

# John F. Kennedy

## *Home of the Fighting Irish*



**UNLIMITED YOU**



ANAHEIM UNION HIGH SCHOOL DISTRICT

## Parent-Student Handbook

8281 Walker Street

La Palma, CA 90623-2196

(714) 220-4101

[www.kennedy.auhsd.us](http://www.kennedy.auhsd.us)



*Welcome to the school year 2022-2023*

# Principal's Message

Dear Kennedy Fighting Irish Families,

Welcome to the 2022-2023 school year! As your principal of John F. Kennedy High School, Home of the Fighting Irish, I want to welcome each and every one of you to a brand new school year. I am truly excited, honored and humbled to serve as your principal. I have already had the privilege of getting to know some of you as I served as Assistant Principal at Kennedy High School for four and a half years and am looking forward to getting to know all the new faces at Kennedy this year! As we begin a new school year together, I am confident that with teamwork, passion, dedication and commitment from our staff, students and families, we will have a great school year. We are a strong community. We celebrate the wins, and learn from our losses. At Kennedy, we are stronger together.

Despite our recent challenges with the pandemic, last school year left us with plenty to celebrate: we received a WASC six year accreditation, participated in our first Artificial Intelligence (AI) Summit, saw the return of our incredible VAPA performances including our first live theater performance in over ten years, continued to develop our unique career pathways, and began implementing our schoolwide Capstone Project. All of this would not have been possible without the hard work of our students, teachers, staff, parents, alumni and community stakeholders. I have no doubt that we will continue to build on this momentum as we head into our historical 59th year anniversary. Go Irish!

Our staff is looking forward to and is excited to welcome our students to the 2022-2023 school year. At Kennedy High School, we work extremely hard at providing all students with a high quality curriculum and research-based instructional strategies demonstrating the 5Cs: Communication, Collaboration, Critical Thinking, Creativity, and Character/Compassion. We pride ourselves on ensuring that all of our students will receive a 21st-century education that will engage, educate, and empower them with the necessary skills to be successful as they move forward in their educational endeavors. Through the district's Career Preparedness Systems Framework (CPSF), we prepare our students by focusing on three key components: 21st Century Skills, Technical Skills, and Voice and Purpose. Together these three components help us prepare our students to be college, career, and life ready.

One of our top priorities is to ensure that our students have a safe environment in which to learn. We work very closely with our School Resource Officer (SRO) Wilson and La Palma PD to ensure our students' safety. We also provide multiple opportunities for our students to connect with our school and feel like they are a part of the Fighting Irish Family. Kennedy High School offers a variety of courses, clubs and programs to ensure that students have options to explore interests, learn and better prepare themselves as they move forward in their educational endeavors, including the International Baccalaureate (IB) Program, AI Pathway, a variety of competitive athletic programs, over 40 clubs, Choir, Theater, Band, ASB, Advanced Placement courses, JROTC, Patient Care, and much more.

While we value the curriculum and instructional components at Kennedy High School, we also place a heavy emphasis on mental health and the overall well-being of our students. We have six counselors and one full-time social worker available to support our students when it comes to both their academic, social-emotional, and mental health needs. We also employ a response to intervention model to identify, intervene, and support all students, especially our most at-risk students. Last but not least, here at Kennedy High School our parents and community stakeholders are a critical component to the success of our students. We value the support and involvement of all parents, alumni, and community members and are committed to providing the highest level of customer service to all of our stakeholders. We would like to encourage our parents to stay involved in their child's education. Parents and community members can get involved with groups like our English Language Advisory Committee (ELAC), School Site Council, PTSA, and Boosters. Please make sure to join our monthly Coffee with the Principal talks or any of our parent events to learn how to better support your students and stay current with all of the great activities going on in our school and community. Feel free to visit or contact our school with any

questions or feedback you may have so that we may continue to work together and ensure that our students are not only learning with a purpose but also reaching their UNLIMITED YOU!

I truly wish you a great year ahead. Welcome to Kennedy High School! #KHIGH4LIFE

Sincerely,

*Seema K. Sidhu*

Seema K. Sidhu, Ed.D.  
Principal  
John F. Kennedy High School

*“For education...is the mainspring of our economic and social progress...it is the highest expression of achievement in our society, ennobling and enriching human life.”*  
--John F. Kennedy, Special message to Congress on education (Feb. 6, 1962)

### ***KENNEDY HIGH SCHOOL MISSION STATEMENT***

To ENGAGE students in school, community, and global activities which encourage passion, empathy, and open-mindedness.

To EDUCATE students in a rigorous and diverse curriculum that fosters critical thinking, creativity, collaboration, and communication.

To EMPOWER students to be inquirers who work in conventional and innovative ways to be successful in their life pursuits.

# **Important Numbers and Dates**

## **FREQUENTLY CALLED TELEPHONE NUMBERS**

Activities Office.....	220 – 4141
Athletic Office.....	220 – 4101 ext. 27944
Attendance Office.....	220 – 4131/4132
Cafeteria.....	220 – 4114
Counseling Office .....	220 – 3006
Library.....	220 – 4112
Main Office .....	220 – 4101
Resource Center .....	220 – 4104

## **DATES TO REMEMBER FOR 2020-2021**

August 10, 2022.....First day of school

October 7, 2022.....End of First Quarter – Minimum day

December 22, 2022.....	1 <sup>st</sup> Semester Finals (0,1,3,5)- Minimum day
December 23, 2022.....	1 <sup>st</sup> Semester Finals (2,4,6)- Minimum day
March 17, 2023.....	End of Third Quarter – Minimum day
May 24, 2023 .....	2 <sup>nd</sup> Semester Finals (0,1,3,5)-Minimum day
May 25, 2023 .....	2 <sup>nd</sup> Semester Finals (2,4,6)-Minimum day
To Be Determined.....	Graduation day

## HOLIDAYS AND VACATION DAYS (NON-STUDENT DAYS)

September 5, 2022.....	Labor Day (Holiday)
October 10, 2022.....	Staff Development Day – Non-Student day
November 11, 2022.....	Veteran’s Day (Holiday)
November 21 – 25, 2022.....	Thanksgiving Break
December 26, 2022 – January 6, 2023.....	Christmas Break
January 27, 2023.....	Staff Development Day – Non-Student day
February 13, 2023.....	Lincoln’s Birthday (Holiday)
February 20, 2023.....	President’s Day (Holiday)
March 27-31, 2023.....	Spring Break

# Academic Success & Responsibilities

## JOHN F. KENNEDY 2020-2021

The school-parent academic success and responsibilities outlines how parents, students, and the entire school staff will share the responsibility for improved student academic achievement.

### STUDENT

Because I want to be successful in school, I will:

- Go to class on time, ready to learn and with assignments completed.
- Set aside time each day to complete my homework assignments.
- Be responsible for my own behavior by following classroom and school rules.
- Follow the school’s dress code.
- Regularly talk to my teachers and parents about my progress in school.
- Ask for help or attend tutoring when needed.
- Respect my school, classmates, staff, and family.
- Read independently at home at least 30 minutes each day.
- Use technology and social media appropriately and responsibly.

As a parent, I will:

- Talk to my child regularly about the value of education.
- Provide a quiet study time and place for my child at home.
- Encourage my child to complete his/her homework on time.
- Make sure my child gets adequate sleep and has a healthy diet.
- Support the school's/district's homework, discipline, dress code, and attendance policies.
- Communicate with the school when I have a concern.
- Monitor my child's progress in school.
- Make every effort to attend school events.
- Participate in decisions related to the education of my child.
- Monitor time on TV, electronic devices, social media, and assure that my child reads at least 30 minutes each day.
- Respect the school, staff, students, and families.

As a teacher, I will:

- Provide high-quality, motivating and interesting learning experiences in my classroom.
- Communicate high expectations for every student.
- Strive to address the individual learning needs of each student.
- Explain classroom goals and the grading system to students and parents.
- Explain classroom and school codes of student conduct to parents and students.
- Explain assignments clearly to my students.
- Supply clear evaluation of your child's progress and achievement.
- Communicate regularly with families about their child's progress in school.

## Kennedy Student/Parent Resource Center

Our student/parent resource center provides students and parents with information on community resources such as medical/dental assistance, individual/family counseling, hygiene care, etc. The resource center also oversees our Kennedy Closet which is full of donations from staff and community members for our families. Other information that is available to you in the resource center is:

- Parent Involvement Opportunities (meetings, trainings, workshops, volunteering, etc.)
- Aeries Parent Portal assistance
- Hosts monthly parent events such as Coffee with the Principal, Parent Learning Walks, E.L.A.C. and more.

**Center Hours:** Open Monday – Friday 7:30am-4:00pm (*Closed for lunch*)

**Location:** Room 701

**Contact Number:** (714) 220-4104

**Contact Person:** Liliana Guzman - [guzman\\_l@auhsd.us](mailto:guzman_l@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 an 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](mailto:cruz_ad@auhsd.us) Office: 714-999-7734

## Registration for 2022-2023

Dear Students, Parents or Guardians,

Welcome to the 2022-2023 school year. We at Kennedy HS are planning another excellent year for students, parents and staff. Your enrollment for the 2022-2023 school year will depend on your completion of the necessary registration forms. Please go to [www.kennedy.auhsd.us](http://www.kennedy.auhsd.us) for more information on what you'll need in order to complete the registration process.

**Step 1-Course Selection was completed in February however students will have further opportunities to select courses if they did not do so.**

**FIRST DAY OF SCHOOL: AUGUST 10, 2022 – START TIME 8:30 AM**

## Step 2-Aeries Online Data Confirmation-OPEN NOW! (for Returning Students)



Aeries Portal

Starting April 2022, parents can start Step 2: Online Data Confirmation, you MUST have an Aeries PARENT PORTAL account. If you do not have an account, you can create one with your personal email by going to our website [www.kennedy.auhsd.us](http://www.kennedy.auhsd.us) and click on the Aeries Portal icon. Begin completing the Aeries data confirmation process. Make sure that all of the sections are completed.

If you have any password questions, email [passwords@auhsd.us](mailto:passwords@auhsd.us)

## Step 3- Registration Events on campus- July/August



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 textbook distribution, will be completed in-person. Please check our website with more information regarding Registration events this summer.

### NEW STUDENTS TO AUHSD

Any new students to Anaheim Union High School District must enroll in Aeries Air before completing Steps 2 & 3. Please go to: <https://aeriesair.auhsd.us/air/> and complete the steps.

### IMPORTANT NOTICE:

Any student who does not appear at his/her appointed time will lose his/her schedule of classes selected in the spring and will have to be re-scheduled into a new set of available classes. Any student who is not able to come to registration should have a parent, relative or friend bring in the materials. **Parents registering for their student will NOT have preference in line. Students will receive their official schedule during registration.**

# Registration for 2022-2023

### WHAT TO DO:

Students should report to the CHECK-IN STATION on the days and times listed below with their forms completed and signed.

In an effort to make your registration process more convenient, you will need to print out your online registration information and return it to school on your scheduled date.

**Monday, July 25, 8 am - 12 pm: ASB, KITE/AI, IB, Band & Color Guard**

**Tuesday, July 26, 8 am - 12 pm: SENIORS**

**Wednesday, July 27, 8 am - 12 pm: JUNIORS**

**Thursday, July 28, 8 am - 12 pm: SOPHOMORES**

**Friday, July 29, 8 am - 12 pm: FRESHMEN**

**Monday, August 1, 8 am - 12 MAKE-UP DAY**

## LIBRARY CHARGES & INFORMATION

**Please be aware that students who have charges for instructional materials, which were issued and not returned, or returned damaged, will need to clear these charges prior to registration.** Students with library books checked out and not returned or returned overdue, will also need to clear these charges prior to registration. Students are responsible for returning books in usable condition or paying charges for lost or damaged materials.



Kennedy Students are encouraged to visit and check out materials from their library's collection of over 16,000 books and graphic novels. Kennedy Students may check out up to five books at a time for a period of two weeks. If needed, materials may be "renewed" twice for another two weeks.

Kennedy's Library also provides access to multiple research databases and online resources, including e-books, audio books, 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. Visit the library's website to learn more about all of the additional services and support we provide at:

<https://kennedy.auhsd.us/Kennedy/Department/14291-Library>

**Library Media Tech: Ms. Kim Buck – Email: [buck\\_k@auhsd.us](mailto:buck_k@auhsd.us)**

**Library Hours: 7:30 am - 4:00 pm (closed 5<sup>th</sup> period for lunch)**

# Immunization Requirements

## STUDENTS ADMITTED AT TK/K-12 NEED:

STARTING JULY 1, 2022

- **Diphtheria, Tetanus, and Pertussis (DTap, DTP, Tdap, or Td) – 5 doses**  
(4 Doses OK if one was given on or after 4<sup>th</sup> birthday. 3 doses OK if one was given on or after 7<sup>th</sup> birthday)  
For 7<sup>th</sup>-12<sup>th</sup> graders, at least 1 dose of pertussis-containing vaccine is required on or after 7<sup>th</sup> birthday.
- **Polio (OPV or IPV) – 4 doses**  
(3 doses OK if one was given on or after 4<sup>th</sup> birthday)
- **Hepatitis B – 3 doses**
- **Measles, Mumps, and Rubella (MMR) – 2 doses**  
(Both given on or after 1<sup>st</sup> birthday)
- **Varicella (Chickenpox) – 2 doses**



These immunization requirements apply to new admissions for all grades.

# Earned Income Tax Credit Act

## (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 website at [www.irs.gov](http://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 website at [www.ftb.ca.gov](http://www.ftb.ca.gov).

# Free & Reduced Lunch 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 Lunch Application

### FREE & REDUCED PRICE MEAL APPLICATION INFORMATION

1. Free & Reduced price meal applications can be submitted throughout the school year. 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.
2. Parents/guardians can pre-pay for full price meals and check account meal history balances online at: [www.schoolpay.com](http://www.schoolpay.com)
3. Meal prices: Breakfast \$1.75, Lunch \$3.00
4. Special diet information and requirements are available on the Food Services website.
5. Breakfast and Lunch menus are available on the Food Services website and are posted in all cafeterias.

## Attendance & Tardy Policy

Student success and academic achievement are direct results of students being on time and in class every day. The California Education Code and Penal Code clearly define the legal issues and policies related to student attendance. The following provides you with the proper process for reporting absences and having students released early.

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### **PROCEDURE FOLLOWING AN ABSENCE:**

Student must bring in a note from the parent/guardian or doctor within 24 hours to the attendance office or the parent must call the attendance office.

**THE ATTENDANCE OFFICE CAN BE REACHED BY PHONE AT (714) 220-4131/4132 OR CAN BE REACHED VIA EMAIL: kenattendance@auhsd.us**

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### **PROCEDURE FOR LEAVING SCHOOL EARLY:**

Student brings a signed note from parent to attendance office before school and gets an early release form. An unverified absence is the same as an unexcused absence.

Section 48205 of the California Education Code lists seven valid reasons for students to miss school. Make up work is allowed only if their absence is based on one of these valid reasons:

1. Illness
2. Quarantine by health officer
3. Medical, dental or optometric appointments
4. Funeral services of an immediate family member (one day if the service is conducted in California and not more than three days if the service is conducted outside California).
5. Religious holiday
6. School field trip or activity
7. Personal (up to three days per school year with prior administrator approval)

CA 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.

**A parent, guardian, or designated adult may check a student out of school through this method only:**

- **By showing up in person and showing ID.**
- **No phone calls for early release will be permitted. Kennedy HS requires written authorization.**

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.

Eighteen-year-old students are required to present a note from the parent/guardian for all absences. An unverified absence is the same as an unexcused absence. The teachers' individual policies regarding make up work after excused absences will be found in their class curriculum letters. Missed assignments and exams due to unexcused absences cannot be made up.

**A parent, guardian, or designated adult may clear an absence via a signed note or email. ALL absences need to be verified by a parent or guardian within 24 hours of the student's absence. If a phone call needs to be made before or after school hours, please leave a voicemail that includes your name, the student's name, the date and the reason for the absence. In the case of medical/dental appointments, a "U" (unexcused) will be placed on the student's attendance record until a doctor/dental note is presented.**

For safety purposes, the only parking lot that may be used for student drop off and pick up is the large student lot next to the performing arts center at the south of campus. The smaller lot at the north of campus is for staff only. Visitors who have school business with or for their students may park in the student lot near the Attendance Office.

All visitors must sign in in order to be on campus. Valid ID required.

Parents/guardians can drop off lunches at the Attendance Office for students to pick up. Students will not be called out of class.

## TARDINESS

### TARDINESS IS UNACCEPTABLE.

Arriving on time is a critical life skill and on time, attendance is expected. At Kennedy, we stress to all students that teaching and class work is “bell to bell.” When students arrive late, they miss valuable information as well as cause a disruption by walking in after the teacher has begun. KHS Tardy Policy is strictly enforced. Tardies are noted on their attendance record and become a part of their permanent record. They also are an essential part of our progressive discipline plan. Please make sure that your student leaves home with plenty of time to arrive at class on time. Adjustments may need to be made with morning patterns to allow for traffic, road construction and other unforeseen delays. School always starts at the same time - please make arrangements to be there at that time. **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. Teacher will contact parent when tardies are starting to affect the student’s grade. As a reminder, KHS will continue its No Go List for special events. Students accumulate hours based on tardiness/lateness, period trancies and overall attendance percentage.

#### Consequences for Tardies:

- |                  |   |
|------------------|---|
| 1st-3rd tardies  | Teacher manages behavior; detention may be assigned, parent contact initiated by the 3rd tardy.   |
| 4th-6th tardies  | Teacher refers student to assistant principal. Student may be assigned an after-school detention. Grade may be affected.  |
| 7th tardy onward | Teacher refers student to assistant principal. Student is assigned an after-school detention. Student’s parents may be required to come in for a conference with the assistant principal; Saturday School may be assigned. A School Attendance Review Team (SART) meeting may be held with the assistant principal, student, and student’s parent(s). |

## Important Links

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

### SCHOOL POLICY PAGES

[www.kennedy.auhsd.us](http://www.kennedy.auhsd.us)

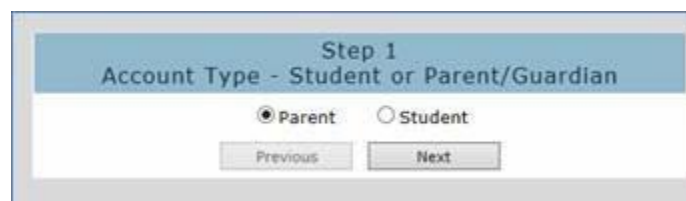
### ANNUAL NOTIFICATIONS

**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**.



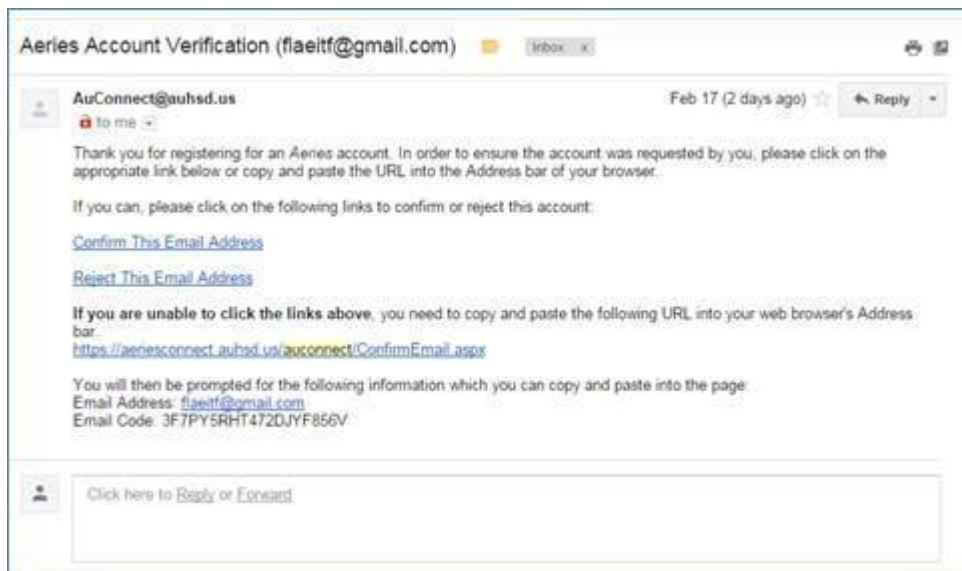
**Step 1** - select Parent for **Account Type**. Click **Next**.



**Step 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**.



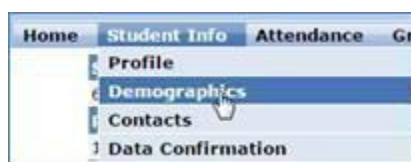
A message will display. Return to **Login Page** and **Login to Aeries Parent Portal**.



**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**.



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





# John F. Kennedy High School

## Keys to Success



Routines	<u>Before School</u>	<u>In Class</u>	<u>Out With A Pass</u>	<u>Passing Period</u>	<u>During Lunch</u>	<u>After School</u>
Values						
<u>Engage</u>	<ul style="list-style-type: none"> <li>• Prepare for your day ahead of time</li> <li>• Be on time</li> </ul>	<ul style="list-style-type: none"> <li>• Be on time</li> <li>• Be ready to learn</li> <li>• Participate in class</li> <li>• Actively listen with an open mind</li> <li>• Ask questions</li> </ul>	<ul style="list-style-type: none"> <li>• Move quickly to your destination</li> <li>• Finish your task quickly</li> <li>• Return to class promptly</li> </ul>	<ul style="list-style-type: none"> <li>• Prepare for your next class</li> <li>• Move to your next class quickly</li> <li>• Take care of personal needs appropriately</li> </ul>	<ul style="list-style-type: none"> <li>• Follow campus rules and procedures</li> </ul>	<ul style="list-style-type: none"> <li>• Go to tutoring as necessary</li> <li>• Complete homework</li> <li>• Participate in extracurricular activities</li> </ul>
<u>Educate</u>	<ul style="list-style-type: none"> <li>• Finish your homework</li> <li>• Prepare questions for instructors</li> <li>• Plan your morning</li> </ul>	<ul style="list-style-type: none"> <li>• Know your teacher's rules and expectations</li> <li>• Develop an understanding of materials</li> <li>• Demonstrate learning</li> </ul>	<ul style="list-style-type: none"> <li>• Understand the value of time away from class</li> </ul>	<ul style="list-style-type: none"> <li>• Learn to avoid unnecessary distractions and delays</li> <li>• Know where your resources are</li> </ul>	<ul style="list-style-type: none"> <li>• Demonstrate Personal responsibility</li> <li>• Know where your resources are</li> </ul>	<ul style="list-style-type: none"> <li>• Know how you can contribute in the community</li> <li>• Explore classroom connections</li> <li>• Apply classroom knowledge in a relevant manner</li> </ul>
<u>Empower</u>	<ul style="list-style-type: none"> <li>• Set goals for yourself</li> <li>• Know what is going to happen today.</li> </ul>	<ul style="list-style-type: none"> <li>• TRY</li> <li>• Draw connections</li> <li>• Create relevancy</li> <li>• Individually explore next steps</li> <li>• Use time wisely</li> <li>• Know how you learn best</li> </ul>	<ul style="list-style-type: none"> <li>• Complete task(s) efficiently and effectively</li> <li>• Use time wisely</li> </ul>	<ul style="list-style-type: none"> <li>• Plot your course</li> <li>• Use time wisely</li> </ul>	<ul style="list-style-type: none"> <li>• Be proud of your campus</li> <li>• Use time wisely</li> </ul>	<ul style="list-style-type: none"> <li>• Know yourself</li> <li>• Chart your course</li> <li>• Use time wisely</li> <li>• Revisit and refine your goals</li> </ul>

# ENGAGE

# EDUCATE

# EMPOWER

## Connection to the IB Learner Profile

Inquirers  
Reflective  
Caring  
Open Mindedness  
Principled

Knowledgeable  
Thinkers  
Communicators  
Reflective

Inquirers  
Reflective  
Risk Takers  
Balanced  
Principled

## How will we measure this?

Clubs  
Activities  
Student Surveys  
RSVP  
Community Scholarships  
Community Service  
Newspaper  
IB Diploma  
Seal of Biliteracy  
Tuesday Talks  
CAS  
Senior Presentations  
Parent Learning Walks  
Breakfast Club

Course Syllabi  
State Testing Results  
AP/IB exams  
Learning Walks  
Common Assessments  
Senior Projects  
UC/CSU "a-g" completion  
IB Diploma  
Graduation Rates  
Academic Honors  
Seal of Biliteracy  
CAS  
Student Presentations

Science Labs  
Project Based Learning  
CTE pathways  
Tuesday Talks  
RSVP  
ASB|  
Athletics  
Clubs  
Newspaper  
IB Diploma  
Seal of Biliteracy  
CAS  
Student Presentations  
Breakfast Club



# 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 education 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 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 12<sup>th</sup> 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 therefor. 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.

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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](#)

## **KNOW YOUR EDUCATIONAL RIGHTS**

### **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).