Education's website at <http://www.cde.ca.gov/re/cp/uc/>.

### **Tobacco-free Campus – BPC 22950.5; HSC 104420, 104495, 104559, PC 308**

The use of tobacco and nicotine products is prohibited on school or district grounds, buildings, and vehicles, and within 250 feet of a youth sports event. Tobacco product includes, but is not limited to, cigarettes, cigars, little cigars, chewing tobacco, pipe tobacco, snuff, or an electronic device (e.g., electronic cigarette, cigar, pipe, or hookah) that delivers nicotine or other vaporized liquids.

### **Uniform Complaint Policy and Procedure – 5 CCR 4622, EC 234.1, 32289, 43013**

The Uniform Complaint Procedures (UCP) complaint is a written and signed statement by a complainant alleging a violation of federal or state laws or regulations, which may include an allegation of unlawful discrimination, harassment, intimidation, bullying or charging pupil fees for participation in an educational activity or non-compliance. The person who receives the complaint shall respond to the parent in writing within 60 days. The parent may appeal to CDE within 15 days if not in agreement with the final report.

Please contact Michael Davis at 661-948-4661 if you would like more information on how to file a complaint with the school or district, prior to appealing to the CDE. For more information you may go to the CDE website: <https://www.cde.ca.gov/re/cp/uc/ucpmonitoring.asp>.

### **Victim of a Violent Crime – 20 USC 7912a**

A pupil who becomes a victim of a violent crime while in or on the school grounds must be offered the opportunity to transfer to a safe public school within the school district, including a public charter school, within ten calendar days. If there is not another school within the area served by the district, the district is encouraged, but not required, to explore other appropriate options such as an agreement with a neighboring school district to accept pupils through an interdistrict transfer. Primary examples of violent criminal offenses in the Penal Code include attempted murder, battery with serious bodily injury, assault with a deadly weapon, rape, sexual battery, robbery, extortion, and hate crimes. For more information, please contact the Director of Pupil Safety and Attendance at 661-723-0351 x 461.

### **Walking or Riding a Bike to School – VC 21212**

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

### **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.

Parents have the right to request information regarding the professional qualifications of the student's classroom teachers, including at a minimum, the following: (1) Whether the student's teacher (a) has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction; (b) is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived; and (c) is teaching in the field of discipline of the certification of the teacher and (2) Whether the child is provided services by paraprofessionals and, if so, their qualifications in a timely manner. Parents of students attending a school receiving Title I Part A funding will be notified in a timely manner if the student has been assigned, or has been taught for four or more consecutive weeks by a teacher who does not meet applicable state certification or licensure requirements at the grade level and subject area in which the teacher has been assigned (20 U.S.C. sections 6312[c][6], 6312[e][1][A])



# Appendices

## Appendix A: School Calendar

### 2021-22 SCHOOL CALENDAR—LANCASTER SCHOOL DISTRICT

July/August				
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			

September				
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	30	

October				
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

November				
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			

December				
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	30	31

January				
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				








February				
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				

March				
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	

April				
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

May				
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			

June				
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	30	

	Schools Closed
	No School for Students Teacher Prep/PD/Orientation 8/5, 8/6, 8/9, 9/22
	Parent Conferences No School for Students
	Early Release Parent Conf.
	Early Release for Prof. Dev. No PD on 9/21, 12/17, & 6/2
	First/Last Day of School
	New Teacher Orientation

Board Approved: February 4, 2020

# Lancaster School District 2021-2022 School Calendar

## Holidays

Labor Day	September 6
Veteran's Day	November 11
Thanksgiving	November 22-26
Winter Break	December 20 – January 7
Martin Luther King Day	January 17
Lincoln's Birthday	February 11
President's Day	February 21
Spring Break	March 21 – March 25
Memorial Day	May 30

	<u>End of Reporting Period Dates</u>	<u>Progress Reports/ Report Cards Home</u>
<b>First Semester Progress:</b>	October 8, 2021	October 22, 2021
<b>First Semester:</b>	December 17, 2021	January 21, 2022
<b>Second Semester Progress:</b>	March 18, 2022	April 8, 2022
<b>Second Semester:</b>	June 2, 2022	June 2, 2022

Back to School Night (**MIDDLE SCHOOLS ONLY**) August 26, 2021

Back to School Nights for Elementary Schools will be determined individually by each school.

Appendix C: Student Media Consent and Release Form



Lancaster School District  
44711 N. Cedar Avenue | Lancaster, CA 93534  
661-948-4661 | www.lanncsd.org

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**Student Media Consent and Release Form**

*Throughout the school year, students may be highlighted in efforts to promote Lancaster School District activities and achievements. For example, students may be featured in materials to train teachers and/or increase public awareness of our schools through newspapers, radio, TV, the web, DVDs, displays, brochures, and other types of media.*

I, as the parent or guardian of \_\_\_\_\_, hereby give Lancaster School District and its employees, representatives, and authorized media organizations permission to print, photograph, and record my child for use in audio, video, film, or any other electronic, digital and printed media.

- a. This is with the understanding that neither Lancaster School District nor its representatives will reproduce said photograph, interview, or likeness for any commercial value or receive monetary gain for use of any reproduction or broadcast of said photograph or likeness. I am also fully aware that I will not receive monetary compensation for my child’s participation.
- b. I further release and relieve Lancaster School District, its Board of Trustees, employees, and other representatives from any liabilities, known or unknown, arising out of the use of this material.

I certify that I am a legal adult and have the full legal capacity as the parent or legal guardian of the student and have the full authority to grant this consent on behalf of the student. I further certify that I have read the Media Consent and Release Liability statement and fully understand its terms and conditions.

**Please Print**

Full Name of Child \_\_\_\_\_ Age \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

School \_\_\_\_\_ Grade \_\_\_\_\_

Parent Name \_\_\_\_\_ Date \_\_\_\_\_

Parent or Guardian Signature \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_



## Appendix D: 2021-2022 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 2021-2022 school year:

PESTICIDES APPLIED BY CONTRACTED PROVIDER				
COMMON NAME	MANUFACTURER	EPA #	ACTIVE INGREDIENTS	USE
Advion Cockroach Gel Bait	Syngenta Crop Protection	100-1484	99.4% Inert Ingredients	Cockroach Trap
Dragnet SFR Termiticide / Insecticide	FMC Corporation	279-3062	Permethrin, Petroleum distillates	Termites
Essentria IC3	Envincio	None	Rosemary Oil, Geraniol, Peppermint Oil, Wintergreen Oil, Mineral Oil, Vanillin	Crawling and Flying Insects
Optigard ant Gel Bait	Syngenta Crop Protection	None	Inert Ingredients	Ants
Premise Pro	Bayer Environmental	432-1449	Imidacloprid, Ethoxylated Polyarylphenol	Termites, Carpenter Ants
Suspend Plyzone	Bayer Environmental	432-1514	Deltamethrin	Crawling and Flying Insects
Termidor SC	BASF Corporation	7969-210	Fipronil, Dichlorophenyl, Pyrazole	Termites
PESTICIDES APPLIED BY DISTRICT PERSONNEL				
COMMON NAME	MANUFACTURER	EPA #	ACTIVE INGREDIENTS	USE
20% Vinegar Weed Killer	Ecoclean Solutions	85208-1-93489	Acetic Acid	Post Emergent Weed Control
Amdro Gopher Gasser	Ambrands	73342-8	Sulfer, Potassium Nitrate	Gophers
Ant & Roach Killer	EcoSmart Organic	None	Rosemary & Cinnamon Oils	Ants, Roaches
Wasp & Hornet Killer	EcoSmart Organic	None	Phenethyl Propionate & Peppermint Oil	Wasps, Hornets
Essentria G	Zoecon	None	Clove Oil Thyme Oil	Ants, Mites, Cockroaches
Gallery SC	Dow	None	Isoxaben	Pre Emergent Weed Control
Montery Insect Control	Lawn & Garden Prod.	None	Imidacloprid, Propylene Glycol	Ants Roaches
P.C.Q. Rodenticide	Bell Laboratories	None	Diphacinone	Gophers, Squirrels
The Giant Destroyer	Atlas Chemical	None	Sodium Nitrate	Gophers, Squirrels
Victor Ant & Roach Killer	Woodstream Corporation	None	Mint Oil, Lecithin, Mineral Oil	Ants, Roaches
Turf Supreme 16-6-8	JR Simplot Co.		Ammonium Sulfate, Monoammonium Phosphate, Potassium Chloride, Iron Oxysulfate, Wax	Turf Fertilizer

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.



**Appendix E: Request for Individual Pesticide Application Notification**

2021-2022 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



## Appendix F: 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](http://Myspace.com), [Facebook.com](http://Facebook.com), and [Twitter.com](http://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](http://Myspace.com), [Facebook.com](http://Facebook.com), [Twitter.com](http://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](http://www.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](mailto: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.



## Appendix G: Student Technology Use Policy Agreement – July 2019

The goal in providing electronic information services to students is to promote education and excellence in school by facilitating research, innovation, communication, creativity, and collaboration. Access to these technologies requires responsibility. The use of an assigned account must be in support of education, research, and/or within the goals, roles, responsibilities and objectives of the Lancaster School District. District technology includes, but is not limited to, computers, printers, tablets, peripherals, servers, access points, software, including operating systems, cell phones, email, digitized information, data files, wearable technology, and new technologies as they become available. Users grant consent to the school district to access all district owned electronic devices, the information created on those devices, and all information sent or received.

Individual users of district computer networks are responsible for their behavior and communications over those networks including personal devices while on school property. All internet activity is monitored. Students and parents should be aware that on-line services are not free of objectionable materials. Students bear the same responsibility for Internet use as they exercise with information sources such as television, telephones, movies and radio.

Students will guard their own privacy and the privacy of others. Students will not share personal information on websites, email, or in any digital content. Students will not share personal information of other students or staff members.

Material to be published must not display, access, or link to sites deemed offensive by this LSD Technology Use Policy. All published material must have educational value and/or support the district guidelines, goals, and policies as well as conform to the Internet/Intranet Publishing Guidelines. Only materials authorized by the site/department administrator will be published on LSD Internet/Intranet servers. Illegal or inappropriate publishing activities or uses of any kind that do not conform to the rules, regulations and policies of the Lancaster School District are forbidden. All parents must acknowledge that they have read and understand the Notice to Parents annually.

The District makes every effort to limit access to objectionable material. However, controlling all such materials on the computer/network/Internet is impossible, even with filtering in place. With global access to computers and people, a risk exists that students may access material that may not be of educational value in the school setting.

Network storage files and local computer files are treated like any other student work in progress. Adults may review files and communications to maintain system integrity and ensure that students are using the system responsibly. Students should not expect that files stored on district servers and computers will be private. Administrators may also use this information in disciplinary actions, and will furnish evidence of crime to law enforcement. The District reserves the right to determine which uses constitute acceptable use and to limit access to such uses. The District also reserves the right to limit the time of access and priorities among competing acceptable uses.

Acknowledgement of the Lancaster School District Appropriate Use of Technology Notice to parents of the terms and conditions of this policy constitutes notice to the student as well as the student's parent/guardian as it relates to disclosure, access, dissemination, use and retention of student information as required by the Children's Online Privacy Protection Act (COPPA), Protection of Pupil Rights Amendment (PPRA), the Children's Internet Protection Act (CIPA), and the Family Educational Rights and Privacy Act (FERPA).

The District makes no guarantees about the quality of services provided and is not responsible for any claims, losses, damages, costs, or other obligations arising from the use of the network or accounts. Any additional charges a user accrues due to the use of the District's network are to be borne by the user. The District also denies any responsibility for the accuracy or quality of the information obtained through user access. The District denies any responsibility for material encountered on a computer network, including the Internet, which may be deemed objectionable to a user (or his/her parents, if a minor) or for any hostile or injurious actions of third parties encountered through a computer network. Any statement accessible on the computer network or the Internet is understood to be the author's individual point of view and not that of the District, its affiliates or employees. Due to the nature of electronic communications and changes in the law, it is also impossible for the District to guarantee confidentiality of email sent and received over any computer network.

**The following are prohibited and may result in a loss of access as well as disciplinary or legal action.**

- Use of a cell phone on campus without the direct approval of the site administrator Accessing, sending or displaying offensive messages or pictures
- Harassing, insulting, or attacking others
- Wasting limited resources

- Intentionally tampering (hacking) with or damaging computers, computer systems, or computer networks
- Violating laws (including copyright laws or plagiarism)
- Defacing or vandalism of district equipment
- Using another's account/password or giving out your account/password
- Using mobile devices on campus without permission
- Employing district technology for commercial purposes or personal gain
- Giving out anyone's home address, phone number or other personal information
- Trespassing in another's folders, work, or files
- **Unauthorized installation or use of software and hardware-including unfiltered access points, example: wireless router or hot spot**
- Violating any provision set forth in the Lancaster School District Technology Use Policy





**Appendix H: Acknowledgement of Receipt and Review**

**LANCASTER SCHOOL DISTRICT  
2021-2022 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](http://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

