

Brookhurst Junior High

Home of the Spartans!



UNLIMITED YOU 

ANAHEIM UNION HIGH SCHOOL DISTRICT

Parent-Student Handbook

601 N. Brookhurst Street
Anaheim, CA 92801
(714) 999-3613

Brookhurst.org



Spartan Vision

At Brookhurst, we will create a positive, connected community of caring students who are actively engaged in learning about themselves, their community, and the world. We work to prepare all students with the 21st century skills necessary to persevere and succeed in a changing world.

Principal's Message

Welcome to Brookhurst Junior High School Home of the Spartans!

It is an honor to welcome you to Brookhurst Junior High. Did you know that our school has award winning programs and exclusive opportunities you can participate in? Some of these are our Global Leadership and Language Academy (Dual language program in Spanish), our AVID program, our Visual and Performing Arts, our STEM Robotics, Urban Ecology, and Marine Biology courses, our World Languages (Spanish and Chinese), our Career Technical Education Elective Wheel, many clubs and organizations and of our after school athletics. Additionally, as a California Democracy school, we believe in student voice and action civics. Over the past three years, our school took top honors out of all junior highs in Orange County and placed 1st, 2nd and 3rd in the Orange County's Mivka Challenge. We received a California Award of Merit for our action civic efforts, and took an active role in further investigation and raising awareness and actions to stop the spread of COVID-19. We look forward to having YOU pursue a passion of your choice and planning and implementing a call to action. For our parents, we also have programs for you to participate in such as parent learning walks, parent leadership academies and also our parent ambassador program. At our school, students and parents are expected to continue to develop and refine their Communication, Critical Thinking, Creativity, Collaboration and Character to achieve their UNLIMITED YOU and success.

Sincerely,

Mrs. Hilda Vázquez-Díaz

Principal



IMPORTANT PHONE NUMBERS

Main Office	(714) 999-3613
Fax.....	(714) 999-1764
Attendance	(714) 999-3612
Records/Registration.....	(714) 999-3613 X31640

2021-2022 DATES TO REMEMBER

August 3, 2021	New student orientation for student with last names starting with A-H
August 4, 2021	New student orientation for student with last names starting with I-O
August 5, 2021	New student orientation for student with last names starting with P-Z
August 11, 2021	First Day of School
August 24, 2021	Back to School Night
October 8, 2021	End of First Quarter – Minimum Day
December 17, 2021	End of 2 nd Quarter – Minimum Day
February 2, 2022.....	Open House
March 11, 2022.....	End of Third Quarter – Minimum Day
May 26, 2022	End of 4 th Quarter – Minimum Day/Last Day of School

HOLIDAYS AND VACATION DAYS (NON-STUDENT DAYS)

September 6, 2021	Labor Day (Holiday)
October 11, 2021	Staff Development Day – Non-Student Day
November 11, 2021	Veteran’s Day (Holiday)
November 22 – 26, 2021	Thanksgiving Break
December 20, 2021 – December 31, 2021	Winter Break
January 17, 2022.....	Servathon-Dr. Martin Luther King Jr. Day (Holiday)
January 28, 2022.....	Staff Development Day – Non-Student Day
February 14, 2022.....	Lincoln’s Birthday (Holiday)
February 21, 2022.....	President’s Day (Holiday)
March 21-25, 2022.....	Spring Break

Anaheim Union High School District
2021-2022
Student/Teacher Calendar

July 2021					November 2021					March 2022				
			1	2*	1	2	3	4	5		1	2	3	4
5	6	7	8	9	8	9	10	11*	12	7	8	9	10	11<
12	13	14	15	16	15	16	17	18	19	14	15	16	17	18
19	20	21	22	23	22	23	24	25*	26*	21	22	23	24	25*
26	27	28	29	30	29	30				28	29	30	31	
August 2021					December 2021					April 2022				
2	3	4	5	6			1	2	3					1
9++	10+	11	12	13	6	7	8	9	10	4	5	6	7	8
16	17	18	19	20	13	14	15	16#	17<	11	12	13	14	15
23	24	25	26	27	20	21	22	23*	24*	18	19	20	21	22
30	31				27	28	29	30*	31*	25	26	27	28	29
September 2021					January 2022					May 2022				
		1	2	3	3	4	5	6	7	2	3	4	5	6
6*	7	8	9	10	10	11	12	13	14	9	10	11	12	13
13	14	15	16	17	17*	18	19	20	21	16	17	18	19	20
20	21	22	23	24	24	25	26	27	28++	23	24	25#	26<	27+
27	28	29	30		31					30*	31			
October 2021					February 2022					June 2022				
				1		1	2	3	4			<u>1</u>	<u>2</u>	<u>3</u>
4	5	6	7	8<	7	8	9	10	11	6	7	8	9	10
11++	12	13	14	15	14*	15	16	17	18	13	14	15	16	17
18	19	20	21	22	21*	22	23	24	25	20	21	22	23	24
25	26	27	28	29	28					27	28	29	30	



School Begins



Non-Student/Non-Teacher Day
Holidays

+

Teacher Day; No Students

++

Staff Development Day; No students

<

End of the Quarter or Semester
And Minimum Day for Students

#

Minimum Day for H.S. Students Only

Underlined Days (May 29-June 4) are subject to
change to regular school days if it becomes
necessary to bring the total school days up to State
minimum.

Quarter	Days	Dates			
1	42	Aug	11	--	Oct 8
2	43	Oct	12	--	Dec 17
3	46	Jan	3	--	Mar 11
4	49	Mar	14	--	May 26

180 Student Days
185 Teacher Days

Progress Reports Due Fridays
10:00 a.m. at the site on:
September 17, 2021
November 12, 2021
February 4, 2022
April 22, 2022

Grades Due Fridays
10:00 a.m. at the site on:
October 15, 2021
January 7, 2022
March 18, 2022
May 27, 2022

Student-Parent Compact

BROOKHURST JUNIOR HIGH 2021-2022

The Brookhurst Junior High -parent compact outlines how parents, students, and the entire school staff will share the responsibility for improved student academic achievement.

At Brookhurst Junior High, it is our goal to ensure that every student is college, career and life ready. In order to achieve these goals, we must all work together. When families and schools work together, students are more likely to succeed in the educational setting. We are committed to fostering high expectations and promoting positive attitudes to achieve high academic standards and excellence in a safe and nurturing environment. As a reflection of these goals, the Student-Parent-School Compact is our way of encouraging support for our students from both the home and the school. Together we are agreeing to the following.

STUDENT

As a student, I pledge to:

- get to class on time every day.
- complete assignments and homework on time and to do all my work to the best of my ability.
- write all of my homework assignments down in my Student Planner.
- ask my teachers questions when I do not understand.
- spend time at home daily studying or reading.
- decide with my parent(s) a time limit to computer game use or cell phone use.
- be responsible for my own behavior and follow the rules at Brookhurst Junior High.
- discuss with my parents what I am learning at school or the problems that I am having at school.
- check my grades regularly on the Aeries website.
- check eKadance or learning management system for course coursework

HOME

As parent, we pledge to:

- provide a place for quiet study time at home and encourage good study habits.
- talk with my child about his or her school work and activities every day.
- attend conferences, look at school work, and call the school if necessary to learn how my student is progressing, or go on-line to check my student's progress. Check our Aeries/eKandance website.
- encourage my child to read by reading myself and talking about what my child is reading at school or independently
- limit the time when my child is on-line or on his or her cell phone.
- reinforce and support the rules and policies of Brookhurst Junior High School.

SCHOOL

As a teacher, we pledge to:

- explain expectations, standards, instructional goals and grading to students and parents.
- provide a safe, positive, and healthy learning environment for all students.
- communicate to all parents the progress and achievement levels of their students.
- strive to better meet the individual needs of all students.

As the principal, I pledge to:

- create a welcoming, family-friendly environment for students and parents.
- communicate with students and parents on a regular basis.
- ensure a safe and orderly learning environment.
- provide appropriate staff development and training for teachers and parents.
- build and support a partnership between parents, students, and staff.

Family Resource Center

RESOURCES FOR OUR STUDENTS AND FAMILIES

We would like to welcome all our families to the Brookhurst Family Resource Center. At our Family Resource Center, you will find many opportunities to become involved in our school community as well as an array of family resources. Here you can find information on community resources such as medical/dental assistance, individual/family counseling etc. Other information that is available to you in the Family Resource Center is:

- Parent Involvement Opportunities (meetings, training, workshops, volunteering, etc.)
- Aeries Parent Portal assistance
- Monthly parent events such as Coffee with the Principal, Parent Learning Walks, ELAC and others.

Center Hours: Monday – Friday 7:30am-3:30pm (*Closed for lunch*)

Contact number: (714) 999-3613

Contact person: Ms. Soto Sotoperez_A@auhsd.us

McKinney-Vento

HOMELESS EDUCATION ACT

If your family is in a temporary or inadequate living situation due to a loss of housing, your child might be eligible for certain educational rights and services under the McKinney-Vento Homeless Education Act.

Eligibility for McKinney-Vento Services if your family lives

- In a shelter,
- In a motel or campground due to the lack of alternative adequate accommodation,
- In a car, park, abandoned building, or bus or train station, or
- Doubled-up with other people due to loss of housing or economic hardship

If any of the above applies, then your child might be able to receive help through a federal law called the McKinney-Vento Act.

Your McKinney-Vento eligible children have the right to

- Receive a free, appropriate public education
- Enroll in school immediately, even if lacking documents normally required for enrollment.
- Enroll in school and attend classes while the school gathers needed documents.
- Enroll in the local school; or continue attending their school of origin (the school they attended when permanently housed or the school in which they were last enrolled), if that is your preference.
- Receive transportation to and from the school of origin, if you request this.
- Receive educational services comparable to those provided to other students, according to your children's needs.

*If the school district believes that the school you select is not in the best interest of your children, then the district must provide you with a written explanation of its position and inform you of your right to appeal its decision.

HAVE QUESTIONS OR NEED ASSISTANCE? CALL THE MCKINNEY-VENTO LIAISON

Dr. Adela Cruz, LCSW, PPSC; Coordinator, School Mental Health
McKinney-Vento (Homelessness)/ Foster Youth
Email: cruz_ad@auhsd.us Office: 714-999-7734

Registration for 2021-2022

REGISTRATION PROCESS---THREE STEP REGISTRATION PROCESS

Dear Future AUHSD Student,

We are pleased to welcome you to the Anaheim Union High School District (AUHSD) family for the 2021-2022 school year! We have an exciting year planned with many opportunities for you and your family to be part of as members of our community. AUHSD offers a wide variety of academic programs, career education pathways, visual and performing arts, electives, athletics, and clubs for you to participate in. We encourage students and parents to get involved in school and take advantage of the many programs we have to offer.

It is time for you to pre-register for the 7th grade. To help you get started, there are some steps you will need to take. The junior high you are assigned to attend based on your address is:

Brookhurst Junior High
Main Office Phone Number: 714-999-3613
Website: Brookhurst.org

Included in this packet are instructions for the pre-enrollment and course selection process. AUHSD Junior High counselors will be virtually visiting your elementary school February 1st through February 12th, 2021 to explain the course selection process. Your 6th grade teacher will inform you of the exact date. Additional information about the school and programs can be found on the school website under the “Pre-Enrollment/Course Selection” link.

If you are interested in attending a junior high other than the one you are assigned to, you may apply for an Intra-District transfer by February 5, 2021. Information regarding how to apply for a transfer can be found at <http://bit.ly/21-22auhdsdtransfers>.

All future AUHSD students must complete the 3-step registration process stated below regardless of which school you plan to attend. Therefore, if you requested a transfer, start the process by completing step 1 while you wait for final transfer approval. Any information that you complete will be transferred to your new school once the transfer is approved.



Complete ALL three steps for registration:

STEP 1: Pre-Enrollment & Course Selection (February 1-12)

Please complete the following:

- **2021-2022 Pre-Enrollment Form & Course Selection Form**

Please wait for your school counselor to visit your elementary school before you complete this form and complete only once. If you would like to make changes once the form has been submitted, please contact the school directly for assistance.

- To access the form, use the QR Code or go to this website: <http://bit.ly/brookhurstjhs21>

- Email a copy/photo of these documents to the school: brookhurst_enrollment@auhdsd.us

- **Immunization Record**

- **Proof of Residency** (current gas, electric or water bill or lease/rental agreement)

- Important note: If proof of residency documents are NOT in the parent's or guardian's name then complete a **Declaration of Residency** (Brookhurst.org) and include a copy of the individual's Identification card or valid driver's license

All of this information can also be found on the school website under the, "Pre-Enrollment/Course Selection" link. If you need further assistance, please contact: 714-999-3613.

STEP 2: Online Data Confirmation (mid April)

In April, you will receive notice and instructions to complete Online Data Confirmation. This is a **mandatory process** and will secure your enrollment in our district. You will have a verification code to log in to complete the process, so please save this communication when you receive it. You will receive a separate communication regarding the completion of this step.

STEP 3: Summer Registration Events-Scheduled by site (late July)

Registration events will be offered with online and in-person options. Please try to complete as many tasks as you can online (such as step 2-Aeries Data Confirmation), however some events, such as textbooks distribution, will be completed in person. Please check our website with more information regarding Registration events this summer.

For your convenience there will be various virtual events planned at your Junior High School that will provide additional information. Please visit the school website for more information. We look forward to meeting you!

The Anaheim Union High School District Team

Immunization Requirements

STUDENTS ADMITTED TK-12TH GRADE NEED:

Effective **JULY 1, 2020**

Polio (4 doses), **DPT** (5 doses), **Hep B** (3 doses)

Varicella Chickenpox (2 doses)

MMR Measles, **Mumps**, **Rubella** (2 doses, both after 1st Birthday)

Tdap Pertussis, **Whooping Cough** Booster (1 dose after the age of 7)

THE LAW REQUIRES WHOOPING COUGH BOOSTER **Tdap** (after 7 yrs old) and 2 doses of **Varicella**

Medical exemptions are for one year only.

Must be signed by a Medical Doctor.

Spirit Packages (Optional)

ASB ACCOUNTS WILL BE OPEN FOR FAMILIES TO PURCHASE SPIRIT PACKAGES, ASB CARDS, AND SPIRIT ITEMS ON OUR BROOKHURST ASB WEBSTORE

Brookhurst ASB Webstore: <https://brookhurst.myschoolcentral.com>

(Use Link Above to Purchase Items Individually)



PACKAGE 1: \$20

- **ASB CARD**
- **BROOKHURST SPIRIT SHIRT**
- **1ST SEMESTER EVENT**
- **2ND SEMESTER EVENT**

SAVE \$5 WITH THIS PACKAGE!!

PACKAGE 2: \$50

- **YEARBOOK**
- **ASB CARD**
- **BROOKHURST SPIRIT SHIRT**
- **BROOKHURST WATER BOTTLE**
- **BROOKHURST MASK**
- **1ST SEMESTER EVENT**
- **2ND SEMESTER EVENT**

SAVE \$17 WITH THIS PACKAGE!!

***NO REFUNDS**

Library

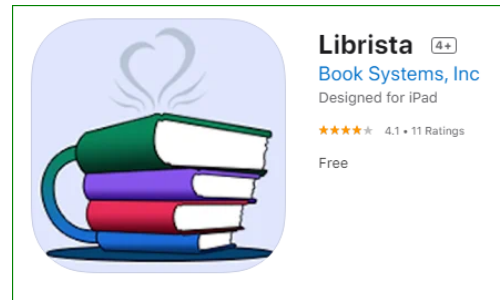
BROOKHURST JUNIOR LIBRARY:

Spartans are encouraged to visit and check out materials from their library's collection of over 16,000 books and graphic novels. Many items are available in Spanish or other languages. Brookhurst students may check out up to three books at a time for a checkout period of two weeks. If needed, materials may be "renewed" twice for additional two week intervals.

Brookhurst's Library also provides access to multiple research databases and online resources, including ebooks, audiobooks, test prep, and free online homework help both through state-provided sponsorship and our partnership with the Anaheim Public Library (i.e., ACES).

Come to the library to read, get book recommendations, study, work on group projects, and explore ideas. To learn more about all of the helpful online resources we provide visit the Library link on the school website. Unless otherwise noted, Brookhurst's Library's normal hours of operation are from 7:30 a.m. until 3:30 p.m

Download the **Librista App** to easily access and use library resources on your personal device.



Earned Income Tax Credit Act

(EITC) INFORMATION ACT:

Notice: *The California Revenue and Taxation Code (RTC) Section 19853(b) requires local educational agencies (LEA) that operate the National School Lunch Program (NSLP) to annually notify households about the Earned Income Tax Credit (EITC) Information Act.*

Based on your annual earnings, you may be eligible to receive the Earned Income Tax Credit from the Federal Government (Federal EITC). The Federal EITC is a refundable federal income tax credit for low-income working individuals and families. The Federal EITC has no effect on certain welfare benefits. In most cases, Federal EITC payments will not be used to determine eligibility for Medicaid, Supplemental Security Income, food stamps, low-income housing, or most Temporary Assistance For Needy Families payments. Even if you do not owe federal taxes, you must file a federal tax return to receive the Federal EITC. Be sure to fill out the Federal EITC form in the Federal Income Tax Return Booklet. For information regarding your eligibility to receive the Federal EITC, including information on how to obtain the Internal Revenue Service (IRS) Notice 797 or any other necessary forms and instructions, contact the IRS by calling 1-800-829-3676 or through its Web site at www.irs.gov.

You may also be eligible to receive the California Earned Income Tax Credit (California EITC) starting with the calendar year 2015 tax year. The California EITC is a refundable state income tax credit for low-income working individuals and families. The California EITC is treated in the same manner as the Federal EITC and generally will not be used to determine eligibility for welfare benefits under California law. To claim the California EITC, even if you do not owe California taxes, you must file a California income tax return and complete and attach the California EITC Form (FTB 3514). For information on the availability of the credit eligibility requirements and how to obtain the necessary California forms and get help filing, contact the Franchise Tax Board at 1-800-852-5711 or through its Web site at www.ftb.ca.gov.

For additional information, refer to the IRS EITC Web page at:

<https://www.irs.gov/credits-deductions/individuals/earned-income-tax-credit>

or the California EITC Web page at:

<https://www.ftb.ca.gov/individuals/faq/net/900.shtml>.



Free & Reduced Meal Benefits

EXTENDED BENEFITS OF PARTICIPATING IN FREE & REDUCED LUNCH PROGRAM

There are many benefits for students who are approved as eligible for free and/or reduced meals through the National School Lunch Program.

- A healthy, delicious breakfast and lunch each day at school
- \$15 AP Testing - Regularly \$94 per AP Test
- Free 11th Grade PSAT - Regularly \$16
- Free SAT Testing (up to 2 opportunities) - Regularly \$64.50 each opportunity
- Free college application fees at participating colleges or universities - including all California State and University of California schools - Regularly \$55 to \$80 each
- Free unlimited sending of SAT scores to colleges - Regularly \$12 each

AUHSD also benefits as the school district receives additional funding for each student eligible for free and/or reduced meals. This funding is currently used in AUHSD to support additional social workers, counselors, and teachers, as well as improved and increased services for students.

There are two ways to submit your application. One way is to complete a paper Application for Free and Reduced Lunch and return it to your child's school. A second, and fastest, way is to complete an online application (see below).

Please note that it can take up to 10 days to process the application. Once processed, you will receive a letter via US Mail. It is necessary to keep this letter to document eligibility

Free & Reduced Meal Application

FREE & REDUCED PRICE MEAL APPLICATION INFORMATION

1. Free & Reduced Price Meal Applications can be submitted throughout the school year. **We encourage all parents to submit applications prior to the first day of school.**
2. SY21-22 applications will be available online the first week of July 2021: <https://anaheimuhsd.rocketscanapps.com/>. It can take up to 10 days to process an application; please send your child to school with money or a lunch until your application is processed. If you need assistance completing your application please call: 714-999-3561.
3. Parents/guardians can pre-pay for full price meals and check account balances online at: www.schoolpay.com.
4. Meal prices: Breakfast - \$1.75, Lunch - \$3.00 (prices for SY20-21 will be posted online and in all cafeterias).
5. Special diet information and requirements are available on the Food Services website.
6. Breakfast & lunch menus are available on the Food Services website, your child's school website and are posted in all cafeterias.

ATTENDANCE PROCEDURES

Regular attendance IS an important key for your child's educational success.

Parent/Guardian:

On the day of the absence, call the Attendance Office before 9:30 AM to report the absence OR send a note with your student on the FIRST the student returns, so that it may be provided to the Attendance Office. If you are not able to reach the Attendance office, you can leave a voicemail message in English and/or Spanish, so that the absence can be excused.

ATTENDANCE OFFICE: (714) 999-3612

ABSENCES

When a student is absent from school the parent must do the following:

1. The student must bring a note from the parent/guardian or doctor within three days to the attendance office or the parent/guardian must call the attendance office (714)999-3612 to explain the reason for the absence.

REMEMBER: It is **Parent/Guardian** responsibility to clear their student's absences.

Section 48205 of the California Education Code lists eight valid reasons for students to miss school.

EXCUSED ABSENCES are as follows:

- Personal illness
- Quarantine under the direction of a county or city health officer.
- Doctor appointment such as: medical, dental, optometric, or chiropractic (**Doctor note REQUIRED**)
- Family Funeral (1-day in California/3-days outside of California)
- Special Circumstances (i.e., court appearance)
- Illness or medical appointment during school hours of a child of whom the pupil is the custodial parent
- Justifiable personal reasons where advance written request is required by the parent/guardian, and approval of the principal or designee for absences
- Serving as a member of a precinct board for an election pursuant to section 12302 of the elections code

****Absences for babysitting or vacations are NOT valid excused absences****

Illnesses up to three days may be verified by the parent. Illnesses of longer duration or that are chronic and cause the student to miss school frequently will require a doctor's note.

If the absence is not verified by telephone, the student is to bring a note, signed by a parent, which includes the date(s) of the absence, reason for the absence, student's name, and grade. Absences will be considered unexcused if they have not been cleared within three school days. An unverified absence is the same as an unexcused absence.

Procedure For Leaving School Early:

The student will bring a signed note from parent to attendance office before school and will get an early release form. Parent/Guardian must come to the attendance office at the time of pick up along with identification, so that student may be released early from school.

TARDINESS

TARDINESS IS UNACCEPTABLE.

Arriving on time is a critical life skill and on time, attendance is expected. Brookhurst JHS Tardy Policy is strictly enforced. With each tardy there are increasing consequences. Students who arrive late to school must sign in at the attendance office upon arrival and get a late pass to class.

The teacher may assign consequences for being tardy. Teachers may also contact the parent/guardian when tardies are starting to affect the student's grade.

As a reminder, Brookhurst JHS will continue its No Go List for special events. Students accumulate hours based on tardiness/lateness, period truancies and overall attendance percentage.

TRUANCY

State Education code defines a habitual truant as any student who misses more than three days (unexcused/unverified). Students who are habitual truants **WILL BE** referred to the School Attendance Review Board for consideration by the District Attorney.

The following are considered truancies:

- Being absent from school without the knowledge and consent of the parent.
- Being absent from school without a valid excuse.
- Leaving the school grounds during the school hours without permission.
- Staying out of class without permission.

Parents, your student matters! It all begins with having regular school attendance. Showing up to school each day is the beginning to their educational success. Please familiar yourself with the school's absence and tardy policy.

Important Links

SCHOOL POLICY PAGES

You will be asked during the registration process to verify that you have read the school's policy pages and annual notifications. Here is the link:

[BOARD • Departments - Anaheim UHSD](#)

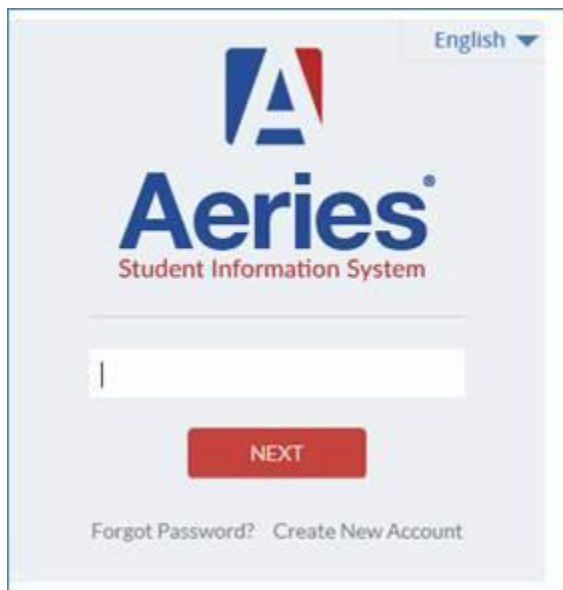
ANNUAL NOTIFICATIONS

<https://www.auhsd.us/district/index.php/parents/notification-to-parents-guardians>

Create Aeries Parent Portal Account

CREATING A NEW AERIES ACCOUNT

If you do not already have a Parent Portal Account it is very easy to create however you will also need an active email address to create your Aeries Portal Account. ***You will first need to obtain the Student ID, Telephone and VPC code from your school site.*** To create a new Parent Portal account visit <https://aeriesconnect.auhsd.us/auconnect> . The following Login screen will display. Click on **Create New Account**.



Step 1 - select Parent for **Account Type**. Click **Next**.

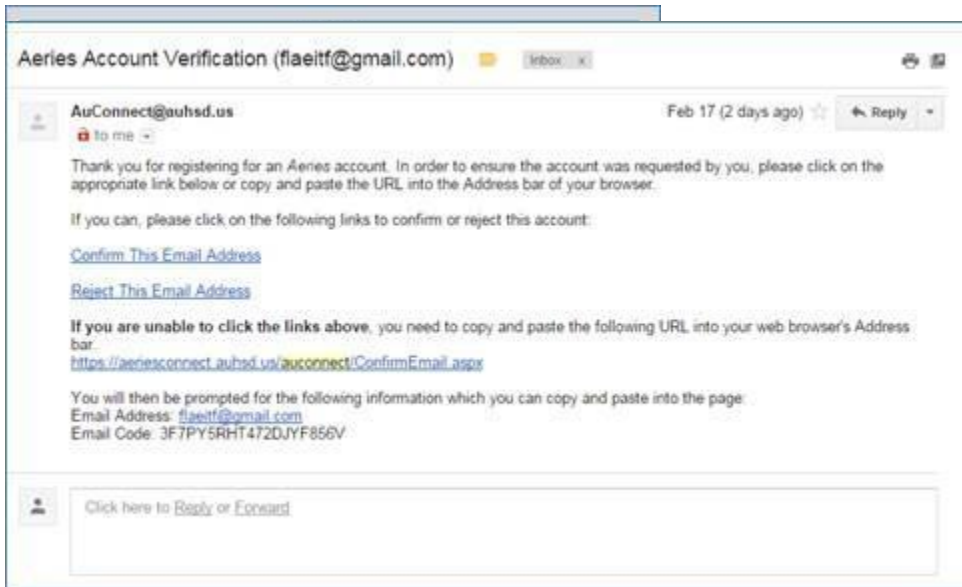
Step 1
Account Type - Student or Parent/Guardian

Parent Student

Previous Next

Step 2 - enter a valid email address and password. Click **Next**.

Step 3 - check your email for an **Aeries Account Verification**. Click on **Confirm this Email Address**.



A message will display. Return to **Login Page** and **Login to Aeries Parent Portal**.

Final Step
Login to Aeries

Thank you for confirming your email address. You may now login to Aeries and link your account to a student.

[Return to Login Page](#)

Step 4 - enter your Students Permanent ID, Home Telephone number and Verification code. This information can be obtained from the Registrar at your school site. Click **Next**.

Step 1
Student Verification

Please Enter The Following Information About Your Student

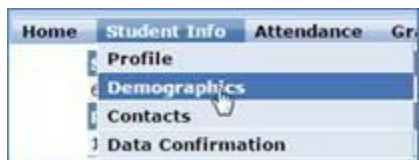
Student Permanent ID Number: 1014079

Student Home Telephone Number: (888) 324-5363

Verification Code: 4w348ttmw8

Previous Next

You should then be able to access the Student Information that is available.





BROOKHURST PRIDE MATRIX



	Classroom/ Library/ Gym/Office Area:	Hallways:	Quad Area/ Cafeteria Breakfast/Lunch:	Restrooms/Locker Area:	In the Community:
Respect	<ul style="list-style-type: none"> Follow adult directions and be courteous. Acknowledge greetings. Respond quickly and politely to adult requests. Use a quiet voice. Speak with appropriate language. Keep hands, feet, and objects to yourself. 	<ul style="list-style-type: none"> Follow adult directions and be courteous. Greet others politely. Use quiet voices. Answer adult questions appropriately. Keep hands, feet, and objects to yourself. 	<ul style="list-style-type: none"> Follow adult directions, and be courteous at all times. Wait your turn in line. Throw your trash in the trash cans. Use quiet voices. Keep hands, feet, and objects to yourself. 	<ul style="list-style-type: none"> Use restroom supplies appropriately. Keep the restroom clean. Use trash cans. Give people their privacy. Wait your turn. Use quiet and polite voices. Keep surfaces clean and do not deface school property. 	<ul style="list-style-type: none"> Follow adult directions and be courteous. Use good manners. Speak with appropriate language. Use quiet voices. Keep surfaces clean and do not deface school property.
Responsible and Ready	<ul style="list-style-type: none"> Arrive on time. Be in proper uniform. Have student planner and school materials daily. Maintain a clean and organized folder and backpack. Participate in all assigned activities. Enter, exit, and wait appropriately. 	<ul style="list-style-type: none"> Go directly to where you are assigned to be. Walk without distracting others or classrooms. Be safe and walk at all times. Keep the hallways clean. Walk on the right side of the hallway. 	<ul style="list-style-type: none"> Walk quietly to get your food. Keep your table and floor area clean. Have your ID card with you at all times and know your ID number. Remain at your table and designated area. Keep food and drinks in the quad area. 	<ul style="list-style-type: none"> Flush after use. Wash your hands. Put trash in the trashcan. Notify staff of any problems. Use the nearest facility. Go directly to and from the restroom. Display your restroom pass. 	<ul style="list-style-type: none"> Follow directions in the community. Obey all laws. Follow rules of the establishment and authority.
Kind	<ul style="list-style-type: none"> Hold the door for someone. Make only positive comments. Say, "Please, thank you, and you're welcome." Help others in need. 	<ul style="list-style-type: none"> Say, "pardon me," when passing through a crowd. Help others in need. Let others pass. 	<ul style="list-style-type: none"> Wait your turn. Befriend someone you don't know and/or someone who is new to our school. Offer to throw away someone's trash. Help others in need. 	<ul style="list-style-type: none"> Hold the door open for others. Allow someone to go ahead of you. 	<ul style="list-style-type: none"> Hold the door for others. Say "Hello, Good morning and/or Good afternoon." Say, "Please, thank you, and/or you're welcome." Help others in need.

Annual Notifications

MODEL NOTIFICATION OF RIGHTS FOR ELEMENTARY AND SECONDARY SCHOOLS

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records maintained by the school. These rights transfer to the eligible student when he/she reaches the age of 18 or attends a school beyond the high school level.

Parents or eligible students should submit to the School principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.

2. The right to request that a school correct the student's education records that the parent or eligible student believes are inaccurate or misleading.

Parents or eligible students who wish to ask the School to correct a record should write the School principal [or appropriate school official], clearly identify the part of the record they want corrected, and specify why it should be corrected. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing. After the hearing, if the school still decides not to amend the records, the parent or eligible student has the right to place a statement with the records setting forth his/her view about the contested information.

3. Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education records. However, FERPA permits schools to disclose those records, without consent, to the following parties or under the following conditions,:

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date of birth, email address, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous public private school attended by the student. However, schools must inform parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. School official must notify parents and eligible students annually of their rights under FERPA. The actual means of notification is left to the discretion of each school.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-8520

STATUTORY ATTENDANCE OPTIONS

Prepared by the California Department of Education

CHOOSING YOUR CHILD'S SCHOOL

A Summary of School Attendance Alternatives in California

California law [EC § 48980(h)] requires all school boards to inform each pupil's parents/guardians at the beginning of the school year of the various ways in which they may choose schools for their children to attend other than the ones assigned by school districts. Pupils that attend schools other than those assigned by the districts are referred to as "transfer pupils" throughout this notification. There is one process for choosing a school within the district which the parents/guardians live (intradistrict transfer), and three separate processes for selecting schools in other districts (interdistrict transfer). The general requirements and limitations of each process are described below.

CHOOSING A SCHOOL WITHIN THE DISTRICT IN WHICH PARENTS/GUARDIANS LIVE

The law (EC § 35160.5(b) (1) requires the school board of each district to establish a policy that allows parents/guardians to choose the schools their children will attend, regardless of where the parents/ guardians live in the district. The law limits choice within a school district as follows:

- Pupils who live in the attendance area of a school must be given priority to attend that school over pupils who do not live in the school's attendance area.
- In cases in which there are more requests to attend a school than there are openings, the selection process must be "random and unbiased," which generally means pupils must be selected through a lottery process rather than on a first-come, first-served basis. A district cannot use a pupil's academic or athletic performance as a reason to accept or reject a transfer.
- Each district must decide the number of openings at each school which can be filled by transfer

pupils. Each district also has the authority to keep appropriate racial and ethnic balances among its schools, meaning that a district can deny a transfer request if it would upset this balance or would leave the district out of compliance with a court-ordered or voluntary desegregation program.`

- A district is not required to provide transportation assistance to a pupil that transfers to another school in the district under these provisions.
- If a transfer is denied, a parent/guardian does not have an automatic right to appeal the decision. A district may, however, voluntarily decide to put in place a process for parents/guardians to appeal a decision.

CHOOSING A SCHOOL OUTSIDE THE DISTRICT IN WHICH PARENTS/GUARDIANS LIVE

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

1. Interdistrict Transfers

The law (EC §§46600 through 46607) allows two or more school boards to enter into an agreement, for a term of up to five years, for the transfer of one or more pupils between districts. The agreement must specify the terms and conditions for granting or denying transfers. The district in which the parent/guardian lives may issue an individual permit under the terms of the agreement, or district policy, for transfer and for the applicable period of time. The permit is valid upon endorsement by the district of proposed attendance. The law on interdistrict transfers also provides for the following:

- If either district denies a transfer request, a parent/guardian may appeal that decision to the county board of education. There are specified timelines in the law for filing an appeal and for the county board of education to make a decision.
- No district is required to provide transportation to a pupil who transfers into the district.

2. Parental Employment Transfers (Discretionary)

The law (EC §48204(b)) provides that a school district may deem a pupil as having complied with the residency requirements for school attendance if one or both parents/guardians of a pupil are physically employed within the boundaries of the district for a minimum of 10 hours during a school week, or if a pupil lives at their parent/legal guardian's placement of employment outside of the boundaries of their school district of residence for a minimum of 3 days during the school week. A school district is not required to accept a pupil requesting a transfer on this basis, but a pupil may not be rejected on the basis of race, ethnicity, sex, parental income, academic achievement, or any other "arbitrary" consideration. Other provisions of the EC § 48204(b) includes:

- Either the district in which the parent/guardian lives or the district in which the parent/guardian works may prohibit the transfer if it is determined that there would be a negative impact on the district's court-ordered or voluntary desegregation plan.
- The district in which the parent/guardian works may reject a transfer if it determines that the additional cost of educating the pupil would be more than the amount of government funds the district would receive for educating the pupil.
- There are set limits (based on total enrollment) on the net number of pupils that may transfer out of a district in any school year, unless the sending district approves a greater number of transfers.

- There is no required appeal process for a transfer that is denied. However, the district that declines to admit a pupil is encouraged to identify, and communicate in writing to the parent/guardian the specific reasons for denying the transfer.
- Once a pupil is deemed to have complied with the residency requirements for school attendance based on one or both parents or guardians being employed within the boundaries of the district and the pupil is enrolled in a school in a school district whose boundaries include the location where one or both parents of the pupil is employed, the pupil does not have to reapply in the next school year to attend a school within that school district and the district shall allow the pupil to attend school through the 12th grade in that district if one or both of the pupil's parents or guardians continues to be employed within the attendance boundaries of the school district, subject to certain conditions.

3. Districts of Choice (Discretionary)

The law (EC §§48300 through 48318) allows each school district to become a "***district of choice***" --that is, a district that accepts transfer pupils from outside the district under the terms of a resolution. A school board that decides to become a "***district of choice***" must determine the number of pupils it is willing to accept in this category each year and make sure that the pupils are selected through a "random and unbiased" process, which generally means a lottery process. Pupils may request transfers into a "***district of choice***" by January 1 of the prior school year.. Other provisions include:

- Either the district of choice or the district of residence may deny a transfer if it will negatively affect the racial and ethnic balance of the district, or a court-ordered or voluntary desegregation plan. The district of residency may also limit the total number of pupils transferring out of the district each year to a specified percentage of its total enrollment, depending on the size of the district.
- The district of choice may not prohibit a transfer based on the additional cost of educating the pupil but may prohibit a transfer if it would require the district to create a new program, except that a school district of choice shall not reject the transfer of a special needs pupil and an English learner.
- No pupil who currently attends a school or lives within the attendance area of a school can be forced out of that school to make room for a pupil transferring under these provisions.
- Siblings of pupils already attending school in the "***district of choice***" must be given transfer priority. Children of military personnel may also be given priority.
- A parent/guardian may request transportation assistance within the boundaries of the "***district of choice.***" The district may provide transportation only to the extent it already does so.

The above summary of the attendance alternatives available to parents/guardians and their children is intended to provide them with an overview of the laws applying to each alternative. Any parents/guardians, who are interested in securing more information about these options, districts' policies or procedures, and timelines for applying for transfers, should contact their own school district, or the district they may be thinking about transferring into.

4. Open Enrollment

The law (EC §48350 et seq.) authorizes the parent/guardian of a pupil enrolled in a low-achieving school, as

defined, to submit an application for the pupil to attend a school in a school district of enrollment, as defined. Other provisions include:

- An application requesting a transfer must be submitted by the parent of a pupil to the school district of enrollment prior to January 1 of the school year preceding the school year for which the pupil is requesting a transfer. The application deadline does not apply to a request for transfer if the parent is enlisted in the military and was relocated by the military within 90 days prior to submitting the transfer application.
- The application may request enrollment of the pupil in a specific school or program within the school district.
- A pupil may enroll in a school in the school district of enrollment in the school year immediately following the approval of the transfer application.
- A school district of enrollment shall establish a period of time to provide priority enrollment for pupils residing in the school district prior to accepting transfer applications.
- The school district of residence in which the pupil resides or a school district of enrollment to which a pupil has applied to attend may prohibit the transfer of the pupil or limit the number of pupils who transfer if the governing board of the district determines that the transfer would negatively impact a court-ordered or voluntary desegregation plan, the racial and ethnic balance of the district.
- A resident pupil who is enrolled in one of the district's schools shall not be required to submit an application in order to remain enrolled.
- Pupil applying for a transfer shall be assigned priority for approval as follows:
 - a. First priority for the siblings of children who already attend the desired school.
 - b. Second priority for pupils transferring from a program improvement school ranked in decile 1.
 - c. If the number of pupils who request a particular school exceeds the number of spaces available at that school, a lottery shall be conducted in the group priority order identified in (a) and (b), above, until all available spaces are filled.
- Initial applications for transfer to a school within a school district of enrollment shall not be approved if the transfer would require displacement from the desired school of any other pupil who resides within the attendance area of that school or is currently enrolled in that school.
- A pupil approved for a transfer to a school district of enrollment shall be deemed to have fulfilled the residency requirements for school attendance.

West's Annotated California Codes

Education Code (Refs & Annos)

Title 2. Elementary and Secondary Education (Refs & Annos)

Division 4. Instruction and Services (Refs & Annos)

Part 27. Pupils (Refs & Annos)

Chapter 2. Compulsory Education Law (Refs & Annos) Article 1. Persons Included

§ 48205. Excused absences; average daily attendance computation

- (a) Notwithstanding [Section 48200](#), a pupil shall be excused from school when the absence is:
- (1) Due to the pupil's illness.
 - (2) Due to quarantine under the direction of a county or city health officer.
 - (3) For the purpose of having medical, dental, optometrical, or chiropractic services rendered.
 - (4) For the purpose of attending the funeral services of a member of the pupil's immediate family, so long as the absence is not more than one day if the service is conducted in California and not more than three days if the service is conducted outside California.
 - (5) 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, including absences to care for a sick child for which the school shall not require a note from a doctor.
 - (7) For justifiable personal reasons, including, but not limited to, an appearance in court, attendance at a funeral service, observance of a holiday or ceremony of the pupil's religion, attendance at religious retreats, attendance at an employment conference, or attendance at an educational conference on the legislative or judicial process offered by a nonprofit organization when the 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 [Section 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.

NOTICE OF ALTERNATIVE SCHOOLS

California Education Code Section 58501

The following notice must be sent along with the Notification to Parents and Guardians required by EC § 48980. Further, a copy shall be posted in at least two places normally visible to pupils, teachers, and visiting parents in each attendance unit for the entire month of March in each year.

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

- (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 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.

TYPE 2 DIABETES INFORMATION

Pursuant to California *Education Code* Section 49452.7, this type 2 diabetes information is for local educational agencies to provide to parents and guardians of incoming seventh grade students beginning July 1, 2010.

The California Department of Education developed this type 2 diabetes information in collaboration with the California Department of Public Health, American Diabetes Association, California School Nurses Organization, and Children's Hospital of Orange County. Also see available translations of this information.

Description

Type 2 diabetes is the most common form of diabetes in adults.

Until a few years ago, type 2 diabetes was rare in children, but it is becoming more common, especially for overweight teens.

According to the U.S. Centers for Disease Control and Prevention (CDC), one in three American children born after 2000 will develop type 2 diabetes in his or her lifetime.

Type 2 diabetes affects the way the body is able to use sugar (glucose) for energy. The body turns the carbohydrates in food into glucose, the basic fuel for the body's cells. The pancreas makes insulin, a hormone that moves glucose from the blood to the cells. In type 2 diabetes, the body's cells resist the effects of insulin, and blood glucose levels rise. Over time, glucose reaches dangerously high levels in the blood, which is called hyperglycemia. Hyperglycemia can lead to health problems like heart disease, blindness, and kidney failure.

Risk Factors Associated with Type 2 Diabetes

It is recommended that students displaying or possibly experiencing the risk factors and warning signs associated with type 2 diabetes be screened (tested) for the disease.

Risk Factors

Researchers do not completely understand why some people develop type 2 diabetes and others do not; however, the following risk factors are associated with an increased risk of type 2 diabetes in children:

Being overweight. The single greatest risk factor for type 2 diabetes in children is excess weight. In the U.S., almost one out of every five children is overweight. The chances are more than double that an overweight child will develop diabetes.

Family history of diabetes. Many affected children and youth have at least one parent with diabetes or have a significant family history of the disease.

Inactivity. Being inactive further reduces the body's ability to respond to insulin.

Specific racial/ethnic groups. Native Americans, African Americans, Hispanics/Latinos, or Asian/Pacific Islanders are more prone than other ethnic groups to develop type 2 diabetes.

Puberty. Young people in puberty are more likely to develop type 2 diabetes than younger children, probably because of normal rises in hormone levels that can cause insulin resistance during this stage of rapid growth and physical development.

Warning Signs and Symptoms Associated with Type 2 Diabetes

Warning signs and symptoms of type 2 diabetes in children develop slowly, and initially there may be no symptoms. However, not everyone with insulin resistance or type 2 diabetes develops these warning signs, and not everyone who has these symptoms necessarily has type 2 diabetes.

Increased hunger, even after eating

Unexplained weight loss

Increased thirst, dry mouth, and frequent urination

Feeling very tired

Blurred vision

Slow healing of sores or cuts

Dark velvety or ridged patches of skin, especially on the back of the neck or under the arms

Irregular periods, no periods, and/or excess facial and body hair growth in girls

High blood pressure or abnormal blood fats levels

Type 2 Diabetes Prevention Methods and Treatments

Healthy lifestyle choices can help prevent and treat type 2 diabetes. Even with a family history of diabetes, eating healthy foods in the correct amounts and exercising regularly can help children achieve or maintain a normal weight and normal blood glucose levels.

Eat healthy foods. Make wise food choices. Eat foods low in fat and calories.

Get more physical activity. Increase physical activity to at least 60 minutes every day.

Take medication. If diet and exercise are not enough to control the disease, it may be necessary to treat type 2 diabetes with medication.

The first step in treating type 2 diabetes is to visit a doctor. A doctor can determine if a child is overweight based on the child's age, weight, and height. A doctor can also request tests of a child's blood glucose to see if the child has diabetes or pre-diabetes (a condition which may lead to type 2 diabetes).

Types of Diabetes Screening Tests That Are Available

Glycated hemoglobin (A1C) test. A blood test measures the average blood sugar level over two to three months. An A1C level of 6.5 percent or higher on two separate tests indicates diabetes.

Random (non-fasting) blood sugar test. A blood sample is taken at a random time. A random blood sugar level of 200 milligrams per deciliter (mg/dL) or higher suggests diabetes. This test must be confirmed with a fasting blood glucose test.

Fasting blood sugar test. A blood sample is taken after an overnight fast. A fasting blood sugar level less than 100 mg/dL is normal. A level of 100 to 125 mg/dL is considered pre-diabetes. A level of 126 mg/dL or higher on two separate tests indicates diabetes.

Oral glucose tolerance test. A test measuring the fasting blood sugar level after an overnight fast with periodic testing for the next several hours after drinking a sugary liquid. A reading of more than 200 mg/dL after two hours indicates diabetes.

Type 2 diabetes in children is a preventable/treatable disease and the guidance provided in this information sheet is intended to raise awareness about this disease. Contact your student's school nurse, school administrator, or health care provider if you have questions.

Last Reviewed: Monday, April 3, 2017

Your Child has the Right to a Free Public Education

- All children in the United States have a Constitutional right to equal access to free public education, regardless of immigration status and regardless of the immigration status of the students' parents or guardians.

In California:

- All children have the right to a free public education.
- All children ages 6 to 18 years must be enrolled in school.
- All students and staff have the right to attend safe, secure, and peaceful schools.
- All students have a right to be in a public school learning environment free from discrimination, harassment, bullying, violence, and intimidation.
- All students have equal opportunity to participate in any program or activity offered by the school, and cannot be discriminated against based on their race, nationality, gender, religion, or immigration status, among other characteristics.

Information Required for School Enrollment

- When enrolling a child, schools must accept a variety of documents from the student's parent or guardian to demonstrate proof of child's age or residency.
- You never have to provide information about citizenship/immigration status to have your child enrolled in school. Also, you never have to provide a Social Security number to have your child enrolled in school.

Confidentiality of Personal Information

- Federal and state laws protect student education records and personal information. These laws generally require that schools get written consent from parents or guardians before releasing student information, unless the release of information is for educational purposes, is already public, or is in response to a court order or subpoena.
- Some schools collect and provide publicly basic student "directory information." If they do, then each year, your child's school district must provide parents/guardians with written notice of the school's directory information policy, and let you know of your option to refuse release of your child's information in the directory.

Family Safety Plans if You Are Detained or Deported

- You have the option to provide your child's school with emergency contact information, including the information of secondary contacts, to identify a trusted adult guardian who can care for your child in the event you are detained or deported. You have the option to complete a Caregiver's Authorization Affidavit or a Petition for Appointment of Temporary Guardian of the Person, which may enable a trusted adult the authority to make educational and medical decisions for your child.

Right to File a Complaint

- Your child has the right to report a hate crime or file a complaint to the school district if he or she is discriminated against, harassed, intimidated, or bullied on the basis of his or her actual or perceived nationality, ethnicity, or immigration status.

Health Office

IMMUNIZATIONS

New students will not be admitted or enrolled unless a written immunization record, provided by a health care provider or the health department, is presented at the time of enrollment and immunizations are up-to-date. Students may be conditionally admitted and enrolled if missing doses of required vaccines are not yet due. Students who are in foster care, experiencing homelessness, migrant, military family, or who have an Individual Education Plan (IEP) are to be granted Conditional Admission and enrolled immediately, regardless of the availability of immunization records or whether or not immunizations are up to date or complete.

HEALTH OFFICE

The health office provides basic first aid for injuries and illnesses during the school day. However, it is recommended that you follow up with your physician when advised by school staff. In the case of a life-threatening event, Emergency Medical Services (911) will be called, and you will be notified immediately. Please make sure all phone numbers of emergency people to contact are up to date in case your student becomes ill or injured and we cannot reach the Parent/Caregiver. Students should not leave campus without proper authorization. Cell phones should not be used outside of the health office to contact parents.

ILLNESS

PLEASE KEEP YOUR STUDENT HOME IF: he/she has a fever \geq 100 degrees F, vomiting, diarrhea, or an unexplained rash the night before or the morning of school. Your student can return to school when they have been fever free for 24 hours without the use of fever reducing medication. If your student becomes seriously ill or has a contagious illness, you must provide the school with a doctor's note to return.

A student returning to school with sutures (stitches, staples), ace bandage (elastic bandage, slings), casts, splints, crutches, cane, walker, knee walker/knee scooter, or a wheelchair must have a licensed California health care provider's written permission to attend school that includes any recommendations and/or restrictions related to physical activity, mobility, and safety. All equipment must be supplied by the parent(s)/guardian(s).

MEDICATIONS:

California Education Code Section 49423 provides that any student who is required to take, during the regular school day, medication (prescribed or over-the-counter) may be assisted by the credentialed school nurse or other designated school personnel if the school district annually receives:

- A written statement from an authorized health care provider licensed by the State of California to prescribe medications detailing the name, method, amount, and time schedules by which such medication is to be taken; and
- A written statement from the parent/guardian of the student indicating the desire that the school district assist the student in the matters set forth in the health care provider's statement;
- Whenever possible, it is preferable for licensed healthcare providers to establish a medication schedule that will eliminate or minimize the necessity for a student to take medication during school hours. Parent(s)/guardian(s) are urged to ask their licensed health care providers to consider such an arrangement.
- Written authorizations must be renewed annually or whenever there is a new written authorization from the licensed health care provider. The authorization is valid one calendar year from the date of the licensed health care provider's signature.
- Parent/guardian generated changes or modifications to the medication administration directions are not acceptable or acted upon unless such changes are received from the licensed health care provider in writing.
- The parent/guardian has a right to rescind their consent for administration of medication at school any time. The parent must submit a written statement and the school nurse will notify the health care provider.

Students may carry and self-administer certain medication (e.g., inhaled asthma medication or auto-injectable epinephrine medication) if the school district receives the appropriate documentation. This includes:

- A written statement from the authorized health care provider detailing the name of medication, method, amount, and time schedules by which the medication is to be taken, and confirming that the student is able to self-administer the medication; and
- A written statement from the parent/guardian of the student consenting to the self-administration, providing release for the credentialed school nurse or other health care personnel to consult with the health care provider of the student regarding any questions that may arise with regard to the medication, and releasing the school district and school personnel from liability in the case of adverse reaction;
- Completion of Student Contract for Self-Administration/Self Carry of Medication During School Hours signed by the student and the credentialed school nurse.

Education Code Section 49414, as amended by Senate Bill 1266 (SB 1266), requires school districts, county offices of education, and charter schools to provide emergency epinephrine auto-injectors to school nurses and trained personnel who have volunteered, and authorizes school nurses and trained personnel to use epinephrine auto-injectors to provide emergency medical aid to individuals who are suffering, or reasonably believed to be suffering, from an anaphylactic reaction (severe allergic reaction).