

2008-2009

Los Alamos School District

Annual Notification to Parents

and

Olga Reed School

Student Handbook

A California Title I Academic Achievement School



Home of the Broncos

Los Alamos School District

Paul Oisboid, Superintendent / Principal

480 Centennial Street

Los Alamos, CA 93440

(805) 344-2401

Website: www.losalamosschool.org

Once A Bronco. . . Always A Bronco

Please review the material in this booklet. Then SIGN and RETURN forms in the center of this booklet.

Los Alamos School District

Olga Reed School • 480 Centennial
Los Alamos, CA 93440 • (805) 344-2401 FAX (805) 344-2321



Paul Oisboid, Superintendent/Principal

Home of the Broncos

August 24, 2008

Dear Students and Parents,

Welcome to the 2008-09 school year! I join our governing board, faculty and staff in welcoming all of you to what should be another exciting year at Olga Reed School -- HOME OF THE BRONCOS.

It is an honor to be the superintendent of the Los Alamos School District. I look forward to meeting all of the students and parents throughout the school year.

The Student Handbook and Annual Notification to Parents contains our school's rules and procedures plus important program descriptions, schedules, and date. Please be aware of its contents and refer to it often as we move through the school year. As you look through it, you'll find that it will answer many of your questions.

This year the handbook also includes the Annual Notification to Parents. These are legally required announcements every parent should read. There are some forms to be filled out and signed at the middle of this handbook.

Please also pay attention to the section of our Handbook that emphasizes BRONCO CHARACTERISTICS FOR SUCCESS. Each month our school will promote a positive quality that we should all exhibit. Each month at our regular Awards Assembly each classroom will select a student who exemplifies the quality being emphasized. This approach goes hand-in-hand with our school's belief In Community Service — a program started several years ago.

In 2008-09 many of our popular programs will continue. Please look through this handbook and notification for important information concerning our clubs, organizations and programs.

Again, welcome to the 2008-09 school year. May it be an excellent year for everyone.

Sincerely,

A handwritten signature in black ink, appearing to read 'Paul Oisboid', written in a cursive style.

Superintendent

Olga Reed School Daily Schedule

7:30-7:55 Breakfast
7:45-7:55 Playground Open
7:55 Classrooms Open
8:00 Classes Begin
10:00-10:15 Recess (K-4)
10:25-10:40 Recess (5-8)
11:40-12:20 Lunch (K-4)
12:40-1:20 Lunch (5-8)
1:00 Dismissal Kindergarten
2:00 Dismissal Grades 1-3
3:00 Dismissal Grades 4-8
Minimum Day Dismissal (K-8) 11:40 am
Wednesday Dismissal (K) 1:00 pm
Wednesday Dismissal (1-8) 2:00 pm
After School Program 2:00-6:00 pm Daily

Los Alamos School District 2008-2009

Board of Education

Craig Snell, President
Cindy Cripe, Clerk
Eric Bratt, Trustee
Jose Jimenez, Trustee
Brad Key, Trustee

District Office

Paul Oisboid, Superintendent/Principal
Allison Marino Secretary/Bookkeeper
Paula Rowley Secretary/Attendance

Faculty

Sheri Morris Kindergarten
Bonnie Nyenhuis Kindergarten/First Grade
Paula Wiggins First Grade
David Waxman Second Grade
Cheryl McGray Third grade
Lisa Wilkanoski Third Grade
Heidi Schneider Fourth Grade
Joel Mason Fifth grade
Mike Luis Sixth Grade
Sally Fisher Seventh Grade
Audrey Rohwedder Eighth Grade
Tamara Kurily-Neel SDC Class
TBA EH Class

Library

Janice Chaves Librarian/
Technology
Coordinator

Instructional Aides

Perky Casey
Kelly Donlon
Trini Cuellar
Yvonne Emery
Allie Fennell

Family Resource Center Staff

Sonia Lopez Coordinator
Eloisa Patterson Counselor
Maggie Diaz Counselor
LuLu Medina Aide
Ricky Hernandez Youth Director

Custodial Staff

Brian McKenzie, Head
Maria Lopez
Elizabeth Robles

After School Program

Janice Chaves, Coordinator

Cafeteria Staff

Denise Stowe, Director
Debbie Mullen

SCHOOL ACCOUNTABILITY REPORT CARD SUMMARY

This executive summary of the School Accountability Report Card (SARC) is intended to provide parents and community members with a quick snapshot of school accountability. The data presented in this report are reported for the 2005-06 school year, except the School Finances and School Completion data that are reported for the 2004-05 school year. For additional information about the school, parents and community members should review the entire SARC or contact the school principal or the district office.

About Olga L. Reed Elementary

The Los Alamos School District is a cane school district located in the town of Los Alamos, California. The school, Olga Reed Elementary, named after a former teacher has a student population of 232 students in grades K-8. The faculty and staff are made up of 11 certificated teachers and 15 full or part-time support staff, including four Instructional aides, two cafeteria staff, a library/computer lab director, three custodians, and two secretarial positions. Mr. Paul Oisboid is the district superintendent and school and principal. The district is a direct services district and receives support from the Santa Barbara County Education Office through the part-time positions of school psychologist, resource teacher, school nurse, migrant education aide, adaptive PE aide, and speech therapist. Two county-operated Special Day Classes are also housed on the campus. The Special Day Class/Resource Specialist Program is staffed with two teachers and four instructional assistants. The Special Day Class for students with severe handicaps is staffed by a classroom teacher and four instructional assistants, Olga Reed School maintains a comprehensive After School Program on campus in which 50% of the students are enrolled daily until 6:00 p.m. There is also a Family Resource Center available to students and their families through which tutoring, counseling, medical services, and family support are offered. A Youth Program for students operates (off campus every afternoon and provides counseling and technology literacy. All three of these programs are funded through state grants and jointly maintained through a community partnership with People Helping People. Olga Reed Elementary School qualifies for federal and state categorical funds in the following areas: Title I, Title II, Title VI, Migrant Ed, Economic Impact Aide, and School Improvement funds.

Student Enrollment

<u>Group</u>	<u>Enrollment</u>
Number of Students	232
Asian	3.40%
Hispanic or Latino	56.00%
White (not Hispanic)	40.50%
Socioeconomically Disadvantaged	64.40%
English Learners	30%
Students with Disabilities	11%

Teachers

<u>Indicator</u>	<u>Enrollment</u>
Teachers with full credential	11
Teachers without full credential	0
Teachers Teaching Outside Subject Area of Competence	0
Misassignments of Teachers of English Learners	0
Total Teacher Misassignments	0

Summary of Most Recent Site Inspection

Repairs Needed

There are no repairs needed at Olga L. Reed Elementary. All areas of the school site have been determined to be in good repair.

Corrective Action Taken or Planned

There are no repairs needed at Olga L. Reed Elementary. All areas of the school site have been determined to be in good repair.

Curriculum & Instructional Materials

<u>Core Curriculum Areas</u>	<u>Pupils Who Lack Textbooks and Instructional Materials</u>
Reading/Language Arts	0%
Mathematics	0%
Science	0%
History-Social Science	0%

Student Performance

<u>Subject</u>	<u>Students Proficient and Above on California Standards Standards Tests</u>
English-Language Arts	44
Mathematics	59
Science	68
History-Social Science	55

As the parent of a student you have many rights and responsibilities. This booklet talks about many of those and laws, policies and statutes which cover them. We suggest you read it. We must get the signed form returned or your child may not be able to attend classes. This page talks about when your child is absent from school. Only in certain cases is it permissible for a student to miss school.

Teachers build your child's education one day at a time, so every day is essential. In elementary, middle, junior, and high school, moving ahead, or even graduation, can be put in jeopardy if too many days are missed. Work with the teacher when a child must miss school. Get homework assignments and review work. There is only one chance to get a great education.

Academic Progress

<u>Indicator</u>	<u>Result</u>
2006 API Growth Score (from 2005 API Growth Report)	781
Statewide Rank (from 2005 API Base Report)	7
2006-2007 P.I. Status	n/a

School Finances

<u>Level</u>	<u>Expenditures Per Pupil (Unrestricted Sources Only)</u>
School / District	\$7,706
State	\$4,743

School Completion

<u>Indicator</u>	<u>Result</u>
Graduation Rate	n/a

Postsecondary Preparation

<u>Measures</u>	<u>Percent of Graduates</u>
Completed a Career Technical Education Program	n/a
Completed All Courses Required for UC or CSU Admission	n/a

● School Accountability Report Card

The School Accountability Report Card is available in its entirety on request, and is available on the Internet at www.losalamosschool.org. It contains information about the district and school regarding the quality of programs and its progress toward achieving stated goals. A copy will be provided upon request. [E.C. 33126, 32286, 35256, 35258, 52056]

SCHOOL RULES

You have a right to review school rules regarding student discipline. If you wish to do so, please contact the school office. [E.C. 35291, 48980]

● Bronco Characteristics for Success

Building strong character is an important part of Olga Reed School's curriculum. The characteristics listed below will be emphasized for the months designated. At the Awards Assembly for that month, a student from each classroom who exemplifies the characteristic for the month will be selected and recognized as a Bronco Character Award winner.

October

RESPONSIBILITY. Responsibility means being dependable and making good choices.

November

HONESTY. Honesty means being truthful and sincere.

December

COMPASSION. Compassion means being kind and thoughtful toward others.

January

INTEGRITY. Integrity means making choices that help you be the best person you can be.

February

RESPECT. Respect means treating others the way you would want to be treated.

March

SELF-DISCIPLINE. Self-discipline means thinking about your words and actions, and then making choices that are right for you and others.

April

FAIRNESS. Fairness means taking turns, sharing, and listening to what others have to say.

May

TRUSTWORTHINESS. Trustworthiness means other people can count on you to do the right thing.

June

PERSEVERANCE. Perseverance means working hard and not giving up.

● Students' Rights and Responsibilities

The Los Alamos Elementary School District recognizes that every student has rights and responsibilities which include:

Rights

1. A well-rounded education that provides a foundation of reading, mathematics, English acquisition, and other basic learning that academically challenges the student.
2. Opportunities for development of understanding, acceptance, and self-respect as a unique person with his or her own individual gifts.
3. Acceptance and courtesy from the teacher and other personnel who respect the student's identity and strive for a cooperative relationship with parents.
4. Opportunities to develop an understanding of the many different peoples and cultures of our society in order to develop a wholesome

- respect for the dignity and contributions of each.
5. Exposure to challenging, creative, and interesting teaching in a positive atmosphere featuring cheerful, kind, and optimistic adults.
 6. An opportunity to express feelings and opinions provided the rights of others are not violated.
 7. Share in a school experience that prepares, encourages, and inspires on a daily basis.

Responsibilities

1. To attend school regularly, to be on time, to bring the required supplies, and to always make a sincere effort to successfully complete all tasks on time.
2. To cooperate with and respect teachers, aides, the principal, and all other adults in all situations.
3. To respect the rights of other students in their pursuit of an education and a positive school experience whether in or out of the classroom.
4. To observe all laws regarding gambling, profanity, use or possession of tobacco, illegal drugs, intoxicants, theft, use of ethnic or racial slurs or names, and immoral acts.
5. To behave in a safe manner which prevents injury to self or others or damage to personal or school property.
6. To always be neat and clean in appearance and to always observe good health and safety habits.
7. To show respect for the United States of America and its ideals; to respect the culture and traditions of all other nations.

Student Code of Conduct

Below are the agreed upon rules that govern the behavior of Olga Reed School students. Violations of these rules will result in fair but firm consequences explained in this handbook.

1. Students will follow the directions of all teachers, school personnel, and adult volunteers.
2. Students will at all times show respect for adults and other students.
3. Students will not use profanity or behave in a vulgar manner.
4. Students will never verbally harass, threaten, or physically intimidate another.
5. Students will show respect for the property of the school and of others.
6. Students will settle differences without the use of violence.
7. Students will be on time to class and come prepared.
8. Students will not push, shove or grab each other.
9. Students will not cheat or lie.
10. Students will never bring an illegal item to school.
11. Students will not possess or chew gum at school or on school-sponsored activities.

PLEASE HAVE YOUR STUDENT SIGN THE FORM AT THE CENTER OF THIS BOOK

Rules Around the Campus

Walkways

1. Always have permission when you are out of your room during class time
2. Always walk when in the vicinity of buildings
3. Talk quietly
4. Do not bounce balls in the hallways

5. No grabbing, tripping, or shoving
6. Leave the property of others alone

Cafeteria

1. Check in all equipment when entering the cafeteria
2. Keep your hands, feet, and objects to yourself
3. Talk quietly
4. Leave the trays and food of others alone
5. Always clean-up your eating area whether indoors or outdoors
6. Wait to be excused (K-4)
7. Leave quietly and walk

Playground

1. Supervision on the playground begins at 7:45 am. Any student on the playground prior to that time will be unsupervised
2. Do not participate in any of the following: hitting, shoving, spitting, throwing articles, verbal insults, name calling, or any other negative activity
3. Use equipment correctly and safely, including not pushing, shoving, or grabbing when on the play equipment
4. No running up the slides
5. No tag on or near the equipment
6. All play with balls must occur on the playing fields or courts
7. Use cafeteria bathrooms unless given permission to use other bathrooms
8. Swings are to be used only as designed
9. Do not hang from any basketball rim
10. All play stops at the whistle
11. No food or drink beyond the eating area
12. Do not use the halls without permission

General Restrictions

1. No skateboard riding, bike riding, in-line skating or use of any other recreational item with wheels before 6:00 pm or during evening programs
2. Bikes are to be parked and locked next to the tennis court
3. Inappropriate displays of affection are not allowed on campus
4. No walk mans, radios, or other potentially disruptive items are allowed on campus
5. No gambling of any kind
6. No gum at school

PARENT INVOLVEMENT

Volunteers

There is always an opportunity for parental involvement. Parents should be involved in their children's education because it shows they support education and it is the only way we can afford some of the extras that make going to school a fuller experience. We need plenty of parents if we are going to have field trips or 8th grade graduation. Classroom field trips are an important part of your child's education. Field trips get our students out of the classroom and allow them to experience hands-on activities that they have only learned about in books. Your involvement will ensure we as a community can continue to unleash the potential of our children and give them the tools and opportunities they deserve.

Obtaining the needed funding for these field trips and graduation will now be the responsibility of the individual

classrooms. The money raised by each class will stay with that class throughout that class's years at Olga Reed.

● Campus Organizations

School Site Council (SSC)

This 10-member organization is made-up of five school district personnel and five parents. SSC oversees the entire school program and each year writes a School Plan which serves as a blueprint toward planning the year. The SSC oversees a School Improvement budget of approximately \$20,000 a year. These funds are expended in support of the School Plan. All members, with the exception of the principal, are elected by peers to a three year term. SSC meetings are public and held at least five times a year.

Associated Student Body (ASB)

ASB is our student government organization made-up of four student officers and a student representative from each upper grade classroom. The ASB meets regularly and strives to both improve campus life and offer high interest activities for all students. ASB also participates in numerous fund raising activities. Student participants are taught the principles of a democratic form of government. To give all students easy access to student government, an ASB suggestion box is available in every classroom. Ideas are discussed at ASB meetings. The ASB is guided by a faculty advisor.

Limited English Proficient Program (LEP)

This organization of parents and faculty is dedicated to ensuring that all limited English-speaking students receive a high quality education. LEP is open to all parents and plans fund raisers in support of students. This organization meets quarterly.

Migrant Education

This parent organization works to assist students whose parents are employed in the agricultural sector and must necessarily travel often. Students in this situation change schools regularly which disrupts their education. Migrant Ed employs an adult aide who tutors and assists students during the school day.

Los Alamos Educational Foundation

This non-profit organization of faculty, parents, and community members is dedicated to raising funds in support of all school programs. The Foundation meets publicly as needed.

ATTENDANCE

● General Absences

Children cannot learn if they are not in school. California schools no longer receive funding for students who are sick or excused. It is essential that your child attend school whenever possible, for part of a day after or before appointments. However, other attendance requirements still rely on excused and unexcused tallies. No pupil whose attendance is excused shall have grades or academic credit lost if assignments and tests can be reasonably completed.

1. Notwithstanding E.C. 48200, a pupil shall be excused from school when the absence is:
 - A. Due to his or her illness.
 - B. Due to quarantine under the direction of a county or city health officer.
 - C. For the purpose of having medical, dental, optometric, or chiropractic services rendered.
 - D. For the purpose of attending the funeral services of a member of his or her immediate family, so long as the absence is not more than one day if the service is conducted in California and not more than three days if the service is conducted outside California.
 - E. For the purpose of jury duty in the manner provided for by law.
 - F. Due to the illness or medical appointment during school hours of a child of whom the pupil is the custodial parent.
 - G. For justifiable personal reasons, including, but not limited to, an appearance in court, attendance at a funeral service, observance of a holiday or ceremony of his or her religion, attendance at religious retreats, 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 has been requested in writing by the parent or guardian and approved by the principal or a designated representative pursuant to uniform standards established by the governing board.
 - H. For any student 16 years old or older, with a GPA of 2.5 or higher, for the purposes of serving as a member of a precinct board for an election pursuant to Sec. 12302 of the Elections Code.
 - I. Participation in religious instruction or exercises in accordance with district policy.
2. A pupil absent from school under this section shall be allowed to complete all assignments and tests missed during the absence that can be reasonably provided and, upon satisfactory completion within a reasonable period of time, shall be given full credit thereof. The teacher of any class from which a pupil is absent shall determine the tests and assignments, which shall be reasonably equivalent to, but not necessarily identical to, the tests and assignments that the pupil missed during the absence.
3. For purposes of this section, attendance at religious retreats shall not exceed four hours per semester.
4. Absences pursuant to this section are deemed to be absences in computing average daily attendance and shall not generate state apportionment payments.
5. "Immediate family," as used in this section, has the same meaning as that set forth in Section 45194, except that references therein to "employee" shall be deemed to be references to "pupil." [E.C. 46014, 48205]

☛ Student Check-Out

When it is necessary for a parent to check a student out of school prior to regular dismissal time, the parent is to report to the office and the teacher will be notified of the situation by school personnel. Under no circumstances are parents to go directly to the classroom. Students will only be checked out to adults listed on the student's Emergency Card.

☛ Independent Study

Students who will be out of school for five days or more should complete an Independent Study Contract. Assignments are listed on the contract and students receive credit for being in school. An advanced notice of at least one week should be provided by parents. Contracts are available from classroom teachers or the office.

☛ Parental Consequences for Non-Attendance

Any parent or guardian who fails to ensure their student's attendance may be guilty of an infraction and can be punished as follows: \$100 for first conviction; \$250 for second conviction; \$500 for third conviction; Rather than a fine, a parent or guardian may be placed in parent education or counseling program; \$1,000 for willful violation of a court order directing that student must be enrolled in school or program. [E.C. 48293]

☛ Attendance Options

Many districts accept the transfer of students residing outside the district's attendance area.

It is the intent of the Legislature that the governing board of each district to annually share the opportunity for existing school choices and review the enrollment options available to pupils within their districts and that the districts strive to make available enrollment options that meet the diverse needs, potential, and interests of California pupils. In school districts of choice, priority can be given to children of military personnel. [E.C. 48301, 48306, 48308, 48314]

Interdistrict Attendance

Although students generally must attend school in the district where their parents or guardians reside, the Governing Board recognizes justifiable reasons for occasional interdistrict transfers. Upon request, the Board may accept students from another district and may also allow students who live within the district to attend out of district schools. Interdistrict attendance agreements may be approved for reasons such as the following:

1. When child care needs of the student are met by a parent, relative or sitter in another district [E.C. 46601.5]
2. When a parent or guardian is employed within the school district boundaries to which permission to attend is being requested. [E.C. 48204(f)]
3. When special mental or physical health needs of the student are certified by a physician, school psychologist or other appropriate school personnel.

Requests for interdistrict transfers into the district may only be made when class enrollments in the district will permit the addition of non-resident students.

Request for out of district transfers must be made directly

to the Governing Board in person by the parent or guardian. Requests for transfers based upon employment or child care arrangements must be accompanied by documents which verify the circumstances claimed as a basis for the transfer.

Transfers shall not be issued on other than an annual basis. Renewal of interdistrict transfers shall not require an appearance before the Board. Renewals may be approved by the Superintendent/Principal and reported to the Board if the conditions of approval have not changed.

The parent or guardian of a student who is denied a transfer shall be notified in writing, given a specific reason for the denial, and informed of the appeal process which might be pursued. [BP 5117]

The District Office shall have available the following forms.

1. Request form on which parents or guardians may request a hearing before the Governing Board.
2. Copies of this policy.
3. Denial form which incorporates the specific reason for a denial and information as to how to appeal the Board's decision.

☛ Attendance Where Caregiver Resides

If your child lives in the home of a caregiving adult, as defined by law, your child may attend the school district in which that residence is located. Execution of an affidavit under penalty of perjury pursuant to the Family Code by the caregiving adult is required to determine that your child lives in the caregiver's home. [E.C. 48204(d), 48980(g)]

☛ Attendance in District in Which Parent or Guardian is Employed

Your child may have the option of attending school in the school district where you or your spouse is employed. If interested, call the school office for information. [E.C. 48204(b)(f), 48980(i)]

☛ Individualized Instruction

If your child has a temporary disability preventing him/her from attending regular classes, the district will provide individual instruction when possible. [E.C. 48206.3, 48980(b)]

☛ Pupils in Hospitals Outside of School District

If, due to a temporary disability, your child is in a hospital or other residential health facility, which is located outside your school district, he/she may be eligible to attend the school district in which the hospital is located. [E.C. 48207] If this situation should arise, you should notify both the district where you reside and where the hospital is located so that individualized instruction, if possible, can be provided. [E.C. 48208]

☛ Leaving School at Lunch Time

The Los Alamos School Board has established a closed campus policy. Students may not leave campus at any time during the school day. This is for the security of the campus and to protect your student's health, safety, and welfare. Please cooperate by not requesting permission for your student to leave campus during the school day. [E.C. 44808.5]

● Minimum Days/Pupil Free Staff Development Days

If your child will be affected by minimum days or staff development days, we will give you at least one month's notice. The dates that were known at press time are printed in the calendar in this booklet. [E.C. 48980(c)]

● Notice of Alternative Schools

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 desire to learn. (c) Maintain a learning situation maximizing student self-motivation and encouraging the student in his own time to follow his own interests. These interests may be conceived by him totally and independently or may result in whole or in part from a presentation by his teachers of choices of learning projects. (d) Maximize the opportunity for teachers, parents and students to cooperatively develop the learning process and its subject matter. This opportunity shall be a continuous, permanent process. (e) Maximize the opportunity for the students, teachers, and parents to continuously react to the changing world, including but not limited to the community in which the school is located.

In the event any parent, pupil, or teacher is interested in further information concerning alternative schools, the county superintendent of schools, the administrative office of this district, and the principal's office in each attendance unit have copies of the law available for your information. This law particularly authorizes interested persons to request the governing board of the district to establish alternative school programs in each district. [E.C. 58501]

STUDENT SUPPORT SERVICES AND PROGRAMS

● Services to Disabled Pupils

If you have reason to believe your child (ages 0 through 21 years) has a disability requiring special services or accommodations, tell or write the school. Your child will be evaluated to determine whether he/she is eligible for free special instruction or services.

The District wants to locate, identify and assess all children with disabilities whether homeless, wards of the state, enrolled in public or private schools [E.C. 56020 et seq., 56040, 56301; 20 USC 1412, (10)(A)(ii); 34 CFR 300.121]

● Student Lunch Program

Your child may be eligible for free or reduced cost lunch. An application will be sent to all students' homes. [E.C. 49510 – 49520]

● Career Counseling

When all students are provided career counseling and course selection opportunities, all students are provided equal services. Parents may participate in counseling sessions. [E.C. 221.5]

● Student Use of Technology

Computers are used to support learning and to enhance instruction. Computer networks allow people to interact with many computers. The Internet, a network of networks, allows people to interact with hundreds of thousands of networks and computers. Internet access is now available to students and teachers in our school district. It is general policy that all computers used within the district's access to the Internet be used in a responsible, efficient, ethical, and legal manner.

Because access to the Internet provides connections to other computers / systems all over the world, users (and parents of student users) must understand that neither Los Alamos School District nor District staff members control the content of the information available on these other systems. Some of the information available is controversial and sometimes may be offensive. The Los Alamos School District does not condone the use of such materials, and will take precautions to restrict access to controversial materials by teaching students about responsible use and by utilizing software to block student access to inappropriate materials.

Failure to adhere to district policy and the guidelines listed in the Acceptable Use Agreement in this booklet will result in disciplinary action, including revocation of access, suspension, and expulsion.

The Los Alamos School District makes no guarantee of any kind for the Internet service provided to the student. The District will not be responsible for any damages claimed or suffered by any child or parent relating to the use of the Internet. This includes the child's exposure to materials a parent otherwise would have a right of notice and / or consent to pursuant to state or federal law. Use of any Information obtained via the Internet is at the student's and parents' own risk.

The Los Alamos School District believes that the benefits to educators and students from access to the Internet, in the form of information resources and opportunities for collaboration, far exceed any disadvantages. But ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their child or ward should follow. To that end, Los Alamos School District supports and respects each family's right to decide whether or not to allow Internet access for their student. [BP 6210]

● Library and Computer Lab

The library is a good place to study, do homework, get information and do work on reports or projects. Computers are available for practice, word processing or doing homework. Computers, school provided computer discs, and software are school property. School personnel retain the same rights of access and inspection as with textbooks and lockers.

● Textbooks

When textbooks are issued to students, the number and condition of the book are recorded. Students should expect to be charged for lost or damaged books. Textbooks belong to the school and are on loan to students.

● Lockers

Lockers are the property of the school district. The district retains the right to inspect lockers. While lockers are available to store books, lunches and coats, etc., lockers should not be considered secure and items of value should not be stored in lockers. Valuable items that are needed at school should be given to the office for safe keeping. Lockers are issued to 6-8 graders only.

● Student Study Team (SST)

A team of faculty members will meet regularly to assist students who have been referred due to academic, behavior, or attendance problems. The parents and, in some cases, the student attend the meeting. A specific plan for improvement is developed. A SST is required prior to any placement for Special Education services. Meetings are on alternating Wednesday afternoons.

● Interscholastic Sports

The Mighty Broncos regularly compete against other schools through the Central Coast Middle School League. Eligibility requires a 2.0 grade point average (C average) and no failing grades. Citizenship grades must be satisfactory. Students must have attended 50% or more of school on the day of the event in order to participate. A signed parent permission slip and proof of insurance are also required for participation.

● Accelerated Reader

This program is designed to encourage students to read daily. A wide range of high interest books will be made available to all students. After reading a book, students will complete a computerized questionnaire on the material to insure the book was read and understood. Records will be kept and certificates awarded to students at Monthly Awards assemblies.

● Accelerated Math

This individualized and technology driven program is designed to teach students new math skills, assess individual progress, and allow students to progress in math at their own pace. Accelerated Math provides support and enrichment for our current Saxon Math curriculum.

● Student Government

Olga Reed School has an active Student Government (ASB) made-up of student elected officers and class representatives. The ASB will organize student activities and maintain its own budget for specific programs.

● After School Program and Youth Program

A comprehensive After School Program is offered daily from 2:00-6:00 pm to students who meet the established criteria for admittance. Activities include tutoring, sports, fine arts, and computers. Students must be pre-registered. The program is funded through a state grant. There are no tuition fees. Students in grades 6-8 may attend the Youth Program - a program specifically designed for middle school students. This program is operated by the Family Resource Center.

● Study Skills Program

At the beginning of the school year, a Study Skills Calendar will be issued to all age-appropriate classrooms. The calendar is designed to assist students with their study habits and organization. Teachers will emphasize the use of the calendar on a daily basis. This program is funded by our SSC.

● Assemblies

Assemblies are an important part of our school program. Awards Assemblies are held monthly. In addition, other high interest, educational assemblies will be held occasionally.

● GATE Program

GATE (Gifted and Talented Educationally) is a program designed to encourage and support students who show special academic talents. The program is for students in grades 4-8. Students are identified through grades, STAR test scores, and a specialized test which measures intellect. Recommendations for GATE placement originates with classroom teachers. Program organization is communicated to parents at the beginning of each year.

● Family Resource Center

A Family Resource Center is located on our campus. Services for students and families include academic assistance, counseling, teen activities, adult education, medical and dental assistance, and family services. The Family Resource Center can be reached at 344-3172.

● Pre-School Program

A county operated Pre-School Program for 3-5 year-olds is located in Room 1 on our campus. This program places an emphasis on school readiness for the children. Pre-registration through the county is required.

● Community Service

Community Service for all students is a requirement for promotion to the next grade. In grades K-5, each classroom will select a project to meet the requirement. Students in grades 6-8 will work individually or in small groups. A total of 3, 5, and 8 hours respectively will be required for middle grade students.

● Field Trips

Field trips are an important component of the educational experience. All trips require a signed Parent Permission slip. Many trips require fundraising and volunteer drivers. Parent assistance is greatly appreciated.

ACADEMIC ACTIVITIES AND PROCEDURES

● Student Portfolios

All students keep collections of significant work in folders called portfolios. Each year the portfolio moves with the student to the next grade and additional work is added. Students in the upper grades are given an opportunity to select some of the material that will be included in their portfolios. Teachers will often reference materials contained in the student's portfolio to parents as an assessment of the progress being made by the student.

● Schoolwide Writing Activity

Each semester all students write on a given topic on the same day. The papers are then scored by the entire faculty according to a school rubric. Students receive a score ranging from 1 to 4. The student score is one of the multiple measures that determines whether the student will have to take the spring proficiency test to earn promotion. All schoolwide writing papers are placed in the student's portfolio.

● STAR Testing

Each spring all students in grades 2-8 take the STAR test in the areas of reading, language, mathematics, and spelling. Along with individual student scores, schools also receive a school score that can be compared with other schools' scores. Student scores on the STAR test are a part of the multiple measures that determine whether the student will have to take the spring proficiency test to earn promotion. In addition, students in grades 4 and 7 also participate in a state mandated writing activity each spring. This activity is a part of the overall STAR assessment.

● Promotion and Retention Policy

Students must earn the right to be promoted to the next grade. Students are evaluated using a multiple measures approach which evaluates the student in the following areas:

- score on schoolwide writing activity
- number of failing (F) grades
- grade point average
- STAR test results in reading and mathematics
- discipline record
- attendance rate

Students who do not meet expectations on all of the multiple measures must take a proficiency test in the spring in the areas of reading and math. If the test is not passed, the student must attend summer school and retake the test. Failing the test in summer school will require retention. Parents interested in more detailed information may pick-up the policy in the school office.

● Homework Policy

Olga Reed School believes that homework is a valuable extension of the school day. Homework is defined as classroom-related assignments that will require time and effort outside of the regular school day.

In assigning homework, the goals of Olga Reed School are:

1. Provide meaningful independent practice to allow for the mastery of new skills.
2. To reinforce the importance of learning by requiring students to independently plan and organize their study time away from school.
3. To allow more time for direct instruction in classrooms by assigning independent practice away from school.
4. To encourage students to discover and explore sources of information in settings other than school.
5. To stress the value of life-long learning.
6. To increasingly expect students to take responsibility for their own learning.
7. To engage parents as partners in their student's education.
8. To maintain school as a priority both on and off campus.

The Los Alamos School District recognizes the need for a balance between the amount of homework assigned and the importance of students having opportunities to use their free time to pursue other hobbies, activities, and interests that are not school related. The following guidelines regarding the length of homework assignments have been adopted by the district.

Grade	Average Time Allotment	Not to Exceed	Days
K-1	10-20 minutes	30 minutes	Mon.-Thurs.
2-3	15-30 minutes	45 minutes	Mon.-Thurs.
4-5	20-45 minutes	60 minutes	Mon.-Thurs.
6	30-60 minutes	90 minutes	Mon.-Thurs.
7-8	45-90 minutes	120 minutes	Mon.-Thurs.

The following guidelines assume that the student is working conscientiously in a suitable learning environment. The time

allotments do not factor in daily required recreational reading or long term projects in which the student must plan ahead.

Further, this policy recognizes that students require free time on weekends for family commitments and other interests and, assuming that daily assignments are being completed on time, weekend homework assignments will be avoided. The only exception is the district's Saxon Math Program which requires homework five days a week in order for students to successfully complete the curriculum.

Any parents who have questions or concerns regarding homework should arrange a conference with their student's teacher. Homework policies for each classroom will be shared with parents in writing at the beginning of each school year.

STUDENT RECOGNITION PROGRAM

● Honor Roll

Each quarter students (grades 4-8) with a 3.0 grade point average or higher will have their names published in the Bronco Pride and be invited on an Honor Roll field trip. Honor Roll categories are:

- Superintendent's Honor Roll 4.0
- Principal's Honor Roll 3.99-3.50
- Honor Roll 3.49-3.0

● Faculty Achievement Award

Students are honored for raising their GPA by .5 or more in a quarter. Those students attend the Honor Roll Field Trip.

● Perfect Attendance Award

Each month students will be recognized who have perfect attendance for the month. At the June Awards Assembly, students with perfect attendance for the entire year will be honored.

● Monthly Awards

Every month each classroom selects a STUDENT OF THE MONTH and a student who best represents the Bronco Characteristic of the Month. These students are introduced at the monthly Awards Assembly.

● Bronco Pride Award

Each month a class is honored for collectively having the best attendance in the school. The winning class is announced at the monthly Awards Assembly and proudly displays the Bronco Banner in its classroom. An ice cream treat is provided.

● RAP (Ring-A-Parent)

On the last school day of each month RAP phone calls are made to inform selected parents of the excellent progress being made by their son or daughter.

● Bronco Bucks

Students are awarded Bronco Bucks for achievement, helpfulness, attitude, improvement, or for any other reason deemed appropriate by a staff member. Bronco Bucks are entered in a monthly drawing for prizes held at each Awards Assembly.

● Conduct Club

Students are admitted to the Conduct Club on a quarterly basis. Eligibility requires that the student earn straight Es (Excellents) in all areas of the report card labeled Work Habits/ Citizenship. All Conduct Club members receive an ice cream treat at lunch.

DISCIPLINE

● School Dress Code

It is the responsibility of every student to come to school neat, clean, and ready to learn. Any style of clothing or fashion that detracts from learning for the student or other students is inappropriate for school and not allowed. As a general guideline for parents and students, the following are not allowed at school:

1. Excessively baggy clothing or pajamas.
2. Any type of gang-related attire or attire that can be interpreted as gang-related.
3. Any slogans, logos, or imprints on the clothing that are vulgar, obscene, insulting, or refer to illegal activities.
4. Any clothing which advertises tobacco, alcohol, or drugs.
5. Shorts or dresses that are shorter than mid-thigh.
6. Any shorts or trousers worn in a "sagging" style.
7. Any garment that does not entirely cover the midriff.
8. Tank top shirts with narrow straps (less than 1")
9. Exposed underwear.
10. Jewelry that poses a safety hazard.

11. Tattoos or any writing on the body that conveys a questionable message.
12. Any footwear that is unsafe or inappropriate in a school environment including, but not limited to, thongs, loose sandals, platform shoes, slippers etc.

This Dress Code is not intended to be all-inclusive. Other types of attire not mentioned may also be determined to be inappropriate by school personnel and not allowed. Specific types of attire may be approved for special events by the principal.

Students will participate in physical education activities regularly. On PE days, students should wear clothing that is sturdy and suitable for rigorous activities. Use of the gym requires shoes with soft, non-marking soles. Cowboy boots or any type of sandal or related shoe are not acceptable for PE activities.

Students may wear caps or hats to school. However, these items must be removed in classrooms, the library, the office, or when seated in the cafeteria. This rule also includes sweatshirt hoods.

Students who come to school dressed in violation of the Dress Code will be requested to correct the situation immediately. If the situation can not be corrected, alternative clothing will be offered or a home contact will be made. Further consequences may be assigned as necessary.

☰ ● Release of Student to Peace Officer

If a school official releases your child from school to a peace officer for the purpose of removing him/her from the school premises, the school official shall take immediate steps to notify you or a responsible relative of your child, except when a student has been taken into custody as a victim of suspected child abuse. In those cases, the peace officer will notify the parent or guardian. [E.C. 48906; Penal Code 11165.6]

☰ ● Parent Responsibility

Parents or guardians are liable for all the damages caused by the willful misconduct of their minor children which result in death or injury to other students, school personnel, or damage to school property. Parents are also liable for any school property loaned to the student and willfully not returned. Parents' or guardians' liability may be as much as \$10,000 in damages and another maximum of \$10,000 for payment of a reward, if any. The school district may withhold the grades, diplomas, or transcripts of the student responsible until such damages are paid or the property returned or until completion of a voluntary work program in lieu of payment of money. If your child commits an obscene act or engages in habitual profanity or vulgarity, disrupts school activities, or otherwise willfully defies the authority of school personnel, and is suspended for such misconduct, you may be required to attend a portion of a school day in your child's classroom. [E.C. 48900.1, 48904; Civil Code 1714.1]

As a parent, you are the best person to set rules and consequences for your children.

Unfortunately, society has been forced to set some rules as well. This section talks about those rules.

☰ ● Student Search

The school principal or designee may search the person of a student, the student's locker, backpack or purse if there is a reasonable suspicion to believe the student may have a concealed weapon, narcotics, stolen property, or contraband. [U.S. Supreme Court Case: New Jersey v. T.L.O. (1985) 469 U.S. 325]

☰ ● Cellphones, Pagers, Electronic Signaling Devices

Districts may regulate the possession or use of any cellphone, pager or electronic signaling device while pupils are on campus, while attending school-sponsored activities, or while under the supervision and control of school district employees. [E.C. 48901.5]

☰ ● Assertive Discipline

Olga Reed School uses an Assertive Discipline model. Classroom rules are posted in every class. Students who violate the rules receive consequences which become progressively more severe with each violation. In addition, there are consequences for rule violations outside of the classroom. Below are the most widely used consequences in approximate order of severity.

1. "Benching" - students who violate playground rules or commit a classroom infraction may be required to sit at a bench during recess or lunch time.
2. Yellow Slip (Behavior) - assigned to students for minor infractions. The Yellow Slip is to be signed by the parent and returned to the student's teacher. Three Yellow Slips become a Blue Slip when issued in the same quarter.
3. Pink Slip (Academic) - assigned to students who do not complete classroom or homework assignments. Pink slips are signed by parents and returned to the assigning teacher. Three Pink Slips become a Blue Slip when issued in the same quarter.
4. Classroom Detention - assigned as part of the classroom teacher's Discipline Plan. Detentions are from 15-60 minutes. Parents are notified prior to the detention.
5. Blue Slip - assigned to a student for a major infraction of the rules. Blue Slips are taken home and signed by parents. Two Blue Slips in any quarter result in the assigning of Saturday School to the student.
6. Saturday School - assigned to any student who receives two Blue Slips in a quarter. Saturday School meets from 8 am to noon, once

a month. Parents are notified in writing of the assignment. Saturday School may also be assigned directly by the principal for a serious infraction. Students who miss an assigned Saturday School will be "benched" at lunch for the following eight (8) school days.

● Grounds for Suspension or Expulsion

A pupil may not be suspended from school or recommended for expulsion unless the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has committed an act as defined pursuant to one or more subdivisions:

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

replica is a firearm.

- (n) Committed or attempted to commit a sexual assault as defined in Section 261, 266c, 286, 288, 288a, or 289 of the Penal Code or committed a sexual battery as defined in Section 243.4 of the Penal Code.
- (o) Harassed, threatened, or intimidated a pupil who is a complaining witness or witness in a school disciplinary proceeding for the purpose of either preventing that pupil from being a witness or retaliating against that pupil for being a witness or both.
- (p) Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
- (q) Engaged in, or attempted to engage in, hazing as a misdemeanor or felony as defined in Penal Code Section 245.6.
- (r) A pupil may not be suspended or expelled for any of the acts enumerated unless that act is related to school activity or school attendance occurring within a school under the jurisdiction of the superintendent or principal or occurring within any other school district. A pupil may be suspended or expelled for acts which are enumerated in this section and related to school activity or attendance that occur at any time, including, but not limited to, any of the following:
 - (1) While on school grounds.
 - (2) While going to or coming from school.
 - (3) During the lunch period whether on or off the campus.
 - (4) During, or while going to or coming from a school sponsored activity.
- (s) A pupil who aids or abets, as defined in Section 31 of the Penal Code, the infliction or attempted infliction of physical injury to another person may suffer suspension, but not expulsion, pursuant to the provisions of this section. Except that a pupil who has been adjudged by a juvenile court to have committed, as an aider and abettor, a crime of physical violence in which the victim suffered great bodily injury or serious bodily injury shall be subject to discipline pursuant to subdivision (a).
- (t) As used in this section, "school property" includes, but is not limited to, electronic files and databases.
- (u) A superintendent or principal may use their discretion to provide alternatives to suspension or expulsion, including, but not limited to, counseling and an anger management program, for a pupil subject to discipline under this section.
- (v) It is the intent of the Legislature that alternatives to suspension or expulsion be imposed against any pupil who is truant, tardy, or otherwise absent from school activities. [E.C. 48900]

● Mandatory Suspension / Expulsion

Education Code Section 48915(a): Except as provided in subdivisions (c) and (e), the principal or the superintendent of schools shall recommend the expulsion of a pupil for any of the following acts committed at school or at a school activity off school grounds, unless the principal or superintendent finds that the expulsion is inappropriate, due to the particular circumstance:

1. Causing serious physical injury to another person, except in self-defense.
2. Possession of any knife, explosive, or other dangerous object of no reasonable use to the pupil.

3. Unlawful possession of any controlled substance listed in Chapter 2 (commencing with section 1 1053) of Division 10 of the Health and Safety Code, except for the first offense for the sale of not more than one avoirdupois ounce of marijuana, other than concentrated cannabis.
4. Robbery or extortion.
5. Assault or battery, as defined in Sections 240 and 242 of the Penal Code, upon any school employee.

Education Code Section 48915(c): The principal or superintendent of schools shall immediately suspend, pursuant to Section 48911, and shall recommend expulsion of a pupil that he or she determines has committed any of the following acts at school or at a school activity off school grounds:

1. Possessing, selling, or otherwise furnishing a firearm. This subdivision does not apply to an act of possessing a firearm if the pupil had obtained prior or written permission to possess the firearm from a certificated school employee, which is concurred in by the principal or the designee of the principal. This subdivision applies to an act of possessing a firearm only if the possession is verified by an employee of a school district.
2. Brandishing a knife at another person.
3. Unlawfully selling a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code.
4. Committing or attempting to commit a sexual assault as defined in subdivision (n) of Section 48900 or committing a sexual battery as defined in subdivision (n) of Section 48900.
5. Possession of an explosive.

HEALTH SERVICES

Kindergarten and First Grade Physical Exam

State law requires that for each child enrolling in the first grade, the parent or guardian must present a certificate, signed by a physician, verifying that the child has received a physical examination within the last 18 months. If your child does not receive this exam, you must file with the school district a waiver stating the reasons you are unable to obtain such services. You must understand that your child may be sent home if you fail to provide the certificate or waiver, or if your child is suspected to be suffering from a contagious disease. You may find it convenient to have your child immunized at the same time that the physical examination is conducted. [E.C. 49450; Health and Safety Code 124085, 124100, 124105, 120475]

These services may be available to you at no cost through the Child Health and Disability Prevention Program (CHDP).

For information, you may contact:

Santa Barbara Co. Public Health Dept. 2115 S. Centerpointe Parkway Santa Maria, CA (805) 346-8410	or	Santa Barbara Co. Public Health Dept. 315 Camino Del Remedio Santa Barbara, CA 93110 (805) 681-5255
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For your child's safety, we need to know if your child is taking medication on a regular basis.

Kindergarten and/or First Grade Oral Health Assessment

Parents or guardians must have their child's oral health assessed by May 31 of the student's first school year (kindergarten or first grade). Assessments within the 12 months before the child enters school also meet this requirement. The assessment must be done by a licensed dentist or licensed or registered dental health professional.

The District Oral Health Assessment/Waiver Request form is available from the District or online at www.cde.ca.gov/ls/he/hn/ and must be filled out at the dental office. If you cannot fulfill this requirement, please give the reason in Section 3 of the form. By law student health information is confidential.

The following resources can help you complete this requirement:

1. Medi-Cal/Denti-Cal at 800-322-6384, <http://www.denti-cal.ca.gov>;
2. County Health Department listed in this section, <http://www.dhs.ca.gov/mcs/medi-Calhome/CountyListing1.htm>;
3. Healthy Families at 800-880-5305, <http://www.dhs.ca.gov/mcs/medi-Calhome/CountyListing1.htm>.

Many things impact a child's school progress and success, including health. Children must be healthy to learn, and children with cavities are not healthy. Baby teeth are not just teeth that will fall out. Children need their teeth to eat properly, talk, smile, and feel good about themselves. Children with cavities may have difficulty eating, stop smiling, and have problems paying attention and learning at school. [E.C. 49452.8]

Immunizations

A pupil may not be admitted to school unless he/she has been fully immunized against diphtheria, pertussis (whooping cough), tetanus, poliomyelitis, measles, mumps, and rubella. Students entering kindergarten and the seventh grade are required to have three doses of Hepatitis B vaccine and a second dose of measles-containing vaccine. Students must be immunized for varicella or provide proof from a doctor stating child has had the disease. The required immunizations are available from the County Health Department or a physician. Documented proof of immunization is required upon admission. It is this district's policy that there be no "conditional" admittance to schools; immunizations must be up-to-date before

admission to school is granted. This requirement does not apply if a district provided waiver is signed stating that the immunization is contrary to the beliefs of the parent or guardian, or a licensed physician writes a letter indicating the immunizations are inadvisable. If an outbreak of a communicable disease occurs at a school, the non-immunized student will be excluded for his/her own safety until such a time as directed by health officials or district administration. Parents or guardians may refuse to allow the sharing of personal information related to their child's immunization records by notifying the County Health Department listed in this section. [Health and Safety Code Sec. 120335, 120440; E.C. 49403]

☛ Medication

Children may take medication, which is prescribed by a physician, and get help from school personnel during the school day if:

1. The district designee has received a written statement from the physician detailing the medication name, method, amount, and time schedules by which the medication is to be taken; and
2. Parent, guardian or caregiver submits a written statement indicating his/ her desire that the school district assist his/her child in taking the medication; and
3. parent or guardian signs a release statement on a special form available from the district. [E.C. 49423, 49480]

Children may carry and self-administer a blood glucose level test and diabetes care, inhaled asthma medication and auto-injectable epinephrine if the rules in one through three above are met. [E.C. 49414.5, 49423, 49423.1, 49480]

If your child is on a continuing medication regimen for a non-episodic condition, you are required to notify the district designee of the medication being taken, the current dosage, and the name of the supervising physician. [E.C. 49480]

☛ Physical Examinations

If you want your child to be exempt from physical examinations at school, file a written statement with the school refusing such an exam. However, when there is a good reason to believe that your child is suffering from a recognized contagious or infectious disease, he/she may be sent home and shall not be permitted to return to school until the contagious or infectious disease does not exist. [E.C. 49451]

☛ Scoliosis (curvature of the spine) Screening

Between grades 6 and 8, your child may be screened for scoliosis (curvature of the spine), unless you submit a written denial of consent. [E.C. 49452.5]

☛ Vision and Hearing Appraisal

Your child's vision and hearing will be checked by an authorized person between grades kindergarten through 8, unless you present to the school a certificate from a physician or optometrist verifying prior testing or a letter stating it violates your faith in a recognized religious belief. [E.C. 49455, 49452]

☛ Sun Protection

Students when outdoors can wear sun protective clothing, including, but not limited to hats. [E.C. 35183.5] Students may also apply sunscreen during the day without a doctor's note or prescription. [E.C. 35291, 35294.6]

☛ Confidential Medical Services

According to the Education Code, school authorities may excuse any student in grades 7 through 12 from school for the purpose of obtaining confidential medical services without the consent of the pupil's parent or guardian. School districts are permitted to grant such excuses, but are not required to do so. Los Alamos School District does NOT grant such excuses. [E.C. 46010.1]

☛ Medical and Hospital Insurance for Students

The district DOES NOT provide insurance on individual students. However, you may purchase accident insurance through the district for medical and hospital services covering your child. The insurance provides coverage for your child while on school grounds or in school buildings during the time your child is required to be there because of attendance during a regular school day of the district; or while being transported by the district to and from school or other place of instruction; or while at any other place as an incident to school-sponsored activities. The school district assumes no liability for accidents to pupils at school. [E.C. 32221.5, 49472]

Under state law, school districts are required to ensure that all members of school athletic teams have accidental injury insurance that covers medical and hospital expenses. This insurance requirement can be met by the school district offering insurance or other health benefits that cover medical and hospital expenses. Some pupils may qualify to enroll in no-cost or low-cost local, state, or federally sponsored health insurance programs. Information about these programs may be obtained by calling Healthy Families/Medi-Cal for Families (888) 747-1222.

☛ Drug, Alcohol, and Tobacco Prevention Programs

This notice is provided in compliance with the requirements of state and federal law as a part of the District's drug, alcohol, and tobacco prevention programs. The unlawful manufacture, distribution, dispensation, possession, or use of illicit drugs, alcohol, or any form of tobacco product on District premises or as a part of any of its activities is wrong, harmful and is strictly prohibited. Tobacco use is prohibited. All pupils will abide by this prohibition as a condition of attendance. Any violations of District or school standards of conduct, rules and regulations or state or federal laws regarding illicit drugs, alcohol and tobacco will be investigated. Violators will be subject to prosecution in accordance with local, state and federal law and District disciplinary action up to and including expulsion, and/or required to satisfactorily complete a drug abuse assistance, tobacco cessation program, or rehabilitation program selected by the District in conformance with law.

The District's drug alcohol and tobacco education and prevention programs are designed to address the legal, social and health consequences of drug, alcohol and tobacco use and to provide pupils with effective techniques for resisting peer pressure to use illicit drugs, alcohol or tobacco. Information about any drug, alcohol and tobacco counseling, rehabilitation, and re-entry programs available to pupils may be obtained by contacting their school. This information may include programs sponsored or maintained by various community groups or agencies. The District neither supports nor endorses any specific program, agency or firm. The information is provided only to assist parents and pupils who may desire information regarding the resources available to assist them. [E.C. 60041; Health and Safety Code 11032]

CURRICULUM AND PERSONAL BELIEFS

☰ Comprehensive Sexual Health and HIV/AIDS Prevention

In the California Comprehensive Sexual Health and HIV/AIDS Prevention classes written and audio-visual educational material will be used and are available for inspection prior to the start of classes. You have a right to request, in writing, that your child not attend these classes. You may withdraw this request at any time. School districts must ensure that all pupils receive sexual health instruction from adequately trained personnel in appropriate courses. In this District, the school nurse and contractors give such instruction. If taught by a consultant or in an assembly, parents will be given the dates, name of organizations and affiliation of speakers in this booklet or receive notice at least 14 days prior to the dates of the class or assembly. Contractor's material will be accurate and age appropriate. This instruction will emphasize that sexual abstinence and abstinence from intravenous drug use as the most effective means for AIDS prevention and avoiding sexually transmitted diseases. The instruction will also include development of refusal skills to assist pupils to overcome peer pressure and use effective decision-making skills to avoid high-risk activities. During this class students in grades 7 - 12 may be asked to anonymously, voluntarily, and confidentially fill out evaluation and research tools such as surveys, tests, questionnaires measuring student attitudes toward health, sex, and risk behaviors. Parents will be notified in writing and given the opportunity to review the material and can request in writing that their child not participate in any or all of the above activities. Copies of Education Code Sections 51938 and 51934 can be requested from your district or can be obtained online at www.leginfo.ca.gov. [E.C. 51933, 51934, 51938, Health and Safety Code 151000]

☰ Dissection of Animals

If your child chooses not to participate in the dissection of animals, and if the teacher believes that an adequate alternative education project is possible, the teacher may work with the student to develop and agree upon an alternative education project for the purpose of providing your child an alternate avenue for obtaining the information required by the class. The school will need a signed note from you indicating your child's objection. [E.C. 32255]

☰ Excused from Instruction Due to Religious Belief

Whenever any part of the instruction in health or family life education conflicts with your religious training and beliefs or personal moral conviction, or those of your child, your child shall be excused from such instruction if you request an excuse in writing. [E.C. 51240]

☰ Tests/Surveys on Personal Beliefs

Unless you and your children over 18 give written permission, your child will not be given any test, questionnaire, survey, examination, or marketing material containing questions about your child's, or his/her parents' or guardians' personal beliefs or practices in politics, mental health, anti-social, illegal, self-incriminating, or demeaning behavior, critical appraisals of others close to the family, about legally confidential relationships such as ministers or doctors, income (unless to determine eligibility in a program or for receiving assistance), sex, family life, morality, or religion. Parents may also opt out of their child supplying information to be used for marketing. Parents have the right to review any survey or educational materials related to the survey on any of the above items. The District has developed policies relating to the surveys and personal information. [E.C. 60650, 51513, 60614; PPRA, 20 U.S.C.; No Child Left Behind Act (NCLB)]

Your children may decide, or you may decide for them, not to participate in some parts of certain classroom activities for various reasons.

SCHOOL RECORDS AND STUDENT ACHIEVEMENT

☰ District Courses

Annually the District prepares curriculum, course titles, aims, and descriptions in a prospectus. The prospectus is available at each school site and may be reproduced at cost. [E.C. 49063, 49091.14]

☰ Pupil Records

You and your children over 18 have the right to review, get copies, and inspect their school records within five business days of a written request or oral request or before any meeting regarding an individualized education program or a hearing. Those records are confidential, and privacy will be maintained, except in some instances such as when your child transfers to another school. The records include transcripts, discipline letters, commendations, attendance, health information, test scores, and class photos. The records are maintained at Olga Reed School by Allison Marino. There is someone to help interpret the

material. When more than one child is named in the records, parents may only see material related to their child. If requested, the district will provide a list of types and locations where materials are held. There is a log of who has viewed the records that is kept at the same location as the records. District policy or administrative regulation 5125 sets forth the criteria by which school officials and employees can look and change or delete the files and why. Files may be reviewed to identify students eligible for public school choice or supplemental educational services. You may have copies made for twenty five cents (25¢) per page. If you cannot afford the cost of copies they will be provided free of charge. You also have the right to file a written request with the superintendent challenging the records. You can challenge how your request was handled with the district or with United States Department of Education if you think there is an inaccuracy, unsubstantiated conclusion or inference, a conclusion outside the observer's expertise, comment not based on personal observation with time and date noted, misleading information, or violation of privacy rights. You will get to meet with the superintendent or designee within 30 days. If your challenge is sustained, the changes will be made. If not, you can appeal to the school board, which has final authority. If you still have a different view, your view can be included in the student's record. [E.C. 49063, 49060, 49069, 49070, 56043, 56504; Family Educational Rights and Privacy Act (FERPA); 34 CFR Part 99]

For a smoother transition, through a relationship established with the Department of Defense and the California Department of Education, the District has established guidelines for transferring credits and meeting graduation requirements of students from military families. [E.C. 51250]

☛ **Regulations Regarding Pupil Achievement**

The Board of Education believes good communication between parents and teachers is important in the educational process. All appropriate forms of communication should be used. The progress report should reflect student progress in classwork and proficiency levels and indicate educational growth in relation to the student's ability, citizenship and effort. [E.C. 49067]

☛ **Teacher Qualifications**

A provision of federal Title I requires all districts to notify parents of children in Title I schools that they have the right to request and receive timely information on the professional qualifications of classroom teachers and paraprofessionals including state qualifications, licensing for the grade level or subject taught, any waivers for qualifications, emergency provisions, college major, graduate degrees and subject, and if paraprofessionals or aides are in the classroom and what their qualifications are. [No Child Left Behind Act (NCLB)]

☛ **School Safety Plan**

Every year each school shall review and update its plan by March 1. The plan will include an earthquake emergency procedure system and disaster policy for buildings with a capacity of 50 or more people. Each school shall report on the status of its school safety plan, to numerous community leaders and include a description of its key elements in the school accountability report card. [E.C. 32286, 32288]

DUE PROCESS PROTECTIONS AND COMPLAINTS

The District is responsible for compliance with state and federal laws and regulations and has procedures to address allegations of unlawful discrimination and complaints alleging violation of laws governing educational programs. Employees, students, parents or guardians, advisory committees, and other interested parties are advised how to file a complaint if they so desire.

☛ **Complaints Regarding Discrimination, Exceptional Need Students, Categorical Programs, Federally Funded Programs**

The District is committed to equal opportunity for all individuals in education. It is the district policy to afford all persons in public schools regardless of their age, disability, gender, nationality, race or ethnicity, religion, sexual orientation, or association with a person or group with one or more of these actual or perceived characteristics equal rights and opportunities in the educational institutions of the state.

The District shall promote programs that ensure non-discriminatory practices in all District activities. If you want further details in this regard, or wish to file a complaint, please contact the District's Uniform Complaint Officer. The Governing Board designates the following compliance officer(s) to receive and investigate all complaints and ensure district compliance with law:

Mr. Paul Oisboid, Superintendent / Principal
480 Centennial Street
Los Alamos, CA 93440
(805) 344-2401

The Uniform Complaint Procedure can be used in cases of discrimination or a violation of a federal or state law within the following programs: Adult Education, Career/Technical Education, Child Development, Consolidated Categorical Aid, No

Child Left Behind (NCLB), State Compensatory Education, State Program for Students of Limited English Proficiency, School Improvement, Tenth-Grade Counseling, Tobacco-Use Prevention Education, Peer Assistance and Review, School Safety and Violence Prevention Act, Migrant and Indian Education, Nutrition Services, Special Education, Discrimination, Harassment, Civil Rights Guarantees that receive state or federal financial assistance as well as Williams Settlement issues and other areas designated by the District. [E.C. 234, 260 et seq., 56501; Penal Code 422.55; Title IX of the Education Amendments of 1972; 20 USC 1681-1688, 42 USC 2000d-2000d7; 34 CFR 106.9; Title VI of the Civil Rights Act of 1974; Section 504 of the Rehabilitation Act of 1973; Individuals with Disabilities Education Act (IDEA); 5 CCR 4622]

☰ District's Uniform Complaint Process

You may contact your school's office or the District office to obtain a free copy of the district's complaint procedures. The complaint procedure can be used for a variety of issues not mentioned above including but not limited to employee issues, school safety planning requirements in the No Child Left Behind Act, and policies and procedures of the district. Confidentiality and privacy shall be respected in all complaint investigations. Complaints alleging discrimination may be filed by a person on their own behalf or on behalf of another person or group of people within six months of the occurrence or when facts became known. Complaints regarding a special needs student may be filed within 12 months of the occurrence. Staff has been trained to deal with these types of complaints. [E.C. 56500.2]

1. Complaints made under this procedure shall be directed to the Uniform Complaint Officer who is responsible for processing the claims. A complaint under the Uniform Complaint Procedure should be completed within 60 days from the receipt of the complaint unless the complainant agrees in writing to extend the timeline.
2. You may contact the UCP Officer to obtain a copy of the complaint process.
3. You may choose to have your complaint mediated.
4. There shall be an investigative meeting after receiving the complaint.
5. The compliance officer shall send a written report about the investigation and decision. There are then five days to appeal to the Board of Education.
6. If you are not satisfied with the results the complainant then has 15 days to appeal to the California Department of Education. The appeal must include a copy of the locally filed complaint and a copy of the LEA decision.
7. You may forward your complaint directly to CDE and they may choose to intervene immediately based on established criteria.
8. There is nothing in this process to preclude a complainant from pursuing available civil law remedies outside of the district's complaint procedures. Such remedies may include mediation, attorneys, and legal remedies. Civil law remedies may include, but are not limited to: injunctions and restraining orders.

For discrimination complaints, 60 days must elapse from the time an appeal is filed with CDE before pursuing civil remedies except for an injunction. Complaints may also be forwarded to appropriate state or federal agencies in the following cases:

American Civil Liberties Act 504 – Office of Civil Rights

Child Abuse – Department of Social Services, Protective Services Division, or law enforcement

Discrimination/Nutritional Services – U.S. Secretary of Agriculture

Employment Discrimination – Department of Fair Employment and Housing, Equal Employment Opportunity Commission.

General Education – this school district

Health and Safety/Child Development – Department of Social Services

Student Records – Family Policy Compliance Office (FPCO), U.S. Department of Education

[20 USC 7114(D)(7) (No Child left Behind), 20 USC 11138;34 CFR 300.510-511, 300.513; E.C. 232. 262.3, 33031, 33032, 33381, 48985, 56000-56885, 59000-59300, 6400o(a); 5 CCR 4600; 5 CCR 4620-4632]

☰ Complaints Regarding the Williams Settlement, Instructional Materials, Teacher Placement, and School Facilities

Parents should use the District Uniform Complaint Procedure to identify and resolve any deficiencies regarding instructional materials, facility cleanliness and safety, emergency or urgent facility conditions that pose a health or safety threat to students or staff, teacher vacancies or misassignments, and instruction and services provided to pupils who have not passed one or both parts of the high school exit examination after the completion of grade 12. [E.C. 35186, 37254, 52378]

Williams Settlement complaint procedure

Free forms are available, at the school, but the form need not be used to make a complaint. The Uniform Complaint Procedure shall be used for filing Williams related complaints with the following special circumstances applying:

1. Forms can be turned into the principal or designee who will make every reasonable attempt to investigate.
2. Complaints beyond the site authority will be forwarded to the District within 10 days.
3. Complaints may be filed anonymously. A response may be requested if complainant is identified and will be sent to the mailing address on complaint.

4. If the District is required to provide material in a foreign language based on California Department of Education census data and if requested, the response and report shall be written in English and the primary language in which the complaint was filed.
5. The form will have a box to request a response and indicate where to file the form.
6. Valid complaints should be remedied within 30 days of receipt.
7. Within 45 days of resolution, notice should be sent to complainant when a response was requested. A principal will also inform the Superintendent of resolution in the same timeframe.
8. If unsatisfied with resolution a complainant may describe the complaint to the governing board at a regularly scheduled meeting.
9. The District will report quarterly on the number of resolved and unresolved complaints and summarize data regarding complaints and resolutions to the county superintendent and the local governing board in public session making it part of the public records. [E.C. 35186, 48985]

SEXUAL HARASSMENT

The Board of Trustee is dedicated to providing an educational environment free from sexual harassment and other prohibited discrimination. The Board will not tolerate the sexual harassment of any student by any other student or District employee. This policy prohibits harassment in any form, including verbal, physical, and visual harassment.

The Board of Trustee recognizes that sexual harassment can cause embarrassment, feelings of powerlessness, loss of self confidence, reduced ability to perform school work, and increased absenteeism or tardiness. Any student or employee who is found to have committed sexual harassment shall be Subject to disciplinary action.

The Board of Trustee encourages students or staff to immediately report Incidents of sexual harassment to the Superintendent / Principal. Copies of this policy and administrative regulations containing rules and procedures for reporting charges of sexual harassment and pursuing available remedies shall be available at the school office.

Legal Reference

Title VII of the Federal Civil Rights Act of 1964 (42 USAGE et. seq.), Title IX of The Education Amendments of 1972, and the California Fair Employment and Housing Act (Government Code, Section 12900, et. Seq.) specifically prohibit on-the-Job sexual harassment. Sexual harassment is included as sexual discrimination under both federal and state law. It is required that districts have a policy and procedures which are in compliance with the State Fair Employment and Housing Act. Education Code, Sections 2125, 2126, and 230

Adopted August 12,1993

MISCELLANEOUS

Management Plan for Asbestos-Containing Material

The district has available upon request a complete and updated management plan for asbestos-containing material. [Code of Federal Regulations: 40 CFR 763.93]

Pesticide Use

The District is providing parents the name of all pesticide products expected to be applied at school facilities this school year. That identification includes the name and active ingredients. Only fully certified pesticides can be used on school grounds.

Parents and guardians may register with the district if they wish to receive notification of pesticide applications at a particular school or facility, please request a REQUEST FOR INDIVIDUAL PESTICIDE APPLICATION NOTIFICATION from their school. Further information is available from the California Department of Pesticide Regulation, P.O. Box 4015, Sacramento, CA 95812-4015, www.cdpr.ca.gov. [E.C. 17610.1]

<u>Product</u>	<u>Active Ingredient</u>
Roundup	Isopropylamine Salt of Glyphosate 18%
Rodex	Warafarin .025%
Weed & Feed	2,4-D 1.06%; MCPP 1.13%

Further Information is Available

Further information regarding our district schools, programs, policies, and procedures is available to any interested person upon request to our district office. [E.C. 48209.13, FERPA, 34 CFR Section 99.7(b)]

STUDENT USE OF TECHNOLOGY POLICY AND ACCEPTABLE USE AGREEMENT

Computers are used to support learning and to enhance instruction. Computer networks allow people to interact with many computers. The Internet, a network of networks, allows people to interact with hundreds of thousands of networks and computers. Internet access is now available to students and teachers in our school district. It is general policy that all computers used within the district's access to the Internet be used in a responsible, efficient, ethical, and legal manner.

Because access to the Internet provides connections to other computers / systems all over the world, users (and parents of student users) must understand that neither Los Alamos School District nor District staff members control the content of the information available on these other systems. Some of the information available is controversial and sometimes may be offensive. The Los Alamos School District does not condone the use of such materials, and will take precautions to restrict access to controversial materials by teaching students about responsible use and by utilizing software to block student access to inappropriate materials.

Failure to adhere to district policy and the guidelines below will result in disciplinary action, including revocation of access, suspension, and expulsion. Unacceptable uses may include:

- Violating the conditions of the California Education Code dealing with students' rights to users.
- Using and / or viewing profanity, obscenity or other language or graphics that may be offensive to others.
- Re-posting (forwarding) personal communication without the author's prior consent.
- Copying commercial software in violation of copyright laws.
- Using the network for financial gain, for commercial activity, or for any illegal activity.

Acceptable use policy rules and regulations:

- The Internet account / identification number is free to users.
- It is a privilege to have Internet access. Inappropriate use will result in cancellation of those privileges.
- A responsible user of the Internet may use the District Internet access as long as the user is a staff member or student in the Los Alamos School District.

A responsible user may:

- Use the Internet to research assigned classroom projects.
- Use the Internet to send electronic mail to other users.
- Use the Internet to explore other computer systems and / or networks.

A responsible user:

- May NOT use the Internet for any illegal purpose.
- May NOT use and / or view impolite or offensive language or graphics.
- May NOT violate the rules of common sense or etiquette.
- May NOT change computer files that do not belong to the user.
- May NOT send or receive copyrighted material without permission.
- May NOT share his or her password with anyone.
- May NOT degrade or disrupt equipment or system performance.
- May NOT gain unauthorized access to resources or entities.
- May NOT use an account owned by another without authorization.
- May NOT post anonymous messages.
- May NOT send messages that are likely to result in the loss of recipients work or disruption of systems', for example, a computer virus.
- May NOT use the Internet in violation of any class rule, school policy, or State or Federal law or regulation.

The Los Alamos School District makes no guarantee of any kind for the Internet service provided to the student. The District will not be responsible for any damages claimed or suffered by any child or parent relating to the use of the Internet. This includes the child's exposure to materials a parent otherwise would have a right of notice and / or consent to pursuant to state or federal law. Use of any Information obtained via the Internet is at the student's and parents' own risk.

The Los Alamos School District believes that the benefits to educators and students from access to the Internet, in the form of information resources and opportunities for collaboration, far exceed any disadvantages. But ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their child or ward should follow. To that end, Los Alamos School District supports and respects each family's right to decide whether or not to allow Internet access for their student.

STUDENT USE OF TECHNOLOGY ACCEPTABLE USE AGREEMENT (cont.)

Student Agreement

By signing below, I acknowledge that I:

- Understand the rules and regulation of the Acceptable Use Policy.
- Realize that, if the rules are violated, my account privilege will be cancelled.
- Understand there will be no second chances.

STUDENT'S NAME: _____

STUDENT'S TEACHER/ADVISOR: _____

SCHOOL: _____ GRADE: _____

SIGNATURE: _____
(Student Signature) *Date*

Parent Consent

I have read the Acceptable Use Policy. I understand that the Internet is a world-wide group of hundreds of thousands of computer networks. I know that the Los Alamos School District does not control the content of these Internet networks. When using the Internet, I realize that students could potentially read material that I might consider controversial or offensive. The Los Alamos School District has my permission to give Internet access to my child. I understand that my child may keep this privilege as long as the procedures described in this Acceptable Use Policy are followed.

PARENT/GUARDIAN'S NAME: _____

SIGNATURE: _____
(Parent or Guardian Signature) *Date*

PERMISSION TO PUBLISH ON THE INTERNET

Olga Reed School is in the process of creating a web site that will be posted on the Internet's world wide web (www). As part of the web site, the school would like to publish pictures of students participating in school activities. Some pictures may be close-ups of individual students, and some pictures may be of groups of students taken at a distance, such as sporting events. No student names will be associated with student pictures.

Olga Reed School is seeking your permission to publish your child's picture on our web site. Please fill out this form, and return it to school with your child.

Olga Reed School has my permission to use and publish my child's picture on the school web site. I understand that in doing so, anyone that has internet access can and may log on to the school web site, and see my child's picture.

Olga Reed School does NOT have my permission to use and publish my child's picture on the school web site.

STUDENT'S NAME: _____

SCHOOL: _____ GRADE: _____

SIGNATURE: _____
(Parent or Guardian Signature) *Date*

**LETTER TO HOUSEHOLDS ABOUT THE NATIONAL SCHOOL LUNCH PROGRAM
AND SCHOOL BREAKFAST PROGRAM FOR 2008-2009 SCHOOL YEAR**

Dear Parent or Guardian:

The Los Alamos School District takes part in the National School Lunch and/or School Breakfast Programs. Meals are served every school day. Students may buy lunch for \$2.00 and/or breakfast for \$1.00. Eligible students may receive meals free or at a reduced price of \$.40 for lunch and/or \$.30 for breakfast. Students may buy milk for \$.25.

- If you now receive Food Stamp, California Work Opportunity and Responsibility to Kids (CalWORKs), Kinship Guardianship Assistance Payments (Kin-GAP), or Food Distribution Program on Indian Reservations (FDPIR) benefits, your child may receive free meals.
- If your total household income is the same or less than the amounts on the income scale below, your child may receive meals free or at a reduced price. Household means a group of related or non-related individuals who are living as one economic unit and sharing living expenses. Living expenses include rent, clothes, food, doctor bills, and utility bills.
- A foster care child who is the legal responsibility of the welfare agency or ward of the court may be eligible to receive meals free or at a reduced price regardless of your income. Foster children must have a separate application from other children in your household, and their eligibility is based on their "Personal Use Income."

HOW TO APPLY

Complete and sign the attached Application for Free and Reduced-Price Meals or Free Milk, and return it to the school as soon as possible. The application cannot be approved and may be returned if it contains incomplete eligibility information.

FOOD STAMP, CalWORKs, Kin-GAP, and FDPIR HOUSEHOLDS — If you now get Food Stamp, CalWORKs, Kin-GAP, or FDPIR benefits for your child(ren), list each child's name, and your Food Stamp, CalWORKs, Kin-GAP, or FDPIR case number. **AN ADULT HOUSEHOLD MEMBER MUST SIGN THE APPLICATION.**

FOSTER CARE CHILDREN or CHILDREN PLACED IN OUT-OF-HOME CARE — Complete a separate application for each child who is the legal responsibility of the welfare agency or is a ward of the court. Write the name of the child and the specific school the child attends. If the child receives personal-use income, list the amount of income. Personal-use income is (a) money given by the welfare office identified by category for the child's personal use, such as clothing, school fees, and allowances; and (b) all other money the child receives, such as money from family and earnings from full-time or regular part-time employment. The foster parent or agency official must sign the application.

ALL OTHER INCOME HOUSEHOLDS (wages, salary, pensions, etc.) — If you do not enter a Food Stamp, CalWORKs, Kin-GAP, or FDPIR case number for each student listed on the application, you must enter (go to next column):

- The names of all school-age children in your household and the school(s) they attend
- The names of all other children in your household who do not attend school
- The names of all adults and other household members, the amount each person received last month, and the source of income
- The Social Security number of the adult household member who signs the application or indicate "none" if the adult does not have a Social Security number

An application must be completed, with all household members and incomes listed, for a child who is living with relatives or friends, whether or not the child is a ward of the court.

An adult household member must sign the application.

* A household of one means a foster child, a child in out-of-home care, or a pupil who is his/her sole support.

July 1, 2008 – June 30, 2009					
Household Size	Annual	Monthly	Twice Per Month	Every 2 Weeks	Weekly
1	\$19,240	\$1,604	\$802	\$740	\$370
2	25,900	2,159	1,080	997	499
3	32,560	2,714	1,357	1,253	627
4	39,220	3,269	1,635	1,509	755
5	45,880	3,824	1,912	1,765	883
6	52,540	4,379	2,190	2,021	1,011
7	59,200	4,934	2,467	2,277	1,139
8	65,860	5,489	2,745	2,534	1,267
For each additional family member, add:					
	\$6,660	\$555	\$278	\$257	\$129

In accordance with federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability.
To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call (202) 720-5964 (voice and TDD). The USDA is an equal opportunity provider and employer.

CURRENT INCOME—The amount of income each household member received last month, before taxes or anything else is taken out, and where it came from, such as earnings, welfare, pensions, and other income. If any amount last month was more or less than usual, write the usual monthly income or project the annual income. To calculate monthly income: Weekly x 4.33; every two weeks x 2.15; twice a month x 2.

INCOME TO REPORT

EARNINGS FROM WORK	WELFARE CHILD SUPPORT ALIMONY	PENSIONS RETIREMENT SOCIAL SECURITY	OTHER INCOME
Wages, salaries and tips, strike benefits, unemployment compensation, workers' compensation, net income from self-owned business or farm	Public assistance payments, welfare payments, alimony, and child support payments	Pensions, supplemental security income, retirement payments, Social Security Income (SSI) (including SSI a child receives)	Disability benefits; cash withdrawn from savings; interest and dividends; income from estates, trusts, and investments; regular contributions from persons not living in the household; net royalties and annuities; net rental income; any other income

FOOD DISTRIBUTION PROGRAM ON INDIAN RESERVATIONS (FDPIR) — Households participating in the FDPIR are categorically eligible for free meals or milk. The FDPIR is authorized by Section 4(b) of the Food Stamp Act of 1977. Under this section, eligible households may elect to participate in either the Food Stamp Program or the FDPIR. Since households are afforded the option to participate in either program, FDPIR households have been determined to receive the same categorical benefits as Food Stamp households.

SOCIAL SECURITY NUMBER — The application must have the Social Security number of the adult who signs it. If the adult does not have a Social Security number, write "none" or something else to show that the adult does not have a Social Security number. If a Food Stamp, CalWORKs, Kin-GAP, or FDPIR case number for the child is listed, or if the application is for a foster child, a Social Security number is not required.

APPLYING FOR BENEFITS — You may apply for benefits at any time during the school year. If you are not eligible now but your income goes down, you lose your job, your family size becomes larger, or you become eligible for Food Stamp, CalWORKs, Kin-GAP, or FDPIR benefits, you may submit an application at that time.

VERIFICATION — School officials may check the information on the application at any time during the school year. You may be asked to send information to prove your income, or current eligibility for Food Stamp, CalWORKs, Kin-GAP, or FDPIR benefits. Refer to the application for more detailed explanation.

MEALS FOR DISABLED — If you believe your child needs a food substitute or texture modification because of a disability, please contact the school. A child with a disability is entitled to a special meal at no extra charge if the disability prevents the child from eating the regular school meal.

WIC PARTICIPANTS — If you currently receive benefits under the Special Supplemental Nutrition Program for Women, Infants, and Children—better known as the WIC Program—your child may be eligible for free or reduced-price meals. You are encouraged to complete an application and return it to the school for processing.

NONDISCRIMINATION — Children who receive free or reduced-priced meals must be treated in the same manner as those children who pay full price for their meals.

FAIR HEARING — If you do not agree with the school's decision regarding your application or the result of verification, you may discuss it with the school. You also have the right to a fair hearing. A fair hearing may be requested by calling or writing the following school official:

NAME: Paula Rowley

ADDRESS:

480 Centennial Street
Los Alamos, CA 93440

TELEPHONE: (805) 344-2401

CONFIDENTIALITY — Family size, household income, and Social Security number information will remain confidential and will not be shared for any purpose. Information you provide will determine your child(ren)'s eligibility to receive free or reduced-price meals.

If you have any questions or need assistance in completing the application, please contact:

NAME: Paula Rowley

ADDRESS:

480 Centennial Street
Los Alamos, CA 93440

TELEPHONE: (805) 344-2401

You will be notified by the school when your application has been approved or denied for free or reduced-price meals.

Sincerely,

Paula Rowley

LOS ALAMOS SCHOOL DISTRICT
480 Centennial • Los Alamos, CA 93440

**APPLICATION FOR FREE AND
REDUCED-PRICE MEALS OR FREE MILK
FOR SCHOOL YEAR 2008-2009**

COMPLETE AND RETURN THIS APPLICATION
TO THE SCHOOL

**SECTION A. ALL HOUSEHOLDS COMPLETE THIS
SECTION**

FOR SCHOOL USE ONLY – ELIGIBILITY DETERMINATION		
HSHLD SIZE:	HSHLD INCOME: \$	
FREE:	REDUCED:	DENIED:
YEAR RND TRACK:	FREE with: FS / CalWORKs / Kin-GAP / FDPIR	
TEMPORARY FREE UNTIL: (45 calendar days from date of determination)	Direct Certified as: H M R EP <input type="checkbox"/>	
DETERMINING OFFICIAL:	DATE:	2 nd Review:
VERIFICATION OFFICIAL:	DATE:	Follow-up:

STUDENT / CHILD INFORMATION			FOOD STAMP (FS), CALWORKS, KIN-GAP, OR FDPIR BENEFITS		FOSTER CHILD		FOR SCHOOL USE ONLY
LAST NAME	FIRST NAME	SCHOOL NAME	YES/ NO	IF YES, ENTER CASE NUMBER BELOW:	YES/ NO	IF YES, COMPLETE ONE APPLICATION PER FOSTER CHILD. ENTER CHILD'S MONTHLY PERSONAL-USE INCOME	
1.							
2.							
3.							
4.							
5.							

If you entered a Food Stamp, CalWORKs, Kin-GAP, or FDPIR case number for **each** child in Section A, or if this application is for a Foster Child and you entered his/her monthly personal-use income, skip Section B and complete Section C.

SECTION B. HOUSEHOLD MEMBERS AND THEIR MONTHLY INCOME (IF ANY)

(1) List all **adult household members**, regardless of income. (2) Indicate amount(s) and source(s) of income for those adult household members with income last month, (3) Enter **any income received last month by/for a child** from full-time or regular part-time employment, SSI, or Adoption Assistance payments; and (4) If amount last month was more/less than usual, enter the usual amount.

FULL NAME	GROSS EARNINGS FROM WORK BEFORE DEDUCTIONS, INCLUDE ALL JOBS	PENSION, RETIREMENT, SOCIAL SECURITY	WELFARE BENEFITS, CHILD SUPPORT, ALIMONY PAYMENTS	ANY OTHER MONTHLY INCOME	FOR SCHOOL USE ONLY: TOTAL MONTHLY INCOME
1.					
2.					
3.					
4.					
5.					

California Education Code Section 49557(a): Applications for free and reduced-price meals may be submitted at any time during a school day. Children participating in the National School Lunch Program will not be overtly identified by the use of special tokens, special tickets, special serving lines, separate entrances, separate dining areas, or by any other means.

Privacy Act Statement: National School Lunch Act (Section 9) requires that, unless your child's Food Stamp, CalWORKs, Kin-GAP, or FDPIR case number is provided, you must include the social security number of the adult household member signing the application or indicate that the household member signing the application does not have a social security number. Provision of a social security number is not mandatory, but the application cannot be approved if a social security number is not provided or an indication is not made that the signer does not have such a number. The social security number may be used to identify the household member in carrying out efforts to verify correct information provided on the application. These verification efforts may be carried out through program reviews, audits, and investigations; and may include contacting employers to determine income, contacting the State's Employment Development Department or local welfare offices to determine the amount of benefits received, and checking the documentation produced by household members to prove the amount of income received. Reporting incorrect information may result in loss or reduction of the household's program benefits, or in administrative claims and/or legal actions against household members.

SECTION C. ALL HOUSEHOLDS READ AND COMPLETE THIS SECTION

I certify that all of the above information is true and correct and that all income is reported. I understand that this information is given for the receipt of Federal funds, that school officials may verify the information on the application, and that deliberate misrepresentation of the information may subject me to prosecution under applicable State and Federal laws.

SIGNATURE OF ADULT HOUSEHOLD MEMBER COMPLETING THIS FORM	TELEPHONE NUMBER	DATE
PRINTED NAME OF ADULT HOUSEHOLD MEMBER SIGNING THIS APPLICATION	SOCIAL SECURITY NUMBER (WRITE "NONE" IF N/A)	
ADDRESS		
CITY	STATE	ZIP CODE

SECTION D. CHILDREN'S RACIAL AND ETHNIC IDENTITIES (Optional)

1. Mark one or more racial identities: American Indian or Alaska Native Asian Black or African-American Native Hawaiian or Other Pacific Islander White
2. Mark one ethnic identity: Of Hispanic or Latino Origin Not of Hispanic or Latino Origin

This Institution is an Equal Opportunity Provider.

ACKNOWLEDGEMENT OF RECEIPT OF ANNUAL PARENT NOTIFICATIONS

Dear Parent or Guardian:

As required by law, I wish to notify you, as parents and/or guardians of students enrolled in our schools, of your rights and responsibilities. I ask, therefore, that you please take a moment of your time to carefully review the information in this booklet. After your review, please sign and return to your child's school this parent/guardian acknowledgment below indicating you have received and reviewed these materials.

If you have any questions regarding this information, please feel free to contact our District office.

Sincerely,



Paul Oisboid
Superintendent / Principal

Please Sign and Return this Form to Your Child's School Site Administrator

Your signature is an acknowledgement that you have been informed of your rights, but does not indicate that consent to participate in any particular program has either been given or withheld. Some legislation requires additional notification to parents or guardians during the school term or at least 15 days prior to a specific activity. (A separate letter will be sent to parents or guardians prior to any of these specified activities or classes and the student will be excused whenever the parent files with the site administrator a statement in writing requesting that his/her child not participate.) [E.C. 48983, 48984]

STUDENT'S NAME: _____

STUDENT'S TEACHER/ADVISOR: _____

SCHOOL: _____ GRADE: _____

I hereby acknowledge receipt of information required by Education Code Sections 48980.

PARENT/GUARDIAN'S NAME: _____

RECEIVED BY: _____
(Parent or Guardian Signature) *Date*

PERMISSION TO PUBLISH

As part of your son's/daughter's educational program, (s)he will have the opportunity to publish documents and projects on the Internet, television broadcast opportunities, newspaper publications, and various media projects. These documents may include a student picture, personal home page, or a collaborative project with other students locally or internationally. Individuals with Internet access around the world will be able to view. We think this is an exciting and enriching opportunity for our students.

We will publish these documents only with your written permission. Please consider the following options, then sign and return this form to your child's teacher. To see examples of work that are already published on the Internet, ask you child's teacher. Thank you for your cooperation.

SCHOOL DISTRICT GUIDELINES

- Published documents may not include a child's phone number, street address or box number, or names of other siblings;
- Documents may not include any information which indicates the physical location of a student at a given time other than attendance at a particular school;
- Documents may not contain objectionable material or point directly or indirectly to objectionable material;
- Documents must conform to school board policies and established school guidelines.

Additionally, documents must be edited and approved by a referring teacher and school principal before publication.

===== PARENT PERMISSION =====

I grant

I do not grant

Los Alamos School District permission to publish documents on the Internet and other media as described above.

STUDENT'S NAME: _____

SCHOOL: _____ GRADE: _____

SIGNATURE: _____
(Parent or Guardian Signature) *Date*

This permission form will be in effect for the current school year. If at any time you wish to change this you may contact the principal of the school your child attends to complete a new form.

Los Alamos School District 2008 - 2009

District Calendar

Calendario del Distrito

		S	M	T	W	T	F	S		
July	4 Independence Day			1	2	3	4	5	Día Independencia 4	Julio
		6	7	8	9	10	11	12		
		13	14	15	16	17	18	19		
		20	21	22	23	24	25	26		
		27	28	29	30	31				
August	18-20 Staff Development 21 First Day of School						1	2	Día de Desarrollo del Personal 18-20 Primer Día de Escuela 21 Noche de Regreso a Clases (Día Mínimo) 29	Agosto
		3	4	5	6	7	8	9		
		10	11	12	13	14	15	16		
		17	18	19	20	21	22	23		
		24	25	26	27	28	29	30		
31										
September	1 Labor Day 4 Back to School Night	1	2	3	4	5	6	Día del Trabajo 3 Noche de Regreso a Clases (Día Mínimo) 4	Septiembre	
		7	8	9	10	11	12			13
		14	15	16	17	18	19			20
		21	22	23	24	25	26			27
		28	29	30						
October	24 End of First Quarter (46)			1	2	3	4	Fin del Primer Cuarto (46) 24	Octubre	
		5	6	7	8	9	10			11
		12	13	14	15	16	17			18
		19	20	21	22	23	24			25
		26	27	28	29	30	31			
November	3-7 Conferences 11 Veteran's Day 26-28 Thanksgiving Holiday	2	3	4	5	6	7	8	Conferencias 3-7 Día de los Veteranos 11 Vacaciones de Acción de Gracias 26-28	Noviembre
		9	10	11	12	13	14	15		
		16	17	18	19	20	21	22		
		23	24	25	26	27	28	29		
		30	31							
December	22-31 Winter Recess	1	2	3	4	5	6	Vacaciones de Invierno 22-31	Diciembre	
		7	8	9	10	11	12			13
		14	15	16	17	18	19			20
		21	22	23	24	25	26			27
		28	29	30	31					
January	1-9 Winter Recess 12 Teacher Workday 21 Martin Luther King Jr. Day 23 End of Second Quarter (44)	1	2	3	4	5	6	7	Vacaciones de Invierno 1-9 Día para Maestros Trabajan 12 Día de Martin Luther King Jr. 19 Fin del Segundo Cuarto (44) 23	Enero
		8	9	10	11	12	13	14		
		15	16	17	18	19	20	21		
		22	23	24	25	26	27	28		
		29	30	31						
February	9 Lincoln Day 16 President's Day	1	2	3	4	5	6	7	Día de Lincoln 9 Día de Presidentes 16	Febrero
		8	9	10	11	12	13	14		
		15	16	17	18	19	20	21		
		22	23	24	25	26	27	28		
		29	30							
March	16 Staff Development 4 End of Third Quarter (42)	1	2	3	4	5	6	7	Día de Desarrollo del Personal 16 Fin del Tercero Cuarto (42) 4	Marzo
		8	9	10	11	12	13	14		
		15	16	17	18	19	20	21		
		22	23	24	25	26	27	28		
		29	30	31						
April	10-17 Spring Recess	1	2	3	4	Vacaciones de Primavera 10-17	Abril			
		5	6	7	8			9	10	11
		12	13	14	15			16	17	18
		19	20	21	22			23	24	25
		26	27	28	29			30		
May	21 Open House (Minimum Day) 25 Memorial Day					1	2	Casa Abierta (Día Mínimo) 21 Día de Conmemoración 25	Mayo	
		3	4	5	6	7	8			9
		10	11	12	13	14	15			16
		17	18	19	20	21	22			23
		24	25	26	27	28	29			30
31										
June	11 8th Grade Promotion 12 End of Fourth Quarter Minimum Day – 11:40 dismissal	1	2	3	4	5	6	Promoción para 8° Grado 11 Fin del Cuarto Cuarto 12 Día Mínimo – despido a 11:40	Junio	
		7	8	9	10	11	12			13
		14	15	16	17	18	19			20
		21	22	23	24	25	26			27
		28	29	30						

- Holiday
- End of Quarter
- Staff Development / Workdays
- ☆ Minimum Day

- Festivas Legal
- Festivas declaradas de la Mesa Directiva
- Día de Desarrollo del Personal
- Día Mínimo ☆

FIELD TRIP PERMISSION FOR SCHOOL YEAR 2008-2009

Field trips are an important component of the educational experience. All trips require a signed Parent Permission slip. Many trips require fundraising and volunteer drivers. Parent assistance is greatly appreciated.

Signing this form allows your child to participate in field trips throughout the school year without having to sign a separate form for each trip.

STUDENT'S NAME: _____

STUDENT'S TEACHER/ADVISOR: _____

SCHOOL: _____ GRADE: _____

HEALTH CONDITIONS: Please indicate any health conditions, limitations, allergies, asthma, etc.

RESPONSE / TREATMENT: Please specify response or treatment instructions for conditions above, including medicines, special procedures, etc.

PARENT / GUARDIAN

NAME: _____

DAYTIME PHONE: _____ EVENING PHONE: _____

SECOND CONTACT IN EMERGENCY: _____ RELATIONSHIP: _____

DAYTIME PHONE: _____ EVENING PHONE: _____

I hereby give permission for my child to attend field trips with the Los Alamos School District, and I give Los Alamos School District permission to transport my child to those field trips. I also give my permission for school authorities to authorize medical care should the need arise

GRANTED BY: _____
(Parent or Guardian Signature) Date

PESTICIDE APPLICATION NOTIFICATION REGISTRATION

Parents and guardians may register with the district if they wish to receive notification of pesticide applications at a particular school or facility, please request a REQUEST FOR INDIVIDUAL PESTICIDE APPLICATION NOTIFICATION from their school. Further information is available from the California Department of Pesticide Regulation, P.O. Box 4015, Sacramento, CA 95812-4015, www.cdpr.ca.gov. [E.C. 17610.1]

STUDENT'S NAME: _____

SCHOOL SITE / FACILITY: _____

REQUESTED BY: _____

Student Parent/Guardian Staff Member

STREET ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

PHONE: (_____) _____ E-MAIL: _____

Please notify be by:

U.S. Mail (*default*) Telephone (*above*) e-Mail (*above*)